



City of Rochester Conservation, New Hampshire Enhanced 9-1-1 Addressing Committee

Meeting Minutes

Tuesday February 6, 2024

Cocheco Meeting Room

33 Wakefield Street, Rochester, NH

(These minutes were approved on March 5, 2024)

Attendance

Presence	Member	Department
Present	Adam Hughes - Chair	Fire Department
Present	Darcy Freer	Assessing Department
Present	Jim Grant	Building and Licensing Services
Present	Renée McIsaac	Planning and Development
Present	Gary Boudreau	Police Department
Absent	Keri Devine	Police Dispatch
Present	Shanna B. Saunders	Planning and Development (alternate member)
Present	Andrew Swanberry	Police Department (alternate member)
Present	Tracy Gora	Planning and Development (non-member)
Present	Gina Golden-Silvestro	GIS – Department of Public Works

1) Call to Order and Roll Call

Adam Hughes called the meeting to order at 1103.

Renée McIsaac conducted a silent roll call.

2) Approval of Minutes

Review Meeting Minutes of November 6, 2023.

Adam Hughes made a motion to accept the meeting minutes. Gary Boudreau seconded the motion; the motion passed unanimously.

3) New Business – Addressing Concerns for Review

a. 11 Whitehall Road (Tax Map 0126 Lot 0049-0000)

Discussion about the address assignment for the condominium building.

The address assignments for the hospital complex were reviewed and the designation of the condominium building were briefly discussed.

Gary Boudreau expressed concern with the connectivity between buildings having different address assignments.

Renée McIsaac pointed out the condominium is on a separate parcel from the main facility. The hospital identifies their address as 11 Whitehall Road and the administrative building using the address 13 Whitehall Road. If the condominium were addressed as 21 Whitehall Road this would align with addressing across the road.

Adam Hughes stated he would reach out to Shawn George, the current Director of Facilities at Frisbie Memorial Hospital, to initiate a discussion about the address assignments and what direction might be preferred.

All were in favor of this proposal.

b. 6 Bridge Street (Tax Map 0121 Lot 0029-0000) – Wyandotte Falls

Renée McIsaac explained that the Wyandotte Falls Apartment building is addressed as 6 Bridge Street. However, residents of the complex do not use this address and it seems that a named private roadway would make sense given the site layout. She showed the public facing GIS map that indicates the accessway identified as Wyandotte Falls. The City's internal mapping does not identify this name. She also noted that an online search for the Roberge Center indicates their address as 6 Bridge Street and this has the potential for further confusion.

The accessways for the Roberge Center were briefly discussed.

Renée McIsaac proposed that the Committee request the property owner officially name the private drive as Wyandotte Falls and assign Wyandotte Falls building address numbers for the apartment building and Roberge Center.

Gary Boudreau made motion to move forward as proposed. Adam Hughes seconded the motion; the motion passed unanimously.

Renée McIsaac stated she would follow-up with Stacey Price regarding the proposal.

c. 245 Rochester Hill Road (Tax Map 0243 Lot 0038-0001)

Three discreet structures addressed as 245 Rochester Hill Road.

The most recent aerial imagery of the buildings addressed as 245 Rochester Hill Road were reviewed.

Renée McIsaac made a motion that the Committee assign individual Rochester Hill Road address numbers for the three building. Adam Hughes seconded the motion; the motion passes unanimously.

d. Joyce Lane (Tax Map 0231 Lot 0053-0000)

Three dwellings accessed from private roadway using Drury Drive addresses.

Renée McIsaac provided a brief overview of the addressing concerns for dwellings accessed from Joyce Lane using Drury Drive addresses and the current designation of 0 Joyce Lane. She showed the original approved subdivision plan that indicates "all driveway entrances to front on proposed [right of way]" Joyce Lane. She proposed readdressing as follows:

7 Drury Drive – 4 Joyce Lane
9 Drury Drive – 5 Joyce Lane
0 Joyce Lane – 11 Joyce Lane

Adam Hughes stated he would initiate a conversation with the property owners to discuss the addressing concerns and seek consent to readdressing.

Renée McIsaac made a motion to proceed with outreach and seek consent to readdress as proposed. Darcy Freer seconded the motion; the motion passed unanimously.

- e. Ten Pines Condominiums (Tax Map 0221 Lot 0151-0000)
Site addressing does not adhere to the City's addressing standards.

The current addressing and road layout was reviewed by the Committee.

Renée McIsaac explained that the current addressing for the site does not comply with addressing standards. She pointed out that building numbers descended as one moved away from the access point. This order is the opposite of how buildings are typically addressed. She also expressed concern with the pattern of numbering for Tampa Drive. The access point is at the bottom of a U-shape and the City does not have a system for assigning address numbers with this configuration. She suggested assigning another name to one of the branches.

Committee members discussed potential solutions for the addressing plan, such as extending the name Daytona Drive, assigning a fourth road name to the left branch of Tampa Drive and not changing the road name. Members agreed that building numbers should increase as one moves further from the public roadway.

Renée McIsaac made a motion to request a new road name for the left branch of Tampa Drive and for Adam Hughes to reach out to residents about proposed readdressing. Gary Boudreau seconded the motion; the motion passed unanimously.

- f. Other new business

Renée McIsaac brought to the Committee's attention the addressing plan for the Howard building. She wanted to make sure that emergency personnel were aware that residential unit numbers ascended from the rear access of the building, while the building is addressed from the front of the building on North Main Street.

Gary Boudreau stated that this information would be incorporated into the emergency response plan for the site.

4) **Old Business**

- a. Draft Update to the E911 Brochure Review

Renée McIsaac provided a draft version of the E911 brochure for consideration. Committee members did not have any concerns with the draft document.

Renée McIsaac made a motion to approve the updated brochure. Gary Boudreau seconded the motion; the motion passed unanimously.

- b. Status update for addressing in process

Renée McIsaac provided a brief update on the progress of previous agenda items.

5) **Adjournment.**

A motion was made by Renée McIsaac to adjourn at 1226 and the motion was seconded by Adam Hughes; the motion carried unanimously.

Respectfully submitted,
Renee McIsaac
Planner I