



**City Council Public Hearing  
February 20, 2024  
Council Chambers  
6:00 PM**

**Agenda**

- 1. Call to Order**
  - 2. Resolution Granting Community Revitalization Tax Relief to the Property Located at 135 North Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project P. 5**
  - 3. Update on Community Development Block Grant COVID-19 (CDBG-CV) Funded Gafney Home Project P. 49**
  - 4. Adjournment**
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**City Council Special Meeting  
February 20, 2024  
Council Chambers  
*Immediately Following the Public Hearing***

**Agenda**

- 1. Call to Order**
- 2. Resolution Granting Community Revitalization Tax Relief to the Property Located at 135 North Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project *second reading and consideration for adoption* P. 5**
- 3. Adjournment**

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City Clerk's Office

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**City Council Workshop  
February 20, 2024  
Council Chambers  
*Immediately following the Special Meeting***

**Agenda**

- 1. Call to Order**
- 2. Public Input**
- 3. Communications from the City Manager**
- 4. Communications from the Mayor**
  - 4.1 Proclamation: Choose Love Awareness Month – February 2024 P. 53**
  - 4.2 Proclamation: Career Technical Education Month – February 2024 P. 55**
- 5. Presentation: Healthy Homes and Lead Prevention - DHHS P. 57**
- 6. Annual Presentation: Strafford Regional Planning Commission P. 59**
- 7. Department Reports P. 69**
- 8. Non-public/non-meeting**
  - 8.1 Non-Public Session – Personnel, RSA 91-A:3, II (a)**
- 9. Adjournment**

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City Clerk's Office

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**Resolution Granting Community Revitalization Tax Relief to the Property Located at 135 North Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project**

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

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

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

**Whereas**, Andy Yau, owner of the so-called 135 North Main Street in downtown Rochester, is desirous of making use of the benefits of RSA Chapter 79-E and it has, therefore, proposed a substantial rehabilitation project with respect to the structure located upon the so-called 135 North Main Street; and

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

**Now, Therefore**, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby make the following findings and determinations with respect to the proposed substantial rehabilitation proposal for the so-called 135 North Main Street property contemplated by the owner’s Community Revitalization Tax Relief Application dated January 5, 2024, to wit:

(1) Any tax relief under the provisions of RSA Chapter 79-E or this resolution that is to be accorded with respect to the so-called 135 North Main Street property project shall be accorded only after the property owner grants to the City a covenant pursuant to the provisions of RSA 79-E:8 ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and in accordance with the requirements of RSA 79-E:8; and

(2) The Mayor and City Council find public benefits under RSA 79-E:7 in the proposed revitalization project proposed with respect to the so-called 135 North Main Street property project; and

(3) The proposed substantial rehabilitation project with respect to the aforesaid 135 North Main Street provides the following public benefits to downtown Rochester:

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

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

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

**Furthermore**, as a result of making such determinations and findings, and subject to the owner's compliance therewith, and with the provisions of RSA Chapter 79-E, the Mayor and City Council hereby grant the requested tax relief for a period of seven (7) years beginning with the completion of the substantial rehabilitation of the structure upon the so-called 135 North Main Street property.



## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT
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COUNCIL ACTION ITEM <input type="checkbox"/>
INFORMATION ONLY <input type="checkbox"/>

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

RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
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FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>
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AGENDA DATE			
DEPT. HEAD SIGNATURE			
DATE SUBMITTED			
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

LEGAL AUTHORITY
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**SUMMARY STATEMENT**

[Empty box for Summary Statement]

**RECOMMENDED ACTION**

[Empty box for Recommended Action]



# City of Rochester, New Hampshire

Economic Development Department

31 Wakefield Street, Rochester NH 03867

(603) 335-7522 [www.rochesternh.net/economic-development](http://www.rochesternh.net/economic-development)

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

Building Name (if any): Building Address: 135 North Main Street Owner Name(s): Andy Yau Owner Address(es): PO Box 1324, Rochester, NH	Map# 0121 Lot# 0346 Zoning: Downtown Commercial Overlay District: Special Downtown Year Built: 1920 Square Footage of Building: 2536
Contact Name: Andy Yau Phone 646-525-1672 Email address: andycyau@gmail.com	Applicant Name(s) (if different from owner): Applicant Address: 875 Greenland Road B-9, Portsmouth, NH 03801 Phone #: 646-525-1672 Email address: andycyau@gmail.com
	Application Fee Paid:    Yes <input checked="" type="checkbox"/> No
Existing Uses (describe number of units by type and size ) Is there a change of use associated with this project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If so, please describe: First floor commercial unit that consists of 1150 square feet will be renovated and turned into a 3 bedroom residential unit.	Is the building eligible or listed on the State or National Register of Historic Places or located in a Local, State, or Federal Historic District? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Provide historic district name:
Will the project include rehabilitation of residential units? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many: 2 If yes, please describe: There are currently 2 residential units at approximately 600 square feet that will be both be renovated.	Will the project involve affordable residential units*? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please describe:  <small>*Portsmouth-Rochester, NH 60% RENT LIMIT: <b>EFFIC.</b> \$1294/  <b>1 BR</b> \$1386 / <b>2 BR</b> \$1663. NHHFA RENTS EFFECTIVE          DATE: 9/8/2023. Rental rates are below the above maximums.</small>
<u>Other Review &amp; Comment (if necessary)</u> Historic District Review: Special Downtown Review: <u>2/3/23 – Project Narrative</u> Minor Site Review: <u>April 27, 2023</u> Planning Board Review: n/a Zoning Board of Adjustment: n/a Tax Assessor: TBD	<u>Section 79:E-4</u> Application Date: <u>January 5, 2024</u> Complete: <u>yes</u> Staff Review: <u>January 5, 2024</u> Community Development Committee: <u>1/29/2024</u> Post Public Hearing: <u>no later than 2/10/2024</u> Public Hearing* Date: <u>2/20/2024</u> <small>*Required within 60 days of receipt of application</small>  City Council^: <small>^Required within 45 days of Public Hearing</small>

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

Is it a qualifying structure located in a designated downtown zone? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Pre-rehabilitation assessed value (from most recent City Assessment): \$ 133,800	
Total estimated cost of rehabilitation (from application):	\$ 454,000
Percentage of rehabilitation costs to assessment valuation:	<u>339.31</u> %
Does the estimated cost of rehabilitation exceed 15% of pre-rehabilitation assessed valuation, or \$75,000, whichever is lower? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Is there public benefit?</b> Must satisfy at least 1 of the conditions below. (Section 79-E:7)	
<input checked="" type="checkbox"/> It enhances the economic vitality of the Downtown District. <input type="checkbox"/> It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district. <input checked="" type="checkbox"/> It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community. <input checked="" type="checkbox"/> It increases residential housing in urban or town centers. <input type="checkbox"/> In a Local, State, or Federal Historic District?	
<b>Are other funding programs being applied to this project?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Other Programs.</b> – The provisions of this chapter shall not apply to properties whose rehabilitation or construction is subsidized by state or federal grants or funds that do not need to be repaid totaling more than 50 percent of construction costs from state or federal programs.	

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

**Name & Title: Jenn Marsh, Assistant Director of Economic Development**  
**Date: January 11, 2024**



# City Council Review/Decision

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

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

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

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

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

## IF DENIED, REASON(S) FOR DENIAL

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

Follow Up Letters Sent to:

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

## COVENANTS

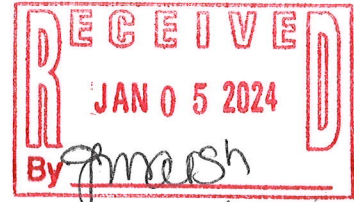
Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

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

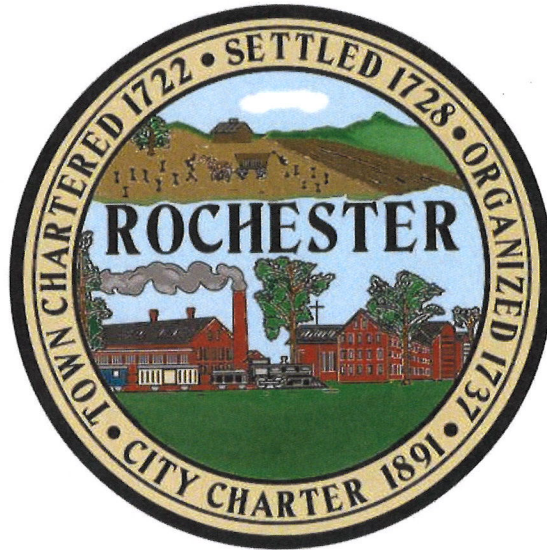
Copies to:

- Assessing Dept
- Finance Dept
- In File

02/15/2024



final draft.



## City of Rochester, New Hampshire

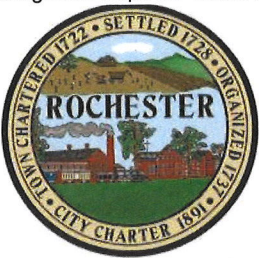
### Community Revitalization Tax Relief Incentive

#### **Instructions to the Applicant:**

The following documents contain everything you need to complete your application for tax relief to revitalize your building. Please read everything carefully. The application materials are based upon the requirements set forth by NH RSA 79-E. You will need to fill out the application, take part in a public hearing with the City Council, and execute a covenant with the City. If you have any questions with the application, the process, or what to expect, please call Michael Scala, Economic Development Director, at 603-335-7595 or email [michael.scala@rochesternh.net](mailto:michael.scala@rochesternh.net).

Thank you for your interest in the Community Revitalization Tax Relief Incentive. The City of Rochester wishes you the best of luck with your application and restoration project!

02/15/2024



# City of Rochester, New Hampshire

Economic Development Department  
31 Wakefield Street, Rochester NH 03867

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

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

Date of Preparation: 12/18/23

### Property information

Property address/location: 135 North Main St, Rochester NH 03867

Name of building (if any): Nomain Kingdom

Tax map & lot #: 0121-0346 Year built: 1920

Square Footage: 2536 Condition: Extremely Poor

Zoning: DTC Vacant, how long: Commercial(5+ years), Residential(2Yrs)

Is this structure eligible or listed on the State or National Register of Historic Places, or located in a local, state or federal Historic District?

Name of District: Downtown

Existing Uses (describe current use, unit type/size, # floors, # employees. Add additional pages if needed):  
See attached addendum.

Change of Use?: Yes to a total of 4 residential units

### Property Owner

Name (include name of individual): Andy Yau

Company: NoMain Kingdom LLC

Mailing address: P.O Box 1324, Rochester NH 03866

Telephone #: 6465251672 Email: Andycyau@gmail.com

### Applicant or Agent Contact:

Name (include name of individual): Andy Yau

Company: Nomain Kingdom LLC

Mailing address: P.O Box 1324, Rochester NH 03866

Telephone #: 646-525-1672 Email: andycyau@gmail.com

### EXHIBIT

## Proposed Project Information

Name of Architect (if known): N/A

Name of Licensed Contractor (if known): Albert Leeman Will the

project include rehabilitation of residential units?  Yes  No If yes, how many 4

Are the residential units defined as "affordable"?

(The current affordable rents in the City of Rochester are available at [NH-Housing-Rental-Survey-Report-2021.pdf \(nhhfa.org\)](#))

Describe the commercial space, square footage, uses and conditions (add additional pages if needed):

1 Commercial unit : Needs to be completely rehabilitated. Has been vacant for years.  
Size: 1150 SF. Uses: Office or retail use. It was previously a barbershop. To be converted to a 3 bedroom residential unit.

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

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

See attached

Explain the project in your own words:

See attached

Pre-Rehabilitation Ad Velorum Tax Valuation \$ 133,800.00

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

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

\$75,000, whichever is lower? 339.31

**Note:** This program is available for projects where the rehabilitation cost equals or exceeds 15% of the pre-rehabilitation assessed valuation or \$75,000, whichever is lower. If your project does not meet this standard, it is not eligible for Tax Relief under RSA 79e.



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**Project costs**

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

Historic Restoration: N/A Cost: \$ 0

Sustainability/Efficiency: Sprayfoam& minisplits Cost: \$ \$40,500.00

Interior Alterations: Complete renovation throughout Cost: \$ 318,500.00

Exterior Alterations:  stairs & siding & curb appeal Cost: \$ 25,000.00

Structural: N/A Cost: \$ 0

Electrical: Complete Rewire Cost: \$ 20,000.00

Plumbing: Complete plumbing Cost: \$ 10,000.00

Mechanical: N/A Cost: \$ 0

Safety/Fire Protection: Sprinklers & Water Line Cost: \$ 40,000.00

Other: N/A Cost: \$ 0

Expected construction dates. Start: 04/01/24; Finish: 12/31/24

Total project cost: \$ 454,000.00

Please attach written estimates whenever possible.

Will any state or federal grants or funds be used in this project?

If yes, please provide information in detail on an additional sheet.

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

### Other Approvals and Information

Please include the scheduled date of review or attach the **Notice of Decision** as appropriate:

Project Narrative or Letter of Intent to Planning: Project Narrative Date: 02/03/23

Historic District Review: N/A Date: N/A

*(Required only if replacing a qualified structure)*

Other (please specify): Minor Site Plan Approval Date: 04/27/23

### Application Checklist

*(Applications are not complete, and review will not be scheduled, until all supporting items are delivered)*

- Completed Application form with signatures.
- Application Fee made payable to City of Rochester
- ~~Documentation and photos of Historic Information~~
- Copy of Property Record Card
- Description of Public Benefit
- Site plans, diagrams, elevations associated with the Project
- Cost Estimates associated with the Project
- ~~Documentation of State or Federal Funds~~
- Notice of Decision for Other Reviews
- Request for Tax Relief

### Request for Community Revitalization Tax Relief

- Substantial Rehabilitation Tax Relief Incentive (Up to 5 Years)
- Additional Tax Relief Incentive for New Residential Units (Up to 2 Years)
- Additional Tax Relief Incentive for Affordable Housing (Up to 4 Years)
- Additional Tax Relief for rehabilitation of historic places\* (Up to 4 Years)

\* Rehabilitation in accordance with the in accordance with Secretary of Interior's Standards for Rehabilitation.

Please explain your request for the above tax relief categories. You may attach an additional sheet. See attached


### Submission of Application

This application must be signed by the property owner. Please submit an electronic version and /or a complete package of information to:

Rochester Community & Economic Development  
Mail: 31 Wakefield St, Rochester, NH 03867  
[michael.scala@rochesternh.net](mailto:michael.scala@rochesternh.net)

A \$150.00 application fee (payable to "City of Rochester") must be submitted in order for this application to be considered complete. Please follow up at 603-335-7522 to insure all information and payments have been received.

*I (we) hereby submit this application under the Community Revitalization Tax Relief Incentive Statute (NH RSA 79-E) and attest that to the best of my (our) knowledge all of the information herein and in the accompanying materials is true and accurate. I (we) have reviewed the statute and understand that: a) there will be a public review process and public hearing to evaluate the merits of this application; b) I (we) will need to enter into a covenant with the City; and c) I (we) may be required to pay reasonable expenses associated with the creation and recording of the covenant to the Strafford County Registry of Deeds.*

Signature of property owner (1):  \_\_\_\_\_  
DocuSigned by: 06F6E6BEFFC44CB...

Printed Name: Andy Yau Date: 12/18/23

Signature of property owner (2): \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_



**ATTACHMENT I**  
**City of Rochester RSA 79e Application**

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

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



**ATTACHMENT II**  
**City of Rochester RSA 79e Application**

**TITLE V**  
**TAXATION**

*CHAPTER 79-E*

*COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE*

**Section 79-E:1**

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

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

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

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

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

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

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

**Section 79-E:2**

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

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

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

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

02/15/2024

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

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

VI. "Tax relief" means:

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

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

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

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

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

### Section 79-E:3

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

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

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

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

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

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

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

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



## Section 79-E:4

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

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

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

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

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

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

- (1) The governing body finds a public benefit under RSA 79-E:7; and
- (2) The specific public benefit is preserved through a covenant under RSA 79-E:8; and
- (3) The governing body finds that the proposed use is consistent with the municipality's master plan or development regulations; and
- (4) In the case of a replacement, the governing body specifically finds that the local heritage commission or historic district commission or, if such local commissions are not established, the New Hampshire division of historical resources has determined that the replaced qualifying structure does not possess significant historical, cultural, or architectural value, the replacement of the qualifying structure will achieve one or more of the public benefits identified in RSA 79-E:7 to a greater degree than the renovation of the underutilized structure, and the historical, cultural, or architectural resources in the community will not be adversely affected by the replacement. In connection with these findings, the governing body may request that the division of historical resources conduct a technical evaluation in order to satisfy the governing body that historical resources will not be adversely affected.

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

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

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

- (a) The development program or financing plans for such tax increment finance districts; or
- (b) The ability to satisfy or expedite repayment of debt service obligations incurred for a tax increment



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financing district; or

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

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

## Section 79-E:5

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

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

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

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

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

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

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

## Section 79-E:6

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

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

## Section 79-E:7

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

I. It enhances the economic vitality of the downtown;

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

II-a. It promotes the preservation and reuse of existing building stock throughout a municipality by the

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rehabilitation of historic structures, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation.

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

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

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

### Section 79-E:7-a

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

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

### Section 79-E:8

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

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

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

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

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

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

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

### Section 79-E:9

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

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

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

(a) The commissioner of the department of revenue administration shall prescribe and issue forms to the



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local assessing officials for the payment due, which shall provide a description of the property, the market value assessment according to RSA 75:1, and the amount payable.

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

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

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

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

### **Section 79-E:10**

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

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

### **Section 79-E:11**

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

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

### **Section 79-E:12**

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

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

### **Section 79-E:13**

#### **79-E:13 Extent of Tax Relief.** –

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

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

II. The tax relief granted under this chapter shall only apply to substantial rehabilitation or replacement that commences after the governing body approves the application for tax relief and the owner grants to the municipality the covenant to protect the public benefit as required in this chapter, provided that in the case of a

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qualifying structure which is a building destroyed by fire or act of nature, and which occurred within 15 years prior to the adoption of the provisions of this chapter by the city or town, the tax relief may apply to such qualifying structure for which replacement has begun, but which has not been completed, on the date the application for relief under this chapter is approved.

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

### **Section 79-E:14**

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

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

## Community Revitalization Tax Relief Incentive Additional Information

### ***Existing Uses:***

135 North Main St, Rochester NH 03867

**2 Residential Units** that are approximately 600 square feet each. Consists of a total of 4 rooms. Both residential units are located on the top second floor.

**1 Commercial Unit** that consists of 1150 Square Feet. It used to be occupied by a barbershop many years ago. It can be used as retail space or office space. The commercial unit is located on the lower first level.

**3 Total Units.** Three Stories.

### ***Describe the commercial space, square footage, uses and conditions:***

135 North Main St, Rochester NH 03867

**Commercial unit 1:** Needs to be completely rehabilitated.

Has been vacant for years. Size: 1150 SF

Uses: Office or retail use. It was previously a barbershop

To be converted into a 3 bedroom residential unit



## 135 N.Main, Rochester NH Public Benefits

### Please describe in detail the public benefits associated with this project?:

The proposed real estate development project offers several public benefits, including:

1. **Redevelopment of distressed and under utilized properties:**  
The dilapidated and distressed look of the buildings, coupled with the underutilized property, is adversely impacting the aesthetic appeal of the vicinity near downtown Rochester. This redevelopment initiative seeks to revitalize the area, aiming to enhance its visual appeal and create a more desirable living space.  
The project involves the conversion of long-vacant, run-down commercial units into modern and revitalized residential units. Notably, situated immediately upon crossing the Cocheco Arched bridge.
2. **Support for the town's Great American Design Charette(GAP) plan:** The project supports the town's plans for expanding the boardwalk, improving downtown, and contributing to the overall development and growth of Rochester.
3. **Increased housing opportunities:** By converting the previously vacant commercial unit into a residential unit and completing the third level, the project will provide new housing options for additional 2 families, and housing for a total of 4 families.
4. **Improved access to recreational amenities:** The utilization of the space near the Cocheco river will provide tenants with access to the river, making it more lively and offering additional recreational opportunities.

These benefits demonstrate the positive impact this project will have on the area and the town as a whole, contributing to the gentrification and revitalization efforts, and improving the quality of life for the residents.

### Explain the project in your own words:

The project located at 135 North Main St, Rochester, New Hampshire, centers around the revitalization of a currently dilapidated, mixed-use building comprising three units. Situated in the downtown area, this project aims to be an overall improvement of the locality. The building, which currently houses a lower-level commercial unit and two residential units on the second floor, will undergo significant enhancements to enhance the aesthetic appeal and contribute to the area's rejuvenation.

The proposed changes include converting the lower-level commercial unit into a spacious 3-bedroom residence with 1150 square feet, featuring a strategically positioned living room with views overlooking the Cocheco River. The second floor will consist of two residential units—one with 2 bedrooms and the other with 1 bedroom—while the third floor will be transformed into a single-bedroom unit with a living room facing the river. This redesign will result in a total of four units, representing an increase from the original 3 units.

Another key to the project's vision is a commitment to energy efficiency. The building will be equipped with efficient features such as efficient heat pumps and spray foam insulation, aligning with contemporary sustainability standards. By elevating the aesthetic and functional aspects of the property while incorporating energy-efficient technologies, the project aims to not only enhance the living experience for residents but also contribute positively to the economic and visual appeal of the downtown area.

## Request for Tax Relief

**Please explain your request for the above tax relief categories. You may attach an additional sheet.**

I am submitting this application to request Community Revitalization Tax Relief for my project at 135 North Main St, Rochester, New Hampshire. The proposed incentives are outlined as follows:

- Substantial Rehabilitation Tax Relief Incentive: Up to 5 years
- Additional Tax Relief Incentive for New Residential Units: Up to 2 years

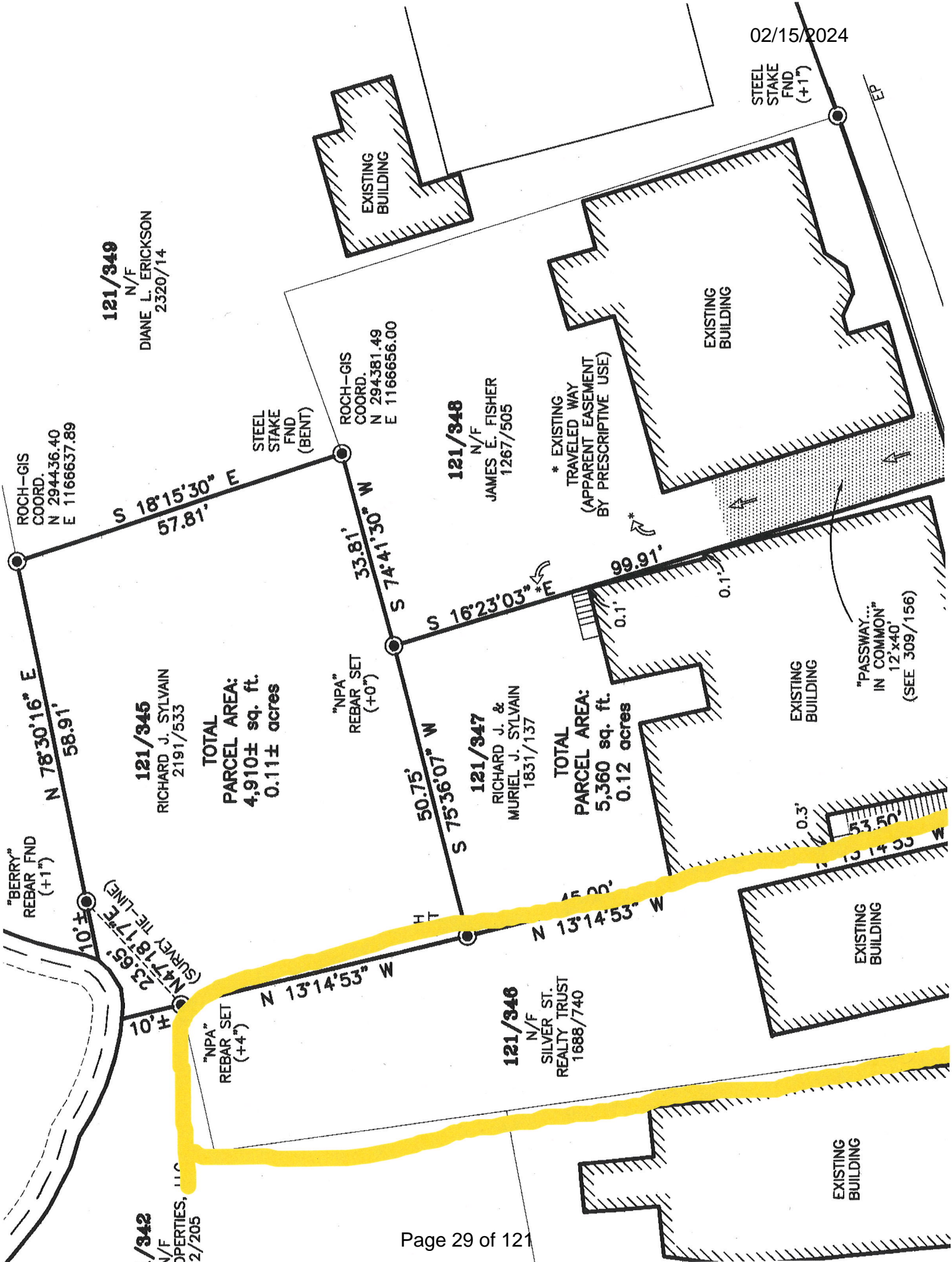
This comprehensive package of incentives, totaling 7 years, is sought in conjunction with my project, which involves the conversion of a commercial unit and the third floor into two new residential units. Notably, this redevelopment entails a significant investment, with expenditures reaching 328% of the rehabilitation value.

The escalation of construction costs, compounded by factors such as inflation and labor expenses, has substantially increased the project budget, posing financial challenges that impact its overall feasibility. Consequently, I am seeking tax relief to mitigate these challenges and enhance the project's financial viability over the long term.

The building, unoccupied for the past two years, with the commercial unit vacant for over five years, underscores the urgent need for revitalization. The current construction costs are daunting, and tax relief is crucial to alleviating the financial burden associated with this endeavor. Without the proposed tax incentives, the completion of the project would be deemed financially tough.

As I navigate an existing substantial mortgage, along with the financial responsibilities of property taxes, insurance, and potential construction loan costs, the relief provided by the tax incentives is pivotal for the successful realization of this revitalization effort. Your support in granting this tax relief will not only facilitate the rejuvenation of a neglected property but also contribute significantly to the economic and aesthetic enhancement of the downtown area.





121/349

N/F  
DIANE L. ERICKSON  
2320/14

121/348

N/F  
JAMES E. FISHER  
1267/505

121/345

RICHARD J. SYLVAIN  
2191/533

121/347

RICHARD J. &  
MURIEL J. SYLVAIN  
1831/137

121/346

N/F  
SILVER ST.  
REALTY TRUST  
1688/740

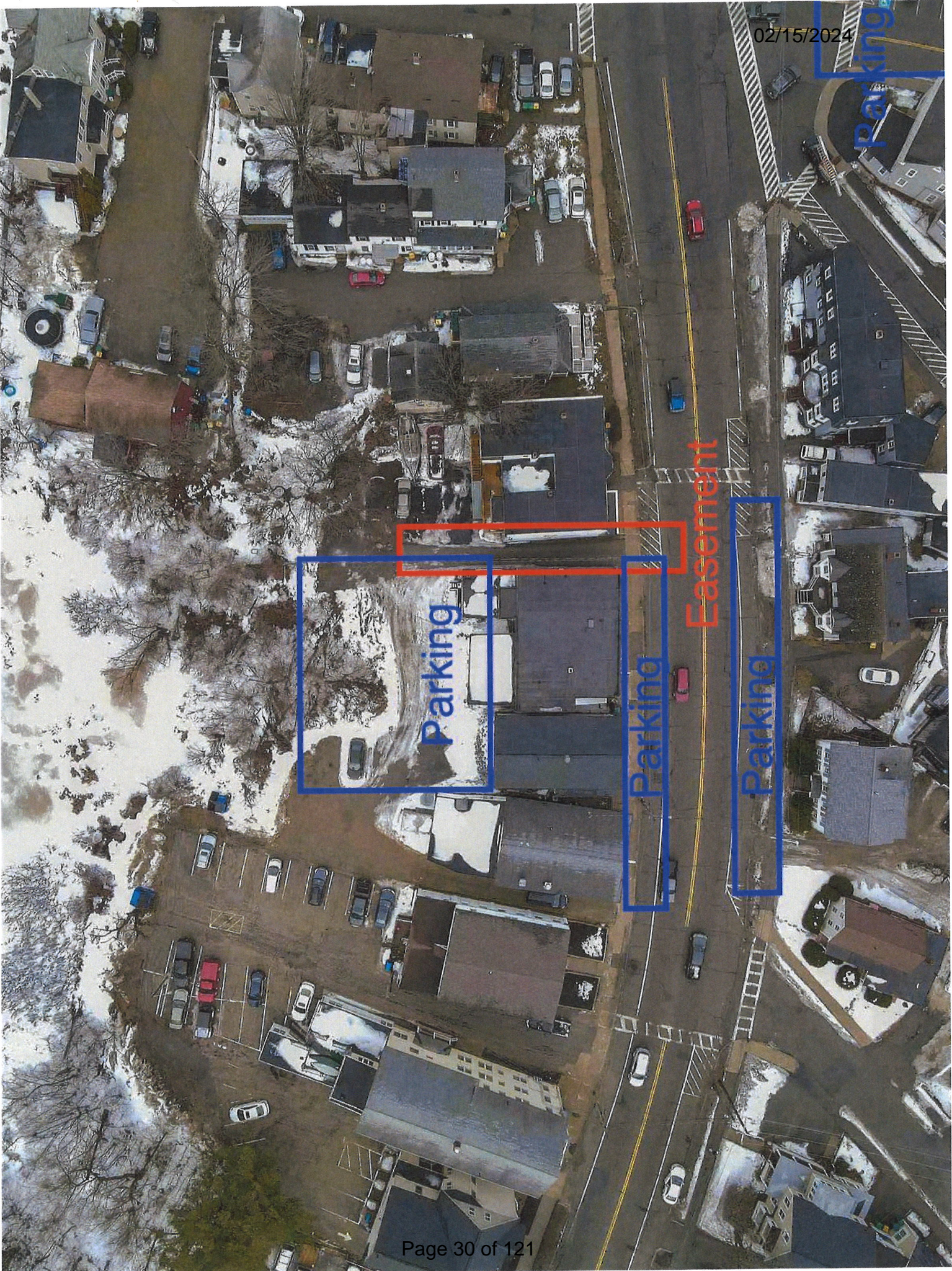
1/342

N/F  
OPERTIES, LLC  
02/205

TOTAL  
PARCEL AREA:  
4,910± sq. ft.  
0.11± acres

TOTAL  
PARCEL AREA:  
5,360 sq. ft.  
0.12 acres















Book: 5003 Page: 1009

E-Doc # 220001728  
Book 5003 Page 1009

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Page 1 of 3

Catherine A. Berube  
Register of Deeds, Strafford County  
LCHIP STA193020 25.00  
TRANS TAX ST857249 5,894.00

### Warranty Deed

Ravi Jignasha Realty LLC, incorrectly identified in the prior deed as Ravi Jignasha Realty LLC a New Hampshire Limited Liability Company of 26 Shakespeare Road, Rochester, New Hampshire 03839 for consideration paid, grant to Nomain Kingdom, LLC, a New Hampshire Limited Liability Company of 875 Greenland Road #B-9, Portsmouth, New Hampshire 03801, **WARRANTY COVENANTS,**

#### TRACT I:

A certain tract or parcel of land, together with any buildings and improvements thereon, situate on the northerly side of North Main Street in Rochester, Strafford County, New Hampshire, and shown as Tax Map 121, Lot 347 (incorrectly stated on prior deed and Plan 66-30 as Lot 346) on plan entitled "Plan of Land, North Main Street, Rochester, N.H. for Richard J. and Muriel J. Sylvain" drawn by Norway Plains Associates, Inc., dated June, 2002, recorded at the Strafford County Registry of Deeds as Plan 85-74, more particularly bounded and described as follows:

Beginning at a 1/2" iron pin on the northerly side of North Main Street, said point marking the southeasterly corner of land now or formerly of Silver St. Realty Trust, and the southwesterly corner of the premises herein described; then running N 13° 14' 53" W along land now or formerly of the Silver St. Realty Trust a distance of ninety-eight and fifty hundredths (98.50') feet, more or less, to a drill hole at land now or formerly of Richard J. Sylvain; then turning and running N 75° 36' 07" E along land now or formerly of James E. Fischer a distance of fifty and seventy-five hundredths (50.75) feet, more or less, to a "NPA" rebar and land now or formerly of James E. Fischer; then turning and running S 16° 23' 03" E along land now or formerly of Fischer a distance of ninety-nine and ninety-one hundredths (99.91') feet, more or less, to a point on the northerly side of North Main Street; then turning and running along the northerly side of North Main Street along a curve to the right having a radius of 955.00 feet, a distance of fifty-six and twenty-three hundredths (56.23') feet, more or less, to the point of beginning. Containing 5,360 square feet (0.12 acres) more or less.

sement

Together with a right of passway to be used in common with the owner of property abutting the above described premises to the east, and said property owner's heirs and assigns, over the twelve foot strip or tract of land lying between the above described premises herein conveyed and the westerly sideline of the house on said abutting (to the east) property.

**TRACT II:**

A certain tract or parcel of land situate off the northerly side of North Main Street in Rochester, Strafford County, New Hampshire, and shown as Tax Map 121, Lot 345 on plan entitled "Plan of Land, North Main Street, Rochester, N.H. for Richard J. & Muriel J. Sylvain" drawn by Norway Plains Associates, Inc., dated June 2002, to be recorded at the Strafford County Registry of Deeds, more particularly bounded and described as follows:

Beginning at a drill hole off the northerly side of North Main Street, said point being approximately 98.50 feet N 13° 14' 53" W a distance of 98.50 feet from a 1/2" iron pin on the northerly side of North Main Street marking the southeasterly corner of land now or formerly of the Silver St. Realty Trust and the southwesterly corner of land now or formerly of Richard J. and Muriel J. Sylvain; then running N 13° 14' 53" W along land now or formerly of the Silver St. Realty Trust a distance of fifty and no hundredths (50.00') feet, more or less, to a "NPA" rebar and land now or formerly of A&E Properties, LLC; then turning and running in a general northwesterly direction along land now or formerly of A&E Properties, LLC a distance of ten (10') feet, more or less, to a point on the southerly shore of the Cocheco River; then turning and running in an easterly direction along the shore of the Cocheco River to a point at land now or formerly of Steven W. and Joan M. Noel; then turning and running in a general easterly direction along land now or formerly of Noel for a distance of ten (10') feet, more or less, to a "Berry" rebar; then turning and running N 78° 30' 16" E along land now or formerly of Noel a distance of fifty-eight and ninety-one hundredths (58.91') feet, more or less, to a "Berry" steel stake at land now or formerly of Fisher a distance of fifty-seven and eighty-one hundredths (57.81') feet, more or less, to a steel stake at land now or formerly of James E. Fisher; then turning and running S 74° 41' 30" W along land now or formerly of Fisher a distance of thirty-three and eight-one hundredths (33.81') feet, more or less, to a "NPA" rebar and land now or formerly of Richard J. and Muriel Sylvain; then turning and running S 75° 36' 07" W along land now or formerly of Sylvain a distance of fifty and seventy-five hundredths (50.75') feet, more or less, to the point of beginning.

Containing 4,910 square feet (0.11 acres), more or less.

**Tract III:**

A certain tract or parcel of land with the buildings thereon situate on the Northerly side of North Main Street in said Rochester, County of Strafford, State of New Hampshire, bounded and described as follows:

Beginning at said Street at the Southwesterly corner of land now or formerly of John Boivin; Thence running North 5° 30' East 150 feet by land of said Boivin and land now or formerly of Charles Evans to other land now or formerly of said Evans;



Thence turning and running in an Easterly direction by other land now or formerly of said Evans on a line until it hits a point 150 feet distant from North Main Street, said line running North 0° 4' East; Thence turning and running South on the course of said line by other land now or formerly of said Evans and land now or formerly of one Bilodeau for a distance of 150 feet to said North Main Street; Thence turning and running in a Westerly direction by said North Main Street for a distance of 40 feet to the point begun at.

Meaning and intending to convey the same premises conveyed to Ravi Jignasha Realty LLC (incorrectly recited as Ravi Jignasha Realty LLC), by deed from Jarnail and Joga Singh dated May 17, 2010 and recorded with the Strafford Registry of Deeds on May 18, 2010 at Book 3834, Page 178 and second deed from Edward R. Mone II to Ravi Jignasha Realty LLC dated April 30, 2012 and recorded at Book 4014, Page 66.

This is not homestead property.

Witness my/our hand(s) this <sup>28</sup>~~22~~nd day of December, 2021

Ravi Jignasha Realty, LLC

BY: [Signature]  
Gautam Patel, Manager

State of New Hampshire  
County of Strafford

<sup>28</sup>~~22~~ On the <sup>28</sup>~~22~~nd day of December, 2021, before me, personally appeared, Ravi Jignasha Realty, LLC, By: Gautam Patel, Manager to me known or proven to be the party/parties executing the foregoing instrument, and he/she/they acknowledged said instrument, by him/her/they executed, to be his/her/their free act and deed.

My Commission Expires:

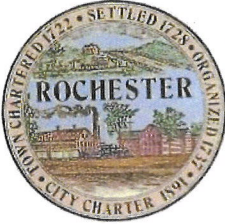


[Signature]  
Notary Public:

Printed/Typed Name

SEAL

02/15/2024



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

Planning & Zoning  
Conservation Commission  
Historic District Commission  
Arts & Culture Commission

Andy Yau  
PO Box 1324  
Rochester, NH 03866

Date: May 5, 2023

**RE: Application by Andy Yau for a Change of Use from Commercial to Residential at 129 & 135 North Main Street, Map 121 Lot 346&347.**

Dear Mr. Yau,

The Planning Department has reviewed your application dated February 3, 2023 for a proposed Change of Use from Commercial to Residential at 129 & 135 North Main Street.

Due to the number of units being converted, this proposal requires Minor Site Plan approval. The density and use of the property is permitted but further review is necessary. The application can be found below:

[Minor Site Plan Application Link](#)

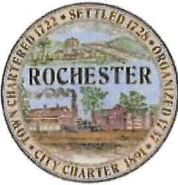
The application will need to be submitted prior to moving forward with the proposed project. Please contact the Planning Department with any questions.

Sincerely,



Ryan O'Connor,  
Senior Planner

cc: View Permit PN-23-13  
File



**Notice of Decision of Minor Site Review**

<b>Applicant:</b>	Nomain Kingdom LLC; Andy Yau
<b>Project location:</b>	129 & 135 North Main Street
<b>Type of project:</b>	Change of Use; (Commercial to Residential)
<b>Case #</b>	121-346 & 347-DTC-23
<b>Date of decision:</b>	April 27, 2023

Dear Mr. Yau,

Your application for the proposed Change of Use to create additional dwelling units and remove the commercial uses at 129 & 135 North Main Street, has been **approved** by the Special Site Review Committee.

129 North Main Street (Tax Map 121 Lot 347) has been approved to be converted to six (6) dwelling units with no commercial units.

135 North Main Street (Tax Map 121 Lot 346) Has been approved to be converted to four (4) dwelling units with no commercial units.

The following conditions shall apply:

1. Available parking and travel lanes must be delineated at the rear of the property. This may be done by signage or striping. The purpose is to maintain a travel lane and access for emergency vehicles.
2. The dumpster to be installed must meet Site Plan Regulations, Section 9(D).
  - a. Disposal areas shall be fully enclosed and screened from the street and from abutting properties by a fence, a wall, vegetation, or another method to a height of 6 feet or, where a dumpster is used, 6 feet or 1 foot above the height of the dumpster, whichever is greater.
  - b. All dumpsters shall be placed on a suitable surface. When there will be intensive usage, the dumpster shall be located on a minimum 6-inch thick concrete pad
  - c. Solid waste facilities shall be strategically located in order to minimize visibility from the street; minimize visibility and the impact of odors, noise, and flyaway trash upon abutters; and allow for easy access and removal.
3. The property must comply with all Fire Department regulations, including the following:
  - a. Prior to occupancy of the additional units, a sprinkler and fire alarm system must be installed. Plans will be reviewed upon submittal.
  - b. Two-hour separation must exist between the different occupancy types. Please contact the Fire Department for and clarification.

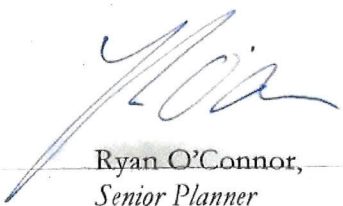


- c. Primary and Secondary egress will be required for conversion of the attic space to a dwelling unit.
- d. A Knox-Box may be requested for the property.
- 4. Prior to occupancy of the space, each building must be addressed and meet all E911 standards. Please coordinate with the Planning Department to readdress the property prior to building permit submittal.
- 5. The City has requested a vegetative buffer be maintained between the properties and the river. This area is within the floodplain and vegetation may assist in stormwater management.
- 6. Please coordinate with Economic Development regarding requirements for a 79E application. Note that the Assessing Department will need to inspect the property to obtain a current valuation.
- 7. Other permits. It is the responsibility of the applicant to obtain all other local, state, and federal permits, licenses, and approvals which may be required as part of this project. Contact the City of Rochester's Building, Zoning and Licensing Department at 332-3508 regarding building permits. Please also contact the City of Rochester Fire Department at 330-7182 to ensure that the proposed building meets all Fire Codes. Finally, please contact the Department of Public Works for any stormwater, sewer, or water permits or fees that are required.

APPEAL PROCESS: Pursuant to RSA 677:15, an aggrieved party may appeal this decision to the Strafford County Superior Court within 30 days of the date the Board voted to approve or disapprove the application, or to the ZBA pursuant to RSA 676:5, III within 30 days of the date the Board made its decision.

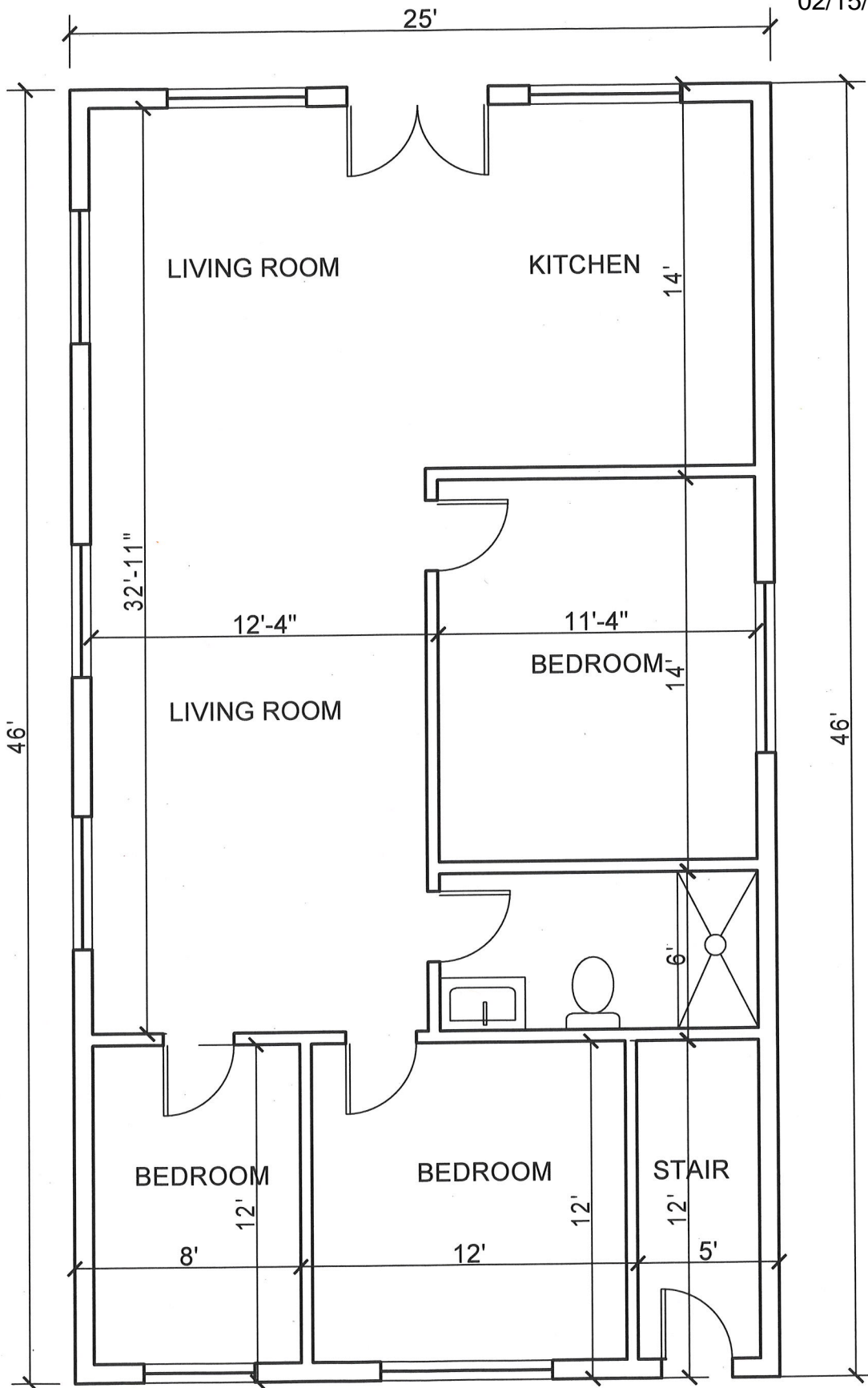
Thank you for working with City Staff through this process. If you have any questions, please contact the Planning Department (603-335-1338).

Sincerely,

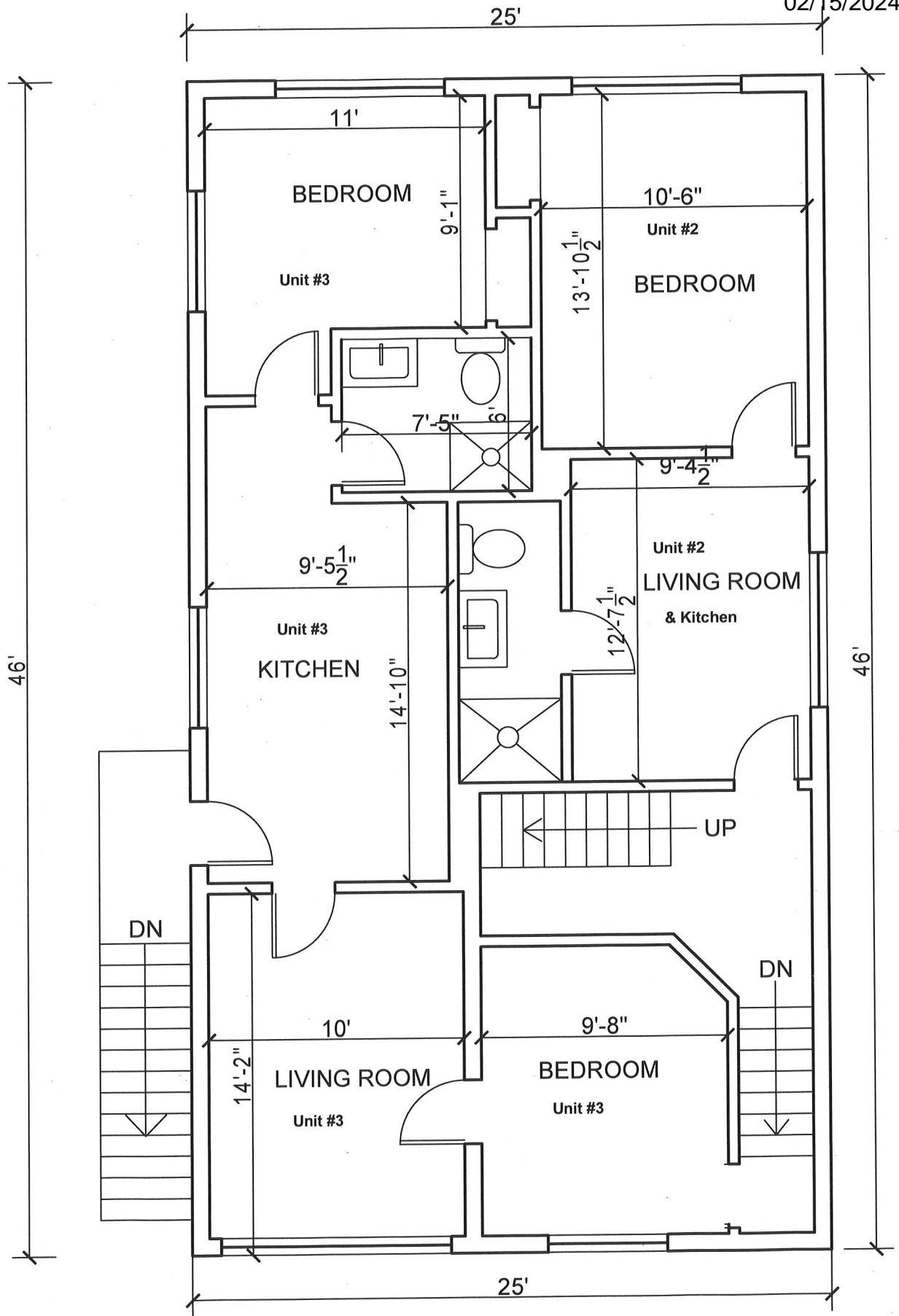


Ryan O'Connor,  
Senior Planner

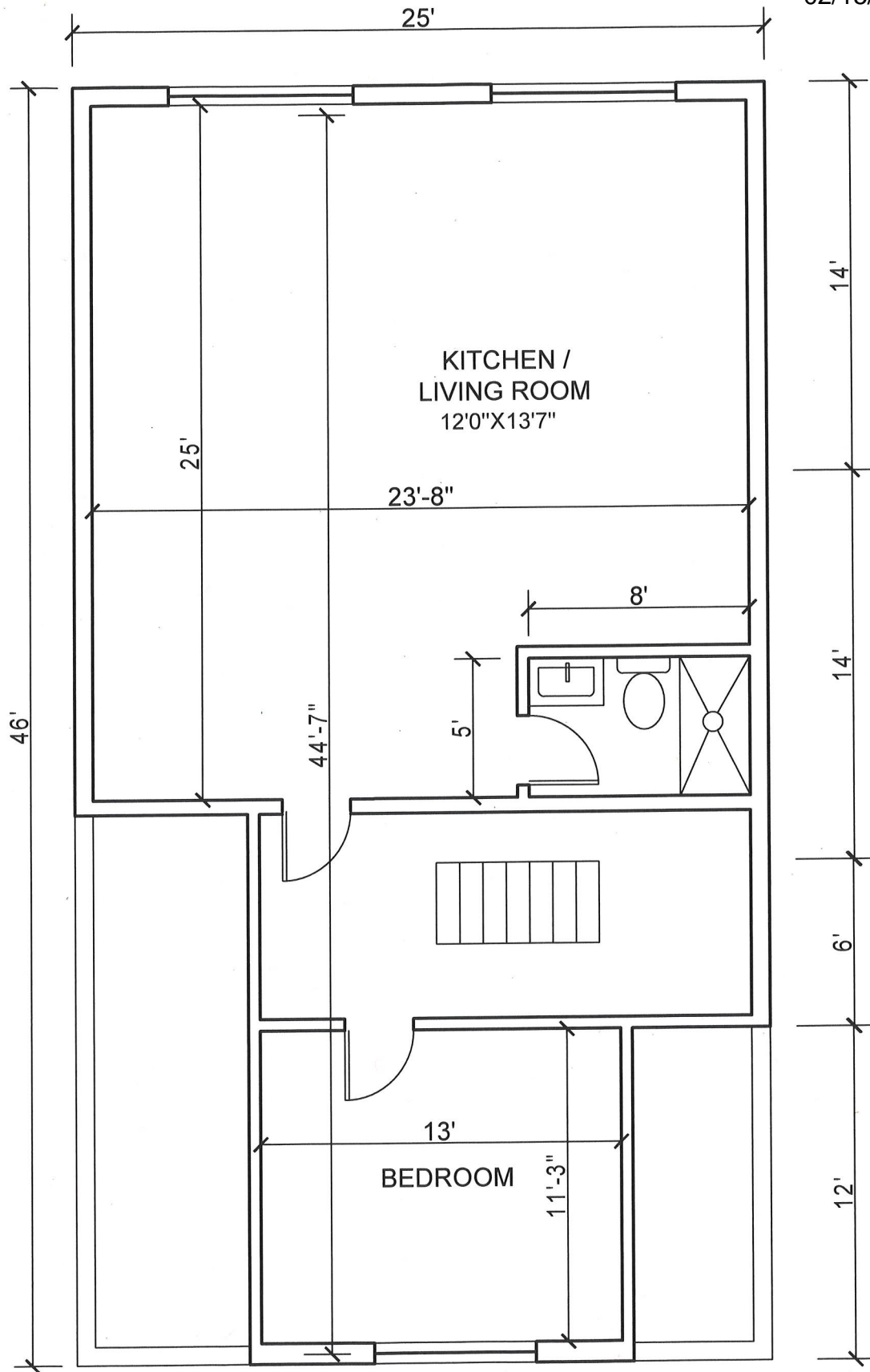
cc: File  
SP-23-7



**FIRST FLOOR**



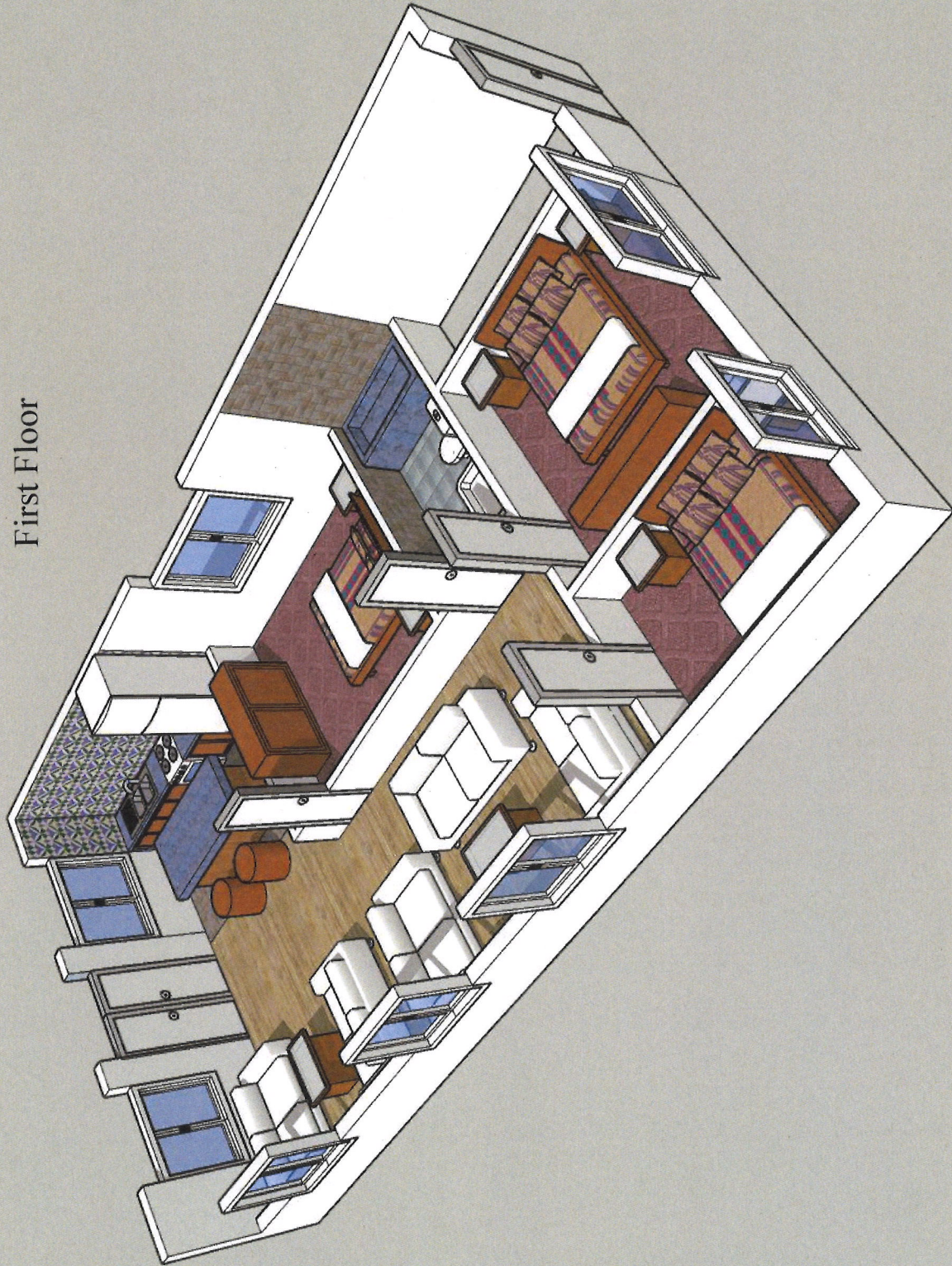
**SECOND FLOOR**



ATTIC FLOOR

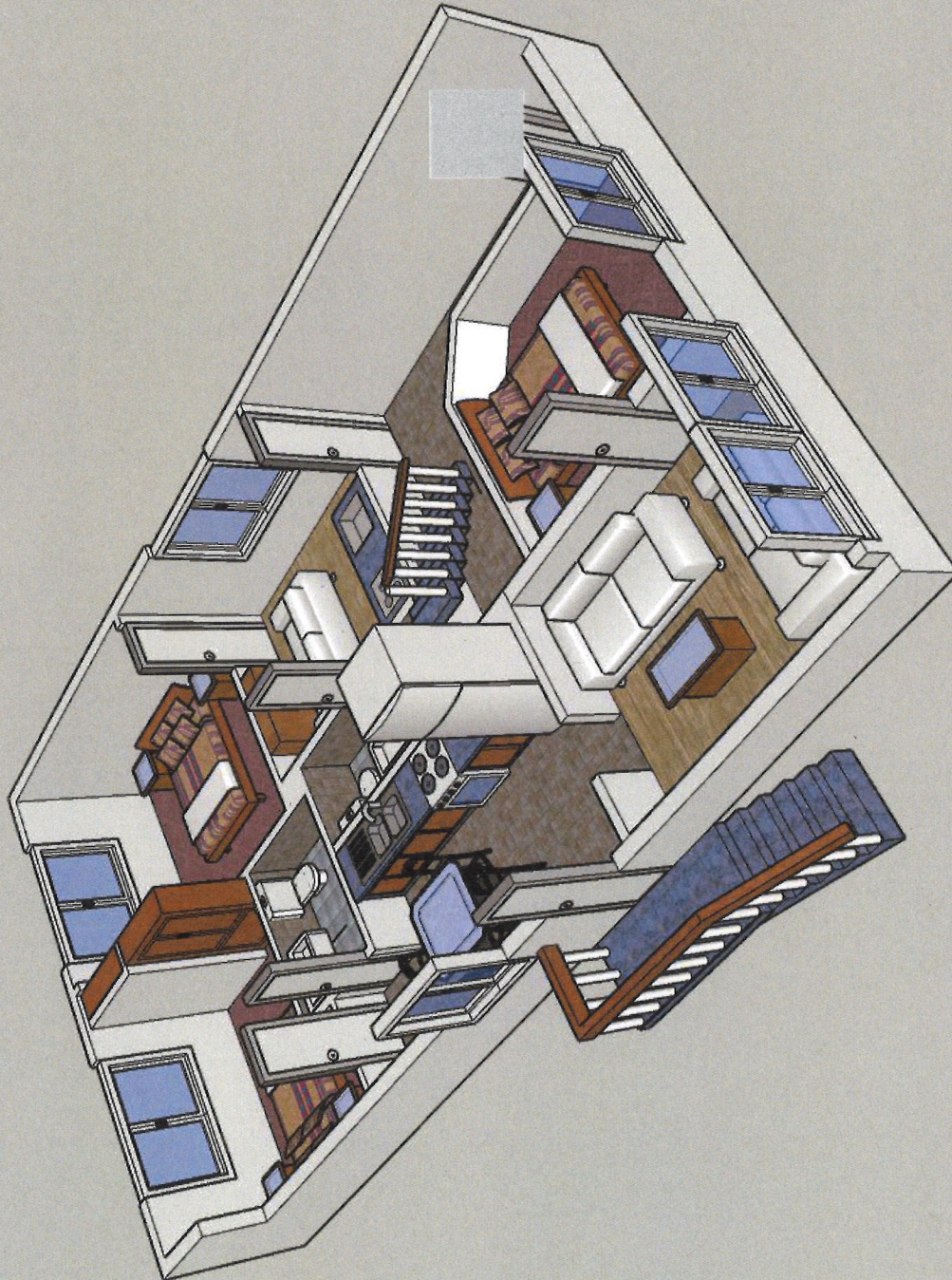


First Floor



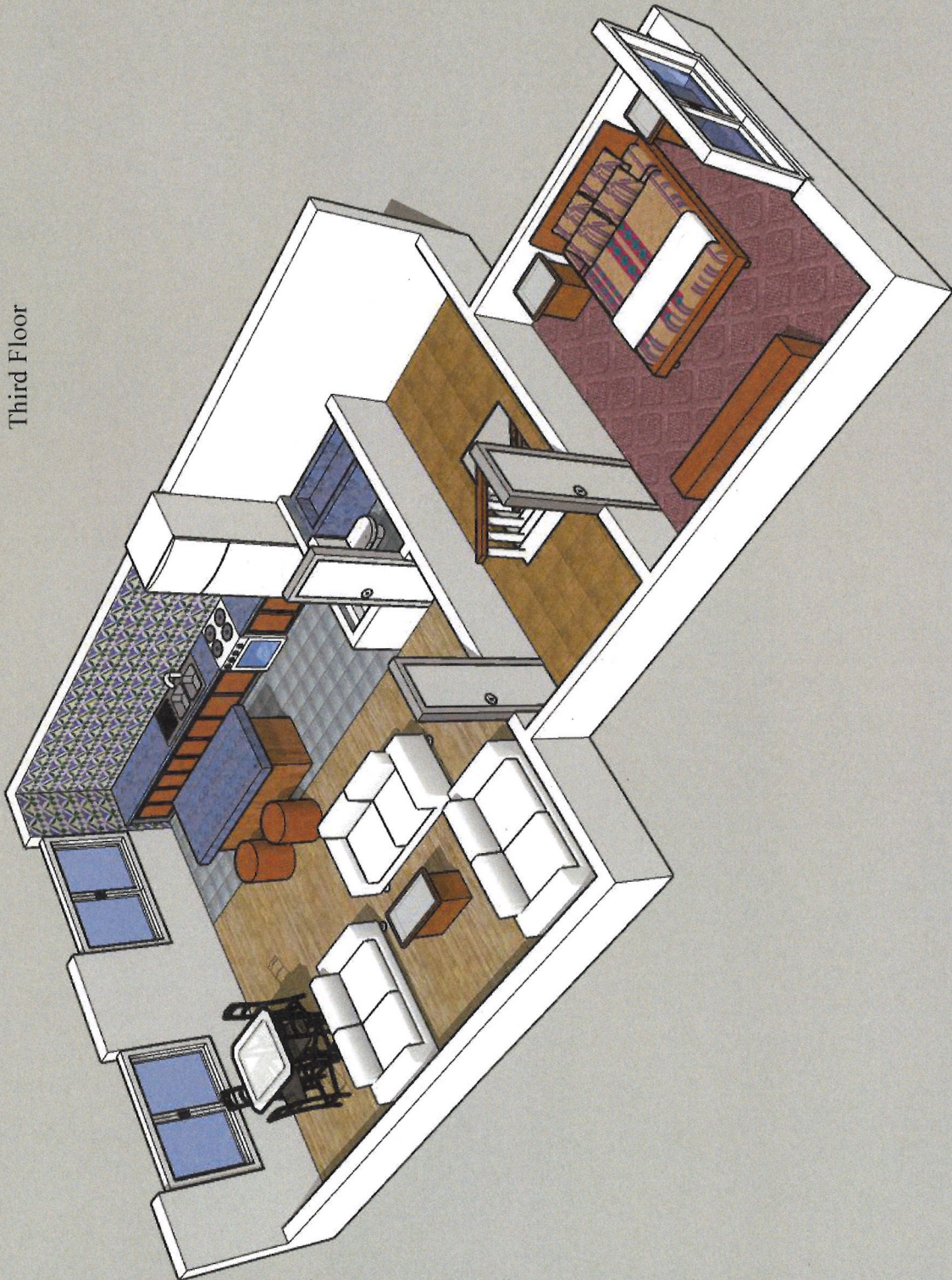


Second Floor





Third Floor







# CAI Property Card


Town of Rochester, NH

GENERAL PROPERTY INFORMATION	BUILDING EXTERIOR
<b>LOCATION:</b> 135 NO MAIN ST <b>ACRES:</b> 0.11 <b>PARCEL ID:</b> 0121-0346-0000 <b>LAND USE CODE:</b> 013 <b>CONDO COMPLEX:</b> <b>OWNER:</b> RAVI JIGNASHA REALTY LLC <b>CO - OWNER:</b> <b>MAILING ADDRESS:</b> 26 SHAKESPEARE RD ROCHESTER, NH 03839-5433 <b>ZONING:</b> DTC <b>PATRIOT ACCOUNT #:</b> 272	<b>BUILDING STYLE:</b> MIX USE BLDG <b>UNITS:</b> 2 <b>YEAR BUILT:</b> 1920 <b>FRAME:</b> WOOD <b>EXTERIOR WALL COVER:</b> VINYL <b>ROOF STYLE:</b> GABLE <b>ROOF COVER:</b> ASPH SHINGLE
	BUILDING INTERIOR
<b>SALE INFORMATION</b> <b>SALE DATE:</b> 4/30/2012 <b>BOOK &amp; PAGE:</b> 4014-66 <b>SALE PRICE:</b> \$110,000 <b>SALE DESCRIPTION:</b> Abutter Sale <b>SELLER:</b> MONE MICHAEL T	<b>INTERIOR WALL:</b> AVERAGE <b>FLOOR COVER:</b> AVERAGE <b>HEAT TYPE:</b> FORCED W/A <b>FUEL TYPE:</b> GAS <b>PERCENT A/C:</b> 0 <b># OF ROOMS:</b> 7 <b># OF BEDROOMS:</b> 3 <b># OF FULL BATHS:</b> 2 <b># OF HALF BATHS:</b> 1 <b># OF ADDITIONAL FIXTURES:</b> 0 <b># OF KITCHENS:</b> 2 <b># OF FIREPLACES:</b> 0 <b># OF METAL FIREPLACES:</b> 0 <b># OF BASEMENT GARAGES:</b> 0
PRINCIPAL BUILDING AREAS	
<b>GROSS BUILDING AREA:</b> 4,640 <b>FINISHED BUILDING AREA:</b> 2,536 <b>BASEMENT AREA:</b> 1,150 <b># OF PRINCIPAL BUILDINGS:</b> 1	
ASSESSED VALUES	
<b>LAND:</b> 49,500 <b>YARD:</b> 0 <b>BUILDING:</b> 84,300 <b>TOTAL:</b> \$133,800	
SKETCH	PHOTO



www.cai-tech.com

This information is believed to be correct but is subject to change and is not warranted.

CURRENT OWNER		UTILITIES		TOPO		ZONING		CURRENT ASSESSMENT		VISION	
RAVI JIGNASHA REALTY LLC		0 CITY WATER C	DT DOWNTOWN	0 LEVEL	NHBD NAME	BLDG		LUC Co	Prior Assessed	Current Assesse	ROCHESTER, NH
26 SHAKESPEARE RD		0 CTY WTR PBO	COMMERCIAL DOWN	3003	EXEMPTIONS	LAND		114	84,300	84,300	
ROCHESTER NH 03839-5433		0 CITY SEWER						114	49,500	49,500	
		0 PAVED						Total	133,800	133,800	
		0 HEAVY						Total	133,800	133,800	

RECORD OF OWNERSHIP		BK-VOL/PAGE	SALE DATE	SALE PRICE	SALE CODE	Year	Descri	Prior Assesse	Year	Descri	Prior Assesse	Year	Descri	Prior Assesse
RAVI JIGNASHA REALTY LLC		4014	04-30-2012	110,000	24	2019	BLDG	84,300	2020	BLDG	84,300	2020	BLDG	84,300
MONE EDWARD R II		3621	03-03-2008	0	28		LAND	49,500		LAND	49,500		LAND	49,500
MONE MICHAEL T		3601	12-05-2007	0	27									
SMITH ANNAMARIE % MONE EDWARD		2441	01-07-2002	2,667	44									
SILVER STREET REALTY TRUST % A		1688	03-24-1993	0	99									
		Total				Total		133,800		Total	133,800		Total	133,800

**BUILDING NOTES**

GEORGE'S BARBER SHOP

UNF=HST

**BUILDING PERMIT RECORD**

Issue Date	Permit Id	Description	Price	Insp Date	% C	Stat	Notes
01-13-2021	EXPB-21-3	ROOFING	11,600	03-22-2021	100	C	
12-05-2019	M-19-572	MANUAL	300	12-23-2019	100	CE	Remove appliance connector in gas piping to water heat
10-28-2016	M-16-415	MANUAL	100	01-24-2017	100	C	GFI REPLACEMENT;
01-07-2016	12632	ELECTRIC	150	03-25-2016	100	C	CORRECT PIPING;
09-24-2014	8904	MANUAL	200	03-23-2015	100	C	CORRECT GAS PIPING;
07-18-2014	8348	MANUAL	200	03-23-2015	100	C	CORRECT GAS PIPING;
07-18-2014	8348	MANUAL	200	03-23-2015	100	C	
08-28-2007	07-1139	SIGN	200	01-28-2008	100	CE	
12-21-2004	1675	ROOFING	2,000	03-18-2005	100	C	

**APPRAISED VALUE SUMMARY**

Year	Descri	Prior Assesse	Year	Descri	Prior Assesse
2019	BLDG	84,300	2020	BLDG	84,300
	LAND	49,500		LAND	49,500
Total		133,800	Total		133,800

Appraised Building Value (Card) 84,300  
 Appraised Extra Feature Value (Bldg) 0  
 Appraised Outbuilding Value (Bldg) 0  
 Appraised Land Value (Bldg) 49,500  
 Total Appraised Parcel Value 133,800  
 Valuation Method C

**VISIT / CHANGE HISTORY**

Date	Id	Purpost/Result	Notes
12-23-2019	NM	EXT ONLY	Permit #: M-19-
11-29-2018	DF	OWN ADD CHG	PER OWNER R
01-24-2017	NM	NO INSP	Permit #: M-16-
03-25-2016	NM	NO INSP	Permit #: 12632
03-23-2015	TM	EXT ONLY	Permit #: 8904
03-23-2015	TM	EXT ONLY	Permit #: 8348
08-05-2014	NM	INTER ONLY	C.

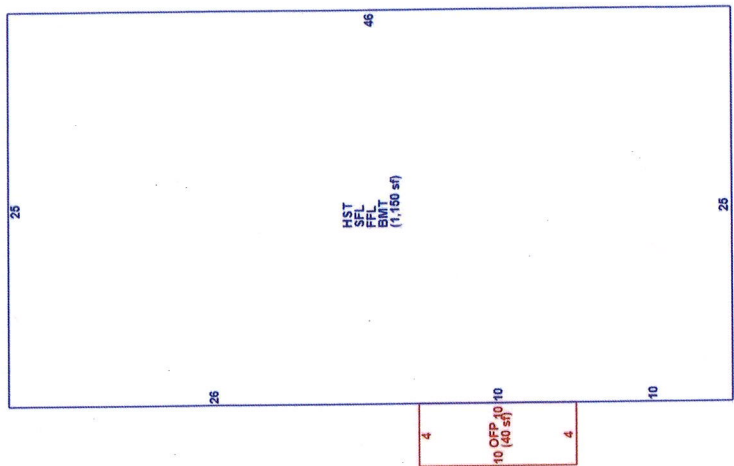
**LAND LINE VALUATION SECTION**

B	LUC	Description	LandU	Land Type	Loc Adj	UnitPric	Size Adj	Cond	Nbhd	Nb Adj	Intf1	Intf1 Adj	Intf2	Intf2 Adj	Intf3	Intf3 Adj	Adj UnitPrice	Appraised Value	Assessed Value	Notes					
1	1140	RESINCOM	0.110	PRIMARY	P	1,000	5.00000	1.00	3003	1.000							450,000	49,500	49,500	02/15/2024					
Total Card Land Units																	0.11	AC	0.11	AC	Parcel Total Land Area	0.11	AC	Total Land Value	49,500



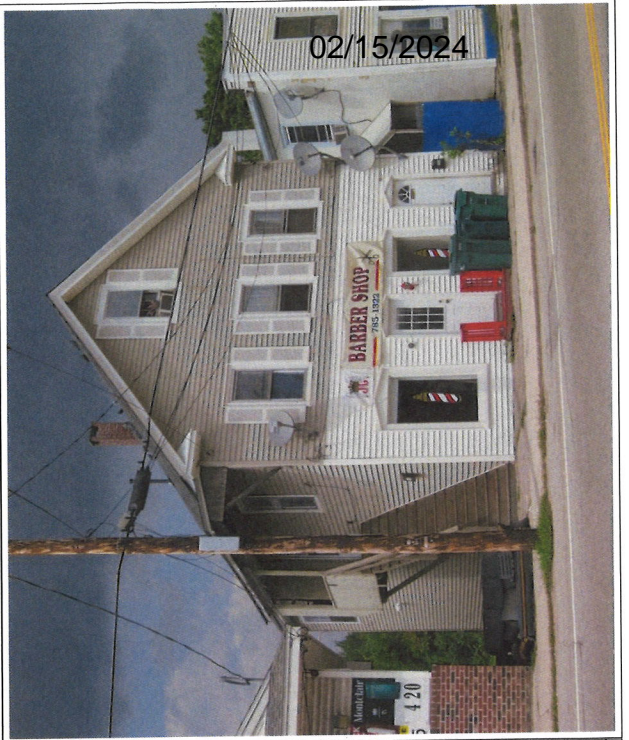
**CONSTRUCTION DETAIL (CONTINUED)**

Element	Cd	Description	Element	Cd	Description
Model	94	Commercial	Half Bath Ratin	A	SAME
Style	40M	MIX USE BLDG	Extra Fixture(s)	0	
Grade	C	Average	Extra Fix Rating		
Stories	2		<b>MIXED USE</b>		
Units	2		Code	Description	Percentage
Residential Unit	2		1140	RESINCOMM	100
Comm Units	1.00		<b>COST / MARKET VALUATION</b>		
Wall Height	04	VINYL	RCN		306,240
Exterior Wall 1	0	GABLE	Year Built		1920
Exterior Wall 2	01	ASPH SHINGLE	Depreciation Code		FA
2nd Ext Wall %	01	AVERAGE	Remodel Rating		66
Roof Structure	06	CONCRETE	Year Remodeled		0.810
Interior Wall 1	08	AVERAGE	Depreciation %		34
Interior Wall 2	12	GAS	Functional Obsol		84,300
Interior Floor 1	02	FORCED W/A	Economic Obsol		
Interior Floor 2	07	SPACE HTRS	Trend Factor		
Basement Floor	20.00		Special Adj		
% Heated	3.00		Condition %		
Heat Fuel	0.00		Percent Good		
2nd Heat Type	3		RCNLD		
% Heated	0		Dep % Ovr		
Heat Systems	A		Misc Imp Ovr		
Bedrooms	0		Misc Imp Ovr Comment		
Full Bath(s)	0		Cost to Cure Ovr		
Bath Rating	A		Cost to Cure Ovr Comment		
3/4 Bath(s)	2				
2 1/2 Bath Rating	A				
Half Bath(s)	1				
Half Bath Ratin	A				
Extra Fixture(s)	0				



**OB - OUTBUILDING & YARD ITEMS(L) / XF - BUILDING EXTRA FEATURES(B)**

Code	Description	L/B	Qty	Dim 1	Dim 2	Grade	Condition	Yr Blt	% Gd	Unit Price	Grade Adj.	Appr. Value			
<b>BUILDING SUB-AREA SUMMARY SECTION</b>															
	Living Area														
	Floor Area														
	Unit Cost														
	Undeprc Value														
BMT	BASEMENT			0		1,150		288		26.98		31,022			
FFL	1ST FLOOR			1,150		1,150		1,150		107.72		123,874			
HST	HALF STORY			575		1,150		575		53.86		61,937			
OFF	OPEN PORCH			0		40		0		51.18		2,047			
SFL	2ND FLOOR			1,150		1,150		1,150		107.72		123,874			
UNFIN	UNFINISHED AREA ADJ			-339		-339		-339		0		-36,516			
											II Gross Liv/Lease Area	2,536	4,301	2,824	306,238





02/15/2024

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

# MEMO

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**TO:** Mark Sullivan, Finance Director; Katie Ambrose, City Manager;  
Terence O'Rourke, City Attorney; Mike Scala, ED Director; Darcy  
Freer, Chief Assessor; Kelly Walters, City Clerk; Cassie Givara,  
Deputy City Clerk

**FROM:** Jenn Marsh, Assistant Director of Economic Development

**DATE:** January 5, 2024

**RE:** RSA 79E application – 135 North Main Street

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The Economic Development Department received an application from Andy Yau, owner of 135 North Main Street. A \$150 application fee will be delivered to the Finance Office today.

The project is scheduled for a first reading on February 6, 2024. See attached application and review form. Review form dates for upcoming meetings will be completed once I have more information from the agenda committee on public hearing and second reading dates. I am also waiting to schedule the Community Development Committee tour until the committee is established and the posting date until we have one.

Please let me know if there are any questions.



## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT
----------------

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

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

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

FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>
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AGENDA DATE			
DEPT. HEAD SIGNATURE			
DATE SUBMITTED			
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

LEGAL AUTHORITY
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**SUMMARY STATEMENT**

[Empty box for Summary Statement]

**RECOMMENDED ACTION**

[Empty box for Recommended Action]

## Project Update – Gafney Home

January 19<sup>th</sup>, 2024

1. Project progress/status of completion and expected timeframe to completion.

- *The project is moving from the framing phase to finish phase. Most plumbing and HVAC work is completed. Sprinkler system is 90% complete. Drywall is 100% complete in the annex and carriage house, 30% complete in the historic building. The project has experienced delays in acquiring key materials, namely the main elevator components which are not expected to be installed until June. We are also seeing delays with delivery of electrical switch gear. During the demolition phase it was discovered that a number of building components needed to be refitted, repaired or replaced including the rear and side portico roofs, the stairs leading to the second floor of the carriage house, the carriage house floor support beams and the annex footings. The general contractor and engineer are coordinating their efforts to ensure that these issues are addressed.*

2. Results to date and projected totals, such as number of beneficiaries assisted, housing units completed, portion of project in service, or persons served.

- *We are still in the construction phase of the project but anticipate lease-up to begin in late June as opposed to our original phased lease-up plan of April 1<sup>st</sup> due to delays in receiving electrical switch gear and other major electric components. When complete Gafney Home will offer 21 apartments for seniors 62 and over.*

3. Funds expended, balance of funds available, and budget expectations to completion.

- *Our records indicate that as of January 3<sup>rd</sup> 2024 we have spent \$488,507.37 of the \$641,116.00 total CDBG award amount or 77%. The project has spent 43% of it's total budget including Federal LIHTC, and NHHFA HOME funds. The total project budget is \$6,077,374.00. We project we will be slightly over budget due to continued increases in material costs as well as unexpected repairs to the building which are necessary to ensure the health and safety of the inhabitants.*

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City Clerk's Office

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**CITY OF ROCHESTER, NEW HAMPSHIRE  
OFFICE OF THE MAYOR  
31 Wakefield Street, Rochester, NH 03867  
[www.RochesterNH.gov](http://www.RochesterNH.gov)**

**CHOOSE LOVE AWARENESS  
PROCLAMATION**

**WHEREAS;** The Jesse Lewis Choose Love Movement™ is a 501(c)(3) nonprofit organization with a mission to create safer and more loving communities through Character Social Emotional Development programs (CSED) that are suited for all stages of life, offering programs tailored for any age from toddlers through adulthood; and

**WHEREAS;** elevating consciousness about the significance of mental and emotional well-being can profoundly enhance the lives of our youth, families, and communities by nurturing hope and fostering a positive outlook; and

**WHEREAS;** the development of character and social-emotional skills equips students with the tools necessary to navigate challenging circumstances and flourish physically, emotionally, and mentally; and

**WHEREAS;** addressing the mental health needs of many children ensures an environment conducive to increased academic success, positive social behavior growth, a reduction in conduct issues, and diminished emotional distress; and

**WHEREAS;** amid the challenges our country faces, it becomes imperative to support the social and emotional welfare of students, parents, and communities holistically; and

**WHEREAS;** Embracing Love as a conscientious response empowers us to reclaim our personal agency, fosters tranquility within our schools, homes, and communities, and establishes secure and compassionate atmospheres.

Now, Therefore, I, Paul Callaghan, Mayor of the City of Rochester, New Hampshire, on behalf of the Rochester City Council, do hereby encourage Rochester citizens to embrace the Choose Love movement as a way to enrich and enhance the betterment of their daily lives and interpersonal relationships.

**IN WITNESS WHEREOF** I have hereunto set my hand and have caused the great seal of the City of Rochester to be affixed this 20th day of February, in the year of our Lord, 2024.

Paul Callaghan  
Mayor



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City Clerk's Office

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**CITY OF ROCHESTER, NEW HAMPSHIRE  
OFFICE OF THE MAYOR  
31 Wakefield Street, Rochester, NH 03867  
[www.RochesterNH.gov](http://www.RochesterNH.gov)**

**CTE MONTH PROCLAMATION**

**WHEREAS;** The month of February has been designated Career and Technical Education Month® by the Association for Career and Technical Education; and

**WHEREAS;** career and technical education offers students the opportunity to gain the academic, technical and employability skills necessary for true career readiness

**WHEREAS;** students in career and technical education programs participate in authentic, meaningful experiences that improve the quality of their education and increase their engagement and achievement; and

**WHEREAS;** career and technical education provides students with career exploration opportunities earlier in their educational experience, which enables them to make informed and beneficial decisions about their academic coursework and pursue established programs of study and career pathways; and

**WHEREAS;** leaders from business and industry nationwide report increasing challenges related to addressing the skills gap and connecting qualified professionals with available careers in critical and growing CTE-related fields, including healthcare, energy, advanced manufacturing, cybersecurity and information technology; and

**WHEREAS;** career and technical education prepares students for these and other fulfilling careers by offering integrated programs of study that link secondary and postsecondary education and lead to the attainment of industry-recognized credentials; and

**WHEREAS;** career and technical education programs ensure that employers have access to a qualified and thriving workforce, ensuring America is a strong and competitive economy;

Now, Therefore, I, Paul Callaghan, Mayor of the City of Rochester, New Hampshire, on behalf of the Rochester City Council, do hereby proclaim the month of February 2024 as Career Technical Education Month.

**IN WITNESS WHEREOF** I have hereunto set my hand and have caused the great seal of the City of Rochester to be affixed this 20th day of February, in the year of our Lord, 2024.

Paul Callaghan  
Mayor

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left blank...*

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City Clerk's Office

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## City of Rochester Formal Council Meeting

### AGENDA BILL

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

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

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

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

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

[Empty box for Summary Statement]

**RECOMMENDED ACTION**

[Empty box for Recommended Action]



## City of Rochester Formal Council Meeting

### AGENDA BILL

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RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
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FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>
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DEPT. HEAD SIGNATURE			
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AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

LEGAL AUTHORITY
-----------------

**SUMMARY STATEMENT**

[Empty box for Summary Statement]

**RECOMMENDED ACTION**

[Empty box for Recommended Action]



## WHAT IS SRPC?

### **Strafford Regional Planning Commission**

Operating as a political subdivision of the state, regional planning commissions serve in an advisory role to local governments and organizations in accordance with RSA 36:45-58. Mandated functions include the creation and maintenance of a regional master plan, regional housing needs assessment, and reviews of projects of regional impact, in addition to the provision of technical assistance to municipalities in each respective planning region. SRPC serves 18 municipalities in the Strafford region and is governed by Commissioners who are appointed by their respective municipal governments. Municipalities pay dues to support the operation of SRPC, and in turn are entitled to the technical expertise and planning support of the SRPC staff. SRPC is supported by funding from the New Hampshire Department Environmental Services, the New Hampshire Office of Planning and Development, and other federal, state and private grant funding sources.

### **Stafford Metropolitan Planning Organization**

A Metropolitan Planning Organization (MPO) is a federally designated organization that functions as a transportation policy decision-making body in urbanized areas of 50,000+ population. One of four MPOs in the state, Strafford MPO supports regional transportation planning in a number of ways. Strafford MPO maintains the metropolitan transportation plan (MTP), a long-range policy document describing improvements to all modes of the regional transportation system; develops and maintains the Transportation Improvement Program (TIP), a document that tracks ongoing projects and federal funding in the region; ensures compliance with air quality requirements; and ensures local planning priorities are represented at the state level. The MPO is a working partner with the NH Department of Transportation in developing the state Ten Year Plan, and it strives to engage the public in transportation planning in a transparent, open process.

### **Strafford Economic Development District**

In 2015, the Strafford Region was designated as an Economic Development District by the U.S. Economic Development Administration (US EDA). An Economic Development District (EDD) is charged with the maintenance and implementation of a regional Comprehensive Economic Development Strategy (CEDS). Strafford EDD's CEDS outlines a regional strategy for economic development and prosperity. Strafford EDD is tasked with completing annual updates to the CEDS, with completing a comprehensive update every five years, and with providing communities with technical assistance to promote economic development in the region and access to resources to grow and sustain a strong economy.

For more information, please visit our website at where you can find a copy of our annual reports highlighting current and recently completed projects (<http://strafford.org/about/who-we-are/>).



## Core Plans

### Housing Needs Assessment

SRPC has a responsibility to compile a Housing Needs Assessment for the region per RSA 36:47. The document helps to analyze and identify housing needs of residents in our region and offers qualitative and quantitative data that can be used for promoting better housing policies by re-evaluating the supply and demand, the cost, age-friendliness, and affordability of housing in our region.

<https://www.trafford.org/projects/rhna>



### Annual CEDS Update

SRPC maintains a Comprehensive Economic Development Strategy (CEDS) for our region that provides an overview of our region's economic conditions and opportunities. The CEDS includes a Priority Project List that consists of implementation projects by SRPC, our municipalities, and strategic public and non-profit-sector partners.

<http://trafford.org/plans/ceds/>



### Local Solutions

A Regional Master Plan is a comprehensive guiding document that municipalities within the SRPC region may adopt to aid their own development and advancements based on their current and future needs. It serves as a blueprint for the region's future vision and assists communities with setting longer-term goals that will improve the lives of their citizens.

<https://trafford.org/plans/regional-master-plan/>



### Long Range Transportation Plan

The Metro Plan sets long-term goals for transportation improvement in the region, establishes targets for performance of the transportation system, and prioritizes transportation improvement projects to be completed within the plan's timeframe. Projects seeking federal funding must be included in an approved Metro Plan.

<https://trafford.org/plans/metro-plan/>



## Regional Housing Needs Assessment

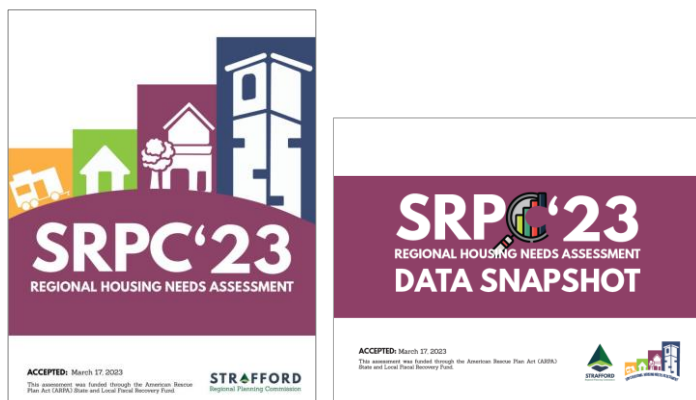
Approved by the SRPC Commissioners at their March 17, 2023 Commission Meeting, the current Regional Housing Needs Assessment (RHNA) was prepared in coordination with the eight other NH regional planning commissions with a grant of ARPA funds administered by the NH Office of Planning and Development.

Prior to the pandemic, the Strafford Region was struggling to fully recover the rate of housing seen before the Great Recession. Demand for all types of housing has surfaced, from rural hideaways to walkable, vehicle-free arrangements in the area's downtowns. This is expected to continue, with notably decreased listing times for homes for sale, increased demand for rental units, and record-high prices in both cases.

Key findings of the 2023 RHNA include:

- The 2020 population is expected to reach 175,000 by 2040.
- The Strafford region is one of the youngest in the state, but the population is aging.
- Household sizes are shrinking: 25% have children compared to 31% a decade ago.
- 2011-2020 housing production was half that of the prior decade.
- Median home prices have doubled from \$180,000 to \$367,500 over the last decade.
- The median rent has increased 67% over that same time from \$980 to \$1,630.
- Homes are selling in record fast time and there is a rental vacancy rate of only 1%.
- Most area professions cannot afford to purchase or rent on a single income.
- The region needs an additional 9,520 new housing units by 2040 to stabilize the market and provide for projected population and employment growth.
- 49% of all land in the SRPC region is developable and zoned residential, however on 1.7% of land also has access to water and sewer infrastructure.

### Documents



<https://strafford.org/plans/regional-housing-needs-assessment/>

### Staff



Jennifer Czysz



Natalie Gemma



Rachel Dewey



Mark Davie



Jackson Rand

## Comprehensive Economic Development Strategy

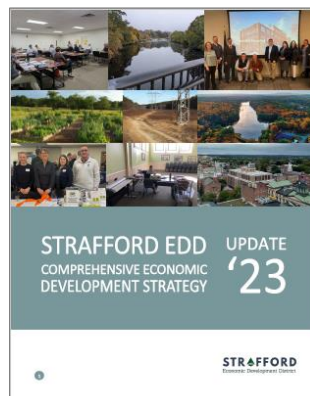
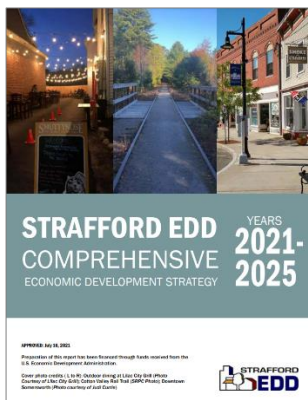
Strafford RPC's commissioners, acting as the EDD Board of Directors, are charged with reviewing and adopting the Comprehensive Economic Strategy (CEDS) that is prepared by staff with input from the SRPC Strategy Committee. The current five-year CEDS was adopted in 2021 and each year, we publish a CEDS progress report which includes current data, demographics, and reviews the status of achieving the strategies included in the plan. We are guided by the following CEDS themes: Economic Growth, Business Operations, Housing, Infrastructure, Mobility and Accessibility, Age-Friendliness, Workforce and Education, Community Vibrancy, and Childcare.

At the September 2023 meeting of the SRPC Commissioners/EDD Board of Directors, they prioritized several strategies in the CEDS to focus our work in 2024, including:

- Cultivate strong relationships with a variety of organizations to promote regional approaches to economic development and to advocate on behalf of our region.
- Support and advocate zoning reforms to ensure communities have access to more housing at affordable prices.
- Increase connectivity between communities with multi-modal infrastructure that includes public transit and safe routes for bicycles and pedestrians.
- Secure grant funds to assist small businesses in the region with workforce recruitment and development.
- Leverage successes from 2023 to expand knowledge, help our municipalities/businesses/childcare centers make connections, change policies, update zoning and access funding and resources.

We look forward to working with municipal officials, staff and committees to implement these strategies to ensure that our region remains nimble and can adjust to the economic, natural and social disruptions that can occur. Together, we are stronger!

### Documents



### Staff



Angela Cleveland



Natalie Gemma

<https://strafford.org/plans/ceds/>



## Online Data Resources

### Interactive Mapping and Dashboards

#### Standard Maps

- Community Features
- Conservation and Recreation
- Land Use
- Transportation
- Groundwater Resources
- Surface Water Resources
- Watersheds
- Zoning

#### Project Maps

- Tax Parcel Viewer
- Strafford Master Plan 2023
- Regional Data Snapshot
- MPO System Performance Report
- Dover Street Tree Inventory Dashboard
- Arts and Culture Inventory
- Coastal Sea Level Rise Impacts
- Traffic Counts 2023



#### Building Permits Dashboard

SRPC's interactive dashboard includes annually updated maps and data depicting 2008 to 2020 permits. Users can click on the individual or multiple bars in the graphs, which will filter the data and adjust subsequent charts and the adjacent map to show more specific and detailed municipal information.



#### Promoting Outdoor Play (POP!)

POP! is a dynamic, forward-facing online resource that connects families with young children to the many recreation resources available in the region. The online platform includes photos, amenities, site details, and other information for over 300 recreational sites!



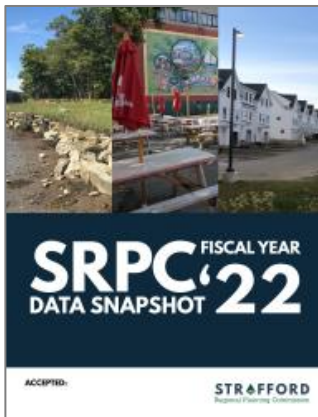
Visit SRPC's ArcOnline Site Gallery: <https://srpc.maps.arcgis.com>

## Data Snapshot

SRPC conducts region-wide analysis of a number of data metrics each year for different projects and plans. The Regional Data Snapshot was a new document in 2021, and updated in April of each year, that contains many of these analyses in one place. The Data Snapshot covers demographics, economic vitality, livability and quality of life, mobility and accessibility, and resiliency. The Data Snapshot will be updated every year and additional metrics will be included as they are developed. In addition to the data metrics that are tracked annually, SRPC is also tracking several COVID-19 specific metrics to track the region's recovery from the pandemic in the Regional COVID-19 Data Snapshot.

<http://strafford.org/measure/data-snapshot/>

## Documents



**Data Snapshot 2021-2023 editions**



**Regional Data Snapshot Interactive Map Viewer**



**Regional COVID Data Snapshot – May 2021**

## Staff



Rachel Dewey



Stephen Geis



Mark Davie



Jackson Rand

## Future Editions

Future editions of the Data Snapshot will include the following changes:

- Build out online interactive data viewing options.
- An appendix including data tables will be available starting with the 2024 Data Snapshot.

## Municipal Dues Overview

New Hampshire's nine (9) Regional Planning Commissions (RPC) are advisory organizations formed by their member communities. State law established Regional Planning Commissions in 1969 with most being created in the 1970's for the purpose of providing technical planning assistance to communities. in the form of:

- Preparing master plans and a variety of local planning studies;
- Fostering regional cooperation among communities; and
- Developing comprehensive regional plans.

While communities may choose to be a member, and participation is voluntary, more than 90% of municipalities are members of RPC.

SRPC has a long and positive history of working closely with municipalities, state agencies and partners on a wide selection of projects. This includes updates to master plans, economic development strategies, stormwater management, transportation, regional impact studies, landscaping, water-efficiency, and groundwater protection regulations.

SRPC's mission is to plan and act in a manner that achieves sustainable development and thereby improves the quality of life for those living in the region.

Our organization strives to support communities in their efforts to:

- Update and refine local planning documents and regulations;
- Comply with evolving state and federal regulations;
- Prioritize and fund projects and improvements;
- Identify opportunities for collaboration with neighboring communities;
- Create vibrant and sustainable communities;
- Balance development and natural resource protection; and
- Continue to foster a high quality of life in the region.

SRPC offers professional planning services to communities with expertise in:

- |                      |                               |
|----------------------|-------------------------------|
| • Land use           | • Economic development        |
| • Housing            | • Transportation              |
| • Hazard mitigation  | • Natural resource protection |
| • Climate adaptation | • Mapping and GIS services    |

To perform these services, SRPC is reliant on membership dues. While dues funds comprise only a small share of the overall budget, they are essential to leverage state, federal and private non-profit foundation funds. Most notably amongst these are SRPC's transportation economic development planning programs that would not be possible without local matching funds. The balance of dues funds is reserved to provide on-demand services to municipalities and to help reduce the cost of larger



scale municipal projects. A small portion of dues are set aside as operating reserves when possible.

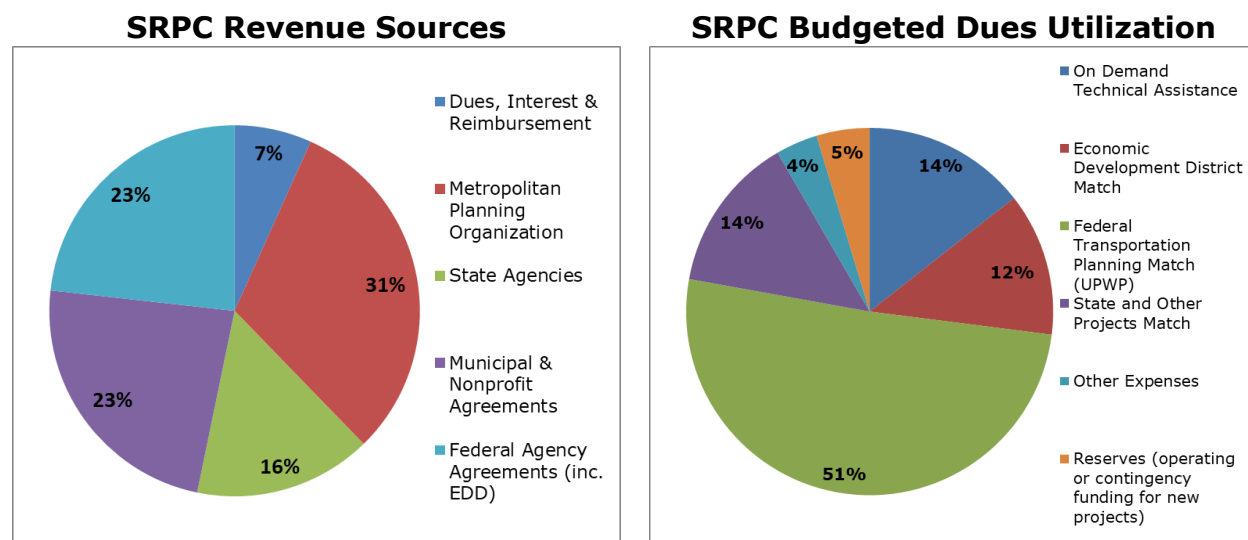
A sample of such services currently available include, but are not limited to:

- Equipment lending for archive record digitization;
- Planning level transportation engineering services to develop new projects;
- Supplemental traffic counts and intersection analysis;
- Transportation and economic development grant writing for local projects;
- Monitoring and advising on current funding opportunities; and
- GIS and data analysis.

These services are available to non-dues paying communities at a premium rate. Visit <http://strafford.org/about/who-we-are/> to learn more.

## FY2024 Budget and Dues

Total dues are assessed at \$139,764. Brookfield is not currently a dues-paying member, reducing the total dues funding for the year to \$138,822. Municipal dues comprise 7% of SRPC’s total revenue and are primarily used to leverage other funding sources.



77% of the total municipal dues are used to match other funding sources. These dues expenditures leverage \$942,181 in external funding as follows:

Program	Leveraged Funds	Dues Match
Economic Development District (EDD)	\$70,000	\$17,500
Federal Transportation Planning (UPWP)	\$634,958	\$70,551
Other Grants	\$37,223	\$5,390
Safe Streets for All Grant (pending)*	\$200,000	\$13,750
<b>TOTAL</b>	<b>\$942,181</b>	<b>\$107,191</b>

\*Grant funds to support planning for all 4 NH MPOs with match equally contributed by each.

**January Department Reports:**

- 7.1 Assessor's Office P. 71**
- 7.2 Building and Licensing Services P. 73**
- 7.3 City Clerk's Office P. 75**
- 7.4 Department of Public Works P. 79**
- 7.5 Economic & Community Development P. 89**
- 7.6 Finance Office P. 93**
- 7.7 Planning & Development Department P. 97**
- 7.8 Recreation & Arena P. 101**
- 7.9 Rochester Fire Department P. 105**
- 7.10 Rochester Police Department P. 109**
- 7.11 Rochester Public Library P. 113**
- 7.12 Tax Collector's Office P. 117**
- 7.13 Welfare Department P. 119**

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City Clerk's Office

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# ROCHESTER ASSESSING DEPARTMENT

## MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Ashlynn Marshall, Assessor I

Date: February 14, 2024

Ref: January's Monthly Report for Assessing Department

### OVERVIEW

#### 1. Personnel Updates

*Leona Alameda celebrated 10 years with the City of Rochester in January! Congratulations Leona!*

#### 2. Notable Items Related to Ongoing Operations

*Approximately 51 Religious, Charitable and, educational reminder letters were mailed out.*

*Approximately 22 RSA 75:11 (Residential in Commercial Zone) renewal letters were mailed out.*

*New Elderly & Disabled Exemption and Veteran's credit applications have begun to be reviewed and processed for the 2024 tax year.*

*Our field staff continues to inspect properties that have been issued building permits this year and any that were not complete last year (as of 4/1/2023).*

*We continue to conduct a full field review of all residential properties in anticipation of the upcoming Revaluation in 2024.*

#### 3. Training

*Lauren Forte has continued her one-on-one field training with Theresa Hervey in order to obtain her Certified Measurer-Lister designation from the Department of Revenue.*

*Darcy Freer attended a Vision Cama Software webinar on report writing.*

#### 4. Staff Kudos

*We would like to give a shout of thanks to Leona Alameda for her continued dedication to this office and team! She has been a great source of support to all of us here in the office and especially with assisting our new employees with any questions they may have.*

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City Clerk's Office

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## BUILDING AND LICENSING SERVICES

## MONTHLY REPORT

To: Katie Ambrose, City Manager

From: January 1<sup>st</sup> through January 31<sup>st</sup>

Date: January 2024

Ref: Monthly Report for Building and Licensing Services

**OVERVIEW****1. Notable Items Related to Ongoing Operations**

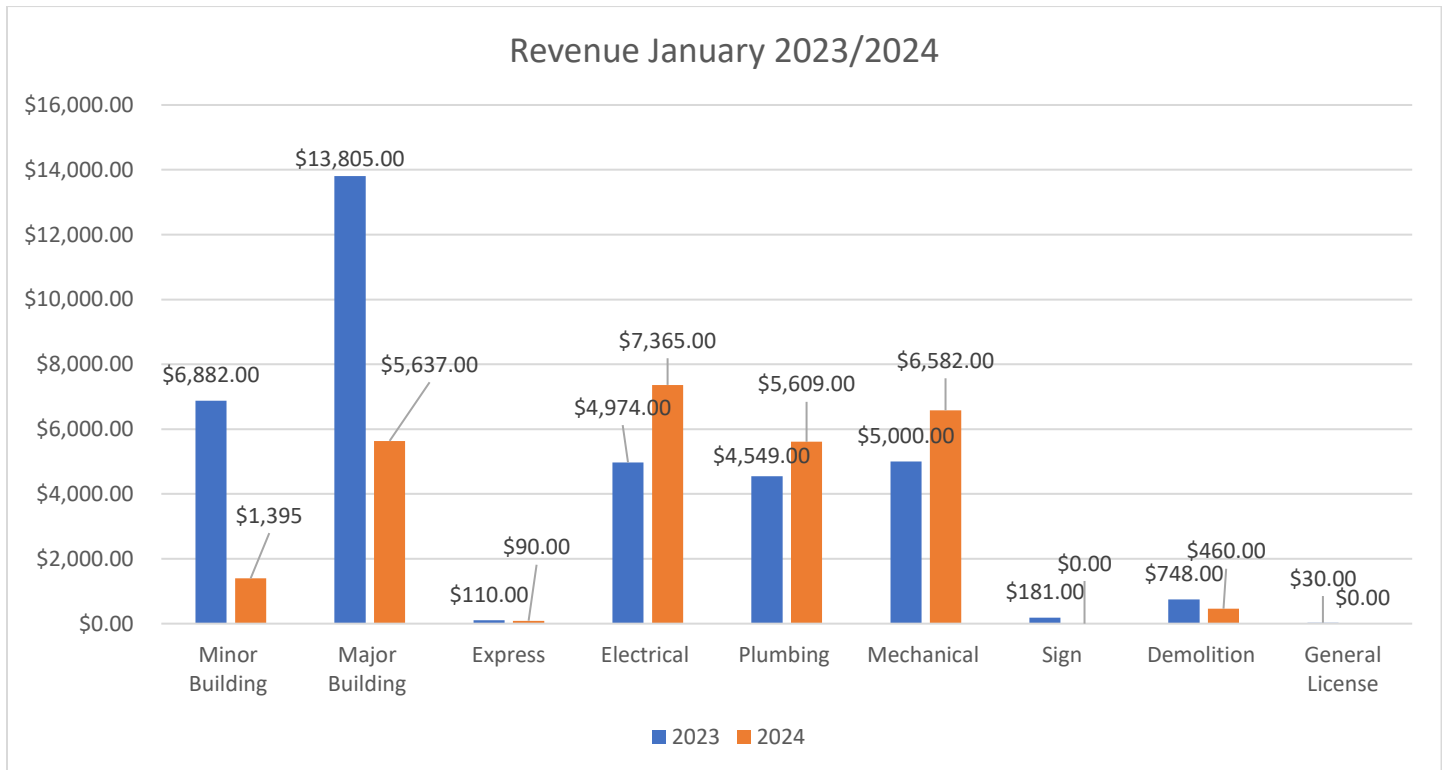
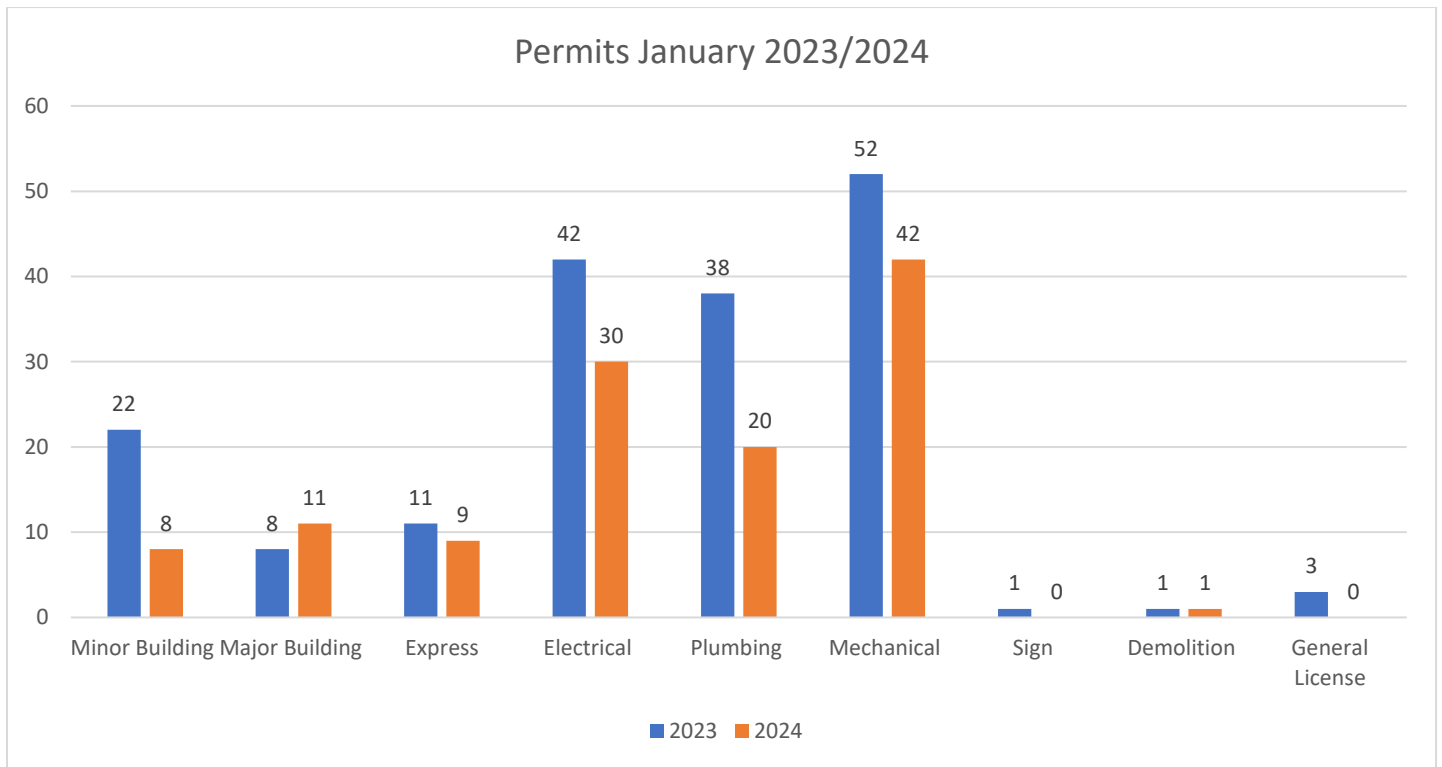
The following data is subject to adjustment & revision pending further review and analysis as well as year-end closing adjustments.

**Department Revenue**

Permit Type	January 2024
Building Permits	\$7,582.00
Electrical Permits	\$7,635.00
Plumbing Permits	\$5,609.00
Fire Suppression Permits	\$0.00
Fire Alarm Permits	\$55.00
Sprinkler Permits	\$2,037.00
Mechanical Permits	\$6,582.00
Food Milk Licenses	\$0.00
Taxi Licenses	\$0.00
General Licenses	\$0.00
<b>Net Revenue</b>	<b>\$29,500.00</b>



2. Permit Break Down



# ROCHESTER CITY CLERK'S OFFICE

## MONTHLY REPORT

To: Katie Ambrose, City Manager

From: January 1, 2024 – January 31, 2024

Date: 2/7/2024

Ref: Monthly Report for the City Clerk's Office

## OVERVIEW

### 1. Vital Statistics Updates

15 babies were born to Rochester residents throughout the state of NH in the month of January.

24 resident deaths were reported in Rochester for the month of January.

4 couples celebrated their wedding ceremonies in Rochester during the month of January. Additionally, 2 Rochester couples were married elsewhere in the State in January.

### 2. Vital Records Revenue

The City Clerk staff issued 209 initial copies of vital records (birth, death, marriage, or divorce) and 181 subsequent copies of vital records. There were 13 marriage licenses issued by staff in January.

The chart below shows a comparison between revenue collected in January of 2024 versus January of 2023

	2023		2024	
	State	City	State	City
Initial/Subsequent copies:	\$2,681	\$2,449	\$2,577	\$2,368
Marriage Licenses:	\$215	\$35	\$559	\$91
<b>Total:</b>	<b>\$3,070</b>	<b>\$2,484</b>	<b>\$3,136</b>	<b>\$2,459</b>

The City Clerk's office fulfilled 5 vital records fee waiver requests in the month of January. The Clerk's office, in collaboration with the Welfare department, is able to accept these waivers in lieu of payment (both the City and State portion) to assist low income and/or homeless Rochester residents in obtaining their NH vital records. These records can be crucial for residents for

obtaining State ID, Housing, and other benefits. The Clerk's office has received 22 vital records fee waivers so far in Fiscal Year 2024.

### 3. Dog Licensing

The City Clerk's Office licensed 51 dogs in the month of January. There were no civil forfeiture fees or late fees collected this month.

The City Clerks office in cooperation with the Animal Control Officer is starting to prepare for our annual spring rabies clinic. This clinic allows local dog and cat owners to get their pets vaccinated for rabies without a medical exam fee. City Clerk staff will also be on hand to license Rochester dogs for the new licensing year. The proposed date for the rabies clinic this year is May 11. As we finalize plans, the date and location will be announced.

Dog licenses are due by April 30<sup>th</sup> of each year for all dogs residing in the City. Up-to-date rabies vaccination and Rochester residency are the only requirements to receive a dog license.

The online dog licensing system is currently down while we prepare to update with the tags and numbers for the new year. We anticipate the online system will be available again at the beginning of March.

### 4. Election Updates

The breakdown of registered voters in Rochester as January 31, 2024 is shown below:

Ward	Democrats	Republicans	Undeclared	Totals
1	967	1,063	1,265	3,295
2	914	1,040	1,240	3,194
3	804	1,023	1,095	2,922
4	769	760	1,285	2,814
5	828	1,071	1,258	3,157
6	848	802	1,000	2,650
<b>Totals:</b>	<b>5,130</b>	<b>5,759</b>	<b>7,143</b>	<b>18,032</b>

There were 565 changes to the voter checklist in January, including 205 new voters not previously registered, and 61 removals due to voter death or relocation out of the City of Rochester. Many of these new registrations were accepted at the January 23<sup>rd</sup> primary election; however, the City Clerk's office is still entering Election history into the State election database, so this number does not account for all election day registrations.

The Presidential Primary Election was held on Tuesday, January 23. There was a 49% voter turnout City-wide. There were 364 absentee ballots requested for the primary election, with 343 returned by the 5 PM deadline on Election Day.



A common issue encountered at all primary elections is a voter's party affiliation on the official checklist differing from the party with which they wish to vote. Those voters registered as undeclared are able to choose the ballot of either party; however, if a voter is registered either Republican or Democrat, they do not have the option to change parties on Election Day. Many voters do not realize that there is a 90-day deadline for party affiliation change prior to a Primary Election. The next Election will be the State Primary on September 10, which means this party affiliation deadline will be June 4, 2024.

Deputy City Clerk Cassie Givara attended a demonstration in Dover of the Voting Works ballot Counting device. Voting Works is one of the two vendors which has been approved by the State of NH for use at NH Elections. We hope to arrange a review of the other ballot counting device offered by LHS to help make a decision on which device will be recommended to replace our current AccuVote machines.

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City Clerk's Office

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#### 4. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

Crew will be continuing roadside trimming, upcoming winter events and catch basin cleaning.

#### 5. Staff Kudos

I would like to say Kudos to the staff for their great job dealing with winter events.



Blackwater Road Culvert

# ROCHESTER DPW – UTILITIES DIVISION

## MONTHLY REPORT

To: Katie Ambrose, City Manager

From: January 1, 2024-January 31, 2024

Date: February 7, 2024

Ref: Monthly Report for DPW – UTILITIES DIVISION

## OVERVIEW

### 1. Notable Items Related to Ongoing Operations

Operators responded to and completed over one hundred and forty work orders and service requests. Much of January was consumed with winter related activities such as snow and ice events, frozen hydrants and clearing snow from around hydrants.

### 2. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

Staffing shortages combined with almost daily emergency or unscheduled responses has delayed routine and necessary water distribution and sewer collection systems maintenance. The Utilities Division is down to only 5 operators to operate and maintain over 350 miles of mainline and over 14,000 water and sewer services.

### 3. Training

Operation and Maintenance of frost breaking equipment and equipment used thaw frozen water lines.

### 4. Misc.

A sincere thank you to the many residents and business owners who kept their hydrants clear of snow thru the latest round of winter weather.





## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Katie Ambrose, City Manager

From: January 1, 2024-January 31, 2024

Date: February 7, 2024

Ref: Monthly Report for DPW-BUILDINGS AND GROUNDS

### OVERVIEW

#### 1. Personnel Updates

New part time grounds employee started with the department on January 16<sup>th</sup>. Donald Tibbetts part time custodian who has been with the city for 14 years resigned due to medical reasons.

#### 2. Notable Items Related to Ongoing Operations

City Hall/Opera House Egress Remediation project is about complete, waiting on plexiglass to come in and be installed on upper railings of opera house.

Currently waiting for Eversource sign off on the project to put the solar array system online.

Senior center restroom remodel has started with Building and Grounds department being the GC of the projects. All subcontractors hired and scheduled. Completion of the project is expected to be February 21<sup>st</sup>.

Nancy Loud schools has been turned over to the city, currently working on swapping the EBI operating system to the city's so we can monitor the environment to prevent it from freezing up. No change in this project as of 2/6/24.

This month we had 6 winter related events that required overtime and all personal working on snow removal.



The Buildings and Grounds department spent the day of the 22<sup>nd</sup>, day and evening setting up 6 wards for voting on the 23<sup>rd</sup>. We also came back in after voting was complete to take down the 4 wards located at the schools so the schools can open on January 24. On January 25, we had to take down the remaining 2 wards.

City Hall roof drain project drawing and plans are nearing completion, and we expect to have the project out to bid in the near future.



## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Katie Ambrose, City Manager

From: January 1, 2024-January 31, 2024

Date: February 7, 2024

Ref: January Monthly Report for DPW-GIS/ASSET MANAGEMENT DIVISION

### OVERVIEW

#### 1. Notable Items Related to Ongoing Operations

Began development of a series of Story Maps for public consumption that cover topics such as Drinking Water, Wastewater, Stormwater, Pavement and Sidewalk management.

Ongoing improvements to the GIS-based Computerized Maintenance Management System (CMMS) to better track service requests, work orders, and inspections. Accounted for the structural split in the Utilities Division between Water Distribution and Sewer Collections. Continued planning for development of an in-house vertical asset management CMMS for use at the Water and Wastewater Treatment Facilities in hopes that this can replace our 3<sup>rd</sup> party system.

Ongoing updates to our Utility systems layers following new development and redevelopment.

Ongoing updates to the City's master address table (MAT) GIS layers for use by various departments and integrations with other City software.

Coordinated with our Verizon rep and Highway Supervisor to migrate the GPSs in our vehicles to Verizon's new system.

Preparations and planning began in advance of upgrading our Enterprise GIS environment from version 10.8.1 to 11.1 to take advantage of new capabilities and security improvements.





## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Katie Ambrose, City Manager

From: January 1, 2024-January 31, 2024

Date: February 7, 2024

Ref: Monthly Report for DPW-WATER TREATMENT FACILITY

### OVERVIEW

#### 1. Notable Items Related to Ongoing Operations

Treated water volume this month was 45.6 million gallons from the surface water facility and 11.3 million gallons from the groundwater plant for a total of 56.9 million gallons delivered to our customers.

All water quality testing and monitoring was completed in accordance with NHDES requirements. Fourth quarter disinfection byproducts remained within compliance levels.

Watershed inspections were conducted at all reservoirs; all ponds remain at capacity. Heavy rains (3"+) caused minimal impact to process control. Consulting engineer field crews replaced power components for the Rochester Reservoir stream gage, and inventoried parts for further updates at the Berry River stream gage. A snow fence at Round Pond was repaired.

Equipment and ground maintenance was performed at the plant, well, and tanks/stations. Quarterly housekeeping was performed at all booster pump stations. Motors at the Washington Street BPS were inspected and megohm tested to verify stable operations with the new VFDs. Granite Ridge duty pumps 1 & 2 were rebuilt by staff.

Maintenance at the Cocheco Well included repairs to the finish water pH probe, inspection of the bicarbonate feed system and hopper, and repairs to the phosphate injector.

Maintenance at the Surface Water Treatment Facility included repairs to the potassium permanganate feed system, maintenance on the alum bulk



chemical storage equipment & filter sweetener, housekeeping, calibration of online instruments, and minor control system modifications.

## 2. Staff Kudos

All staff continue to demonstrate excellence in operating a public drinking water system.

## 3. Training

Two staff attended the Joint Annual NEWWA/NHWWA membership meeting. Topics included the lead & copper rule, PFAS treatment, and a review of legislative service requests.

## 4. Other

Staff hosted a tour of the Surface Water Treatment facility for City Council members.

Site surveys for telemetry and electric layouts have been conducted for design of the Salmon Falls Booster Pump Station.

We welcomed Will Nicholson to the team as our newest water treatment operator.

Tyler Madore was promoted to Lead Distribution Operator. Congrats Tyler!

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City Clerk's Office

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# ROCHESTER ECONOMIC DEVELOPMENT DEPARTMENT

## MONTHLY REPORT

To: Katie Ambrose, City Manager

From: January 1, 2024 – January 31, 2024

Date: February 5, 2024

Ref: Monthly Report for Economic Development Department

### OVERVIEW

#### 1. New Projects & Project Updates

- On Jan. 4, Mayor Callaghan, as well as Councilors Herman and Karolian toured the city-owned property on Chesley Hill Road with the principals of MadCo3D to discuss the possibility of a new project.
- On Jan 18, Mayor Callaghan and several staff took a tour of The Howard to check on progress.
- Kay Wright attended the ribbon-cutting for Phase III of the Apple Ridge project.

Mike Scala

#### 2. New Businesses and Business Updates

- The city is working with the Chamber of Commerce and the Small Business Administration to host a funding fair on April 2<sup>nd</sup>.
- Cinco De Mayo, a Mexican Restaurant with locations in Dover and Epping announced they will open a location in Rochester.

Jenn Marsh

#### 3. Community Development Project Updates

- The Community Development Coordinator met with the Board of Health to discuss Grant Options for Lead Remediation and the Grant process for the city.
- Second quarter reporting from Community Development Block Grant (CDBG) subrecipients was received and entered into HUD's reporting system.



- Victims of a Crime Advocate Grant application process for FY25 started by the Community Development Coordinator.
- New Community Development Committee met with several Community Development Block Grant applicants for funding at the end of January to discuss their organizations/projects that they are requesting funding for in FY25.
- Draft for FY25 Annual Action Plan, part of the CDBG program, started by Community Development Coordinator.

Kiersten Wright

#### 4. Boards & Commissions Updates

- The Child Care Work Team submitted its recommendations to the City Manager in December, and at the request of the City Manager, reconvened in January to explore new possibilities for offering childcare for City/School employees.
- Rochester Main Street met with downtown business owners to discuss advocacy related to parking availability.
- Rochester Riverwalk is working on kickoff meetings for the Overlook project and the update of the Master Plan.
- Rochester Economic Development Commission continues to work on the update of their Strategic Plan.

Carole Glenn

Jenn Marsh

#### 5. Training & Staff Development

- n/a

## 6. Other

- Jenn is working with the owner of 135 North Main Street on an RSA 79E.
- Staff worked with the NH Housing Association on a case study for RSA 79E.
- Jenn received an application for a JOB Loan and is working with the business to complete the application.
- Jenn and Mike met with Chase Hagaman, Director of Economic Development for the NH Department of Business and Economic Affairs
- Mike attended the SBDC training for Artist Entrepreneurs on Jan 29

Mike Scala

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City Clerk's Office

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# ROCHESTER FINANCE DEPARTMENT

## MONTHLY REPORT

To: Katie Ambrose City Manager

From: January 1, 2024 –January 31, 2024

Date: February 15, 2024

### OVERVIEW

#### 1. Personnel Updates

Finance continues to review resumes for the open Accountant I position, which remains open.

#### 2. Notable Items Related to Ongoing Operations

Finance Office worked with New Hampshire Municipal Bond Bank on a \$6.8MM bond issue. The issue included (14) various General Fund, Water Fund and Sewer Fund projects. The effective interest rate of the bond issue was 3.27% and included a \$646,000 bond premium. Bond proceeds are scheduled to be distributed on February 14, 2024.

#### 3. Notable Events Related to Unusual Operations

Finance continues to work on a new software package that will track all leases and debt service. The product suite is Debt Books, and was recommended by the City's audit firm. Implementation of the lease module was completed January 20, 2024. The next phase of the project is implementation of the debt tracking module. Anticipate completion of the debt tracking module by end of March 2024.

#### 4. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

Continuing efforts on staff training

#### 5. Staff Kudos

All of Finance staff, Chad, Ava, Ann & Angie continue to perform well, and are always willing to take on new challenges



## Rochester FINANCE Department

### 6. Affected Business Processes or Systems

None

### 7. Training

### 8. Other

#### **GENERAL FUND NON PROPERTY TAX REVENUES**

	<b>FY24 ADOPTED</b>	<b>RECEIVED</b>	<b>PERCENT</b>	<b>NOTES</b>
Motor Vehicle Registrations	\$5,500,000	\$3,313,546	60%	
Wastemangement Host Fees	\$4,600,000	\$2,938,981	64%	City-\$3,722,000 School-\$878,000
Building Permits	\$550,000	\$267,066	49%	
Interest Income	\$750,000	\$868,312	116%	
Interest on Delinquent Taxes	\$360,000	\$199,552	55%	
State of NH Rooms & Meals	\$2,867,759	\$3,101,285	108%	Payment December-23
Highway Block Grant	\$635,000	\$517,161	81%	Quarterly cycles
Cablevision Franchise Fees	\$235,000	\$68,802	29%	Quarterly cycles
Recreation Programs	\$122,400	\$124,761	102%	

#### **ENTERPRISE FUNDS REVENUES**

Water	\$7,544,084	\$2,137,645	28%
Sewer	\$11,744,213	\$2,663,809	23%

#### **SPECIAL REVENUE FUNDS REVENUES**

Arena	\$413,290	\$264,081	64%
Community Center	\$894,759	\$509,715	57%

**Rochester FINANCE Department**

	<b>FY24 ADOPTED</b>	<b>EXPENDED</b>	<b>ENCUMBERED</b>	<b>PERCENT</b>
<b>GENERAL FUND EXPENSES</b>	\$59,790,934	\$42,181,082	\$1,787,057	74%
<b>OVERTIME &amp; WINTER MAINTENANCE</b>				
Police	\$111,546	\$109,680		98.33%
Dispatch	\$44,000	\$108,646		246.92%
Fire	\$240,000	\$326,036		135.85%
Public Works Winter Maintenance	\$541,218	\$178,093	\$33,034	39%
<b>ENTERPRISE FUNDS EXPENSES</b>				
Water	\$7,544,084	\$3,039,106	\$113,629	42%
Sewer	\$11,744,213	\$5,905,878	\$250,384	52%
<b>SPECIAL REVENUE FUNDS EXPENSES</b>				
Arena	\$413,290	\$249,778	\$44,330	71%
Community Center	\$894,759	\$474,781	\$106,203	65%

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City Clerk's Office

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# ROCHESTER PLANNING DEPARTMENT

## MONTHLY REPORT

To: Katie Ambrose, City Manager

From: December 1 to December 31, 2023

Date: January 3, 2024

Ref: Monthly Report for Planning Department

### OVERVIEW

#### 1. Notable Items Related to Land Use Boards

##### APPLICATIONS REVIEWED BY THE PLANNING BOARD

Planning Board met December 11, 2023 for their Regular Meeting and their Workshop Meeting scheduled December 18, 2023 was cancelled.

This section completed by Jaclyn Millard, Admin Assistant II

**Myhre Family Revocable Trust/Grant Myhre, Trustee, 15 Piper Lane** (Norway Plains Associates/ Joel Runnals) 5-Lot Subdivision **Extension to Meet Precedent Conditions to March 5, 2024**

**RBV Realty, LLC/ Rebecca Mathews, 324 Blackwater Road** (Berry Surveying & Engineering/Chris Berry) 9 – Lot Major Subdivision Case# 264 – 11 – A – 23 **APPROVED**

**Richard & Linda Chaplin, 45 & 51 Hansonville Road** (Norway Plains Associates/ Joel Runnals) Lot-Line Revision Case# 251/259 – 91/95 – A – 23 **APPROVED**

**Edward K. Nelson Revocable Trust, 109 & 111 Whitehall Road** (Norway Plains Associates/Joel Runnals) Lot-Line Revision Case# 240 – 65&65-1 – R2 – 23 **APPROVED**

**Promised Land Survey, LLC/Timothy Peloquin, 945 Salmon Falls Road** (Promised Land Survey) 2 – Unit Condominium Conversion Case# 240 – 31 – A – 23 **APPROVED**

**105 Farmington Rd, LLC & Waterstone Little Falls, LLC/Scott Haley, 105 Farmington Road & 4 Little Falls Bridge Road** (Doucet Survey, LLC/John Kaiser) Lot-Line Revision Case# 209/216 – 1/12 – GRD – 23 **APPROVED**

**Tesla Properties, LLC/Justin Gregoire, 38-40 Lafayette Street** (by Millenium Engineering Inc.) 5-Unit Condominium Conversion Case# 121 – 62 – R2 – 23 **APPROVED**



**The Planning Board also discussed:**

- a) Release of Surety
- b) Planning Board retreat

**APPLICATIONS REVIEWED BY THE ZONING BOARD OF ADJUSTMENT**

Zoning Board of Adjustment met on November 8, 2023

This section completed by Jaclyn Millard, Administrative Assistant II

**Z-23-48 NM Cook Development, LLC** Seeks a Variance from Section 12.8 to permit the corner of a proposed building within 50' of a wetland boundary. **Location:** 0 & 17 Farmington Road, Maps 216 & 221 Lots 29 & 164 in the Granite Ridge Development Zone.

**Z-23-49 NM Cook Development, LLC** Seeks a Variance from Section 12.8.B(8) to permit land disturbance within 25' of a wetland boundary. **Location:** 0 & 17 Farmington Road, Maps 216 & 221 Lots 29 & 164 in the Granite Ridge Development Zone.

*The applicant requested a continuance for both cases to the January 10, 2024 meeting to allow more time for the Conservation Commission to review the plans.*

**Z-23-59 Robert Trott** Seeks a Variance from Section 23.2.A(20) to permit construction of a shed within the side setback. **Location:** 55 Bailey Drive, Map 224 Lot 324-24 in the Residential-1 Zone.

*The Zoning Board continued the case to the January 10, 2024 as requested by the applicant because there was a short board.*

**Z-23-60 Michelle and Scott Brochu** Seeks a Special Exception from Table 18-D and Section 20.2.B to permit a contractor's storage yard. **Location:** 20 Crown Point Road, Map 235 Lot 1 in the Agriculture Zone.

*The Zoning Board approved the special exception citing all criteria has been met with the condition that the any additional structures and/ or storage of equipment and/ or stockpiles must meet setback requirement.*

**Z-23-61 Daniel LaGrange** Seeks a Variance from Table 19-A to permit a 2-Lot subdivision where one lot will have less than the required frontage and both lots would have less than the required minimum lot size. **Location:** 57-59 Cross Road, Map 205 Lot 34 in the Agricultural Zone.

*The Zoning Board continued the case to the January 10, 2024 meeting to allow the applicant time to submit information regarding the approved septic system on lot M205-L34.*

**Z-23-62 Corey Foster** Seeks a Variance from Table 19-A to permit the construction of a deck approximately 4 feet from the property where a minimum of 10 feet is required **Location:** 24 Vernon Avenue, Map 110 Lot 30 in the Residential-1 Zone.

*The Zoning Board **continued** the case to the January 10, 2024 as requested by the applicant because there was a short board.*

### APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission did not hold a meeting for the month of December 2023.

This section completed by Jaclyn Millard, Administrative Assistant II

### APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

Conservation Commission met on November 15, 2023

This section completed by Jaclyn Millard, Admin Assistant II

- 1) **Conservation Overlay District: NONE**
- 2) **NH DES Applications:**
  - a) **Alteration of Terrain Permit Applications**
    - i) 324 Blackwater Road, Tax Map 264 Lot 11; File# 20231109-223
    - ii) Rochester Elementary School, Tax Map 227 Lot 35 & 36 File# 20231114-230
    - iii) 797 Portland Street, Tax Map 108 Lot 50; File# 20231120-233
    - iv) 17 Sterling Drive, Tax Map 208 Lot 18; File# 20231129-241
  - b) **Wetland Permit Applications**
    - i) 797 Portland Street, Tax Map 108 Map 50; File# 2023-03125
- 3) **Notice of Intent to Cut Wood or Timber:**
  - a) Intent to Cut: Tax Map 131 Lot 10 (19 Old Gonic Road); 23-389-07-T
- 4) **New Business:**
  - a) BCM Environmental & Land Law – Gonic Dam and Sawmill Daw Removal
  - b) Set Goals for 2024
  - c) 2024 Taking Action for Wildlife Webinar Series
  - d) NHDES Climate Action Plan Public Feedback
  - e) Potential Conservation Property

- 5) **Reports:**
  - a) Technical Review
  - b) Planning Board Review
  - c) SELT Monitoring Report

**ARTS AND CULTURE COMMISSION ACTIVITIES**

The Arts and Culture Commission meeting on December 27, 2023 did not conduct any business due to lack of quorum.

This section completed by Jaclyn Millard, Admin Assistant II

## 2. Notable Events Related to Land Use Board Workshop Items

Each year the PB holds a “Retreat” in order to learn and reflect on a year well done as well as upcoming opportunities for the new year. Last year we asked NH Municipal Association to come and teach the RSA State law frame work for Planning and Zoning Boards. The feedback was so positive we have once again invited NHMA’s Legal Counsel, Stephen Buckley, to come talk to us. This year it is about the common law practices of holding an effective meeting.

# DEPARTMENT OF RECREATION & ARENA

## MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Sarah Ward, Business Coordinator

Date: 2/5/2024

### OVERVIEW

#### 1. Personnel Updates

As part of our department's organizational re-org that was supported through the FY24 budget cycle, we had two new team members join our department in January.

40 Hour/Week Facilities and Operations Attendant: Ben Gregoire

Ben has been a Rec & Arena Team member since 2017. Ben has served as an Arena Attendant, Certified Pool Operator, Lifeguard and Camp Counselor. You name it, Ben has done it! Ben also comes to us with experience from his time as a Safety Team Member from Spaulding High School, Football Coach and internship with Alton Fire and Rescue. Ben recently earned his bachelor's degree in business administration with a focus in sports and recreation management. Ben is a Rochester native and currently lives in town. Ben will spend most of his time at the arena during ice season and will support the rec center and other facilities like pools and parks from season to season.

30 Hour/Week Senior Service Coordinator: Steve Scott

Steve will be a new team member here at Rec & Arena. Steve comes to us from California where he spent over 20 years as a Special Education Teacher, Athletic Director and County Sports Commissioner. Steve holds a Bachelor's Degree in Arts in Recreation from the University of Utah. Steve and his wife recently moved to New Hampshire and currently reside in Barrington. He is passionate about keeping people of all ages and abilities active and having fun! Steve will spend the majority of his time at the Senior Activity Center.



## 2. Notable Items Related to Ongoing Operations

The Recreation Department and Police Department hosted Teen night on January 6<sup>th</sup> and had 110 teens join us for volleyball, dodgeball, game room, pizza. The Rochester Teen Librarian joined in for age-appropriate activities.

On January 10<sup>th</sup> we had opening day for Youth Basketball Skills & Drills and games for the 2024 Youth Basketball Season – 370 kids signed up! Also, the first day of game day cheering for our new youth Cheer Squad!

With assistance from the Police Department, Fire Department and Spaulding Raider Pathways, our monthly senior breakfast hosted approximately 50 seniors. All enjoyed a freshly cooked breakfast together with live music by Nick Turillo.

On Saturday, January 20<sup>th</sup>, citizens of Rochester braved the cold to attend another fantastic Winter Festival! The event featured hot cocoa, s'mores, ice skating, and a touch-a-truck. This was opening day for the outdoor rink at the Common, and the ice was perfect for skating! This event is a collaboration between the Rec and Police Departments, with support from Rochester Main Street, Commons Church, Guyer Travel, and The Strafford YMCA.

Solicitation for summer camp staff as well as pool staff will begin soon.

Registration for Rochester Rec Summer Camp will open for residents on March 1<sup>st</sup> and for non-residents (if space is available) on May 1<sup>st</sup>. Camp Aid applications (in-house financial aid program) opens on February 12<sup>th</sup>. Summer camp hosts 120 children for eight weeks from 7:30am -5:30pm daily and is for children entering 2<sup>nd</sup> grade through age 12. Camp is located at the Community Center campus which allows them to utilize the pool daily and other great resources such as the Dominicus Hanson Pines Forest and Playground. There are 3 field trips to state parks per summer as well as trips to local Rochester offerings such as touring the Fire Dept and the Library.

Along with the youth day camp, Teen Travel Camp preparation is underway, This is a collaboration with the Rochester Police Department and enrolls 12 Rochester teens. This is a one day per week program that takes campers on field trips. Teen Camp is for 13 (or entering 8<sup>th</sup> grade) to 15 years olds.

## 3. Notable Events Related to Unusual Operations

The Recreation Department worked with the City Clerk's office to host the Ward 5 Presidential Primary inside the Community Center Gymnasium

Bids closed for the FY24 Gymnasium Bleacher Replacement project. This project allocated funds to replace only one set of bleachers. Director Krans has begun the process to request supplemental funding to replace the second bank of bleachers at the same time. Bleachers are original to the building (1976) and are not up to modern code standards or ADA compliant. Three more CIPs are scheduled for this year to enhance the Recreation Center Gymnasium including replacing the original acoustic paneling, scoreboards and adding safety enhancements to the six adjustable basketball hoops.

We continue to work with our consultants from Strafford Regional Planning to update the 2011 Recreation Master Plan. Community engagement survey to be published in early February.

Our Facilities and Operations Supervisor worked with the Boys and Girls High School Basketball Boosters to install Senior Banners in the gym. Banners will displayed for all seniors on each team for the next month.

#### 4. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

The outdoor rink at the Common continues to be impacted by the fluctuating winter weather. Staff is working hard to ensure the best possible ice quality.

#### 5. Staff Kudos

Heidi Keenan is our 50+ Power Hour instructor. Heidi has been a valuable Recreation Dept. employee since February 2014. She has a very dedicated following. Due to popular demand, she offered to teach 2 additional sessions of 50+ Power Hour, which brings in up to 24 participants per session on Tuesday and Thursday mornings. We have heard many fantastic comments about her. Folks love her and how she adapts to people's needs when necessary. Heidi has a YouTube channel where folks can participate on their own time. Heidi also had a hand in forming and training "The Sassy Seniors," who held their first dance performance at our Littles Halloween event, then danced and rolled their way through the Rochester Christmas Parade!

#### 6. Training

Director Krans attended the Northern New England Recreation and Parks Conference in January. There was a strong showing from the NHRPA (New Hampshire Recreation and Parks Association) in which Rochester is a proud member. Highlights of the conference were connecting with other municipal agencies across the region and attending valuable informational workshops. Workshop Topics included Rec Director Best Practices, Best Practices in Rec Facility Maintenance and Educational Models for Youth Sports.

Program Coordinator, Nicole Lee, has started taking classes at UNH for her Masters Degree. She is enrolled in Recreation Administration and Organization Behavior, and Non-Profit Administration & Leadership.

BJ Mumford and Play Practice Basketball put on a "Train the Trainer" basketball clinic for our youth basketball staff. There were 15 volunteer coaches trained to instruct our youth basketball participants

## 7. Other

Program	Sum of Count
Adult Pickleball (Sundays)	84
Adult Pickup Sports	117
Adult Volleyball	128
Bingo	114
Chair Yoga	216
Cribbage for Seniors	42
FOG Drop In (Sunday)	146
FOG Reservation (Sunday)	60
Game Day	32
Holiday FOG	105
Homeschool Open Gym	56
Iyengar Yoga	40
Kundalini Yoga	26
Learn To Skate	26
Line Dancing	66
Mah Jongg	16
Public Ice Skating	1054
Quilting & Crafting	16
RSAC Presentation	10
Senior Breakfast/Cookout	35
Senior Cardio Drumming	72
Senior Mobility Class	75
Senior Pickleball Weekday	543
Senior Pickleball Weekend	17
Senior Power Hour	360
Senior Tech Support	16
Senior Zumba Gold	120
SHS/BCA open Gym	33
Skate with Santa Charity Food Drive	200
Table Tennis	3
Teen Night	127
Toddler Play Group	70
VA Veteran's Time	17
<b>Grand Total</b>	<b>4042</b>

# ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: January 1 – January 31

Date: February 14, 2024

Ref: Monthly Report for Fire Department

## OVERVIEW

### 1. Personnel Updates

#### Shift Staffing:

- Full Staffing – 10 personnel on-duty – **23% of shifts in January**
- One FF Short – 9 personnel on-duty – **77% of shifts in January**

#### Personnel:

- On 1/8/2024, we hired Firefighter Garrett Meador he is assigned to D shift.



## Notable Items Related to Ongoing Operations

TYPE OF CALL	01/2023 – 01/2024 Previous Year (Calendar)	January 2023	January 2024
Building Fires	22	1	2
Cooking Fires	1	0	0
Vehicle Fire	14	2	0
Carbon Monoxide Present	24	5	8
Emergency Medical Calls	1199	79	157
Vehicle Accidents (Injury)	134	12	9
Vehicle Accidents (No Injury)	62	27	29
Alarms	388	31	26
Service Calls	167	20	15
Other	876	131	78
<b>TOTAL CALLS</b>	<b>3894</b>	<b>308</b>	<b>321</b>

## Operations

January was another busy month for RFD. We responded to several calls including the following.

- On January 5<sup>th</sup>, at 1:02 pm we responded to a report of an explosion at 2 Salmon Falls Road. This generated a full response for Rochester Fire and we found a commercial air compressor had caught fire and created the issue.

As this call was being mitigated, we received another call for a structure fire on the Somersworth line at 105 Whitehouse Road lot 79. The dispatch center had taken several calls confirming a structure fire and it was spreading to another home due to the high winds. Somersworth was called along with Dover Fire to assist, and the fire was held at a first alarm. The fire was later investigated by Rochester and the State Fire Marshal Office.



- On January 13<sup>th</sup>, we assisted Dover with a 2<sup>nd</sup> alarm fire at 262 6<sup>th</sup> Street. We assisted with covering the city for them.
- On January 15<sup>th</sup>, we responded to a report of a dog through the ice on the Pickering Pond Trail. The dog was about 60 feet from shore and was struggling to stay above the water. Crews were able to get the dog out and back to shore without any issues. The dog was warmed up and dried off and did not require any further treatment.
- On January 26<sup>th</sup>, our crews responded to assist Lee with a serious structure fire on North River Road. We helped get the fire under control and relieved other crews.



## Community Risk Reduction.

The Fire Prevention and Risk Reduction Division has been actively inventorying all locations in the city that has a knox box installed. This data will be input into the new CAD software as part of fire incident preplanning. The information will be readily available to responding crews while in the apparatus prior to arriving on scene.

Fire Marshal Hughes and Inspector Castles attended a local condominium association meeting to discuss the use and importance of the knox box during an emergency response. Prior to attending the meeting, the association had installed knox boxes on five of their six buildings. Throughout the month of January residents have been calling to add their unit keys to their buildings box.

### FY24 Community Risk Reduction and Prevention Services

<b>Inspections Completed</b>	<b>Approvals &amp; Reviews</b>	<b>Active Permits</b>	<b>Car Seat Installations</b>	
230	503	63	18	
<b>Permits Issued</b>	<b>Sprinkler</b>	<b>Fire Alarms</b>	<b>Hood Suppression</b>	<b>Tank Removal</b>
107	19	13	1	1
\$10,997	\$8,605	\$2,246	\$96	\$25
<b>Blasting</b>	<b>Place of Assembly</b>	<b>Pyrotechnics</b>	<b>Fire &amp; Life Safety</b>	<b>Food Truck</b>
1	29	1	45	1
\$25	No Fees Associated	\$0	No Fees Associated	No Fees Associated
<b>Tents</b>				
0				
No Fees Associated				



## ROCHESTER POLICE DEPARTMENT MONTHLY REPORT

**To: Katie Ambrose, City Manager**  
**From: Gary M. Boudreau, Chief of Police**  
**Date: 02/14/2024**  
**Ref: Monthly Report for January 2023**

### OVERVIEW

#### 1. Personnel Updates

**Personnel:** We continue to work on filling vacant positions in dispatch.

Our patrol vacancy number is growing. The Police Commission is working very hard to bring candidates to the Department. They issued two conditional offers this period. What follows from that is the background phase, it's very intensive and, not everyone passes.

We are still seeking to fill a part time Administrative Technician vacancy.

Filling open crossing guard vacancies is still a critical need. One of our long term crossing guards has notified us he will not be returning due to an injury, which leaves us staffed at 2 of eleven positions.

#### 2. Notable Items Related to Ongoing Operations

We welcomed Officer Keven Miller back from a year-long military deployment. After some re-acclimating training, and required certifications he is on solo patrol.

Our Officer in the Police Academy sustained an injury during physical training and had to withdraw from this session. After recuperation, we plan to enroll her in the next session.

#### **Comp Stat:**

We are two months into the new CAD/RMS (computer aided dispatch/records management) program. We are continuing to learn all of the things the program can do. The chart below shows the calls we have handled in January by topic (including administrative duties which covers proactive times and attending court hearings.) Along with the totals for the category we opted to show the time of day to provide a snapshot of when calls occur.





## ROCHESTER POLICE DEPARTMENT

*By Call for Service Classification*

*From Date: 01/01/2024 00:00 To Date: 01/31/2024 00:00*

<i>Description</i>	<i>Total Events</i>	TIME OF DAY		
		<i>0000-0800</i>	<i>0801-1600</i>	<i>1601-2359</i>
ADMINISTRATIVE DUTIES	644	81	392	171
AGGRAVATED ASSAULT	1	0	1	0
ALL OTHER OFFENSES	117	16	48	53
ANIMAL COMPLAINTS	31	3	16	12
ASSISTING OTHER AGENCIES	40	6	19	15
BURGLARY	1	0	1	0
DEATHS / SUICIDES	2	1	1	0
DISORDERLY CONDUCT	25	5	12	8
DWI / DUI	9	1	3	5
FAMILY OFFENSE	35	4	13	18
FIRE RELATED	9	2	4	3
FRAUD	22	2	16	4
LOST FOUND MISSING	23	1	11	11
MALICIOUS MISCHIEF	19	2	11	6
MISSING PERSONS	1	0	1	0
MUNICIPAL CODE ENFORCEMENT	1	0	1	0
MV CRASH INVESTIGATIONS	106	5	66	35
MV THEFT	6	2	3	1
NARCOTIC DRUG LAWS	2	0	1	1
NON CRIMINAL INCIDENTS	185	48	60	77
PARKING ENFORCEMENT	32	0	24	8
PUBLIC SERVICE	212	30	79	103
SEARCH AND RESCUE	1	0	0	1
SEX OFFENSE ALL OTHERS	8	0	3	5
SIMPLE ASSAULT	10	2	8	0
SPECIAL UNIT ACTIVITY CODES	1	0	1	0
THEFT	58	5	25	28
TRAFFIC ENFORCEMENT	541	81	156	304
TRAFFIC RELATED SERVICE	51	4	38	9
VICE PROSTITUTION	1	0	0	1
WARRANTS LOCAL	31	4	11	16
WEAPONS	4	0	0	4
<b>Total:</b>	2229	305	1025	899



### **3. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.**

Our budget was completed and submitted to the City Manager. We presented our Capital Improvements requests to the new committee. We met with the City Manager and await the Council's full look at her budget requests.

### **4. Training**

Other notable training completed this period included "Advanced Roadside Impaired Driving Enforcement (ARIDE)," "Introduction to Photography," "Family Medical Leave Act (FMLA)," "Autism Awareness for Law Enforcement and First Responders," "Juvenile Justice," "Basic Crime Scene Processing," and "Failure to Supervise Liability in Law Enforcement."

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## ROCHESTER LIBRARY DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Patty Hardie, Secretary II

Date: February 13, 2024

Ref: Library Monthly Report for January

### OVERVIEW

#### 1. Notable Items Related to Ongoing Operations

There was a total of 12,404 items circulated with 8,891 people visiting the library in the month of January. Two hundred fifty-two patrons used the library's Internet computers. Interlibrary loan activity included 86 materials borrowed from other libraries and 234 loaned to other libraries.

Saturday, January 6<sup>th</sup> through January 12<sup>th</sup> families were welcomed to pick-up "Cupcake Liner Snowman" craft kits for a Take It & Make It at home craft project. The kits were available during Library business hours at the Children's Desk.

The Friends of the Rochester Library Book Club met Monday, January 8<sup>th</sup>, and featured *The Trouble with Goats and Sheep* by Joanna Cannon.

The *All-Abilities Club* continued to meet every Monday from 10-12pm in the community room. This inclusive program is geared towards adults with developmental disabilities and includes puzzles, coloring, cards, board games, and more.

Thursday, January 14<sup>th</sup> patrons were welcome to the library *Puzzle Swap* located in the Rose Room on the top floor of the library. The second Thursday of every month patrons are encouraged to bring in a puzzle from home they've already completed and take a different one home to enjoy.

A new podcast episode of Off the Shelf with Marie & Katherine was released in January. Marie and Katherine talked about the New Year, Trying New Things, Annual Resolutions and much more.

On the first floor of the library, formerly the DVD room, resides the *Off the Shelf Café*. Full of natural light, the café is a great place to bring a snack, or get some studying done in a social atmosphere. The café is also home to newspapers and periodicals. It's a great place to enjoy a comfortable chair with a favorite book or magazine.



Featured Adult Services Book Displays for the month of January included: *New Year New Adventures*, *New Year New Hobbies*, *Sci Fi*, and *Cold Cases*. Also featured was a *New Year Thrillers* DVD display and *New Wave* music CD display.

The library was pleased to display Artstream student art on the first floor of the building during the month of January.

Three hundred ninety-eight of our library patrons downloaded 2,097 e-books to media devices through the library's web site this month. The RPL website also enabled patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 649 digital downloads from Hoopla & Kanopy.

## 2. Library Programming

The Children's Room began Winter Story Times the week of January 8<sup>th</sup>. Story Times are available to resident and non-resident library cardholders and run for six weeks.

Wednesday, January 10<sup>th</sup> the library was pleased to host author Mark Hobson to discuss his book, *The Mantle*. The book is about "the cloth" that covered the head of Jesus in death, known as "The Mantle" and about those who possess it. Hobson is an ordained Christian minister with advanced degrees in theology, business administration, higher education administration, and neuroscience.

Wednesday, January 10<sup>th</sup> at 1pm the Teen Room held a *Slime Program* for an hour of Slimy fun for teens to enjoy on an early release from school. The Teen Room also provides breakout bags, puzzles, games, the latest books, crafts, and scavenger hunts with prizes for those teens that complete them.

Tuesday, January 18<sup>th</sup> the children's room hosted an Experience Art program for children ages 6-12. Experience art (or process art) engages children in the experience and the process involved in creating, rather than the end result. Children are invited to experiment with provided materials, invent, and create. It honors the child's individual expression and offers the opportunity to explore without restrictions. During these art sessions, there is no right or wrong way to create. Experience art is meant to be fun and playful. It fosters independence and self-regulation. Participants come dressed with the potential to get messy and have a good time.

Saturday, January 20<sup>th</sup> the library was pleased to host Marilynn and Liz Haven for a *Drop-In Reiki Healing Circle*. To those curious about Reiki or have never heard of it, a circle is good for a first experience. New and experienced Reiki practitioners of all levels were welcomed as well.

Wednesday, January 24<sup>th</sup> the library was pleased to present *The Psychology of Weight Loss: Embracing Adaptive Change for Lasting Success*. Rebecca Schubert, MS RDN NBC-

HWC, owner of One Step Nutrition Coaching welcomed participants to gain perspective on the complexities of sustainable weight loss and learn how to harness the power to create lasting change.

Monday, January 22<sup>nd</sup> the Children's Room in coordination with the library Emerging Technology Specialist, held a program featuring electronics with robots, for children to work together to play and learn beginner coding.

### 3. Other

Trustees will be meeting in the library on February 13<sup>th</sup> at 6pm.

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## ROCHESTER TAX COLLECTOR'S OFFICE MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Rachel Laughner, Tax Collector

Date: February 14, 2024

Ref: Monthly Report for Jan 2024

### OVERVIEW

City of Rochester Tax Collector's Office						
January 31, 2024						
Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2023	Semi Annual	73,627,445	69,611,596.02	94.55%	4,015,848.98	5.45%
2022		72,060,382	71,469,077.67	99.18%	591,304.33	0.82%
2021		69,388,398	68,972,367.13	99.40%	416,030.87	0.60%
2020		68,438,739	68,236,396.24	99.70%	202,342.76	0.30%
2019		66,169,796	66,000,084.86	99.74%	169,711.14	0.26%
2018		63,834,824	63,714,493.53	99.81%	120,330.47	0.19%
2017		60,524,791	60,446,149.60	99.87%	78,641.40	0.13%
2016		58,196,003	58,139,669.41	99.90%	56,333.59	0.10%
2015		56,938,119	56,900,337.05	99.93%	37,781.95	0.07%
2014		55,068,779	55,037,975.18	99.94%	30,803.82	0.06%
2013		53,324,262	53,296,469.35	99.95%	27,792.65	0.05%
2012		50,952,912	50,929,901.33	99.95%	23,010.67	0.05%
2011		48,856,892	48,841,933.67	99.97%	14,958.33	0.03%
2010		47,308,832	47,296,245.24	99.97%	12,586.76	0.03%
2009		46,898,827	46,892,895.67	99.99%	5,931.33	0.01%
2008		46,522,769	46,520,245.60	99.99%	2,523.40	0.01%
2007		42,964,450	42,962,205.82	99.99%	2,244.18	0.01%
2006		40,794,160	40,791,934.93	99.99%	2,225.07	0.01%
2005		38,024,453	38,023,159.27	99.997%	1,293.73	0.003%
2004		36,065,496	36,063,969.69	99.996%	1,526.31	0.004%
2003		33,310,579	33,309,312.97	99.996%	1,266.03	0.004%
2002		29,725,878	29,724,928.84	99.997%	949.16	0.003%
				<b>Total Uncoll:</b>	<b>5,815,436.93</b>	<b>8.16%</b>



<b>Online Payments (Citizen Self Service)</b>		
<b>CSS Count FY24</b>		
<b>Month</b>	<b>Total \$\$</b>	<b># of Payments</b>
July	\$ 1,251,062.20	1224
Aug	\$ 333,058.57	986
Sep	\$ 502,590.77	820
Oct	\$ 258,454.99	855
Nov	\$ 223,574.93	890
Dec	\$ 1,166,980.86	1054
Jan	\$ 1,659,758.38	1447
<b>Totals</b>	<b>\$ 5,395,480.70</b>	<b>7276</b>
<b>Auto Registrations FY24</b>		
<b>Month</b>	<b>Total</b>	<b># of Transactions</b>
July	\$ 498,838.26	3310
Aug	\$ 522,369.18	3615
Sep	\$ 502,590.77	3293
Oct	\$ 611,271.06	3500
Nov	\$ 448,145.64	2801
Dec	\$ 544,305.47	2602
Jan	\$ 621,215.84	2847
<b>Totals</b>	<b>\$ 3,748,736.22</b>	<b>21968</b>

### Comments

2023 2<sup>nd</sup> half Property Tax Bills were due on January 22, 2024. As of the due date, taxes were 92.66% collected.



## ROCHESTER WELFARE DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Todd M. Marsh, Welfare Director *TM*

Date: February 06, 2024

Report Dates: January 01, 2024- January 31, 2024

Ref: Monthly Report for Welfare Department

### OVERVIEW

#### 1. Personnel Updates

None

#### 2. Notable Items Related to Ongoing Operations

This fiscal year is experiencing municipal welfare budget “sticker shock” throughout the state”, due to three years of rising inflationary costs, including housing costs, which were largely offset by federal pandemic federal funds, until funding ended. These dynamics fostered a budget development-planning anomaly, as using trending recent years expended amounts were no longer a reliable budgeting guide. This new year should be a year of budgeting reset, with improved general assistance predictions based on more reliable recent trending expended amounts. <https://www.nhhfa.org/wp-content/uploads/2023/07/NHH-2023-Res-Rental-Survey-Report.pdf>

\*General assistance expended since July 1<sup>st</sup> 2023 total, \$186,871.63, which averages to \$26,695.94 monthly. Total *current fiscal year* budgeted general assistance amount is \$225,000.00. Expended amounts will continue to be monitored for likely budget adjustments and communicated to the City Manager.

The Welfare department was the primary navigator of collaboration efforts regarding the First Church Congregational unhoused encampment transition. The department’s humane and skilled assistance was greatly appreciated by members of the church.

### 3. Notable Events Related to Unusual Operations

### 4. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

The My Friend Shelter, in Dover, remains temporarily closed for emergency housing services. Shelter reports an April 1<sup>st</sup> re-opening date. The shelter's closure for services has caused an increase in emergency housing motel expenses for Rochester. \*This additional spending emergency housing motel assistance should lower when the shelter re-opens. The welfare department is in communication with the shelter. The Homeless Center for Strafford County (Home For Now), in Rochester, opened in October plans to continue operating as a yearlong shelter.

### 5. Staff Kudos

Welfare department team members continue to use professional, thoughtful, humane and cost effective practices to meet legal obligations and the department's mission.

### 6. Affected Business Processes or Systems

NA

### 7. Training

Welfare department team members continue to seek and practice continuous improvement with department functions, including webinars and readings.

## 8. Analysis of Direct Assistance for January 2024

General Assistance represents an average cost per case/family of \$481.02 and case/individual of \$497.07 for this month.

Total voucher assistance issued: **\$32,428.60**

There was an increase of \$21,710.83 in assistance issued this month compared to January 2022. There was a decrease of \$437.87 in vouchers issued this month compared to last month.

30 families units were financially assisted a minimum of once for this report month.

35 singles (w/o children) were financially assisted a minimum of once for this report month.

Reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaled: **\$4,625.76**

The office reported 168 formal case notes for this period.

## 9. Other / In The News/Helpful Links

**NEW HAMPSHIRE SENATE WEIGHING BILL THAT WOULD SPEND FEDERAL FUNDS ON HOMELESSNESS PREVENTION**  
**JAN 31, 2024**

"It could be a multi-pronged approach to a multi-faceted challenge," said Todd Marsh, of the New Hampshire Local Welfare Administrators' Association.

<https://www.wmur.com/article/new-hampshire-senate-homelessness-prevention/46600861>