



Rochester City Council

Community Development Committee

MEETING MINUTES

James Gray, Chairperson
Elaine Lauterborn, Vice-Chair
Sandra Keans
Donna Bogan
Jake Collins

Meeting Date:	December 15, 2014	
Members Present:	Councilor Gray Councilor Lauterborn Councilor Keans Councilor Collins Councilor Bogan	
Staff:	Karen Pollard, Economic Development Manager	
Guests:	Jason Garland, North and South Property Advisors John Hajjar, Owner of 1 Wakefield Street Newton Kershaw III, 1 st Regional Funding LLC Steve Fleming, Elm Grove Property Manager	
1. Call to Order – Attendance		

Tour – 124 North Main Street, RSA 79e Application	Councilor Gray called the meeting to order at 3:00PM at 124 North Main Street. Committee Members and Economic Development Manager Pollard toured two of the units with Newton Kershaw III and Steve Fleming, his property manager. The proposed renovations will include repair or replacement of doors, porches, kitchen and bathroom fixtures, the exterior and boiler. The tour ended at 3:20 pm, and the meeting was recessed to resume at 1 Wakefield St. at 3:30 pm.
Tour – 1 Wakefield Street, RSA 79e Application	Councilor Gray called the meeting back to order at 3:30PM at 1 Wakefield Street. The Committee Members and Economic Development Manager Pollard toured 1 Wakefield Street with the property manager Jason Garland, of North and South Property Advisors. Mr. Garland Stated that the first floor will remain commercial rental units, and that there are no plans for exterior changes. The interior of the top two floors will be gutted down to the studs because the wall materials contain asbestos.. It is Mr. Garland’s belief that the property was originally constructed with apartments on the top 2 floors and later converted to offices. Those office units have been difficult to rent in recent years. The renovation will provide a total of 21 apartments when the project is complete. The tour ended at 3:50 pm, and the meeting was recessed to resume at 4:00 pm in the City Council Conference Room.

Councilor Gray called the meeting back to order at 4:00PM at City Hall.

2. Review & Approval of Agenda – Approved Unanimously as Amended

3. Approval of Minutes – Oct. 2014 (No November meeting) Approved Unanimously

4. PUBLIC INPUT – No input at this meeting	
The 1 Wakefield Street and 124 North Main Street applicants answered additional questions from the Committee and Manager Pollard.	
124 No. Main 79e Recommendation to City Council	Councilor Lauterborn made a motion to recommend 9 years of relief to the full City Council, Councilor Keans seconded. Councilor Collins asked how the Committee should determine how much benefit is appropriate, and a discussion of the public benefit and eligibility conditions was held. Councilor Collins added that touring the properties and meeting the owners added to his confidence level. The motion passed unanimously.
1 Wakefield 79e Recommendation to City Council	The Committee discussed the apartments to be created as described by Mr. Hajjar and Mr. Garland. Councilor Keans stated that the Councilors are constantly asked to improve Downtown and to help revitalize it, and these are exactly the kinds of projects that will make a difference. Councilor Keans made a motion to recommend 7 years of tax relief to the City Council for 1 Wakefield Street. This was seconded by Councilor Bogan. The motion was unanimously approved by the Committee members.
	Chairman Gray requested the Public Hearings for both applications be set for January 6, 2015, and the City Council action tentatively set for February 3, 2015. He stated that on the past proposal, the Finance Committee asked for a review of the proposal, and it was to be expected that it would be repeated for both new applications. The Finance Committee will meet on Jan. 13, 2015 at 7 pm.
CDBG Reports	The committee reviewed the JOB Loan Report and the Coordinator report as enclosed in the packet. The JOB Loan report is quarterly. Manager Pollard reported that following a meeting of the JOB Loan Committee, an agreement had been reached with Holy Rosary Credit Union to accept \$5,000 to release the City's lien on the property. The Coordinator report is monthly, and gave an update to CDBG activity. Both are also repeated in the monthly department reports.
2015 Committee Schedule	A draft schedule was provided for discussion. The committee prefers to have the November and December meetings be held at the discretion of the Chair. The meeting schedule will be posted on the city website and the conference room will be reserved for the 10 meetings.

Motion to adjourn made by Councilor Collins and seconded by Councilor Lauterborn. The meeting was adjourned at 5:15 pm.

Next Meeting – January 22, 2015 in the Conference Room at City Hall

Topics

- Consolidated 5 Year Plan, Timeline and Update
- CDBG Annual Budget and Project Lists
- Application Fee increase for 79e Applications from \$50 to \$150



Rochester City Council Community Development Committee

James Gray, Chairperson
Elaine Lauterborn, Vice Chairperson
Sandra Keans
Donna Bogan
Jake Collins

AGENDA

Monday, December 15, 2014
3:00 pm tour 124 No. Main St.
3:30 pm tour 1 Wakefield St.
4:00 pm City Council Conference Room
City Hall, 31 Wakefield Street

- I. Call to Order – Attendance
- II. Review & Approval of Agenda
- III. Approval of Minutes – Oct. 2014 (No November meeting)
- IV. PUBLIC INPUT
- V. DISCUSSION – 79e Applications
 - 1 Wakefield Street (John Hajjar & Jason Garland)
 - 124 No. Main Street (Newton Kershaw, 1st Regional Funding LLC)
- VI. DISCUSSION
 - CDBG Projects & Programs Report by Julian Long
 - Quarterly JOB Loan Program Report
 - CDBG Five Year Plan Timeline
- VII. DISCUSSION
 - 2015 Community Development Committee Schedule
- VIII. OTHER BUSINESS
- IX. NEXT MEETING TOPICS
- X. NON-PUBLIC SESSION – (if needed)
- XI. ADJOURNMENT



City of Rochester, New Hampshire

Division of Community Development

31 Wakefield Street, Rochester NH 03867

(603) 335-7522 www.thinkrochester.biz

Rochester Community Development Committee meets on the Fourth Thursday of every month.

All meetings begin promptly at 6:00 PM in the Council Conference Room in City Hall.

2015 Meeting Dates

January 22

February 26

March 26

April 23

May 28

June 25

July 23

August 27

September 24

October 22

November * At the Discretion of the Chair

December * At the Discretion of the Chair

CDC 2015	Discuss Agenda with Chair (at latest)	Post Agenda & packets out	2015 Meeting Dates
	13-Jan	16-Jan	22-Jan
	10-Feb	20-Feb	26-Feb
	17-Mar	20-Mar	26-Mar
	14-Apr	17-Apr	23-Apr
	12-May	15-May	28-May
	16-Jun	19-Jun	25-Jun
	14-Jul	17-Jul	23-Jul
	18-Aug	21-Aug	27-Aug
	15-Sep	18-Sep	24-Sep
	13-Oct	16-Oct	22-Oct
	19-Nov	*11/13/2014	At the discretion of the Chair
	8-Dec	*12/11/2014	At the discretion of the Chair

Community Development Coordinator Report
Prepared and submitted by the Community Development Coordinator
11 December 2014

Not all CDBG
go to school playgrounds.

- Continuing Projects
 - The construction of new playground equipment at Gonic School occurred on November 2nd. A site visit and Davis-Bacon follow-up were both conducted by the Community Development Coordinator. A news release was drafted, as well, garnering positive media attention from *The Rochester Times*.
 - Bid documents for the Hanson Pines Pavilion project have been created by the previous Community Development Specialist, Elena Engle. The next step for this project is to put the public notice out to bid.
- Future Projects
 - Matt Pappas, co-chair of the Gonic School PTA Playground Committee, has requested further funding for Phase 3 of the Gonic School playground project. (Please see attached documents.)
 - The earlier proposed bicycle racks project, which would install bicycle racks in key locations throughout the City, is still in development. The Community Development Coordinator has been collecting initial price quotes to determine a rough necessary budget for the project.
 - The City's Public Library has requested funding to install handicap-accessible doors at its main entrance.
 - The Homeless Center for Strafford County (HCSC) has requested funding to install a new alarm system and do work on the building's roof. HCSC Executive Director Susan Ford is preparing further information and materials to be provided to the Community Development Coordinator.
- Five-Year Consolidated Action Plan and Year 1 Annual Action Plan
 - The Community Development Coordinator has been focusing on the Five-Year Consolidated Action Plan, which is due in May 2015. Multiple meetings with public service agencies have been conducted, as well as the first of several planned visits to and discussions with the local ward district neighborhood meetings.
 - The first of two federally-required public hearings will occur on December 16th during the City Council workshop sessions. The purpose of this public hearing will be information-gathering, and the public hearing is intended primarily for members of the general public.
 - The timeline for the Five-Year Consolidated Action Plan process, prepared by previous Community Development Specialist Elena Engle, is attached.
- Other Items
 - Bridging the Gaps, a youth substance abuse prevention coalition, is ending its fiduciary relationship with the Community Action Partnership of Strafford

County (Strafford CAP) and is seeking a new fiscal agent. Bridging the Gaps has met with representatives of the City to explore the possibility of the City becoming the new fiscal agent. Bridging the Gaps is the recipient of a federal substance abuse prevention grant in the amount of \$125,000 and is required to take a number of remedial steps to bring its program into compliance with the terms of the grant.

- The Community Development Coordinator is receiving weekly CDBG training from Adam Cannon, Special Projects Manager with the City of Portsmouth, NH. The Community Development Coordinator believes this training will be incredibly helpful to the completion of the Five-Year Consolidated Action Plan process.

**Preliminary Outline of Steps to Develop the 5-Year Consolidated Plan
And the First Year Action Plan for FY 15-16
Community Development Block Grant Program**

Tasks Completed: Review of Con Plan Desktop Manual, discussion with Portsmouth and Dover Community Development regarding collaborating on aspects of the 5 year plan over the winter, Plan initiated in HUD IDIS system, Con Plan template downloaded into Word Document, timeline created, input collected from current public service grantees.

Ongoing

- Meet and collaborate with Seacoast Entitlement Communities (Dover/Portsmouth)
- Gather relevant local/regional documents/reports on Housing, Homelessness, Planning, etc.
- Consultation with Local Housing Authority, Continuum of Care, Strafford Regional Planning
- Ongoing discussion with Community Development Committee and Community Development Department regarding priorities for funding.

Proposed Timeline

November, 2014

- Neighborhood Listening Sessions/Public Input
- Reach out to Dover/Portsmouth about a regional meeting with local providers and collaboration on areas of plan applicable to the region.

December 2015

- Mid – Late December – send out CDBG funding applications
- Organize sub-committee to discuss/develop priorities for plan

January 2015

- End of 2nd week – CDBG applications due to CD Coordinator
- CD Coordinator to review and prepare summaries to be sent to CD Committee
- Community Development Committee**
 - Public Service presentations to CD Committee
 - Discussion/Recommendations/Projects for FY 15-16 Action Plan

February 2015

- Committee rating of public services – submitted to CD Coordinator
- Community Development Committee**
 - Ratings distributed
 - Final recommendations on Con Plan and Action Plan

March 2015

- Neighborhood Listening Sessions/Public Input
- Final Preparation of Con Plan/Action Plan

April 2015

- 1st Reading of Draft Action Plan and Consolidated Plan
- Public Hearing

May 2015

- 2nd Reading and Adoption
- Submission of Action Plan and Consolidated Plan to HUD (by May 15th)

**JOB Loan Program Update
December 2014**

The Job Opportunity Benefit (JOB) Loan program provides a source of funding for businesses to expand, modernize or relocate within Rochester. These funds are almost always used as “gap” financing for businesses to add additional debt to their conventional financing. Eligible applicants include Rochester businesses that commit to hiring (*per HUD Regulation 24 CFR 570.209*) one full-time or full-time equivalent worker per \$50,000 of CDBG funds or one full-time or full-time equivalent worker per \$35,000 of CDBG funds if calculated in the aggregate for the year across all JOB Loans.

The JOB Loan account has a balance of **\$99,668** and is receiving **\$5,042.17** in monthly payments.

Community and Economic Development staff are working together to identify eligible businesses that would benefit from this loan program. In addition, Community and Economic Development has reached a settlement with Carney Medical in the amount of \$5,000.

Note: Job Loan balances are run on a quarterly basis- the principal balances below are through November 30, 2014.

Recipient Name	Original Loan Amount	Origination Date	FY14 Principal Balance as of 30 Nov 2014	Is Loan Currently Up to Date?
Custom Banner	\$50,000.00	5/12/2009	\$8,761.95	Yes
Distinctive Forest Creations	\$30,000.00	11/12/2005	\$17,358.94	Yes
Carney Medical	\$50,000.00	8/12/2009	\$31,853.96	Closed
Phone Booth, LLC	\$25,000.00	3/12/2010	\$3,947.14	Yes
Blue Oasis	\$50,000.00	4/12/2010	\$31,042.70	Yes
Country Tire & Service Center	\$40,000.00	8/22/2011	\$24,158.20	Yes
Thompson Tool Company	\$70,000.00	10/12/2012	\$53,603.30	Yes
LHR Sporting Arms	\$100,000.00	1/14/2014	\$98,464.08	Yes
Public House	\$10,000	3/6/14	\$9,370.56	Yes
	\$425,000		\$278,560.83	

Summary of Job Loan Principal Balances
As of November 30, 2014

Recipient Name	Loan Amount	Original Interest %	Original Term Months	Original Loan Date	Prnts Up To Date ?	FY14 Principal Balance	FY15 Capitalized Interest	FY15 Principal Collected	FY15 Nov-14 Principal Bal	FY15 Payment Amount	Notes
Active Job Loans											
Custom Banner	\$50,000	2.44%	72	May-09	Yes	\$8,761.95	\$0.00	\$2,356.56	\$6,405.39	\$886.05	
Distinctive Forest Creations	\$30,000	5.06%	60	Nov-05	Yes	\$17,358.94	\$0.00	\$500.00	\$16,858.94	\$100.00	
Phone Booth, LLC	\$25,000	2.44%	60	Mar-10	Yes	\$3,947.14	\$0.00	\$2,183.82	\$1,763.32	\$443.02	Business Closed-Loan Current
Blue Oasis	\$50,000	2.44%	120	Apr-10	Yes	\$31,042.70	\$0.00	\$2,042.65	\$29,000.05	\$469.99	
Country Tire & Service Center	\$40,000	2.44%	84	Aug-11	Yes	\$24,158.20	\$0.00	\$2,356.56	\$21,801.64	\$518.50	
Thompson Tool Company	\$70,000	2.44%	84	Oct-12	Yes	\$53,603.30	\$0.00	\$4,008.16	\$49,595.14	\$907.37	
LHR Sporting	\$103,050	2.44%	84	Dec-13	Yes	\$98,464.08	\$0.00	\$6,720.42	\$91,743.66	\$1,540.03	
Publick House	\$10,000	2.44%	60	Mar-14	Yes	\$9,370.56	\$0.00	\$794.01	\$8,576.55	\$177.21	
Totals						\$246,706.87	\$0.00	\$20,962.18	\$225,744.69	\$5,042.17	
Closed											
Carney Medical	\$50,000	2.44%	120	Aug-09	NO	\$31,853.96	\$0.00	\$5,000.00	\$0.00	\$0.00	Settlement Check \$5000 Received November 19, 2014 Balance Written Off
Grand Total						\$278,560.83	\$0.00	\$25,962.18	\$225,744.69		

Nov- 14 Cash-Balance Available to Lend **\$99,688**

**GRANT PROJECT WORKSHEET
City of Rochester, NH**

Date:	Department Name:
Department Contact Person <i>(Name, phone, email):</i>	
Project Name:	
SECTION 1:	
<p>1.) What is the problem that needs to be solved or need to be addressed? Complete the playground at Gonic School</p>	
<p>2.) Project Overview <i>(Include what you will do, where, why and type of support needed):</i> There are a number of small projects that need to be completed at Gonic School to finish the entire project.</p> <p>Here are the items to complete Phase 3:</p> <ul style="list-style-type: none"> * Add 4-6 benches for students to rest or parents to sit while watching their children play * Add "musical garden" - a series of outdoor musical instruments for students to play with * Addition to existing structure (installed Nov. 2012) to include slide, platform & several climbers * Add 2 tire swing bays (an alternative set of swings) * Add stonedust around grass field and around play structures to create walking track (half of track is already installed) <p>Phase 4:</p> <ul style="list-style-type: none"> * build an outdoor classroom, consists of concrete pad, 5 tables (to accommodate 25 students), build gazebo on the pad to provide shelter from sun, rain, etc. 	
<p>3.) Who are the beneficiaries of the project <i>(populations, businesses, age groups, etc.)</i> Gonic School averages 275 students from ages 5-11. In addition, the school's playground is utilized during non-school hours by children of all ages. It is often used by families as it is the only public play space in the Gonic corner of Rochester.</p>	
<p>4.) What is the goal of the project? The goal is to finish the Gonic School Playground project which is to update an old, decrepit playground that was installed over 25 years ago.</p>	
<p>5.) What specific measureable outcomes do you expect as a result of this project? First, students will have more options for their play. Our goal has been to provide an opportunity for children to have the creative and challenging play options. In addition, our goal is to have Gonic School be a "destination" for parents to bring their children to play during non-school hours.</p>	
<p>6.) Is there currently data or other reports/literature to support the need? When we started this project, all play structures were over 15 years old with some over 25 years old. We implemented a</p>	
<p>7.) What resources are required for successful implementation of the project <i>(ie; personnel, equipment, supplies, training, etc.)</i> Funding to pay for structures. We have plenty of parents willing to help</p>	
<p>8.) List any resources you already have in place: We have installed a number of new structures in the last five years. As we fundraise, we install new pieces according to our plan. We have the space to install all of the structures on our list. At this point in our plan, we need the funding to purchase them. Any minor work can be completed by school district personnel or parents.</p>	

9.) List potential partners you may have for this project:For the concrete work, we hope to work with Norm Vetter Concrete as they have expressed an interest in helping our project. In addition, Severino Trucking has communicated that they may be able to provide us stonedust at a reduced cost.

10.) Are you aware of anyone else in the community currently addressing this need?No.

11.) Are you aware of any potential funding sources? NH Charitable Foundation has set us up with a matching grant program which we hope to complete by the end of 2014.

12.) Are there any specific timeframes for this project that need to be met?within next 12-18 months. (by middle of 2016)

13.) Has project been reviewed by City Council or a Committee? *(if not, likelihood of support)* Not yet.

14.) Does this project relate to the City Master Plan? If so, state the chapter and the context: Unsure.

SECTION 2:

Project Budget (summary):

Construction: \$22,000

Administration: \$

Engineering: \$

Planning: \$

Other: \$

The \$22,000 cost is the estimate to finish Phase 3.

The costs for Phase 4 (the final phase) are estimated at \$31,000



Remaining tasks to complete Phase 3 of Gonic School Playground Project

Details of Phase 3	Est. Cost	Status
Obstacle Course a range of climbing structures to provide many options for students	\$24,500	Installed November 2014
New 6-bay swings a new set of swings to replace 30-year old swings that often break & fall apart	\$5,137	Installed November 2014
Benches Four-six benches for students to periodically rest or for parents to use while visiting	\$2,500	
Musical Garden a range of outdoor musical instruments to experiment w/ a variety of melodic opportunities	\$2,400	
Addition to existing structure Add a platform, wall, climber and chute slide	\$8,300	
2 Tire swing bays Two new alternative swings (tire swings) to provide additional choice for swings on playground.	\$3,800	
Stone Dust Pathway Complete the track around the field, in and around the play equipment, consists of stone dust and crushed rock	Est. \$3,500 - \$5,000	

Gonic School Playground Rehabilitation Project - 2014

	Description	cost	sub totals	Status
Phase 1				
	Installation of 1 new structure	\$32,000		
	Total Phase 1		\$32,000	Complete
Phase 2				
	Drainage Project - installation of drainage pipes, spreading of sand, loam and walkway	\$24,500		
	hydroseed playground (14,000 sq. ft.)- Liquid Lawn Hydroseeding, LLC	\$1,438		
	purchase of pipes, plugs, couplings, etc. for drainage (from Eliminator Systems, Inc.)	\$1,417		
	Total Phase 2		\$27,355	Complete
Phase 3				
	Installation of More equipment, obstacle course, replace other aging equipment (swings, tire swings), other 1/2 of walkway			
	new obstacle Course		24,500	Complete
	benches (Min. 4)	\$2,500		Planning
	musical garden	\$2,400		Planning
	new addition to structure	\$8,000		Planning
	tire swings	\$3,000		planning
	full swings		5,137	
	wood chip for Nov. install		680	
	Total Phase 3 left to raise:		\$15,900	Complete

Gonic School Playground Rehabilitation Project - 2014

Phase 4									
	Final details, benches, walkways, signage, & Outdoor Classroom								
	Tiered seating shrubs	\$8,000							Planning
	Signage	\$1,400							Planning
	Outdoor classroom	\$1,000							Planning
	Total Phase 4	\$20,000						\$30,400	Planning
	Grand total of remaining phases:							\$46,300	
	Grand total of entire project (spent + anticipated)							\$136,022	

City of Rochester Planning Department
31 Wakefield Street
Rochester, NH 03867
(603) 335-1338
Michael.Behrendt@rochesternh.net



Application
Community Revitalization Tax Relief (per RSA 79E)
City of Rochester, New Hampshire

Date: 4/23/14 [Office use only. Fee submitted: \$50 CK# 408 Final action: _____] 03820
Jason Garland
120 Grove St.
Dover NH

Property information

Property address/location: ONE WAKEFIELD ST., ROCHESTER NH 03867

Name of building (if applicable): _____

Tax map #: 120; Lot #'s: 394; Year built (if known): 1929

Property owner

Name (include name of individual): ONE WAKEFIELD REALTY TRUST. JOHN HALLAR

Mailing address: 134 EAST HOWARD ST., QUINCY MA 02169

Telephone #: 617-770-0500 Email: JHALLAR@FOXCROFTINC.COM

Applicant/developer (if different from property owner) or Agent

Name (include name of individual): NORTH & SOUTH PROPERTY ADVISORS JASON GARLAND

Mailing address: 55 CALLE HWY., SUITE 2, BARRINGTON NH 03825

Telephone #: 603-231-1193 Email: JASON@NORTH SOUTH NH.COM

Proposed project

Explain project: RENOVATION OF SECOND AND THIRD FLOORS INTO
21 RESIDENTIAL APARTMENTS

Building uses. Existing: 27,195 SF; Proposed: 27,195 SF

Nonresidential square footage. Existing: 750 SF; Proposed: 18,130 SF

of residential dwelling units. Existing: 1; Proposed: 21

Expected construction dates. Start: 12/1/14; Finish: APRIL 1, 2015

(Continued Tax Relief (79E) application - Tax Map: 120 Lot: 394)

Project costs

Describe work that will constitute the substantial rehabilitation and estimated/projected costs. Please attach written estimates, if available.

Structural: SEE ATTACHED Cost: \$ _____

Electrical: _____ Cost: \$ _____

Plumbing: _____ Cost: \$ _____

Mechanical: _____ Cost: \$ _____

Other: _____ Cost: \$ _____

Total project cost: \$ _____

Other Information

Name of contractor (if known): NORTH & SOUTH CONSTRUCTION SERVICES

Will the project include any affordable housing units? NO; If so, how many? _____

Will any state or federal grants or funds be used in this project? NO

What are the public benefits associated with this project (in accordance with RSA 79-E:7)?

IT ENHANCES THE ECONOMIC UTILITY OF
THE DOWNTOWN

Submission of application

Note: This program is available for projects where the rehabilitation cost equals or exceeds 15 percent of the pre-rehabilitation assessed valuation or \$75,000, whichever is less. Please attach any plot plans, building plans, elevation drawings, sketches, or photographs which help illustrate the project. A \$50.00 application fee (made out to "City of Rochester") must be submitted with this application. This application must be signed by the property owner.

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 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 of the covenant.

Signature of property owner (1): Juan A. Saez

Date: 9/23/14

Signature of property owner (2): _____

Date: _____

Received
12/9/14
Econ Div



55 Calef Highway, Suite 2, Barrington, NH 03825
(603) 664-0181

December 8, 2014

City of Rochester
31 Wakefield Street
Rochester, NH 03867

To Whom it May Concern:

The purpose of this letter is to explain what the public benefit of renovating the building located at One Wakefield Street to allow for Twenty-one apartments on the second and third floors. It would provide public benefit under the definition by I. It enhances the economic vitality of the downtown; III. It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B; and IV. It increases residential housing in urban or town centers.

Thank you for your attention to this. Please feel free to contact me with any questions.

Sincerely,


Jason Garland



55 Calef Highway, Suite 2, Barrington, NH 03825
(603) 664-0181

September 15, 2014

James Campbell
City of Rochester
31 Wakefield Street
Rochester, NH 03867-1917

Dear Mr. Campbell,

The purpose of this letter is to inform you of the owner's intent to renovate the second and third floors of the property located at One Wakefield Street. Each floor consists of approximately 9,065 sf. The existing use is currently office space and one residential unit. The proposed use is twenty-one residential apartments. The renovations would be limited to the interior of the structure with the exception of mechanical equipment to be located on the roof and not visible from the street. Warren Street Architects has been employed for design and code review. At this time we have met with the Fire Department and Code Enforcement for initial code review. Tenants will use the existing parking lot that contains 41 spaces as well as the municipal lots located in close proximity to the property. The estimated cost of improvements is \$1,200,000. The owner intends to apply for Community Revitalization Tax Relief under RSA 79E. All construction will meet all building and life safety codes.

The property owner's name and address.

One Wakefield Realty Trust
134 East Howard St.
Quincy, MA 02169

The property location (address, tax map and lot number).

One Wakefield Street
Rochester, NH 03867
Map 120 Lot 394

Owner's Representative

Jason Garland
North & South Property Advisors
55 Calef Highway, Suite 2
Barrington, NH 03825
(603) 231-1193

Number of sq. ft. to be used and whether it is existing space or new construction.
18,130 +/- sf renovation of existing space

Description of the proposed use of the property.
Twenty-one Residential Apartments, thirteen one bedroom and eight two bedroom

Description of the previous use of the property.
General Office Space & One Residential Apartment

Brief description of the existing conditions- of the neighborhood (uses of abutting properties, traffic conditions, etc).
The property lies in a B-2 Zone and is surrounded by existing business uses both office and retail with residential uses on the upper floors.

The number of employees that would result from the proposed use.
None

The proposed hours of operation for the new use.
N/A

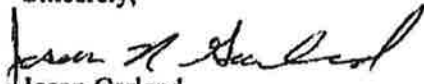
Description of how off-street parking will be accommodated.
Use of owner's current parking lot (41 Spaces) and Municipal Parking

Description of any proposed site changes (ground disturbance, new structures, additions to existing structures). You do not need to address any interior changes to structures; Code Enforcement will outline the necessary procedures and permits.
None

Where the access to the property will be located (driveways, curb cuts, etc.).
Access will remain off of Museum Way and Hanson Street with no additional curb cuts.

Thank you for your attention to this. Please feel free to contact me with any questions.

Sincerely,


Jason Garland

CSI CODE #	DIVISION DESCRIPTION	Labor			materials			Subcontractors			COMMENTS/ REMARKS									
		EST UNITS	Direct /hr	Labor TOTAL	EST UNITS	UNIT COST	Matl COST	Est Units	Unit costs	Total Costs										
CSI# DIVISION 1 - GENERAL CONDITIONS																				
01-110	ARCHITECTURAL SERVICES	0	0	0	0	0	0	100	100	10000										
01-113	STRUCTURAL ENGINEER FEES	0	0	0	0	0	0	20	100	2000										
01-200	OFFICE SUPERVISION	80	35	2800	0	0	0	0	0	0										
01-201	PROJECT MANAGER	10	2200	22000	0	0	0	0	0	0	Site Supervision									
01-205	PROJECT SUPERINTENDENT	40	1800	72000	0	0	0	0	0	0	Misc. office expenses									
01-220	TRAVEL AND OFFICE EXPENSES	2500	0.52	1300	0	0	0	0	0	0	Blueline Reproduction									
01-230	PHOTOS AND PRINTS	0	0	0	5	150	750	0	0	0	Bottled water									
01-260	TEMPORARY TOILETS	0	0	0	0	0	0	6	90	540	Cell phone									
01-270	TEMPORARY WATER	0	0	0	80	8	640	0	0	0	Building permits & fees									
01-280	TEMPORARY TELEPHONE	0	0	0	0	0	0	6	50	300										
01-320	PERMITTING COSTS	0	0	0	0	0	0	0	0	0										
	Per \$ fee	9	1000	9000	0	0	0	0	0	0										
	Per sq. ft. fee	0	0	0	0	0.044	0	0	0	0										
	app. fee	0	0	0	1	10	10	0	0	0										
		0	0	0	0	0	0	1	2000	2000	HAZMAT testing									
01-330	TESTING FEES	0	0	0	0	0	0	0	0	0										
01-355	TEMPORARY PROTECTION	40	35	1400	20	100	2000	0	0	0	Site office									
01-500	SALVAGE STORAGE	0	0	0	0	0	0	6	300	1800	Dumpster/daily clean up									
01-510	PERIODIC CLEAN UP	40	35	1400	0	0	0	2	600	1200	Post project clean up									
01-520	FINAL CLEAN UP	0	0	0	0	0	0	20	300	6000	OSHA req'd meetings									
01-530	TEMPORARY CLOSURES	40	35	1400	20	50	1000	0	0	0										
01-540	SAFETY/SECURITY	24	110	2640	0	0	0	0	0	0										
01-620	SMALL TOOLS	0	0	0	1	300	300	0	0	0										
01-700	PUNCH LIST	40	35	1400	20	50	1000	0	0	0										
01-800	MATERIAL HANDLING - trusses	10	35	350	0	0	0	0	0	0										
CSI# DIVISION 2 - SITE WORK																				
02-100	DEMOLITION	0	0	0	0	0	0	1	44000	44000										
CSI# DIVISION 3- CONCRETE																				
03-320	GYPCRETE FLOORS	40	45	1800	0	0	0	4.25	9000	36250										
<table border="0" style="width:100%"> <tr> <td style="width:50%">Labor</td> <td style="width:50%">Mats</td> <td style="width:50%">Subs</td> </tr> <tr> <td>1800</td> <td>0</td> <td>38250</td> </tr> <tr> <td colspan="2">Division Total \$</td> <td>40,050</td> </tr> </table>												Labor	Mats	Subs	1800	0	38250	Division Total \$		40,050
Labor	Mats	Subs																		
1800	0	38250																		
Division Total \$		40,050																		
<table border="0" style="width:100%"> <tr> <td style="width:50%">Labor</td> <td style="width:50%">Mats</td> <td style="width:50%">Subs</td> </tr> <tr> <td>115690</td> <td>5700</td> <td>23840</td> </tr> <tr> <td colspan="2">Division Total \$</td> <td>145,230</td> </tr> </table>												Labor	Mats	Subs	115690	5700	23840	Division Total \$		145,230
Labor	Mats	Subs																		
115690	5700	23840																		
Division Total \$		145,230																		

7/7/2014

Cobb Hill Construction, Inc

Budget.xls

CS# DIVISION 5 STRUCTURAL STEEL

05-100 STRUCTURAL STEEL	40	45	1800	0	1	5000	5000	0	0	0	0	40500
05-410 STEEL STUD FRAMING	0	0	0	0	0	0	0	2.25	18000	0	0	0
Subs												
Labor			1800				5000					40500
Mat'ls												
Division Total \$												47,300

CS# DIVISION 6 WOODWORK & CARPENTRY

06-100 WOOD FRAMING	320	45	14400	0	2	3000	6000	0	0	0	0	0
06-120 SUBFLOOR	160	45	7200	0	1	2000	2000	0	0	0	0	0
06-140 UNDERLAYMENT	40	45	1800	0	20	1000	20000	0	0	0	0	0
06-210 INTERIOR FINISH CARPENTRY	0	0	0	0	20	1200	24000	20	800	16000	0	0
Subs												
Labor			23400				52000					16000
Mat'ls												
Division Total \$												91,400

CS# DIVISION 7 THERMAL & MOISTURE PROTECTION

07-200 BUILDING INSULATION	0	0	0	0	0	0	0	0	1	18000	18000	0
07-250 FOAM BOARD INSULATION	0	0	0	0	0	0	0	0	1	6200	6200	0
07-410 MEMBRANE ROOFING	0	0	0	0	0	0	0	0	1	3000	3000	0
07-810 ROOF HATCHES/VENTS	1	200	200	0	0	0	0	0	1	400	400	0
Subs												
Labor			200									27600
Mat'ls												
Division Total \$												27,800

CS# DIVISION 8 DOORS, WINDOWS & HARDWARE

08-100 METAL DOORS AND FRAMES	20	50	1000	0	0	0	0	0	1	18000	18000	0
08-200 WOOD DOORS AND FRAMES	60	50	3000	0	0	0	0	0	60	200	12000	0
08-700 HARDWARE	80	35	2800	0	0	0	0	0	80	100	8000	0
08-800 GLAZING	0	0	0	0	0	0	0	0	20	1000	20000	0
Subs												
Labor			6800									46000
Mat'ls												
Division Total \$												52,800

CS# DIVISION 9 FINISHES

09-250 GYPSUM WALLBOARD	0	0	0	0	0	0	0	0	1	90000	90000	0
09-400 CEILING SYSTEM	0	0	0	0	0	0	0	0	1	6000	6000	0
09-500 FLOORING	0	0	0	0	0	0	0	0	1	90000	90000	0
09-900 PAINTING	0	0	0	0	0	0	0	20	2000	40000	0	0
Subs												
Labor			0									226000
Mat'ls												
Division Total \$												226,000

CS# DIVISION 10 SPECIALTIES

10-522 FIRE EXTINGUISHERS & CABINET	0	0	0	0	0	0	0	0	6	300	1800	0
10-800 TOILET AND BATH ACCESSORIES	20	150	3000	0	20	150	3000	0	0	0	0	0
Subs												
Labor			0									226000
Mat'ls												
Division Total \$												226,000

10-910 SHELVING-METAL

0	0	0	0	0	0	20	300	6000
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Subs	7800
Mat'ls	3000
Labor	3000
Division Total \$	13,800

CS# DIVISION 11 SPECIALIZED EQUIPMENT

0	0	0	0	0	0	20	1200	24000
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Subs	24000
Mat'ls	0
Labor	0
Division Total \$	24,000

CS# DIVISION 12 CABINETS & STORAGE

12-300 CABINETS/STORAGE	0	0	0	0	0	20	4000	80000
12-500 WINDOW FURNISHING	0	0	0	0	0	20	400	8000
12-800 FURNITURE/FURNISHINGS	0	0	0	2	1200	0	0	0

Subs	89000
Mat'ls	2400
Labor	0
Division Total \$	90,400

CS# DIVISION 15 MECHANICAL SERVICES

PLUMBING	0	0	0	0	0	20	5000	163262
FIRE PROTECTION	0	0	0	0	0	1	54000	54000
HVAC	0	0	0	0	0	1	140000	238000

Subs	455,262
Mat'ls	0
Labor	0
Division Total \$	455,262

CS# DIVISION 16 ELECTRICAL SERVICES

ELECTRICAL	0	0	0	0	0	1	236000	236000
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Subs	236000
Mat'ls	0
Labor	0
Division Total \$	236,000

CS# DIVISION 18 CONTINGENCY

18-100 2% CONTINGENCY	0	0	0	0	0	1	26000	26000
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Subs	26000
Mat'ls	0
Labor	0
Division Total \$	26,000

DIRECT COST SUBTOTALS	152,690	68,100	1,299,252	-	1,520,042			
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TOTAL OF DIRECT COST

\$ 1,520,042.00

7/7/2014

Cobb Hill Construction, Inc

Budget.xls

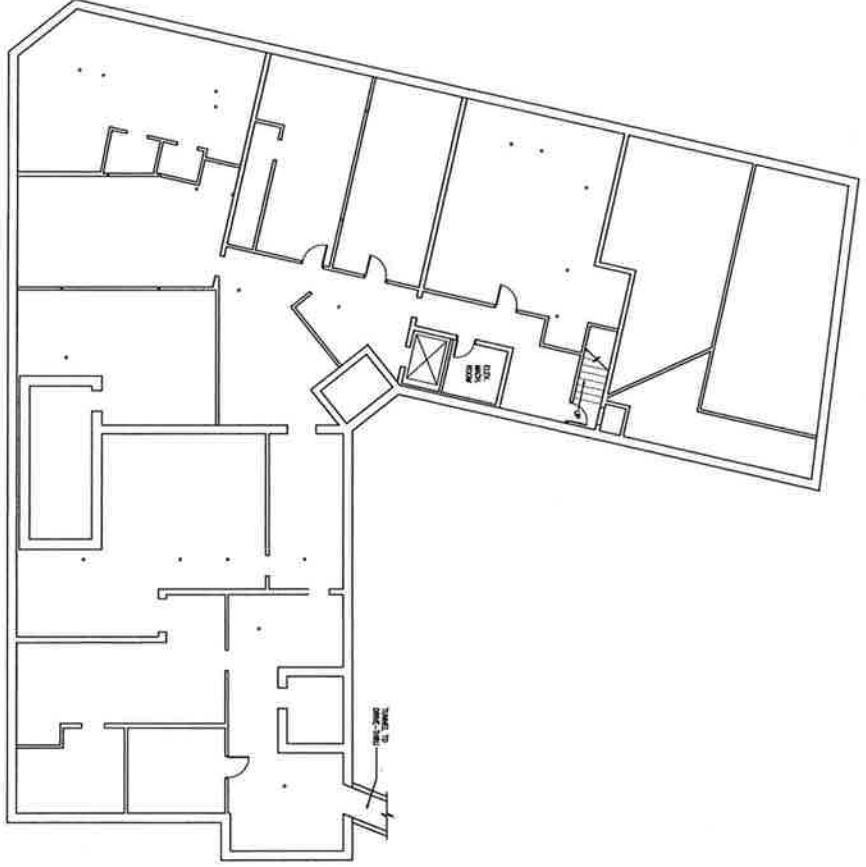
18-000		PLUS OVERHEAD @ 5.00%	\$ 76,002.10
		SUBTOTAL	\$ 1,595,044.10

18-000		PLUS PROFIT @ 5.00%	\$ 79,802.21
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		TOTAL BID FOR PROJECT estfm	<u>\$1,675,846.31</u>
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1.1025

A100
BASEMENT FLOOR PLAN



GENERAL PLAN NOTES

1. UNLESS OTHERWISE NOTED, ALL DIMENSIONS ARE IN FEET AND INCHES.
2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
4. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
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20. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

CONSTRUCTION LEGEND

- ▬ EXISTING FOOTING
- ▬ NEW FOOTING
- ▬ CONSTRUCTION NOTE SEE LISTING
- ▬ EXISTING WALL
- ▬ NEW WALL
- ▬ EXISTING DOOR AND WINDOW
- ▬ NEW DOOR AND WINDOW

CONSTRUCTION NOTE LEGEND

1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
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WARREN STREET ARCHITECTS
 27 North Street, Concord, NH 03301
 TEL: 603.224.1111 FAX: 603.224.1112
 WWW.WARRENSTREETARCHITECTS.COM

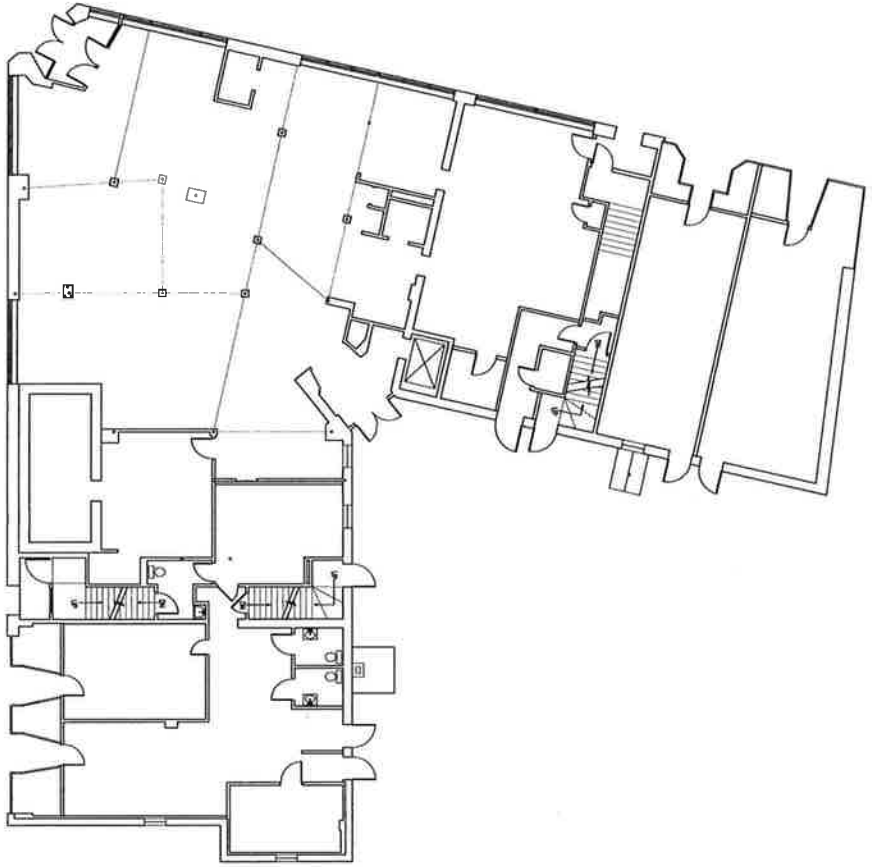
PROJECT TITLE: UNKNOWN
 ONE WAKEFIELD STREET
 ONE WAKEFIELD ST
 ROCHESTER, NH 03867

SCALE: AS SHOWN
 DATE: 10/24/2014
 DRAWN BY: J.S.M.
 CHECKED BY: J.S.M.
 PROJECT NO.: 3202A102
 SHEET NO.: 100
 TOTAL SHEETS: 100
 DESIGNER: WARREN STREET ARCHITECTS
 NOT FOR CONSTRUCTION

BASEMENT FLOOR PLAN

A100

FIRST FLOOR PLAN
1/8" = 1'-0"



GENERAL PLAN NOTES

1. FIRST FLOOR EXISTING - 1/8" = 1'-0" - 1'-0" = 1'-0"
2. FIRST FLOOR NEW - 1/8" = 1'-0" - 1'-0" = 1'-0"
3. EXISTING WALLS - 1/8" = 1'-0" - 1'-0" = 1'-0"
4. EXISTING DOORS - 1/8" = 1'-0" - 1'-0" = 1'-0"
5. EXISTING WINDOWS - 1/8" = 1'-0" - 1'-0" = 1'-0"
6. EXISTING STAIRS - 1/8" = 1'-0" - 1'-0" = 1'-0"
7. EXISTING ELEVATORS - 1/8" = 1'-0" - 1'-0" = 1'-0"
8. EXISTING MECHANICAL - 1/8" = 1'-0" - 1'-0" = 1'-0"
9. EXISTING ELECTRICAL - 1/8" = 1'-0" - 1'-0" = 1'-0"
10. EXISTING PLUMBING - 1/8" = 1'-0" - 1'-0" = 1'-0"
11. EXISTING HVAC - 1/8" = 1'-0" - 1'-0" = 1'-0"
12. EXISTING OTHER - 1/8" = 1'-0" - 1'-0" = 1'-0"
13. NEW PARTITIONS - 1/8" = 1'-0" - 1'-0" = 1'-0"
14. NEW DOORS - 1/8" = 1'-0" - 1'-0" = 1'-0"
15. NEW WINDOWS - 1/8" = 1'-0" - 1'-0" = 1'-0"
16. NEW STAIRS - 1/8" = 1'-0" - 1'-0" = 1'-0"
17. NEW ELEVATORS - 1/8" = 1'-0" - 1'-0" = 1'-0"
18. NEW MECHANICAL - 1/8" = 1'-0" - 1'-0" = 1'-0"
19. NEW ELECTRICAL - 1/8" = 1'-0" - 1'-0" = 1'-0"
20. NEW PLUMBING - 1/8" = 1'-0" - 1'-0" = 1'-0"
21. NEW HVAC - 1/8" = 1'-0" - 1'-0" = 1'-0"
22. NEW OTHER - 1/8" = 1'-0" - 1'-0" = 1'-0"

WARREN STREET ARCHITECTS
377 North Street, Concord, NH 03301
TEL: 603.271.1111
WWW.WARRENSTREETARCHITECTS.COM

1. THE CONTRACTOR SHALL PROVIDE ADEQUATE PROTECTION FOR ALL EXISTING UTILITIES AS SHOWN ON THE PLANS AND FIELD SURVEY.
2. DO NOT SCALE DRAWINGS.
3. THE CONTRACTOR SHALL PROVIDE ADEQUATE PROTECTION FOR ALL EXISTING UTILITIES AS SHOWN ON THE PLANS AND FIELD SURVEY.
4. THE CONTRACTOR SHALL PROVIDE ADEQUATE PROTECTION FOR ALL EXISTING UTILITIES AS SHOWN ON THE PLANS AND FIELD SURVEY.
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22. THE CONTRACTOR SHALL PROVIDE ADEQUATE PROTECTION FOR ALL EXISTING UTILITIES AS SHOWN ON THE PLANS AND FIELD SURVEY.

CONSTRUCTION LEGEND

[Symbol]	EXISTING PARTITIONS
[Symbol]	NEW PARTITIONS
[Symbol]	EXISTING DOORS
[Symbol]	NEW DOORS
[Symbol]	EXISTING WINDOWS
[Symbol]	NEW WINDOWS
[Symbol]	EXISTING STAIRS
[Symbol]	NEW STAIRS
[Symbol]	EXISTING ELEVATORS
[Symbol]	NEW ELEVATORS
[Symbol]	EXISTING MECHANICAL
[Symbol]	NEW MECHANICAL
[Symbol]	EXISTING ELECTRICAL
[Symbol]	NEW ELECTRICAL
[Symbol]	EXISTING PLUMBING
[Symbol]	NEW PLUMBING
[Symbol]	EXISTING HVAC
[Symbol]	NEW HVAC
[Symbol]	EXISTING OTHER
[Symbol]	NEW OTHER

CONSTRUCTION NOTE LEGEND

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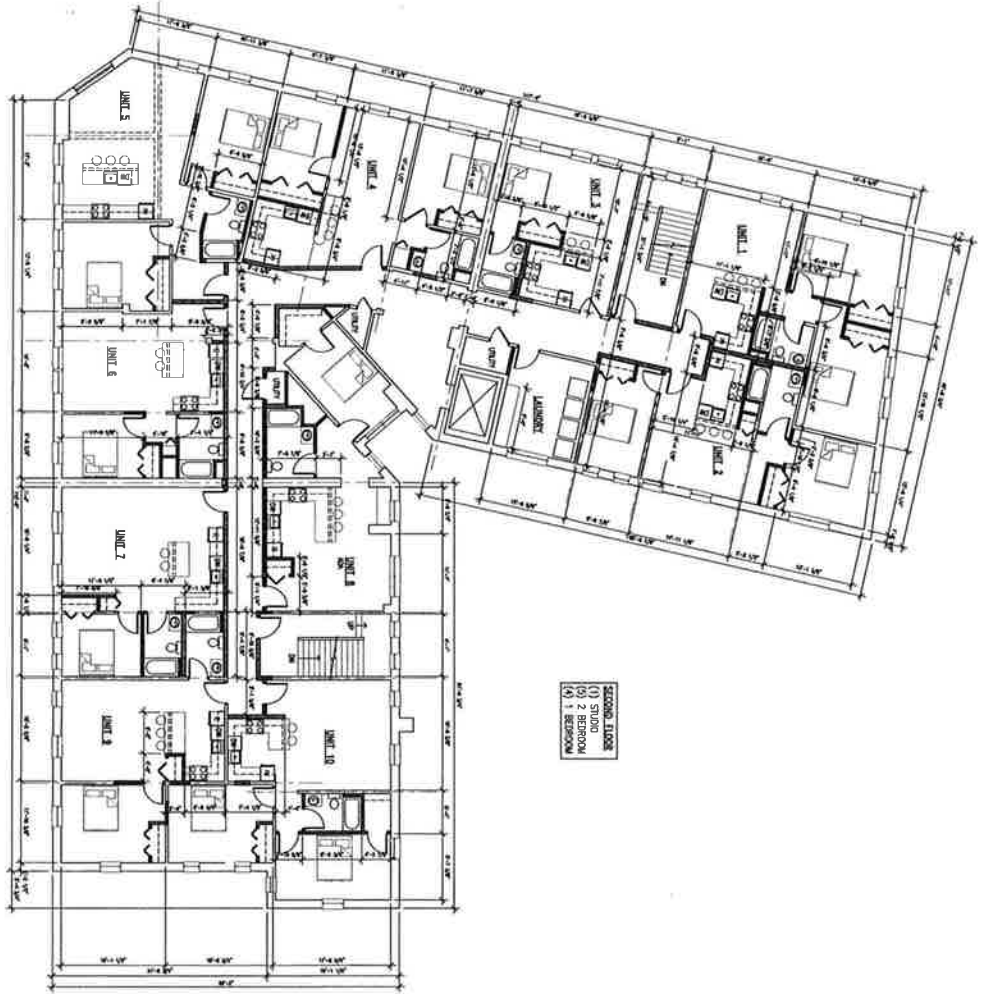
PROJECT LOCATION
ONE WAKEFIELD STREET
ROCHESTER, NH 03867

SCALE: AS SHOWN
DATE: 10/24/2014
DRAWN BY: J5w-ih
CHECKED BY: J5w-ih
DESIGNED BY: J5w-ih
DATE: 10/24/2014
SCHEMATIC DESIGN
NOT FOR CONSTRUCTION

FIRST FLOOR PLAN

A101

SECOND FLOOR PLAN



SECOND FLOOR
 (1) STUDIO
 (2) BEDROOM
 (3) BATHROOM

GENERAL PLAN NOTES

1. FROM LION DRAWING - 2011-11-10 - 1. PROVIDE A SCHEDULE OF FINISHES FOR ALL ROOMS. 2. PROVIDE A SCHEDULE OF FINISHES FOR ALL ROOMS. 3. PROVIDE A SCHEDULE OF FINISHES FOR ALL ROOMS. 4. PROVIDE A SCHEDULE OF FINISHES FOR ALL ROOMS. 5. PROVIDE A SCHEDULE OF FINISHES FOR ALL ROOMS. 6. PROVIDE A SCHEDULE OF FINISHES FOR ALL ROOMS. 7. PROVIDE A SCHEDULE OF FINISHES FOR ALL ROOMS. 8. PROVIDE A SCHEDULE OF FINISHES FOR ALL ROOMS. 9. PROVIDE A SCHEDULE OF FINISHES FOR ALL ROOMS. 10. PROVIDE A SCHEDULE OF FINISHES FOR ALL ROOMS.

WARRENSTREET ARCHITECTS
 27 Warren Street, Concord, NH 03301
 TEL: 603.271.1111 FAX: 603.271.1112
 WWW.WARRENSTREETARCHITECTS.COM

CHECK DATE: 10/24/14

1. THE CONTRACTOR SHALL PROVIDE SCHEDULES FOR ALL MATERIALS AND FINISHES TO BE USED IN THE PROJECT.
2. ALL MATERIALS AND FINISHES SHALL BE APPROVED BY THE ARCHITECT PRIOR TO INSTALLATION.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
4. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES TO REMAIN.
6. THE CONTRACTOR SHALL MAINTAIN CLEAR ACCESS TO ALL EXISTING DRIVEWAYS AND SIDEWALKS.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
8. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES TO REMAIN.
10. THE CONTRACTOR SHALL MAINTAIN CLEAR ACCESS TO ALL EXISTING DRIVEWAYS AND SIDEWALKS.

CONSTRUCTION NOTE LEGEND

- 1. FINISH HATCHING
- 2. CONSTRUCTION NOTE. SEE LISTING
- 3. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.

PROJECT LOCATION
 ONE WAKEFIELD STREET
 ONE WAKEFIELD STREET
 ROCHESTER, NH 03867

SCALE: AS SHOWN
 DATE: 10/24/14
 DRAWN BY: J5min
 CHECKED BY: J5min
 10/24/2014 SCHEMATIC DESIGN NOT FOR CONSTRUCTION PERMITS

FLOOR PLAN
A102

WARRENSTREET ARCHITECTS
 27 Warren Street, Concord, NH 03301
 TEL: 603.271.1111 FAX: 603.271.1112
 WWW.WARRENSTREETARCHITECTS.COM



City of Rochester, New Hampshire

Division of Community Development

31 Wakefield Street, Rochester NH 03867

(603) 335-7522 www.thinkrochester.biz

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

Building Name (if any): _____ Building Address: <u>1 Wakefield St.</u> Owner Name(s): <u>One Wakefield Realty Trust</u> Owner Address(es): <u>134 East Howard St., Quincy, MA 02169</u>	Map# <u>0120</u> Lot# <u>0394</u> Zoning: <u>DC - Downtown Commercial</u> Overlay District: <u>Special Downtown</u> Year Built <u>1928</u> Gross Square Footage of Building <u>38,063 SF</u>
Contact Name: <u>John Hajjar</u> Phone # <u>617-770-0500</u> Email address: <u>jhajjar@foxcroftinc.com</u>	Applicant Name(s) (if different from owner): <u>Jason Garland, North & South Property Adv.</u> Applicant Address: <u>55 Calef Hwy, Ste 2, Barrington, NH 03825</u> 603-231-1193 Phone # Email address: <u>Jason@northsouthnh.com</u>
	Application Fee Paid: <u>X</u> Yes <u> </u> No
Existing Uses (describe number of units by type and size) Is there a change of use associated with this project? <u>X</u> Yes <u> </u> No If so, please describe: <u>The two upper floors have been office space, but increasingly difficult to rent and vacant for a long time. These floors will be converted to market rate, non age-restricted apartments.</u>	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? Yes <u>X</u> <u> </u> No <u> </u> Provide historic district name: <u>Downtown Rochester Historic District</u>
Will the project include rehabilitation or new of residential units? <u>X</u> Yes <u> </u> No If yes, how many: <u>22</u> If yes, please describe: <u>Upper floors will be converted into market rate apartments. Floor plans included with application.</u>	Will the project involve affordable residential units? <u> </u> Yes <u> N </u> No If yes, please describe: <u>Portsmouth-Rochester, NH 60% RENT LIMIT</u> <u>EFFIC. \$925/ 1 BR \$991/ 2 BR \$1,189</u> <u>NHHFA RENTS EFFECTIVE DATE: 5/1/2014</u> <u>Rental rates are below the above maximums.</u>
<u>Other Review & Comment (if necessary)</u> Historic District Review: <u>X</u> TBD Special Downtown Review: <u>X</u> TBD Minor Site Review: <u>N/A</u> Planning Board Review: <u>X</u> TBD Zoning Board of Adjustment: <u>N/A</u> TBD Tax Assessor: <u>X</u> Done by Tom Mullin ~Dec. 1, 2014	<u>Section 79:E-4</u> Application Date: <u>12/8/14</u> Complete: <u>Y/N</u> Staff Review: <u>11/24/14</u> Community Development Committee: <u>12/15/14</u> Post Public Hearing: _____ Public Hearing Date: <u>1/6/15</u> *Required within 60 days of receipt of application City Council: <u>2/10/15</u> *Required within 45 days of Public Hearing

Does this application meet the appropriate tests?

Is it a qualifying structure located in a designated downtown zone? Yes No

Pre-rehabilitation assessed value (from most recent City Assessment): \$ 693,100

Total estimated cost of rehabilitation (from application): \$ 1,675,846.31

Percentage of rehabilitation costs to assessment valuation: 249.71 %

Does the estimated cost of rehabilitation exceed 15% of pre-rehabilitation assessed valuation, or \$75,000, whichever is lower? YES NO

Is there public benefit? Must satisfy at least 1 of the conditions below. (Section 79-E:7)

It enhances the economic vitality of the Downtown District.

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.

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

It increases residential housing in urban or town centers.

In a Local, State, or Federal Historic District?

Are other funding programs being applied to this project? Yes No

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.

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

Name & Title: Karen Pollard, Economic Development Manager

Date: 12/15/14



CAI Property Card

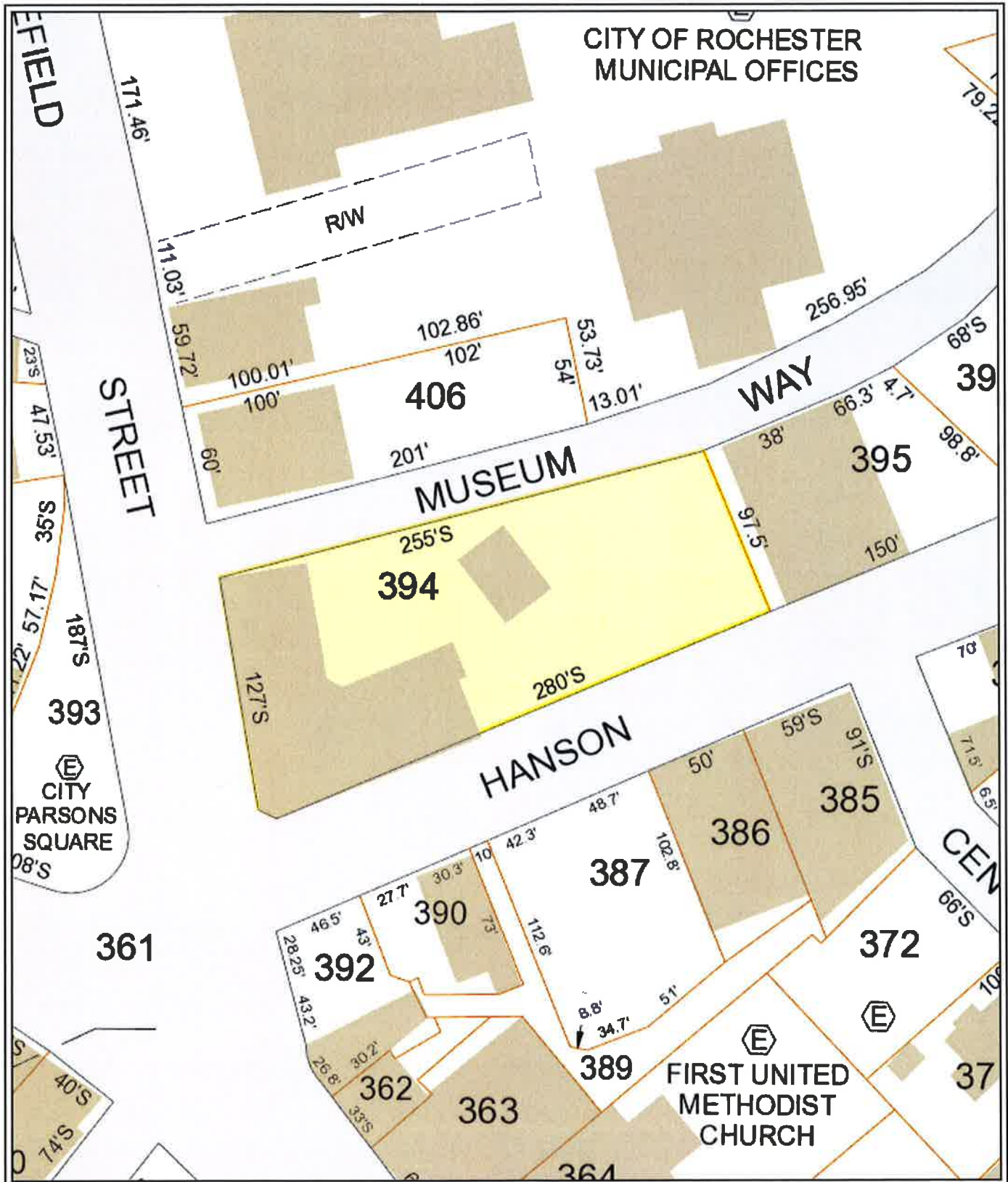
Town of Rochester, NH

GENERAL PROPERTY INFORMATION	BUILDING EXTERIOR
LOCATION: 1 WAKEFIELD ST ACRES: 0.67 PARCEL ID: 0120-0394-0000 LAND USE CODE: 340 CONDO COMPLEX: OWNER: ONE WAKEFIELD REALTY TRUST % CO - OWNER: S JOHN HAJJAR MAILING ADDRESS: 134 E HOWARD ST QUINCY, MA 02169 ZONING: DTC PATRIOT ACCOUNT #: 220	BUILDING STYLE: OFFICE UNITS: 1 YEAR BUILT: 1928 FRAME: WOOD EXTERIOR WALL COVER: BRICK ROOF STYLE: FLAT ROOF COVER: MEMBRANE
	BUILDING INTERIOR
SALE INFORMATION SALE DATE: 8/10/2006 BOOK & PAGE: 3418-578 SALE PRICE: \$1,575,001 SALE DESCRIPTION: Business Aff SELLER: MURPHY MARC D % ONE WAKEFIELD	INTERIOR WALL: AVERAGE FLOOR COVER: AVERAGE HEAT TYPE: FORCED W/A FUEL TYPE: GAS PERCENT A/C: 0 # OF ROOMS: 6 # OF BEDROOMS: 2 # OF FULL BATHS: 2 # OF HALF BATHS: 7 # OF ADDITIONAL FIXTURES: 0 # OF KITCHENS: 2 # OF FIREPLACES: 0 # OF METAL FIREPLACES: 0 # OF BASEMENT GARAGES: 0
PRINCIPAL BUILDING AREAS	
GROSS BUILDING AREA: 38,063 FINISHED BUILDING AREA: 28,728 BASEMENT AREA: 9,225 # OF PRINCIPAL BUILDINGS: 2	
ASSESSED VALUES	
LAND: 88,200 YARD: 18,900 BUILDING: 586,000 TOTAL: \$693,100	
SKETCH	PHOTO
<p> 19.5, 31, 60, 110, 117, 13, 9, 64, 45, 64 CNP (110) TFL H=10 SFL FFL EMT (9225) </p>	



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CITY OF ROCHESTER
MUNICIPAL OFFICES



Rochester, NH
1 Inch = 69 Feet
December 15, 2014



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CAI Technologies
Proud Member of the CAI Group

City of Rochester Planning Department
31 Wakefield Street
Rochester, NH 03867
(603) 335-1338
Michael.Behrendt@rochesternh.net



Received 12/8/14
ECON DEV
1st Regional Funding
LLC
440 Hanover St.
Manchester NH
03104

Application
Community Revitalization Tax Relief (per RSA 79E)
City of Rochester, New Hampshire

CK# 1657

Date: 11/14/2014 [Office use only. Fee submitted: 450 Final action: _____]

Property information

Property address/location: 124 No Main St

Name of building (if applicable): _____

Tax map #: 2025; Lot #'s): 587; Year built (if known): 1920

Property owner

Name (include name of individual): 1st Regional Funding, LLC

Mailing address: 440 Hanover St Manchester, NH 03104

Telephone #: 603.666.8534 Email: nkershaw@elmgrovecompanies.com

Applicant/developer (if different from property owner) **or Agent**

Name (include name of individual): _____

Mailing address: _____

Telephone #: _____ Email: _____

Proposed project

Explain project: Purchased out of foreclosure, this building requires a substantial amount of deferred interior and exterior maintenance to be addressed so it can be operated responsibly.

Building uses. Existing: Residential; Proposed: Residential

Nonresidential square footage. Existing: 0; Proposed: 0

of residential dwelling units. Existing: 8; Proposed: 8

Expected construction dates. Start: Upon 79-E resolution; Finish: Six Months from Start

u

Project costs

Describe work that will constitute the substantial rehabilitation and estimated/projected costs. Please attach written estimates, if available.

Structural: Foundation work, windows, insulation, roofing, etc. Cost: \$ 50,000

Electrical: Electrical update, lighting, appliances Cost: \$ 10,000

Plumbing: Plumbing update, kitchens, bathrooms Cost: \$ 5,000

Mechanical: Furnace/Boiler Cost: \$ 5,000

Other: Cleaning, painting, landscaping, finishes, etc. Cost: \$ 20,000

Total project cost: \$ 90,000

Other Information

Name of contractor (if known): Kindler Development

Will the project include any affordable housing units? Yes; If so, how many? 8

Will any state or federal grants or funds be used in this project? No

What are the public benefits associated with this project (in accordance with RSA 79-E:7)?

Please see attachment.

Submission of application

Note: This program is available for projects where the rehabilitation cost equals or exceeds 15 percent of the pre-rehabilitation assessed valuation or \$75,000, whichever is less. Please attach any plot plans, building plans, elevation drawings, sketches, or photographs which help illustrate the project. A \$50.00 application fee (made out to "City of Rochester") must be submitted with this application. This application must be signed by the property owner.

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 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 of the covenant.

Signature of property owner (1): Clinton Kershner III

Date: 11/14/14

Signature of property owner (2): _____

Date: _____



440 Hanover St.
Manchester, NH 03104
603.782.0990

Re: 124 N Main St Rochester, NH – Scope of Work

Following a visit to the property, Kindler Development has provided an estimate for accomplishing the following items:

- Flooring (4,275 sq. ft.)
- Foundation sealing and re-pointing
- New lighting installation
- Prep and paint interior
- Paint exterior
- Replace trim and doors throughout
- Install new windows throughout
- Insulate where accessible
- Repair shingle roofing as needed
- Clean and remove trash
- Update kitchens, including appliances
- Update bathrooms, including fixtures
- Ensure building is pest-free
- Light landscaping
- Repair or replace existing bulkhead
- Repair or replace existing heating system(s)

Based on the work outlined here, Kindler expects to incur final costs not in excess of \$90,000.

We thank you for this opportunity and look forward to implementing these renovations. Thank you.

Regards,

A handwritten signature in black ink, appearing to read "Chris Schleyer", written over a horizontal line.

Chris Schleyer
Member

This 8-unit building provides affordable housing in or near Rochester's city center. As such, renovations to prevent it from falling into dereliction serve to revitalize Rochester's core and prevent urban blight. Given the current extent of disrepair and 1st Regional Funding's expected operating rents, renovation of 124 No. Main St effectively increases the supply of safe affordable housing in Rochester's city center. In this way, this architecturally unique building will be brought to a state where it and its residence can contribute to Rochester's safety, vitality, and sense of community.

②



City of Rochester, New Hampshire

Division of Community Development

31 Wakefield Street, Rochester NH 03867

(603) 335-7522 www.thinkrochester.biz

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

Building Name (if any): <u>Flatiron Building</u> Building Address: <u>124 No. Main, Rochester NH</u> Owner Name(s): <u>1st Regional Funding LLC</u> Owner Address(es): <u>440 Hanover St., Manchester, NH 03104</u>	Map# <u>0121</u> Lot# <u>0163</u> Zoning: <u>NMU – Neighborhood Mixed-Use</u> Overlay District: <u>Special Downtown</u> Year Built <u>1920</u> Gross Square Footage of Building <u>6,517</u>
Contact Name: <u>Newton Kershaw III</u> Phone # <u>603-666-8534</u> Email address: <u>nkershaw@elmgrovecompanies.com</u>	Applicant Name(s) (if different from owner): _____ Applicant Address: _____ Phone # _____ Email address: _____
	Application Fee Paid: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Existing Uses (describe number of units by type and size) Is there a change of use associated with this project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If so, please describe: _____ _____ _____	Is the building eligible or listed on the State or National Register of Historic Places or located in a Local, State, or Federal Historic District? Yes _____ No <input checked="" type="checkbox"/> 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: <u>8</u> If yes, please describe: <u>Purchased out of foreclosure, this building requires a substantial amount of deferred interior and exterior maintenance to be addressed so it can be operated responsibly.</u>	Will the project involve affordable residential units? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe: <u>Portsmouth-Rochester, NH 60% RENT LIMIT</u> <u>EFFIC. \$925/ 1 BR \$991/ 2 BR \$1,189</u> <u>NHHFA RENTS EFFECTIVE DATE: 5/1/2014</u> <u>Rental rates are below the above maximums.</u>
Other Review & Comment (if necessary) Historic District Review: <u>N/A</u> Special Downtown Review: <u>N/A</u> Minor Site Review: <u>N/A</u> Planning Board Review: <u>N/A</u> Zoning Board of Adjustment: <u>N/A</u> Tax Assessor: <u>XDone by Tom Mullin ~Dec 1, 2014</u>	<u>Section 79:E-4</u> Application Date: <u>12/5/14</u> Complete: <input checked="" type="checkbox"/> Y/ <input type="checkbox"/> N Staff Review: <u>11/24/14</u> Community Development Committee: <u>12/15/14</u> Post Public Hearing: _____ Public Hearing Date: <u>1/6/15</u> *Required within 60 days of receipt of application City Council: <u>2/3/15</u> *Required within 45 days of Public Hearing

Does this application meet the appropriate tests?

Is it a qualifying structure located in a designated downtown zone? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Pre-rehabilitation assessed value (from most recent City Assessment): \$ <u>104,400</u>	
Total estimated cost of rehabilitation (from application): <u>\$ 90,000</u>	
Percentage of rehabilitation costs to assessment valuation: <u>86.21</u> %	
Does the estimated cost of rehabilitation exceed 15% of pre-rehabilitation assessed valuation, or \$75,000, whichever is lower? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
Is there public benefit? 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?	
Are other funding programs being applied to this project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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.	

ELIGIBILITY: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<u>5</u>
1) Substantial Rehabilitation Tax Relief Incentive (Up to 5 Years)	<u> </u>
2) Additional Tax Relief Incentive for New Residential Units (Up to 2 Years)	<u> </u>
3) Additional Tax Relief Incentive for Affordable Housing (Up to 4 Years)	<u>4</u>
4) Additional Tax Relief for rehabilitation of historic places* (Up to 4 Years)	<u> </u>
* Rehabilitation in accordance with the in accordance with Secretary of Interior's Standards for Rehabilitation.	<u>9</u>
	<u>(Total)</u>

Name & Title: Karen Pollard, Economic Development Manager

Date: 12/15/14

CAI Property Card

Town of Rochester, NH



GENERAL PROPERTY INFORMATION	BUILDING EXTERIOR
LOCATION: 124 NO MAIN ST ACRES: 0.1 PARCEL ID: 0121-0163-0000 LAND USE CODE: 111 CONDO COMPLEX: OWNER: 1ST REGIONAL FUNDING LLC CO - OWNER: MAILING ADDRESS: 440 HANOVER ST MANCHESTER, NH 03104-5101 ZONING: NMU PATRIOT ACCOUNT #: 256	BUILDING STYLE: MULTIFAMILY UNITS: 8 YEAR BUILT: 1920 FRAME: WOOD EXTERIOR WALL COVER: VINYL ROOF STYLE: MANSARD ROOF COVER: ASPH SHINGLE
	BUILDING INTERIOR
SALE INFORMATION SALE DATE: 10/17/2014 BOOK & PAGE: 4252-70 SALE PRICE: \$110,000 SALE DESCRIPTION: Bank Sale SELLER: CARTER ROGER,	INTERIOR WALL: PLASTER FLOOR COVER: AVERAGE HEAT TYPE: SPACE HTRS FUEL TYPE: GAS PERCENT A/C: 0 # OF ROOMS: 22 # OF BEDROOMS: 8 # OF FULL BATHS: 8 # OF HALF BATHS: 0 # OF ADDITIONAL FIXTURES: 0 # OF KITCHENS: 8 # OF FIREPLACES: 0 # OF METAL FIREPLACES: 0 # OF BASEMENT GARAGES: 0
PRINCIPAL BUILDING AREAS	
GROSS BUILDING AREA: 6,517 FINISHED BUILDING AREA: 4,599 BASEMENT AREA: 1,582 # OF PRINCIPAL BUILDINGS: 1	
ASSESSED VALUES	
LAND: 34,600 YARD: 0 BUILDING: 69,800 TOTAL: \$104,400	
SKETCH	PHOTO



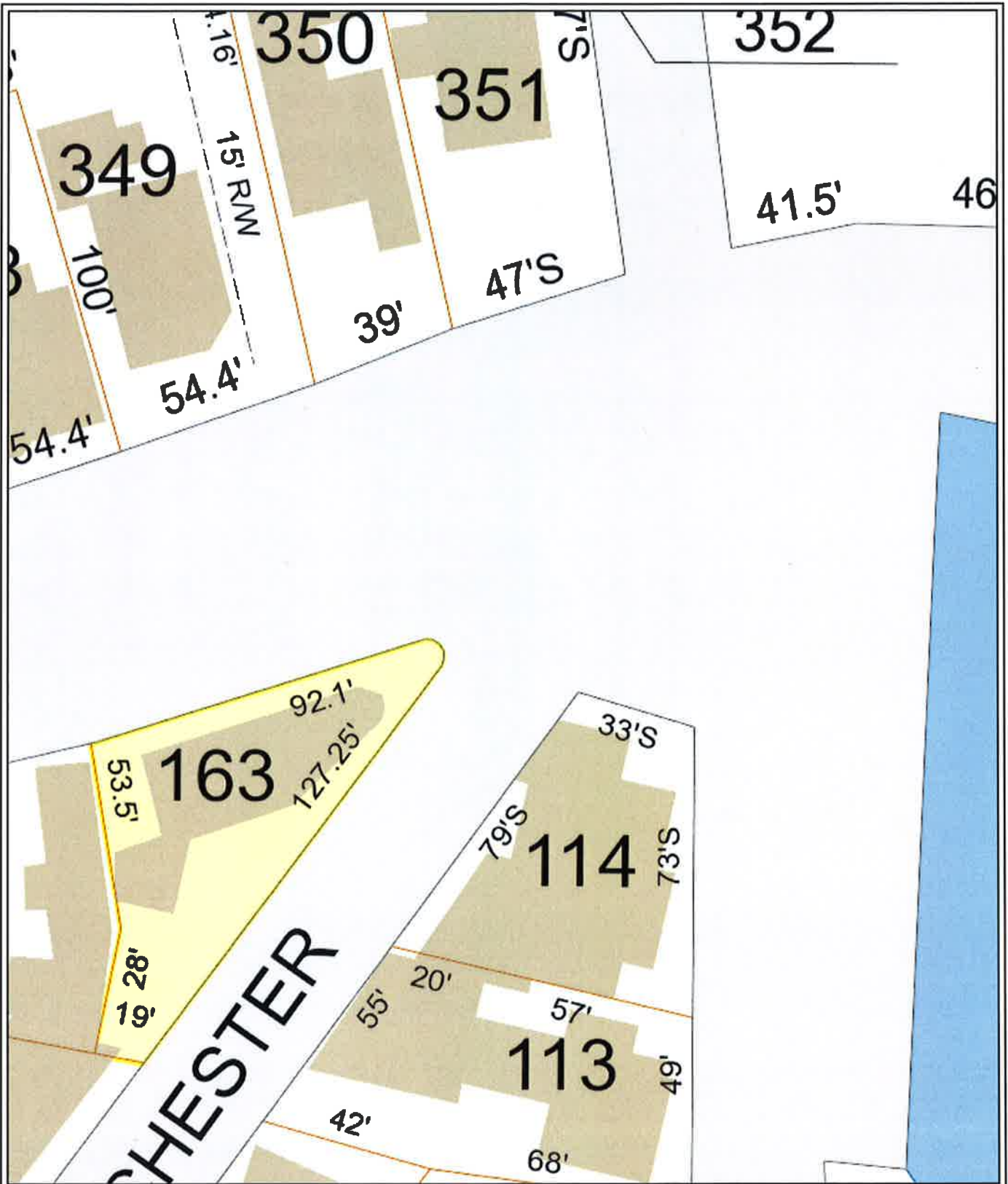
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12/15/2014

Property Information - Rochester, NH

Page 1 of 1



Rochester, NH
 1 Inch = 35 Feet
 December 15, 2014



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