



**ROCHESTER CITY COUNCIL PUBLIC HEARING  
March 18, 2014  
COUNCIL CHAMBERS  
7:00 PM**

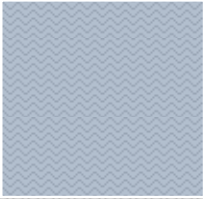
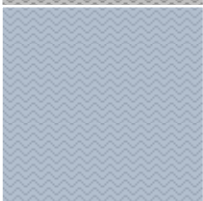
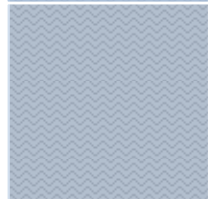
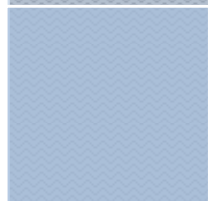
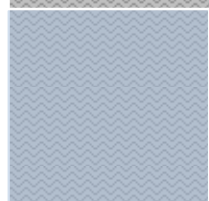
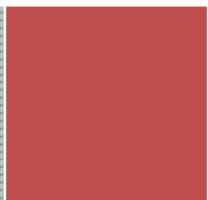
**AGENDA**

- 1. Call to Order**
  - 2. Resolution Changing Funding Source for the New Hampshire Route 125 Pump Station Project, and Making a Supplemental Appropriation, and Taking Additional Actions, in Connection Therewith P. 5**
    - Public Hearing Notice P. 7**
  - 3. Adjournment**
- 

**ROCHESTER CITY COUNCIL WORKSHOP  
March 18, 2014  
CITY COUNCIL CHAMBERS  
*Immediately following Public Hearing***

**AGENDA**

- 1. Call to Order**
- 2. Public Input**
- 3. Communications from the Mayor**
  - 3.1 Chapter 42 updates**
    - 3.1.1 Rezoning proposal from Councilor Varney P. 9**
    - 3.1.2 Questions about Chapter 42 from Councilor Hamann P. 13**
- 4. Communications from the City Manager**
  - 4.1 City Manager's Report P. 17**



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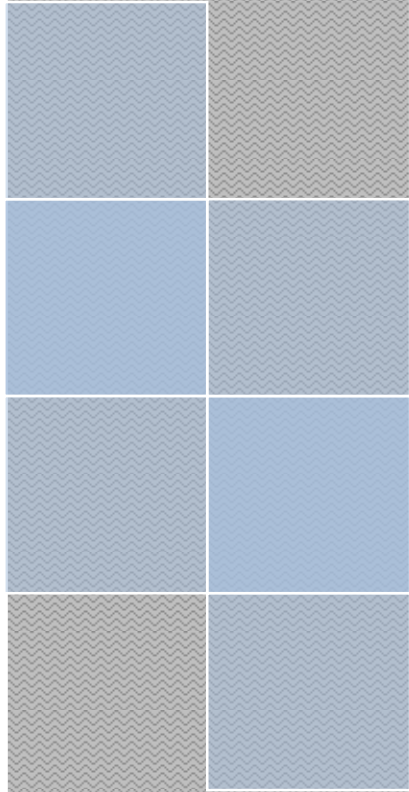


5. Presentation on Community Branding P. 29
  6. EDA Grant discussion
  7. Department Reports P. 57
  8. Other
  9. Non-Meeting/Non-Public
    - 9.1 Non-Meeting Session: "Consultation with Legal Counsel" RSA 91-A: 2 (d)
    - 9.2 Non-Public Session: "Land" RSA 91-A:3 (d)
  10. Adjournment
- 

**ROCHESTER CITY COUNCIL SPECIAL MEETING**  
**March 18, 2014**  
**CITY COUNCIL CHAMBERS**  
***Immediately following Workshop Meeting***

**AGENDA**

1. Call to Order
2. Resolution Changing Funding Source for the New Hampshire Route 125 Pump Station Project, and Making a Supplemental Appropriation, and Taking Additional Actions in Connection Therewith – ***Second reading and adoption*** P. 5
3. Adjournment



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**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION TO  
THE 2013-2014 CAPITAL IMPROVEMENTS BUDGET OF THE  
CITY OF ROCHESTER, DEPARTMENT OF PUBLIC WORKS, SEWER  
WORKS  
FOR THE SO-CALLED NH RTE. 125 PUMP STATION PROJECT**

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

**WHEREAS**, by action of the Mayor and City Council of the City of Rochester in November 2013, with respect to the repurposing of certain funds previously appropriated in the fiscal year 2010-2011 capital improvements budget for the City of Rochester, Department of Public Works, Sewer Works for fiscal year 2010-2011, a resolution was adopted, which repurposing resolution resulted in appropriated funds in a total amount of Five Hundred Forty-Five Thousand Dollars (\$545,000.00) being designated for use for the so-called NH Rte. 125 Pump Station project (the "Project"), such sums to be drawn to the extent of One Hundred Eighty-Three Thousand Nine Hundred Eighty-Four Dollars and Twenty-Seven Cents (\$183,984.27) from NH CWSRF funds available for the Project, and to the extent of Three Hundred Sixty-One Thousand Fifteen Dollars and Seventy-Three Cents (\$361,015.73) in available previously appropriated US EPA so-called Stag Grant funds, which were originally to be used for the so-called NH Rte. 108 sewer extension project (Homemakers), but which were no longer necessary for such project, thus making a total of US EPA Stag Grant funds and NH CWSRF funds available for the Project in the total amount of Five Hundred Forty-Five Thousand Dollars (\$545,000.00); and

**WHEREAS**, the Mayor and City Council of the City of Rochester has recently been advised by City administrators, that the current cost projection for the Project, as currently contemplated, is estimated to be between \$875,000.00 and \$890,000.00, thereby requiring additional funding if the Project is to be completed; and

**WHEREAS**, as the result of an earlier approved application by the City to the State of New Hampshire, the City has been authorized to receive an additional Three Hundred Sixty-One Thousand Fifteen Dollars and Seventy-Three Cents (\$361,015.73) for the purposes of the Project; and

**WHEREAS**, the Mayor and City Council of the City of Rochester are desirous of taking advantage of this less costly funding source, from the aforementioned NH CWSRF funds, to complete the Project;

**NOW THEREFORE**, by adoption of this Resolution the Mayor and City Council of the City of Rochester hereby make a supplemental appropriation in the amount of up to Three Hundred Sixty-One Thousand Fifteen Dollars and Seventy-Three Cents (\$361,015.73), as part of the City of Rochester 2013-2014 capital budget of the

City of Rochester, Department of Public Works, SewerWorks, for the purpose of providing funds for the Project, and further provide that the sums necessary to fund such supplemental appropriation shall be derived, to the extent of up to Three Hundred Sixty-One Thousand Fifteen Dollars and Seventy-Three Cents (\$361,015.73), from borrowing of NH CWSRF funds available for the Project from the State of New Hampshire acting through its Department of Environmental Services, thereby making a total of US EPA Stag Grant funds and NH CWSRF funds appropriated and available for such project in the amount of Nine Hundred and Six Thousand Fifteen Dollars and Seventy-Three Cents (\$906,015.73), consisting of US EPA Stag Grant funds in the amount of Three Hundred Sixty-One Thousand Fifteen Dollars and Seventy-Three Cents (\$361,015.73), and Five Hundred Forty-Five Thousand Dollars (\$545,000) from NH CWSRF funds.

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

CC FY 14 03-04 AB 36

**CITY OF ROCHESTER**  
**NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Rochester City Council will conduct a PUBLIC HEARING on Tuesday, March 18, 2014 at 7:00 p.m. relative to the following matter:

**PROPOSAL TO AUTHORIZE BORROWING (from the NH Clean Water Revolving Loan Fund) IN AN AMOUNT OF UP TO \$361,015.73 (this amount increases the \$183,984.27 already approved amount for borrowing for this project to \$545,000.00) FOR THE PURPOSE OF PROVIDING FUNDS FOR THE SO-CALLED NH RTE. 125 PUMP STATION PROJECT**

Copies of the “**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION TO THE 2013-2014 CAPITAL IMPROVEMENTS BUDGET OF THE CITY OF ROCHESTER, DEPARTMENT OF PUBLIC WORKS, SEWER WORKS FOR THE SO-CALLED NH RTE. 125 PUMP STATION PROJECT**” are available in the Rochester City Clerk’s Office, 31 Wakefield Street, Rochester, New Hampshire.

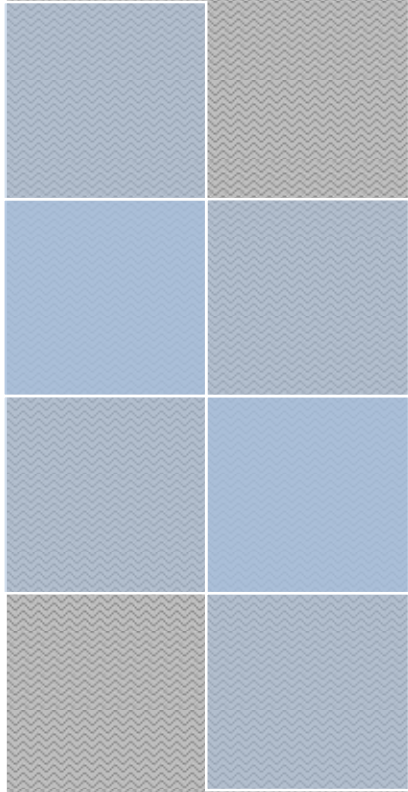
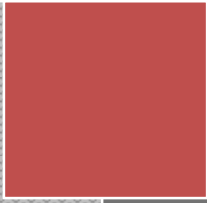
The Rochester City Council will conduct a public hearing to take citizen input on the question of whether to authorize borrowing of up to \$361,015.73 for the purpose of providing funds necessary for the so-called NH Rte. 125 Pump Station Project.

The PUBLIC HEARING on the above matter will be conducted by the City Council at the City Hall, City Council Chambers, 31 Wakefield Street, Rochester, New Hampshire.

Citizens are invited to attend the PUBLIC HEARING and to ask questions or otherwise speak on the foregoing proposal.

Persons with disabilities requesting accommodations should contact the City Clerk’s Office, (tel. 332-2130) on or before March 13, 2014 at 5 PM in order to make arrangements.

Kelly Walters,  
Rochester City Clerk



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Thursday, March 13, 2014

From: R. Varney

Re: Rezoning proposal

1. **DENSITY RINGS** -Explain the purpose and the benefit to the City (if any) of "density rings". The proposed density ring overlays appear to increase density in existing residential neighborhoods. Which density will be used and when?
2. **ACCESSORY APARTMENTS** - Explain why the single family residential zone (R1) should allow apartments and apartment dwellings as proposed by "Accessory Apartments". This will result in rental units in the R1 zone where they are now prohibited.
3. **ZERO LOT LINE DEVELOPMENT** – This proposal to allow residential buildings up to the side lot line seems counter to historic setback requirements. The threshold for approval is very low using the "Special Exception". It seems to me that encroachments into the setback should continue to be handled by the Zoning Board of Adjustment as a means of protecting abutters.
4. **SPLIT ZONED LOTS** – The proposal restricts only the "Recycling Industrial Zone" from extending into abutting zones. This could result in industrial developments extending into residential zones. The existing ordinance restricts extensions into the airport, floodway, conservation overlay, aquifer protection and special downtown districts. This "functions" needs additional restrictions. Did the PB consider eliminating this "feature" entirely?
5. **TABLE XVIII-B SALES-SERVICE-OFFICE-INSTITUTIONAL USE – School, K-12** allowed by "Conditional Use" in the R1 and R2 residential zones. The City, County and State can construct a school in any zone since it is exempt from zoning requirements. The concern is with private, for profit schools that could be inserted in residential zones. Did the PB consider how disruptive school operations can be in residential zones?
6. **TABLE XVIII-C FOOD-LODGING-PUBLIC RECREATION USES – Allows Lodging, Bed and Breakfast** in the R1 zone. Perhaps this could be allowed in the R2 zone where there are likely to be suitable structures but certainly not in the R1 zone. R1 zone should be single family homes ONLY.
7. **TABLE XVIII-C FOOD-LODGING-PUBLIC RECREATION USES** – The definition of "Recreation, Park" is vague. It is a permitted use in all zones. Is the intent to allow "pocket parks" with benches etc.? If so it appears the use is open to other more active uses.

9. **CONDITIONAL USE** – In the existing zoning ordinance approval by conditional use is referred to in the Conservation Overlay District (after comment from the Conservation Commission), in the eliminated PUD section and once in the Granite Ridge Development District. All other “variances” from the zoning ordinance require approval from the Zoning Board of Adjustment which carries a much higher threshold for approval than conditional use. The proposed ordinance allows approval by conditional use in more than 40 instances. There appears to be an effort to bypass the ZBA in favor of a lower threshold of approval by conditional use. The ZBA functions to protect abutters and developers equally. How does this extensive application of the conditional use process benefit the City?
10. **Accessory Uses – Breeding Pets** – Define “numerous” animals and “frequent” or “regular” breeding.
11. **Accessory Uses - Livestock as Pets** – You’re kidding.
12. **Accessory Uses - Exotic Animals** – I checked with the Humane Society and was informed that New Hampshire prohibits individuals from owning exotic animals You can find the information in the state’s administrative rules - [http://www.gencourt.state.nh.us/rules/state\\_agencies/fis800.html](http://www.gencourt.state.nh.us/rules/state_agencies/fis800.html). Basically, NH only allows *exhibitors* to import or possess most exotic wild animals. An exhibitor is defined as “any person engaged in the showing, displaying or training of wildlife for the purpose of public viewing of the wildlife whether or not a fee is collected, and who possesses, if applicable, a current United States Department of Agriculture exhibitor's permit and/or US Fish and Wildlife Service permit to exhibit.” Based on this, an individual would not be able to import or keep an exotic wild animal.
13. **Accessory Use – Chickens, Fowl and Other Small Livestock** - in residential zones. This is will only result in complaints from abutters. We don’t have the resources to police this. As a minimum there should be a 50 foot setback for this activity.
14. **TABLE XIX-A Dimensional Standards – Residential Districts** – The additional lot size requirement for lots without City water and sewer has been eliminated and there are significant increases in density in the residential districts. Setbacks and frontage requirements have also been reduced. Why?



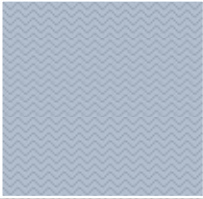
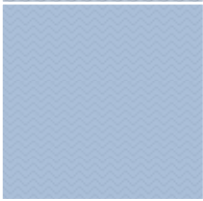
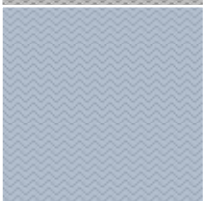
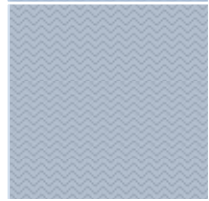
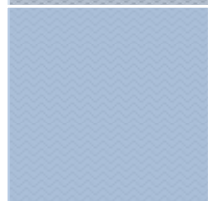
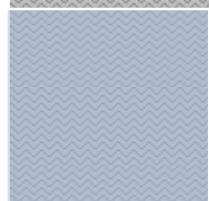
15. **Zoning along lot lines** – There are many issues with the proposed zoning map but the proposed practice of setting zone lines along lot lines is faulty. Example: The commercial zone under the existing ordinance extends along Highland Street to a depth of approximately 200 feet on each side of the Street as shown in Figure 1 below. The new proposal is for commercial mixed use zone extending from Highland Street to Salmon Falls Road, Portland Street and Abbott Street. See Figure 2 below. This area is residential. What reason could there be to insert commercial development in what are now R1 and R2 residential zones? The property owner has spoken against this change on numerous occasions.



Figure 1



Figure 2



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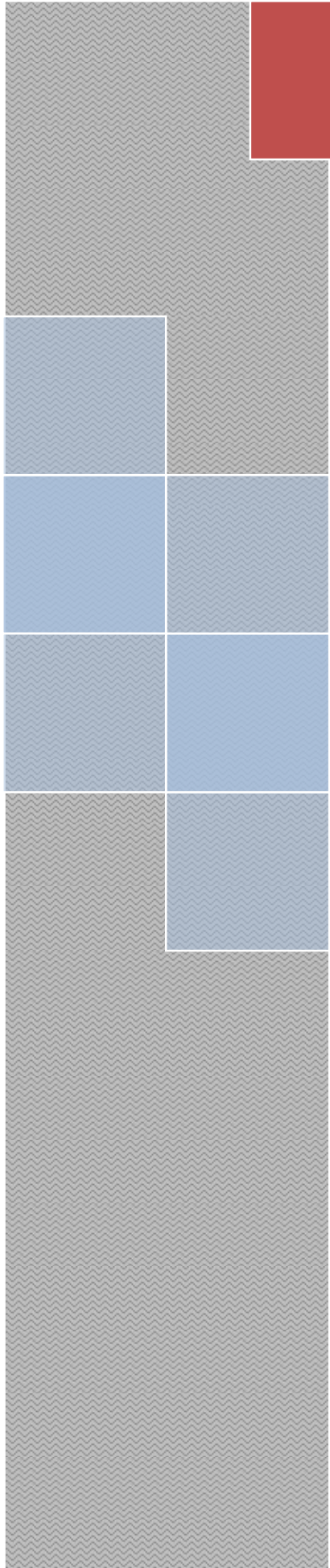
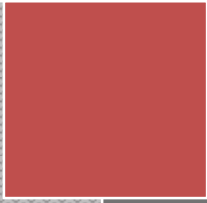
1. Do the Planning Board members anticipate a significant increase in the amount of new non-conforming lots and structures that will further challenge city planning, property owner's development, and code enforcement resources in the future? If so, request the pertinent information be provided for review by the Council.
2. In the proposed Chapter 42 ordinance are there any rezoned parcel(s) that will give the appearance of being "spot zoning" areas and become possible costly litigation for the City? Clearly, the trend for this type of litigation is increasing. If so, request the pertinent information be provided for review by the Council.
3. Did the Planning Board consider the negative impact on City revenue from real estate taxation due to anticipated abatements as a result of down zoning of parcel(s) in the proposed Chapter 42 ordinance? If so, request the pertinent information be provided for review by the Council.
4. The decision of the Planning Board members to withdraw the "Neighborhood Mixed-Use District" from the "Commercial District" severely reduced the amount of property available for commercial development in the future. Should some of the property parcel(s), specifically those located immediately adjacent to existing commercial property have been removed from the Neighborhood Mixed-Use District and rezoned commercial? If not, request the pertinent information be provided for review by the Council.
5. Is the proposed Chapter 42 ordinance in compliance with the "Community Revitalization and Arts: A Cultural Plan for Rochester, New Hampshire" document adopted by the Planning Board on October 4, 2010 or a later version? If not, request the pertinent information be provided for review by the Council.
6. Is the proposed Chapter 42 ordinance in compliance with the "Rochester Economic Development Strategic Plan" document adopted by the Planning Board on October 16, 2006 or a later version? If not, request the pertinent information be provided for review by the Council.
7. Did the Planning Board members utilize the "Outlines of Proposals" document regarding zoning concepts for "Residential Districts" as presented by the Strafford Regional Planning Commission in year 2013?



8. Did the Planning Board members utilize the resources of the American Planning Association/American Institute of Certified Planners (AICP) and/or other professional organizations in their formulation of the proposed ordinance?
9. In reviewing public comments both oral and written received on the proposed Chapter 42 ordinance during Planning Board meetings, did the Planning Board members always consult with the Chief City Planner for his recommendation prior to making their rezoning decision? If not, why not? One of my constituents points to parcels Map 0115-0055-0000 and Map 0115-0092-0000, whereby this did not occur.
10. In developing the proposed Chapter 42 ordinance were there any instances whereby the Planning Board members consulted the City Attorney on any parcel(s) during their deliberations prior to establishing the rezoning designation(s) of those parcel(s)? If so, request the parcel(s) be so identified and the pertinent information be provided for review by the Council.
11. In retrospect, are there any parcel(s) that the Planning Board members now believe the Council should request legal counsel regarding the rezoning of those parcel(s) prior to adoption of the ordinance? If so, request the parcel(s) be so identified and the pertinent information be provided for review by the Council.
12. Do the Planning Board members and/or the Chief City Planner have any reason to believe there are any legal issues other than those regarding individual parcels that must be reviewed and resolved prior to adoption of the ordinance? If so, request the pertinent information be provided for review by the Council.
13. Do the Planning Board members and/or Chief City Planner believe there are any parcels whereas “what is on the ground now” does not fit the proposed zoning classification being assigned to that parcel(s) in the proposed ordinance, e.g., Commercial District vs. Neighborhood Mixed-Use District? One of my constituents points to parcel Map 0115-0092-0000, whereby this is the case.

14. During the Planning Board's formulation of the proposed Chapter 42 did the Planning Board members solicit comments from the Building, Zoning and Licensing Services Department, Economic Development Department, Historic District Commission, Rochester Economic Development Commission and others? If not, why not? If so, request their comments be provided for review by the Council.

15. Do the Planning Board members and/or the Chief City Planner believe the proposed ordinance maximizes the potential for responsible commercial development by rezoning parcels adjacent to existing commercial parcels as commercial also? One of my constituents points to parcels Map 0115-0055-000, 0115-0056-0000, 0115-0057-0000, and 0115-0058-0000 as potential commercial opportunities if rezoned as commercial parcels in the proposed ordinance instead of Neighborhood Mixed-Use. Yet another possibility for responsible commercial development adjacent to existing commercial parcels are parcels Map 0115-0092-0000, 0115-0093-0000 and 0115-0094-0000.



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

**CITY MANAGER'S REPORT**  
**March 18, 2014**

For your information, please see the enclosed Management Team Meeting minutes:

- February 18, 2014 P. 18
- March 3, 2014 P. 21

Contracts and documents executed since last month:

- Council Chambers room rental agreement – Rochester Opera House P. 24
- Brock Street – Change Order #7 P. 25
- Public Financial Group Engagement Letter P. 26
- Devine Millimet Engagement Letter P. 27

The following standard reports have been enclosed:

- City Council Request & Inquiry Report P. 28



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

**MANAGEMENT TEAM MEETING**  
**February 18, 2014**  
**9:00 A.M.**

**PRESENT:**

Daniel Fitzpatrick, City Manager  
 Blaine Cox, Deputy City Manager  
 Karen Pollard, Deputy City Manager  
 Michael Allen, Police Chief  
 Samantha Rodgerson, Executive Asst.

Danford Wensley, City Attorney  
 Michael Bezanson, DPW Engineer  
 Chris Bowlen, RAYS Director  
 Norman Sanborn, Fire Chief

**MINUTES**

City Manager Fitzpatrick called the Management Team meeting to order at 9:03 A.M.

**1. Management Team Minutes – February 10, 2014**

**2. City Council Inquiry Report**

There were no changes, no discussion.

**3. City Calendar for Week**

Briefly mentioned upcoming City meetings. Deputy City Manager Cox will most likely reschedule the auditors presentation due to weather. Ms. Rodgerson reminded the committee that the Active Shooter Training is scheduled for Wednesday.

**4. Right to Know Requests**

No new requests, no discussion.

**5. Email attachment size limits**

Ms. Rodgerson had issues trying to send an internal email with an attachment. It was discovered that our message size limits decreased from about 25MB to only 10MB. Deputy City Manager Cox was going to look into this and find out why and if it could be increased back up.

**6. Senior citizen – assistance request**

Ms. Rodgerson received a call inquiring whether the City knew of any program that would help the elderly out with shoveling, etc. Ms. Rodgerson had suggested that the caller check with the Boy Scouts. The City does not currently have any program to assist.

**7. Other****City Manager Fitzpatrick**

Mentioned that tonight's Council meeting is scheduled to have the Branding Presentation, possibly the audit presentation, a Special Council Meeting on the Panhandling Ordinance, resolution renaming/renumbering Gonic Road, and the acceptance of the formal City Attorney and Evidence Technician positions.

**Chief Allen**

- Advised that the Dispatch candidate washed out
- Advised that they are moving forward with the Crime Analyst and that she may start next month.

**Engineer Bezanson**

- Advised that there was a water main break on Milton Road
- Advised that the walk-through for the DPW facility was going on now
- Informed that there were 11 engineers at the walk-through for the PD Annex last week

**Executive Assistant Rodgerson**

- Suggested the potential to use jpeg digital signatures in documents, informed that this would not create the problems that more than one digital signature creates. Advised that it could be controlled by limiting who would be authorized to insert the signatures.

**Deputy Manager Cox**

- Advised that he will be scheduling Adobe training and it would be approximately \$150 per person. Let him know if you or staff are interested.
- Asked how other managers handle salaried staff and time off. Advised that he has his staff put in for leave time if it would be ½ a day or more. Wanted to know if this was common practice in other departments.
- Informed the team that Tom Willis is a great addition to the UAB.

**Attorney Wensley**

- Provided a brief update on the Blaisdell case. Informed the committee that there were 3 neighbors and 6 employees in addition to himself at the hearing and that Mr. Blaisdell did not attend.

The Management Team meeting adjourned at 9:36 A.M.

Respectfully submitted,

Samantha Rodgers  
Executive Assistant



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

**MANAGEMENT TEAM MEETING**  
**March 3, 2014**  
**9:00 A.M.**

**PRESENT:**

Daniel Fitzpatrick, City Manager  
 Blaine Cox, Deputy City Manager  
 Karen Pollard, Deputy City Manager  
 Michael Allen, Police Chief  
 Samantha Rodgerson, Executive Asst.

Danford Wensley, City Attorney  
 Michael Bezanson, DPW Engineer  
 Chris Bowlen, RAYS Director  
 Norman Sanborn, Fire Chief

**MINUTES**

City Manager Fitzpatrick called the Management Team meeting to order at 9:02 A.M.

**1. Management Team Minutes – February 18, 2014**

Deputy City Manager Cox informed the committee he had provided email updates to the following items:

- item #5 – email attachment size limits
- item #7- Deputy Manager Cox section, bullet 2- salaried staff time off

**2. City Council Inquiry Report**

There was 1 additional item, snow clearing at Parson Main area, however City Manager Fitzpatrick indicated that this item had been answered at the meeting and this could be closed.

**3. City Calendar for Week**

Briefly mentioned upcoming City meetings. City Council meeting on Tuesday and the Codes and Ordinances Committee on Thursday.

**4. Right to Know Requests**

One request was received that requested email correspondence on a particular topic. The committee then discussed a resident concern that was brought to our attention about including the requestor names in the minutes. It was discussed briefly and decided that it would be best to be a bit more general when referencing requests made by residents.

## **5. Budget Schedule**

Deputy City Manager Cox explained that this was to let all departments know that the City Council had asked that the schedule be condensed. Suggested that the departments look over the new schedule and let him know of any concerns.

## **6. City Council Action Items**

There was some brief discussion about the panhandling ordinance and ordinances in other cities/towns.

## **7. Art Esprit letter**

This letter was requesting permission to use the stone platform for their proposed art exhibit. The committee briefly discussed and determined that the Licensing Board could approve. A permit application will be sent for them to complete.

## **8. Email from resident – concerns**

An email was received by a resident questioning notification for various emergency situations within the City. After some discussion, it was determined that the best method of receiving notices would be for her to sign up for Code Red, the City's emergency alert notification system.

## **9. Adobe Training – April 23, 2014**

Deputy City Manager Cox advised that there are still some spaces available for the Adobe training and to let them know by March 5th.

## **10. Other**

### **City Manager Fitzpatrick**

Informed the committee that he had received an email forwarded from Mayor Jean in regards to the Senior Center Parking Signs at the Community Center and that they are no longer up. Engineer Bezanson will look into and let Ms. Rodgerson know so that she can respond accordingly.

### **Chief Allen**

- Advised that a new dispatcher started last week and that they still have one position to fill
- Advised that the deadline for the Citizen's Academy has been extended



**Deputy City Manager Pollard**

- Informed the committee that State of the City was coming up on March 21st.

**Engineer Bezanson**

- Advised that there were several RFQ's (Request for Qualifications) received and that they were going through them. Informed the committee that these were for various projects such as DPW/annex/Crossroads

**Deputy City Manager Cox**

- Advised that the auditor would be at the City Council meeting to do a presentation
- Advised that Linda Merrill was back temporarily for audit review
- Briefly discussed the request received last summer/fall for a garden in Gonic and if information was still needed. It was advised that the agreement would need to be completed in order to proceed.

**Director Bowlen**

- Advised that Teen Night had attendance of 326
- Advised that they will be wrapping up basketball season tonight
- Advised that they were finishing up with hockey playoffs at the Arena

**Attorney Wensley**

- Provided a brief legal update on the Blaisdell case.

**Chief Sanborn**

- Advised that they submitted a grant application to upgrade EOP (Emergency Operations) and that they should hear within a few months
- Advised that there was a fire on Pine Street on Wednesday and that the Red Cross was working with the 2 families that were displaced.
- Advised that the Public Hearing for the E-911 street changes would be tomorrow night prior to the City Council meeting.

The Management Team meeting adjourned at 9:45 A.M.

Respectfully submitted,

Samantha Rodgerson  
Executive Assistant

Management Team Meeting

March 3, 2014

3



*City of Rochester, New Hampshire*

CITY MANAGER

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

[www.RochesterNH.net](http://www.RochesterNH.net)

03/13/14

March 5, 2014

CITY OF  
Received  
MAR 5 2014  
City Manager  
ROCHESTER

**TO:** Daniel W. Fitzpatrick, City Manager

**FROM:** Samantha Rodgerson, Executive Assistant

**REGARDING:** **Rental of Council Chambers & Conference Room**

The attached rental agreement with the Rochester Opera House is attached. This agreement is required as per City policy pertaining to rental agreements.

The Rochester Opera House needs more space to change into costumes for Saturday night's performance; therefore, they requested to use the council chambers as a dressing room for their actors. The Rochester Opera House will be using the council chambers and conference room for the entire day Saturday, March 9, 2014.

We are in receipt of their deposit in the amount of \$100.00. Please sign this agreement as indicated.

Enclosure



## City of Rochester Dept of Public Works

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

CITY OF  
Received  
MAR 10 2014  
City Manager  
ROCHESTER

# Memo

**To:** Blaine Cox.  
Finance Director/Deputy City Manager

**From:** Lisa J. Clark *LJC*

**Date:** 3/6/2014

**Re:** Brock Street – Change Order #7  
No Additional Funds – Change to project completion deadlines.

Enclosed please find five (5) copies of Change Order #7. There are two time line changes within this change order. The first is to change substantial completion date regarding water and sewer work. The change is for substantial completion based on when SUR actually completed that portion of the project. Water and Sewer were substantially completed on November 6, 2013. The other change is for the final completion date. This contract will be extended from May 31, 2014 to August 30, 2014 to allow paving to occur after school lets out.

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

Signature

*Blaine Cox*

(Blaine Cox, Finance Director / Deputy City Manager)

MICHAEL BEZANSON

Cc: ~~Peter Nourse~~, PE, City Engineer

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

BLAINE COX  
VOICE 603.332.7609  
FAX 603.335.7589  
E-MAIL: [blaine.cox@rochesternh.net](mailto:blaine.cox@rochesternh.net)

## LETTER OF TRANSMITTAL

TO: Daniel Fitzpatrick, City Manager  
FROM: Blaine Cox, Director of Finance & Administration  
DATE: March 10, 2014

CITY OF  
Received  
MAR 10 2014  
City Manager  
ROCHESTER

NUMBER OF PAGES: 7 (including this cover page)

I am sending you:  X  Attached   Under Separate Cover

The following items:

Public Financial Group (PFM) Engagement Letter

These are transmitted as checked below:

<u> X </u>	For Approval	<u> </u>	For Your Use/Information
<u> </u>	As Requested	<u> </u>	For Review & Reply
<u> </u>	Approved as Submitted	<u> </u>	Approved as Noted
<u> </u>	Returned for Corrections		
<u> </u>	Re-submit <u> </u> Copies for approval		
<u> </u>	Submit <u> </u> Copies for distribution		
<u> </u>			

REMARKS:

Please find attached an engagement letter from The PFM Group. The City is preparing to issue General Obligation Bonds for the funding of various capital projects carried out by the City and School Department. To this end, we seek to use the services of William Fazioli of The PFM Group to serve as "financial advisor" throughout this process.

COPY TO:

SIGNED:

*Blaine Cox*

# City of Rochester

03/13/14

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

BLAINE COX  
VOICE 603.332.7609  
FAX 603.335.7589  
E-MAIL: [blaine.cox@rochesternh.net](mailto:blaine.cox@rochesternh.net)

## LETTER OF TRANSMITTAL

TO: Daniel Fitzpatrick, City Manager  
FROM: Blaine Cox, Director of Finance & Administration  
DATE: March 10, 2014  
NUMBER OF PAGES: 7 (including this cover page)  
I am sending you:  X  Attached   Under Separate Cover  
The following items:

Devine Millimet Engagement Letter

These are transmitted as checked below:

<u> X </u>	For Approval	<u> </u>	For Your Use/Information
<u> </u>	As Requested	<u> </u>	For Review & Reply
<u> </u>	Approved as Submitted	<u> </u>	Approved as Noted
<u> </u>	Returned for Corrections		
<u> </u>	Re-submit <u> </u> Copies for approval		
<u> </u>	Submit <u> </u> Copies for distribution		
<u> </u>	<u> </u>		

REMARKS:

Please find attached two copies of an Engagement Letter from Devine Millimet. The City is preparing to issue General Obligation Bonds for the funding of various capital projects carried out by the City and School Department. To this end, we seek to use the services Attorney David Barnes of Devine Millimet law offices to serve as "bond counsel" throughout this process.

COPY TO:

SIGNED:



## Council Inquiry report 20140310.xls

NUMBER	COUNCIL MEMBER	FORUM	REQUEST/INQUIRY	ACTION
1	Varney	12/10/2013 Finance Committee	Councilor Varney stated that this information (Fire Dept overtime information received) does not answer his request to see how vacation time converts to "man-years".	<b>Fire Chief will work with Finance Dept. to determine information and will go to March Finance Committee. Item closed.</b>
2	Keans	2/20/2014 Public Works Committee	Downtown Snow operations – use of a loader on the Central Square monument area for snow removal, equipment is too large for area.	<b>This item was discussed and answered at committee meeting - Item closed.</b>
3	Varney & Walker	2/20/2014 Public Works Committee	Reasons why the EDA project was being routed down Salmon Falls Road and not directly down Milton Road.	Director Nourse is to look into it.
4	Varney	2/20/2014 Public Works Committee	option to separate Franklin Street from the rest of the project to make it happen quicker	Director Nourse to look into the option and report back.





03/13/14

**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 **Community Branding Initiative**COUNCIL ACTION ITEM ☐  
INFORMATION ONLY ☒FUNDING REQUIRED? YES ☐ NO ☒  
\* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☐ NO ☒FUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	February 18, 2014		
DEPT. HEAD SIGNATURE	Original signature on file with Clerk's office 2014-02-04 Karen Pollard, Deputy City Mgr/Dir of Community Development		
DATE SUBMITTED	February 10, 2014		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	26

**COMMITTEE SIGN-OFF**

COMMITTEE	Rochester Economic Development Commission
CHAIR PERSON	Rick Lundborn

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	Karen Pollard, Deputy City Mgr/Dir of Comm. Dev.
CITY MANAGER	Dan Fitzpatrick, City Manager Original signature on file with Clerk's office

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**

Presentation on Community Branding as requested by the Rochester City Council.

**CC FY14 02-18 AB 32 (Community Branding)**

## SUMMARY STATEMENT

### I: Background and Goals

Rochester is New Hampshire's sixth largest city, (pop. 30,000), located in the southeast corner of the state a short drive from the Seacoast, White Mountain, and Lakes Regions. It is located approximately one hour from the metro regions of Manchester, Portland, ME, and Boston MA, and is easily accessible from six exits on the Spaulding Turnpike, which is currently undergoing a 135 million dollar upgrade. Rochester is home to Skyhaven Airport and also has rail freight service. Currently it has public transit connectivity via the COAST bus system with nearby seacoast communities. Recent Economic Development efforts have included the establishment of the Granite Ridge (Commercial Development Corridor) a Tax Increment Finance District and investments in expanding the Granite State Industrial Park. Rochester has a volunteer driven National Main Street Program which is working to revitalize its downtown. Downtown is currently emerging as an arts and entertainment district and is home to the Rochester Opera House. Rochester is the recipient of the prestigious 2011 NH Profile Legacy Award, which was bestowed for its efforts in leadership, economic development, planning, the arts and historic preservation as a "city to watch" according to Joe McQuade, editor of the Union Leader statewide newspaper.

Long known as the Lilac City, city leaders, civic organizations, and business owners are seeking to help to develop a brand that more accurately reflects a positive image of where we have come from, who we are, and where we want to be.

This effort has several objectives:

- Help us to determine our identity as a diverse community
- Help us to determine what are our strengths
- Help to determine our target audience, who is available and who we can attract
- Bring consensus in developing a new "brand" for our city
- Designing of a logo and suggested uses in communicating that brand

### II: Project

We see this project developing as a gathering together of community stakeholders to determine exactly who we are, what we have to offer (including strengths and weaknesses) and where we need to go using the following steps:

- 1- A Public Meeting to help define our internal and external target markets
- 2- Targeted Meetings with community stakeholders
- 3- Presenting us a menu of options for ideas for refinement
- 4- A final statement for adoption including logo, brand themes, and suggestions as to use in press, print, radio, tv, and social media (including website based marketing)
- 5- A public presentation of results
- 6- Results that are easily adaptable for all community stakeholders

### III: Schedule and Budget

Our time frame for completion of this project is no more than 120 days

Budget range is from \$25-\$50,000 with funding sources to include grants and local civic organizations, corporate and government. Proposals should include a graduated schedule of payments tied to levels of production during the project time frame.

**IV: Audience and Functionality**

The final report should include recommendations for initiation and a marketing budget that is suitable for adaptation by corporate, government, small business and civic organizations.

**RECOMMENDED ACTION**

Presentation and endorsement of the proposed activity, participation in public and targeted meetings, making suggestions for utilization once the process once fundraising is complete. Consideration and integration of branding logos and themes in future city projects.

## The Value of Branding Our City

City branding is a key community development tool that helps a city get noticed and connect with its target audiences. A strong brand, like a compass, helps stakeholders stay on course, be consistent in messaging, and effective in marketing.

### Effective Branding:

- Stimulates increased competitiveness. A brand enables the city to distinguish itself from competitors and to stand out in the crowded marketing world.
- Is the glue that binds the city together, integrating disparate parts into one cohesive and consistent message that all stakeholders can buy into.
- Increases returns on investment in real estate and infrastructure.
- Provides a sense of purpose and direction, increasing pride in the city.
- Acts as a springboard businesses and organizations can utilize in their own marketing. Joint promotion draws more customers than single business campaigns.

### Deliverables from the Branding Process:

#### 1. Stakeholders will receive

- a brand book that includes the background and research that went into the brand development;
- the brand positioning that will provide a unique and own-able point of difference for Rochester and maximize the city's strengths and minimize weaknesses in a credible message;
- the brand promise conveying the city's unique assets with a single minded idea with supporting messaging and taglines;
- a graphics standards/style guide that includes the Rochester logo and tagline with guidelines on how to use them, insuring a consistent messaging;
- samples of brand creative for use in print and electronic advertising, print materials, email templates, websites and social media;
- initiation recommendations and a marketing budget adaptable by government, corporate and civic organizations and small businesses;
- methods for evaluating the effectiveness of the brand over time.

2. Stakeholders will be invited to a public unveiling of the brand and the opportunity to attend brand workshops to learn how to utilize the brand in their own advertising and marketing. This training will show how to infuse the brand into every aspect of the city making it an integral part of every communication, creative product and promotion, and every interaction with residents and visitors.

**Request for Proposals  
Rochester, NH Branding Effort**

**Dates:** RFP released: Tuesday, May 1, 2012

**Proposals Due:** Thursday, June 14, 2012

**Respond To:** Gerry Gilbert, Steering Committee Chair  
Rochester NH Branding Effort,  
c/o Rochester Main Street, Fiscal Agent  
18 South Main Street, Suite 2B  
Rochester, NH 03867

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Rochester is New Hampshire's sixth largest city, (pop. 30,000), located in the southeast corner of the state a short drive from the Seacoast, White Mountain, and Lakes Regions. It is located approximately one hour from the metro regions of Manchester, Portland, ME, and Boston MA, and is easily accessible from six exits on the Spaulding Turnpike, which is currently undergoing a 135 million dollar upgrade. Rochester is home to Skyhaven Airport and also has rail freight service. Currently it has public transit connectivity via the COAST bus system with nearby seacoast communities. Recent Economic Development efforts have included the establishment of the Granite Ridge (Commercial Development Corridor) Tax Increment Finance District and investments in expanding the Granite State Industrial Park. Rochester has a volunteer driven National Main Street Program which is working to revitalize its downtown. Downtown is currently emerging as an arts and entertainment district and is home to the Rochester Opera House. Rochester is the recipient of the prestigious 2011 NH Profile Legacy Award, which was bestowed for its efforts in leadership, economic development, planning, the arts and historic preservation as a "city to watch" according to Joe McQuade, editor of the Union Leader statewide newspaper.

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- 5- A public presentation of results
- 6- Results that are easily adaptable for all community stakeholders

### **III: Schedule and Budget**

Our time frame for completion of this project is no more than 120 days (in 2012)

Budget range is from \$25-\$50,000 with funding sources to include grants and local civic organizations, corporate and government. Proposals should include a graduated schedule of payments tied to levels of production during the project time frame.

### **IV: Audience and Functionality**

The final report should include recommendations for initiation and a marketing budget that is suitable for adaption by corporate, government, small business and civic organizations.

### **V: How To Respond To Request For Proposal**

Proposals should be mailed to the address at the top of the proposal to the attention of Mr. Gerry Gilbert and should include the following:

- 1-Proposed schedule and philosophy
- 2-Graduated delivery of services and payment schedule
- 3-Required Budget
- 4-Resumes of key individuals that will serve as project leader(s)
- 5-References and testimonials
- 6-Examples of previous work

### **VII: Nondiscrimination of Contractors**

A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, or disability, or against faith-based organizations.

### **VIII: Examples of Projects We Like**

<http://www.northstarideas.com/community-case-studies.htm>

[www.brandgreaterlouisville.com/faqs.html](http://www.brandgreaterlouisville.com/faqs.html)

Greater Louisville

<http://www.c3brandworks.com/projects/community-branding/>

C3 Brandworks

<http://www.destinationbranding.com/pdf/Durham.pdf>

Durham NC

<http://www.destinationdevelopment.com/casehistories/>

### **VIII: Background Information Sources For Rochester**

[www.rochesternh.net](http://www.rochesternh.net)

[www.thinkrochester.biz](http://www.thinkrochester.biz)

[www.rochesternh.org](http://www.rochesternh.org)

[www.rochestermainstreet.org](http://www.rochestermainstreet.org)

[www.rochesteroperahouse.com](http://www.rochesteroperahouse.com)

[www.artespriit.org](http://www.artespriit.org)



WHERE WE HAVE BEEN | WHO WE ARE | WHAT WE WILL BECOME

PROPOSAL:

# Rochester, New Hampshire The Brand



# **Proposal: Rochester, NH Branding Effort**

**Presented to**  
Rochester Branding Effort Committee

**By**  
Glen Group Inc.

170 Kearsarge Street, PO Box 2838

North Conway, NH 03860

Telephone: 603-356-3030 Fax: 603-356-3991

Email: [nancy@glegroup.com](mailto:nancy@glegroup.com)

**[www.GlenGroup.com](http://www.GlenGroup.com)**

**Date:**

June 14, 2012



## The Situation

Over the past two decades or more, city branding has become a key urban development tool. Rochester is embarking on developing its own unique brand at an opportune time. This “city to watch” and winner of the 2011 New Hampshire Profile Legacy Award is poised to break out of the pack as one of New Hampshire’s—if not New England’s—most vibrant communities.

In his book, *The Rise of the Creative Class*, Carnegie Mellon University economist, Richard Florida, an expert in city trends and forecasting, coined the term “the creative class” or “idea worker” as people in science, engineering, architecture, education, arts, music, and entertainment, whose economic function is to create new ideas, new technology, and/or new creative content. Florida further posited that, “There are three types of creativity: technological creativity, which is innovation, new products and ideas and technologies; economic creativity, which includes entrepreneurship, turning those things into new businesses and new industries; and cultural and artistic creativity, the ability to invent new ways of thinking about things, new art forms, new designs, new photos, new concepts. Those three things have to come together to spur economic growth.”

When we look at Rochester’s stakeholders and leading organizations, from city government and its economic development department to the Greater Rochester Chamber of Commerce, volunteer-driven Main Street program, Rochester Opera House and Art Esprit, we see much evidence that Rochester has “the creative class” needed to help develop the city’s brand and then use it in to propel the city towards a more prosperous, exciting future.

## Obstacles & Challenges

*“If your city branding efforts don’t begin with top down commitment to both your foundational principles and your aspirational goals....If your community has not done the hard work of self-examination, building consensus, defining goals, and demonstrating commitment through meaningful actions, it [branding] just doesn’t matter. If your leadership fails to engender trust, you can’t sell strength. If your policies are not incentivizing what you want and penalizing what you don’t, you can’t sell vision. If your zoning promotes sprawl and your citizens are disconnected from civic participation, you can’t sell community.”—Scott Doyon, terrain.org, A Journal of the Built & Natural Environments*

Branding a city always presents a host of challenges. First, it is a challenge for any city is to integrate its disparate parts into one cohesive branding approach at a time when competition among cities for new business development, tourists and skilled workers is steadily, even dramatically, increasing. A further challenge is to create a brand that enables the city to connect on a personal level with a variety of consumer types and motivate those consumers to take the desired action.

While Rochester faces these same challenges, we believe the process you have described in the Request for Proposals—similar to the process we have used in developing branding for numerous clients—is sound and measured. It will enable us to

1. **discover the nature and identity of Rochester**, including its strengths, weaknesses and target audiences, and what the city has to offer.
2. **develop the brand** using the insights and differentiations learned. Typically this involves presenting a variety of options, then refining the option chosen.
3. **create a plan showing how to utilize the brand**, including how to use it in within the community and in the press, print, radio, television, social media and other web-based marketing.

4. **present the brand to the community.** By involving multiple stakeholders—including residents—from the start, we will have a broad range of perspectives; and since, typically those taking part in a process become invested in its success, we are more likely to have buy-in and commitment to utilizing the chosen branding.
5. **demonstrate how the brand can be easily adapted** for all community stakeholders.

## Our Plan, Including Proposed Schedule & Philosophy

At Glen Group, we believe that a collaborative approach is the most effective way to work with clients. As such, ongoing consultation, coordination and communication will be an integral part of all our efforts.

Upon award of the contract, we will begin with a kick-off meeting. With input from you, we will create a detailed work plan and timeline with specific tasks/activities and assigned responsibilities. The work plan and timeline will be updated throughout the contract as changes occur, milestones are reached and deliverables provided.

### Step 1: Discovery

Glen Group will begin by reviewing the existing marketing/communications materials and any available results of their usage, as well as any survey data, market research and local studies, as available; tourism perspectives and other relevant data.

We will then facilitate a public meeting to help define your internal and external target markets, and to understand the city's strengths, weakness and opportunities as perceived by residents. Specifically, we will

- develop and present to you a list of potential questions designed to elicit input on how Rochester is perceived, its unique differential(s) and assets. Since we expect anecdotal input, more of these questions will be open-ended. Beginning with open-ended questions will open up the possibilities beyond what has been done in the past to what is and what could be in the future.
- refine the questions based on your input and again present it for your review.

We recommend that each community stakeholder meeting include 8–10 people; we will guide participants through a comprehensive discussion to identify

- how the city is perceived in the market.
- how stakeholders perceive Rochester.
- Rochester's unique qualities and differential.
- its assets.
- how Rochester should be positioned to take advantage of its strengths and opportunities.

### Step 2: Developing the Brand

Typically in defining a brand identity, we present the brand positioning, brand promise and a related brand brief in addition to the logo and tagline options. A brand positioning must

- be relevant to consumer-defined needs and values.
- provide a unique and ownable point of difference.
- maximize strengths and minimize weaknesses.
- be extendable across all venues.
- be credible.
- be deliverable at the point of customer contact.



The brand promise cannot be a tagline, mission statement or business strategy. What it must be is:

- a statement of the city's unique assets.
- a single-minded idea.
- amplified in practice by supporting messages, taglines and communications.
- supported everywhere the brand touches the consumer.

Defining the rational and emotional aspects of the brand promise is important, as we know that the target audiences will respond to the brand on both levels.

Once we have your feedback on the logo options and we make any needed changes to the selected logo and tagline, we'll develop the brand brief. The brand brief will include

- the brand promise.
- target markets and what we need to communicate to these markets.
- the messaging to be utilized to introduce the new brand publically.
- brand strategies: how to reach your external audience through marketing, advertising and social media.

The brand brief will be critical to communicating a unified vision to your stakeholders and marketing partners. *Note: With all brands, internal communication is critical because without it no external communication can occur. The key to internal communication is sharing the brand brief with all those who will be "delivering" the brand, from the city and community leaders to business owners and their staffs.*

### **Step 3: Utilizing the Brand**

We will then develop sample creative including sample print and electronic advertising, print materials, email templates, the existing websites and social media, and other similar products. We anticipate also offering suggestion on other creative products and solutions that take advantage of Rochester's unique assets. This will likely be wide-ranging, out-of-the-box ideas that mix low cost/no cost, easily implemented solutions and more ambitious, long-range projects.

We'll also develop samples of how individual businesses can incorporate the brand into their own advertising and marketing.

Once we have your input, make any needed changes, and have your approval, we will gather work done to date and provide it to you in a detailed a brand "book" that will

- include the background/research that underlies the development of the brand and logos.
- detail how the brand should be presented whenever and wherever it touches the consumer.  
This will help ensure that the branding will be presented in a consistent manner.
- include a graphics standards/style guide.
- show the proposed creative.
- provide recommendations for initiation and a marketing budget that is suitable for adaptation by government, corporate and civic organizations, as well as small businesses.
- methods for evaluating the effectiveness of the branding, the individual creative products and the campaigns.

We will provide you with this document in both printed and digital formats. We recommend that you provide this document to stakeholders and any marketing partners.

#### Step 4: Public Presentation

The public presentation is an important milestone in ensuring that the brand is embraced by the community as a whole. It should involve participation by the key stakeholders who have participated in guiding this initiative. Holding it in a venue such as the Opera House and including celebratory elements can help build excitement and inspire attendees to commit to doing their part to promote the brand.

#### Step 5: Brand Workshop

We believe it's not enough to just develop a brand: **The brand needs to be infused into every aspect of the city.** It needs to be an integral part of every communication, every creative product and promotion, and every interaction with residents and visitors alike. That's why education is often a big part of what we do when working with organizations with multiple stakeholders: We help educate the stakeholders and organization staff on HOW to infuse the brand.

That's why we would like to include a brand "workshop" as part of the brand introduction. Businesses and organizations that attend will learn how to utilize the brand in their own advertising and marketing, and how they and their employees are important "brand ambassadors."

#### Proposed schedule

Based timeline of not more than 4 months/16 weeks:

- Weeks 1–2: Contract approval. Initial meeting. Initial research.
- Week 3: Initial public meeting
- Weeks 4–6: Stakeholder meetings.
- Weeks 7–10: Brand development, presentation and refinement. Begin planning public presentation.
- Weeks 11–13: Development and presentation of sample creative.
- Week 14: Public presentation and brand workshop.

### Why Our Plan Will Work

We believe that Glen Group is uniquely qualified to provide Rochester with branding development.

#### 1. Glen Group has extensive experience in the development of brands and related brand strategies, including for cities/destinations. We were responsible for strategic brand development for:

- **Cities/destinations:** Oneonta, NY; Gore Mountain Region, NY; Chittenden County, VT. *Case studies of these three are provided on the following pages.* Also Mt. Washington Valley, NH; Downtown Hanover, NH.
- **Economic development organizations:** New Hampshire Division of Economic Development and its sub-agencies, the NH Business Resource Center and International Trade Resource Center; New Hampshire Business & Industry Association, NH; Mt. Washington Valley Economic Council, NH; Maine State Planning/Your Next Move.
- **Initiatives & nonprofits:** hikeSafe, NH; Starting Point—Services for Victims of Domestic and Sexual Violence, NH; Shooting Star Fund, NH; White Mountain Aquatic Center, NH; Buy Local/NH's Locally Produced Lumber Program; UNH Center for Family Business, NH.
- **Consumer goods & services:** Carlisle Wide Plank Floors, Stoddard, NH; Chalmers Insurance Group, ME and NH; Woodlands Credit Union, NH.

#### 2. When developing a brand for an organization, we typically utilize meetings/focus groups to gather information from stakeholders. For example, we developed a Public Health Communications Plan for New Hampshire. In the initial phases, we held focus groups/workshops in locations around the state to develop a fuller understanding of how public health was perceived by policy makers, public health system partners, businesses and the public. We utilized this understanding in developing and implementing a public health



communication plan. The strategy was to create the tools that would enable the partners to reach the target audiences; and to ensure that the tools would be effective in broadening and deepening these audiences' understanding of public health and how it impacts their lives. The communication tools included a multi-media campaign, collateral, and a tool kit for public health leaders.

Similarly, when Maine State Planning contracted Glen Group to research and develop a marketing campaign for the Your Next Move project, we utilized focus groups in Saco, Topsham and Bangor for the research. In the final report, we included details of the discussions, information about the participants, recommendations for next steps, examples of all ads tested, recommended creative for a 30-second TV spot, four options for creative for a 30-second radio spot, and proposed media plans with several variables and three different budgets. The resulting campaign was designed to target segments of the housing market in Maine that need, prefer or can reasonably be expected to be attracted to the amenities that are associated with traditional neighborhood and/or compact, in-town living.

### **3. We have provided a broad range of advertising, graphic design, publication and web development, and other services to**

- **State of New Hampshire:** NH Department of Health & Human Services; NH Department of Resources & Economic Development; NH Division of Parks & Recreation; Cannon Mountain/Franconia Notch State Park; NH Department of Safety/Homeland Security and Emergency Management.
- **Destinations:** Bethel Chamber of Commerce, ME; Madison County, IA; Southern NH Planning Commission/General Stark Scenic Byway.
- **Organizations & nonprofits:** American Airlines Events, MA; Mid-Atlantic BX, MD; Spaulding Youth Center, NH; NH Public Health Association, NH; New England Inns & Resorts.
- **Consumer goods & services:** Pearl Izumi, USA and Canada; Bridleway Equestrian, USA; Shires Equestrian Products, USA; Globe Manufacturing, NH.

## **Graduated Delivery of Services & Payment Schedule**

### **Graduated delivery of services**

- Step 1: Discovery. Weeks 1–6 in the proposed schedule.
- Step 2: Developing the Brand. Weeks 7–10 in the proposed schedule.
- Step 3: Utilizing the Brand. Weeks 11–13 in the proposed schedule.
- Step 4: Public Presentation. Begins in weeks 7–10 and concludes in week 14 in the proposed schedule.
- Step 5: Brand Workshop. Week 14 in the proposed schedule.

### **Payment schedule**

- 25% due upon contract signing
- 25% due after completion of Step 2
- 25% due after completion of Step 3
- 25% due upon completion of project

## **Required Budget**

### **Cost: \$40,000.**

This does not include any outside expenses such as photography used in proposed creative or printing.

Note: Glen Group does not charge for travel time. We have assumed that all meeting space will be provided. Glen Group provides services on a work-for-hire basis, i.e., after payment in full is received, the client owns full rights to any graphics or materials produced on their behalf.

## Glen Group & Key Individuals

A full-service agency, Glen Group has had more than two decades of success in providing branding, marketing, advertising and web development services to government, economic development and tourism organizations, individual businesses and nonprofits throughout the country.

Our team has energy, passion and creativity; the ability to listen, learn and then leverage that information to your benefit; a range of skills that is both broad and deep; a well-honed process; and an unswerving dedication to getting it right.

Service is at the heart of what we do. It is always our goal to both meet a client's immediate needs and goals, as well as anticipate what steps can be taken to better prepare the client for the future. Because we feel such a powerful connection to our clients, we place the highest importance on providing innovative, cost-effective solutions and always going the extra mile.

We've been called "the Best Agency with Big Ideas" in New Hampshire by *NH Business Review*, and we've won a host of other awards including top honors for collateral, ads, campaigns and interactive.

The experienced, talented and dedicated team that will fulfill this contract includes:

- **Owner and account manager Nancy Clark.** Nancy has extensive experience in working with government organizations as well as nonprofit organizations and public interest groups. Considered an industry expert on strategic branding, marketing and advertising, she is adept at facilitating discussion, building consensus, inspiring cooperation and guiding initiatives and projects to their successful conclusion.
- **Art directors Bruce Luetters and Kris Mariani.** Bruce and Kris are both skilled at creating brand concepts and bringing them to life as logos, with related messaging and graphics standards, and advertising and communications vehicles. In addition, both design websites that are visually dynamic, functional and maintain the brand image.
- **Writer and online marketing specialist Donna Stuart.** Donna's duties include writing, editing, reporting, online pay-per-click campaigns. She is known for organizing and distilling complex information into highly readable form.
- **Project coordinator Stacey Burke.** Stacey oversees management of Glen Group's projects with an eye for detail and a commitment to ongoing communication with clients.

*Resumes for the staff can be found beginning on page 18.*

## References & Testimonials

- **Steve Boucher**, SNHU Director of Marketing & Communications, 2500 North River Road, Manchester, NH 03106. 603-644-3158. s.boucher@snhu.edu. Former Communications & Legislative Director for the NH Division of Economic Development.
- **Stuart Arnett**, Arnett Development Group. 610 Fisk Road - Suite B, Concord, NH 03301-6211. 603-219-0043 stuart@arnettdevelopmentgroup.com
- **David Bulmer**, Director, Gore Mountain Region - Town of Johnsburg Chamber of Commerce, P.O. Box 84, 228 Main Street, North Creek, NY 12853. (518) 251-2612 • davebulmer@aol.com.  
*See case study.*
- **David Hayes**, former Executive Director, Main Street Oneonta, P.O. Box 393, Oneonta NY 13820. Cell (607) 353-9000 • david@davidhayes.com. *See case study.*
- **Charlie Baker**, Executive Director, Chittenden County RPC, 110 West Canal Street, Suite 202, Winooski, VT 05404-2109. (802) 846.4490 x23 • cbaker@ccrpcvt.org. *See case study.*





June 11, 2012

Gerry Gilbert, Steering Committee Chair  
Rochester NH Branding Effort  
c/o Rochester Main Street, Fiscal Agent  
18 South Main Street, Suite 2B  
Rochester, NH 03867

Dear Mr. Gilbert,

It is with great pleasure that I write this letter of recommendation for the Glen Group, a public relations/marketing firm whom I hold in high regard.

In my previous position as Communications and Legislative Director for the New Hampshire Division of Economic Development, I worked with the Glen Group over the course of 10 years and was consistently impressed with their professionalism, hard work and creativity.

Amongst the projects undertaken by the Glen Group were a complete rebranding of our Business Resource Center (including a historic name change), development of collateral material, strategic counseling, and development of ad campaigns. Each of these projects was a truly collaborative process and I always considered the Glen Group a valued member of our team. They care about their work and explore issues from all sides, ensuring that the brand carries through every aspect of an organization's marketing efforts.

To say that this firm comes with my highest recommendation would be an understatement. If you would like to discuss further, please feel free to give me a call at (603) 644-3158.

Sincerely,

A handwritten signature in cursive script that reads "Steve Boucher".

Steve Boucher  
Director of Marketing and Communications





June 9, 2012

Nancy Clark, CEO and Owner  
Glenn Group  
170 Kearsarge Street  
North Conway, NH

Re: City of Rochester New Hampshire - RFP for Branding and Marketing

Hi Nancy,

It's a pleasure to provide an unconditional recommendation for you and the Glenn Group to provide branding services for the City of Rochester, New Hampshire.

As background, from 1998 to 2006, I served as the state of New Hampshire's Economic Development Director, a position that was responsible for the state's branding in both business recruitment and retention. We were fortunate to have selected Glen Group as our Marketing Contractor after a statewide bid process for several of those years, reporting to me but working through three distinct – and very different – operations: International Trade, Business Resources Center, and Workforce Development. Additionally, we successfully worked to ensure that these efforts were coordinated with those of those in the state for Tourism and Conference Attraction. We also launched the very-successful web-site NHeconomy.com, as well as linked site NHmanufacturing.com, and others.

After reading the RFP and its Scope of Work, it is *exactly* the type of challenge you faced so well when you helped us rediscover “*Why New Hampshire*”, and the re-branding of the state to meet new expectations and market realities. Your good and collaborative work resulted in several recognitions (three times “best state”), positive local attention (complimentary articles in business journals and Union

Leader), and –most importantly – results from both internal and external job-investing sources.

A brand needs to be credible, attractive and real; reflecting what makes “us” unique. That is what we ended up with your help. But as importantly was the inclusive – and creative – discussion, brain-storming, and listening sessions you orchestrated so well. Everyone owned this new brand.

This creative work was accomplished during times of budget changes – mostly cuts – and economic and political swings. Our internal turf battles were of legend. And everyone wanted things their way. Through the whole successful process you and your colleagues at Glen Group remained professional, focused, and positive.

The Rochester economic development team has successfully worked over the past several years to build up their market presence and acceptance, and the results show. This community is poised to reach the next level. My hope for you - and as a big fan of Rochester – is that they are fortunate enough to team up with Glen Group, as was I.

If I can answer any anyone’s questions, please contact me directly, in confidence if that is helpful.

*Best wishes,*

*Stu*

Stuart T. Arnett

Economy Developer

[www.ArnettDevelopmentGroup.com](http://www.ArnettDevelopmentGroup.com)

[www.BetterFutureAlliance.com](http://www.BetterFutureAlliance.com)



## Examples of Our Work

### 1. Gore Mountain Region, New York

The Gore Mountain/Town of Johnsbury Chamber of Commerce hired Glen Group to provide brand development assistance; specifically Glen Group was charged with

- identifying the features, advantages and benefits of the Gore/Johnsbury area.
- the development of a quality brand for the community and area.
- teaching individual businesses how to use the brand in their own marketing.
- developing a community-wide resort marketing program.

Sensitive to the economic constraints of a community-based initiative to be paid for by public funds, Glen Group suggested a phased approach to this project, with phases implemented as budget allowed.

- The first phase focused primarily on research. Glen Group sought out available research on the current brand identity/identities of the Gore Mountain Region—including Johnsbury, Chester, Minerva, Blue Mountain, Blue Mountain Lake, North Creek, Indian Lake and Gore Mountain—as well as visitor patterns to the region.
- The firm then gathered information through a series of focus groups made up of stakeholders—representatives from the Chamber, business owners and/or staff members from local tourism businesses, developers and others—as recommended by the Chamber.

In the second phase, Glen Group developed

- a **brand brief** that describes the brand promise, brand personality and attributes, target market, and needs to communicate to this market. *We found that what the Gore Region offers is the authentic Adirondacks experience, outstanding recreation and relaxation in an unspoiled mountain setting of great natural scenic beauty. The experience is genuine, active, accessible, and often brings back memories of childhood, which is when many people are introduced to the region.*
- a **logo** and **positioning tagline**.
- a **brand guide** that includes formal written guidelines detailing how the branding is to be presented in media and in other usages.

We also presented a branding workshop to Gore Mountain Region businesses so they would know how to incorporate the region's new branding into their own marketing efforts.

#### ANATOMY OF A LOGO:

*The mountains—the Adirondacks—dominate the image. The snow-capped mountain evokes Mt. Marcy and the start of the Hudson River, as well as Gore ski area.*

*The colors evoke nature.*

*The casual font implies fun and a casual brand.*



*Water is an important element in the overall brand. This shows the stream opening out into a larger body of water that's representative of the region's flatwater lakes and ponds.*

*The kayaker is symbolic of the outdoor recreational activities enjoyed in the area.*

*This tagline makes a strong connection with the region as a whole. It connotes an unspoiled and unique area.*





(Left) A concept for seasonal banners to be used in village areas in the Gore Mountain Region. (Below) A poster displayed on shuttle buses to promote a local festival.



## 2. Main Street Oneonta, New York

Glen Group started by reviewing the research that the economic development agency had previously commissioned, as well as data on visitor patterns to the area. We then undertook further research with several trips to Oneonta where we gained valuable insights by conducting a series of focus groups designed to find out how Oneonta businesspeople, residents and community leaders felt about their community. Specifically we were able to ascertain

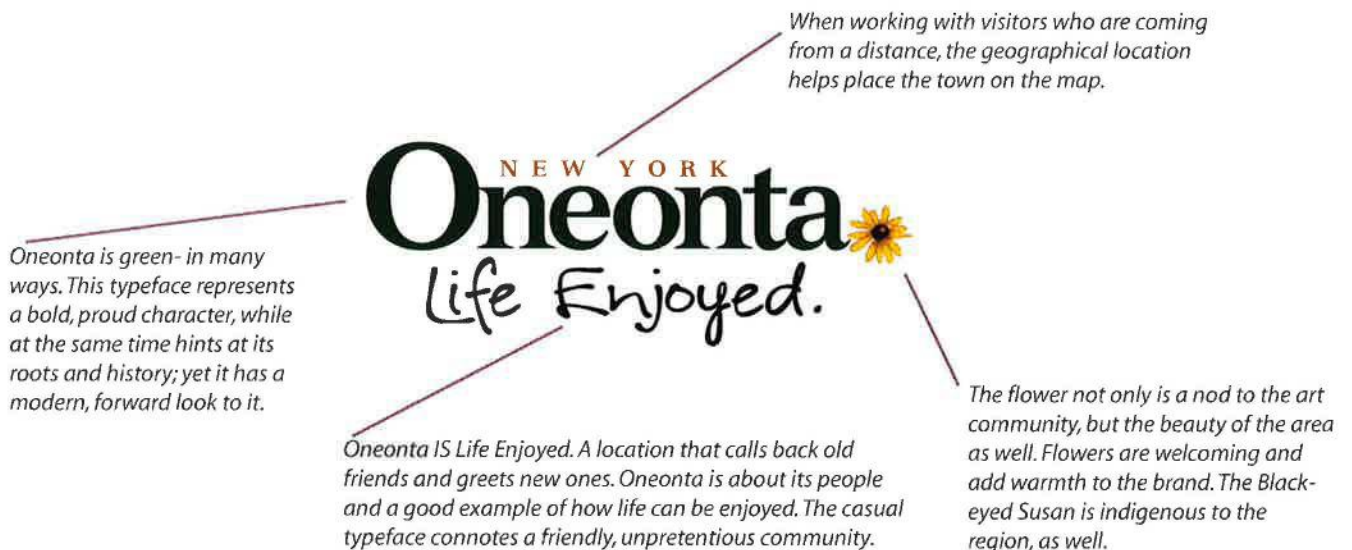
- how the region was perceived.
- the region's unique qualities and differential.
- its assets.
- how the region could be positioned to take advantage of its strengths and opportunities.

We found that Oneonta isn't so much a place, as it is a feeling. Those who know Oneonta love Oneonta because Oneonta offers the opportunity to enjoy life on every level, in every way. Qualities associated with the Oneonta brand included community, friendly, vibrant, warm, unexpected, a sense of balance, intellectually diverse, interesting, complete, genuine, authentic, easy, connected, simple, earthy, family, friendly, historic, arts and music.

The results of those focus groups and the earlier research enabled us to develop the Oneonta brand.

When the new **branding** was presented to the mayor, economic development agency and various key stakeholders, we received their enthusiastic approval. We then presented the branding to the community at a **special brand launch event** held in an historic theater that's in downtown Oneonta. At the event, we provided businesses with a **brand book** that showed how they could incorporate the branding into their own advertising, as well as examples of how the branding could be used to promote Oneonta through collateral and print advertising, banners, and outdoor advertising.

### ANATOMY OF A LOGO:







Above: Main Street Oneonta's website at [www.mainstreetoneonta.com](http://www.mainstreetoneonta.com).  
Concepts for in-town banners (left) and a billboard (below).





### 3. Chittenden County RPC, Vermont

When Vermont's Chittenden County Regional Planning Commission (CCRPC) and the Chittenden County Metropolitan Planning Organization (CCMPO) merged, they contracted with us to develop a brand for the new organization.

Comprised of 19 municipal commissioners, and five at-large commissioners (representing Agriculture, Conservation/Environment, Socio-Economic/Housing, and Transportation), the new organization was charged with promoting the mutual cooperation of its 19 member municipalities, facilitating the appropriate development and preservation of the physical and human resources in Chittenden County, and overseeing the transportation investments in the county.

Our role: We took the Marketing & Branding Committee, the newly formed Chittenden County Regional Planning Commission (CCRPC) Board of Directors and other stakeholders through our unique branding process to determine the unique qualities and differential the new organization has, its assets, how they want the new organization perceived in the market, and how it should be positioned to take advantage of its strengths and opportunities.

We developed the **brand positioning** and the **brand launch strategy** that includes marketing, advertising and social media; prepared a **brand book /graphic standards manual** to ensure the logo and branding will be correctly utilized; and designed a website landing page that includes the new branding.

#### ANATOMY OF A LOGO:



## Resumes

### Nancy Clark

PO Box 797, Intervale, NH 03845

603-356-9885 • cell 603-398-9139 • nancy@glengroup.com

### EXPERIENCE

- **1996–Present: President/Owner, Glen Group Inc.,** North Conway, NH. Formerly a client of Glen Group, she knows what makes client-agency relationships work, while her expertise in strategic planning, branding, and the development of marketing and communications strategies makes her an invaluable resource for our clients. Current responsibilities:
  - Overall management of Glen Group, including financial planning, account supervision, project management and new business development.
  - Direct strategic and tactical planning efforts for agency clients, with a specialization in market segmentation and brand development as it relates to overall organizational vision, core competencies and goals.

*Relevant clients:* New Hampshire Division of Economic Development, Gore Mountain Region, Chittenden Valley RPC, Oneonta NY, Cannon/Franconia Notch State Park, New Hampshire Department of Health & Human Services, NH Public Health Association, Pearl Izumi.
- **1985–1996: Vice President, Marketing, Attitash Ski Resort,** Bartlett, NH. Responsible for the departments of Marketing and Sales, Central Reservations, Rental and Retail Operations, Guest Services, Ticket Sales, and Summer Special Events. Also a member of the three-person Senior Management team responsible for the year-round operation of the entire resort.

### PROFESSIONAL & COMMUNITY INVOLVEMENT

- **Shooting Star Fund,** North Conway, NH. Board of Directors, 2012.
- **Mt. Washington Valley Economic Council,** North Conway, NH. Past president; Board of Directors, 2004–present.
- **New Hampshire Business & Industry Association,** Concord, NH. Board of Directors, 2008–present.
- **Leadership New Hampshire,** 1996.
- **University Of New Hampshire, Durham.** Contract Professor, Tourism Marketing, Fall 1996.

### PROFESSIONAL HONORS

- Featured in *New Hampshire Magazine* as one of the top five women in advertising in New Hampshire, May 2009.
- Glen Group named “The Best Small Agency With Big Ideas” by *New Hampshire Magazine*, 2008.
- Glen Group named Business of the Year for 2002 by the Mt. Washington Valley Chamber of Commerce.
- Named Mt. Washington Valley’s Young Career Woman of the Year in 1987.

### EDUCATION

- Long Island University/C.W. Post Campus, Brookville, NY. B.A. Communications/Journalism.

**Bruce Luetters**

West Side Road, North Conway, NH 03860  
603-387-9105 • bruce@glengroup.com

**EXPERIENCE**

- **1998–Present: Art Director, Glen Group Inc.,** North Conway, NH. Current responsibilities:
  - All aspects of printed media and collateral including: production, design and concept.
  - Designer for new media, including coordination of web design with web development team.
  - Social media: implementing and consulting on web-based and mobile solutions.
  - Specialties include: iphoneography, branding and logo design.
  - Involved in concept development, product and business launches.

*Relevant clients:* Pearl Izumi, Gore Mountain Region, Chittenden Valley RPC, Oneonta NY, Woodlands Credit Union, Globe Manufacturing, White Mountain Aquatic Foundation, NH Division of Economic Development, NH Division of Parks & Recreation/Conservation License Plate.
- **1997–1998: Art Director, Attitash Ski Resort,** Bartlett, NH. Responsible for all aspects of printed media, as well as Web site development.
- **1996–1997: Owner/Designer, 3Sixty Design,** freelance design business, N. Conway, NH. Specialized in traditional print media along with emphasis on Internet image design, Internet imaging and all aspects of Web graphic design.
- **1987–1996: Graphic designer & Art Director, Express Graphics,** N. Conway, NH. Responsibilities included: All phases of graphic design for a print/design shop. Pre-press mechanicals and logo design to catalog and 4-color brochure design. Responsible for all forms of in-house marketing. Implemented system setup/maintenance with client filing system and back-ups.
- **1985–1987: Art Director, Independent-Granite State Publishing Co.,** Ctr. Ossipee, NH. Complete concept design for all printed media.
- **1982–1983: Assistant to Art Director, The Young Advertising Agency,** Concord, NH. Responsible for: mechanical art, brochure map design and billboard design.

**EDUCATION**

- GEL Conference: Short for "Good Experience Live," Gel explores good experience in all its forms—in business, art, society, technology, and life.
- AIGA Conference. The largest design conference in the world.
- HOW Conference. The creativity, business and technology conference for graphic designers.
- The Design Conference That Just Happens To Be In Park City.
- New England College, Henniker, NH. B.A. Visual Arts.



**Kristopher Mariani**

468 Upper Ridge Road, Bridgton, ME 04009

207-632-3046 • kris@glengroup.com

**EXPERIENCE**

- **1998–Present: Art Director, Glen Group Inc.,** North Conway, NH. Current responsibilities:
  - Concepting and design of integrated marketing campaigns including ad campaigns, print materials, websites and brand identity packages. Print materials include magazines, collateral, direct mail and advertising campaigns. Trade show booth design.
  - Art direction of photography and photography.
  - Specialties include: branding and innovative marketing solutions.

*Relevant clients:* Carlisle Wide Plank Floors, Bridleway USA, Cannon/Franconia Notch State Park, NH Division of Economic Development/NH Business Resource Center, Starting Point.
- **1997–1998: Project Assistant/Production Designer, Brown & Company,** Portsmouth, NH. Started as an intern. Progressed to be responsible for production of print materials and in-house photography. Assisted senior designers. Involved in concepting and team project development.

**EDUCATION**

- AIGA Conference. The largest design conference in the world.
- HOW Conference. The creativity, business and technology conference for graphic designers.
- The Design Conference That Just Happens To Be In Park City, 2003.
- Wheaton College, Norton, MA. B.A. Studio Art

**Donna Stuart**

33A Sands Circle, Center Conway NH 03813  
603-447-5631 • donna@glengroup.com

**EXPERIENCE**

- **1983–Present: Glen Group Inc.,** North Conway, NH. Current responsibilities:
  - Copywriter: Conceptualizes and develops materials for publications, print, radio, websites and online advertising; direct mail; newspaper and magazine articles; press releases; research; branding.
  - Editor of publications: Has overseen all Glen Group publications including SkiNH (1983-2010), *Bar Harbor Visitors Guide*, *Trees of Maine*, and others.
  - Strategic planning for client accounts.
  - Search engine marketing—develops, implements and manages regional, national and international pay-per-click campaigns, primarily on Google and Facebook. Also online advertising and website statistical analysis and reports.
  - Website documentation and client training in the use of their website's content management system.
  - Also involved in new business development.
- Relevant clients:* NH Division of Economic Development, Pearl Izumi, Shires Equestrian Products USA, Bridleway USA, Gore Mountain Region, Southern NH Planning/General John Stark Scenic Byway, Spaulding Youth Center.
- **Ongoing: Freelance writer.** Regular contributor to *Portland Magazine*, the city magazine of Portland, Maine.

**COMMUNITY INVOLVEMENT**

- Instructor, Taoist Tai Chi Society USA, 2002–present. Also board member of the New England branch (1995–present, current board president), and member of the Northeast Regional Management Committee (2005–present).

**EDUCATION**

- Bates College, Lewiston, ME. B.A. English.

**Stacey Burke**

33A Sands Circle, Center Conway NH 03813  
603-447-5631 • donna@glengroup.com

**EXPERIENCE**

- **2011–Present: Glen Group Inc.,** North Conway, NH. Current responsibilities:
  - Project management: coordination of all in-house projects including liaison with subcontractors (media, printers, photographers and others),  
*Relevant clients:* Globe Manufacturing, Cannon Mountain/Franconia Notch State Park. Woodlands Credit Union, CooperCargillChant, Settlers Green
- **2002-2005: Settlers' Green,** North Conway, NH. Assistant Manager at Tommy Hilfiger Outlet, and sales associate, assistance manager/merchandising manager at Banana Republic Outlet.
- **1999-2002: Monster.com,** Maynard, MA.
  - Assistance Product Manager: Conducted research and prepared reports and presentations for ChiefMonster. Monster Talent Market/Temporary, Contract, and Project, and Global Gateway.
  - Field Member Services Representative: Processed and billed orders; assisted customers on a daily basis; conducted on-site demonstrations; and attended trade shows.
  - Voluntary Marketing Promotions Street Team
  - Telesales Member Services Representative: Processed and billed orders; assisted customers on a daily basis; technical problem solving

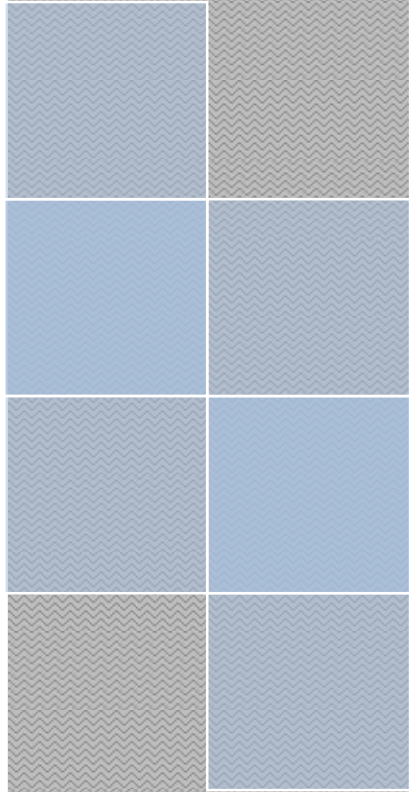
**EDUCATION**

- Dean College, Franklin, MA. AA in Accounting.



## February Department Reports

- Assessing P. 59
- City Clerk's Office P. 61
- Department of Building, Zoning, and Licensing Services P. 63
- Economic Development Department P. 69
- Finance Department P. 75
- Fire Department P. 103
- Library P. 125
- Planning Department P. 127
- Police Department P. 133
- Public Works Department P. 139
- Recreation and Arena P. 143
- Tax Collector P. 145
- Welfare P. 147



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

03/13/14

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

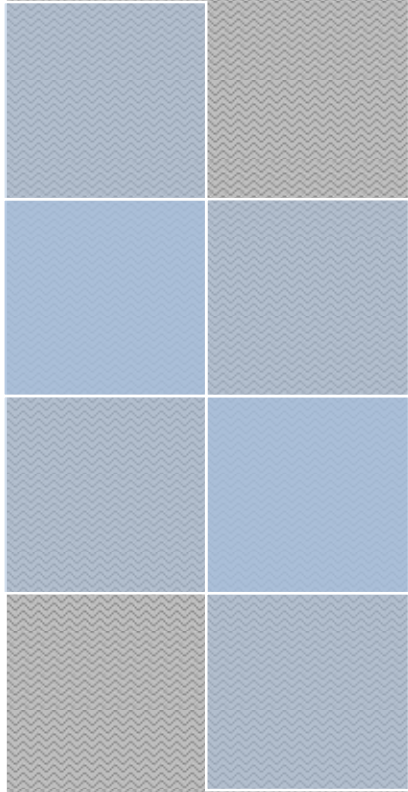
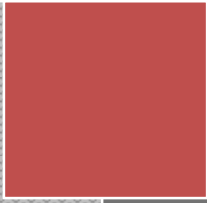
March 11, 2014

To: City Manager/Council  
From: Thomas Mullin, Assessor  
Subject: February Council Report

Revenue Received/Collection Warrants issued:

Land Use Change Tax	\$ 4,500.00
Timber Tax	\$ 2,548.85
Property Records, Maps & Copies	\$ 56.10

- This month we welcomed a new member of our team. Leona Alameda a lifelong Rochester resident will be manning the assessing counter and her pleasant voice will greet the citizens that come to the office. She comes to the city with twenty-two years of customer service experience.
- Approaching the numerous statutory deadlines in April, the office is busy verifying income and assets of those with exemptions, accepting new applications from veterans, reviewing the status of religious, charitable and educational properties, closing out building permits and performing daily duties.
- Nancy Miller and Tom Mullin attended a one day seminar on eminent domain appraisals taught by the George Lemay, the senior appraiser for the Department of Transportation.
- Please visit the Assessing Web site at [www.rochesternh.net](http://www.rochesternh.net) to review our revised format. Everything pertaining to assessing in three clicks of the mouse.



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City Clerk's Office  
 City Hall - First Floor  
 31 Wakefield Street, Room 105  
 ROCHESTER, NEW HAMPSHIRE 03867-1917  
 (603) 332-2130 - Fax (603) 509-1915  
 Web Site: <http://www.rochesternh.net>

Clerk of the Council  
 Elections  
 Vital Records  
 Dog Licensing  
 Notary Public Services

## City Clerk's Report

2014

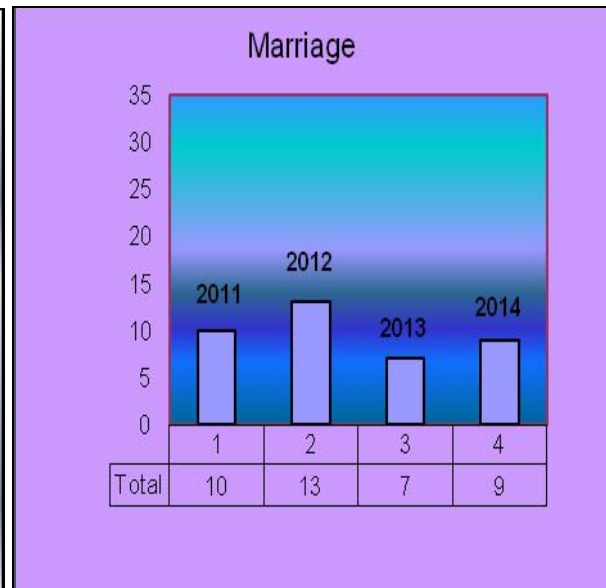
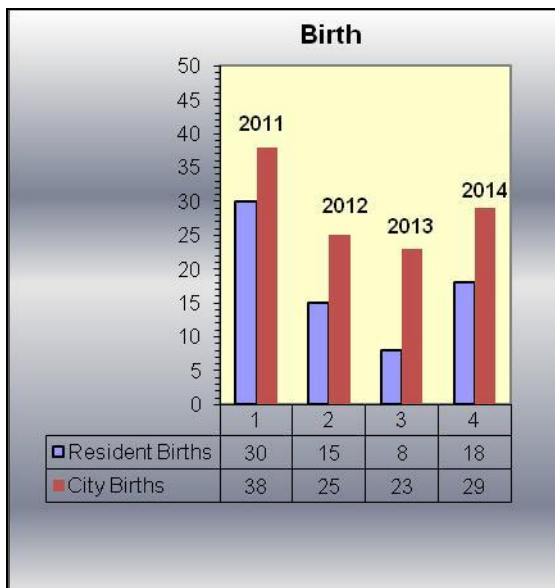
March 13, 2014

### Vital Statistics

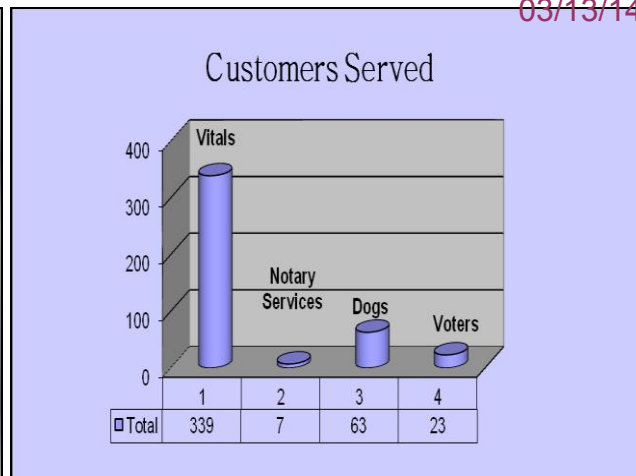
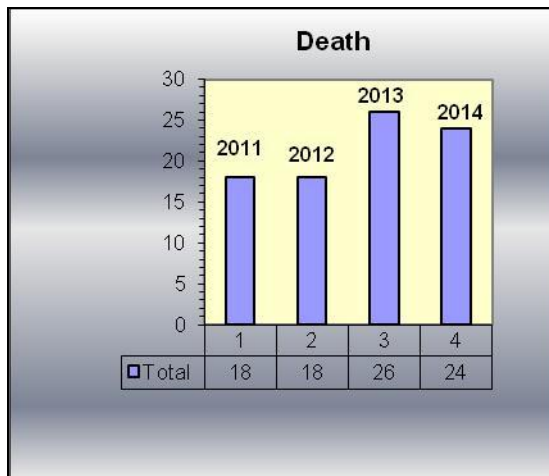
The City Clerk's staff issued 185 initial copies of vital records, 145 subsequent copies of vital records, and 9 marriage licenses in February. The New Hampshire Division of Vital Records Administration generated the following report of statistics for the City of Rochester. There were 29 babies born in Rochester during the month of February, 18 of which were of Rochester residents. A total of 24 deaths occurred in Rochester during the month of February.

#### Revenue – Vital Records/Marriage Licenses

	State	City
Initial/Subsequent copies	\$2,205	\$2,020
Marriage Licenses	\$ 342	\$ 63
	\$2,547	\$2,083







## Dog Licensing

The City Clerk's office licensed 63 dogs during the month of February.

## Elections

### Voter registration summary by party as of February 28, 2014:

	<u>Democrats</u>	<u>Republicans</u>	<u>Undeclared</u>	<u>Total</u>
<u>Ward 1</u>	913	927	1,241	3,081
<u>Ward 2</u>	885	976	1,309	3,170
<u>Ward 3</u>	931	1,009	1,219	3,159
<u>Ward 4</u>	785	714	1,301	2,800
<u>Ward 5</u>	794	869	1,354	3,017
<u>Ward 6</u>	882	663	1,177	2,722
	5,190	5,158	7,601	17,949

Respectfully submitted,

*Marcia Roddy*

Marcia Roddy  
Deputy City Clerk

## End of Month Council Report

**To the Honorable Mayor and City Council of the City of Rochester, the following is a summary of the revenue collected and the activities performed by the Department of Building, Zoning and Licensing Services for the month of February 2014 with fiscal Year to Date**

### Department Revenue

	Current Month		Year to Date		Projected Revenue
Food Establishments	\$	690.00	\$	16,242.50	\$ 29,000.00
Taxi Service Permits	\$	10.00	\$	740.00	\$ 700.00
Amusement License	\$	0.00	\$	1,940.00	\$ 4,000.00
Building Permits	\$	13,817.00	\$	172,582.02	\$ 225,000.00
Hawkers & Peddlers	\$	0.00	\$	225.00	\$ 500.00
Second Hand Dealer	\$	0.00	\$	1,450.00	\$ 1,000.00
Pawnbroker License	\$	0.00	\$	200.00	\$ 100.00
Junk Yard & MVJY	\$	0.00	\$	0.00	\$ 175.00
Misc. Permits and Fees	\$	452.00	\$	562.40	\$ 100.00
<hr/>					
<b>GROSS REVENUE</b>	\$	14,969.00	\$	193,941.92	\$ 260,575.00
Fees Refunded	\$	0.00	\$	0.00	
Fees Waived – Veteran	\$	0.00	\$	2,784.00	
Fees Waived - Municipal	\$	0.00	\$	741.00	
<hr/>					
Total	\$	0.00	\$	3,525.00	
<hr/>					
<b>NET REVENUE</b>	\$	14,969.00	\$	190,416.92	

## Department Activities

03/13/14

Permits :		Licenses :		Actions:	
Foundation Only	1	Second Hand Dealer	0	Building Final	6
Building Permit	16	Junk Dealer	0	Demo	0
Demolition Permit	0	Motor Vehicle Junk Yard	0	Electric Final	6
Sign Permit	3	Pawn Broker	0	Electric Rough	12
Plumbing Permit	11	Taxi - Owner	0	Electrical Underground	0
Electrical Permit	18	Taxi - Driver	1	Foundation	2
Mechanical Permit	22	Taxi - Vehicle	0	Framing	12
Pool Permit	0	Health	0	Gas Line	13
Fire Alarm/Sprinkler		Mechanical Devices	0	Health Inspection	28
		Day Care	0	Insulation	7
		Temporary Food	4	Mechanical Final	5
		Video Games	0	Mechanical Rough	1
		Movie Theater	0	Perm Service	1
		Pool Table	0	Plumbing Final	5
		Hawkers & Peddlers	0	Plumbing Rough	11
		Mobile Home Parks	0	Plumbing Underground	0
		Food Establishments	5	Pool Bonding	0
				Pool Final	0
				Re-Bar	1
				Service & Service Upgrade	5
				Sheetrock	3
				Slab	0
				Temp Service	2
				Walk Through	0
				Violation	6

# Building Permit Detail

03/13/14

New Permits	Month: February 2014		Fiscal Year to Date	
	Permits Issued	Estimated Construction Value	Permits Issued	Estimated Construction Value
Sign	2	\$ 6,165	33	\$ 251,046
Plumbing	11	34,000	123	\$ 597,530
Electrical	17	\$ 117,675	259	\$ 1,982,720
Mechanical	22	\$ 143,674	354	\$ 1,632,542
Fire				
Alarm	2	\$ 8,180	16	\$ 432,640
Protection	5	\$ 21,247	28	\$ 306,628
Foundation Only	1	\$ 10,300	31	\$ 164,390
Building Permit				
Multi-category	0	\$ 0.00	5	\$ 13,144
New Home	0	0.00	30	\$ 2,984,526
Addition Non Res	0	\$ 0.00	2	\$ 42,000
Alteration Non Res	5	\$ 564,637	26	\$ 2,546,938
Repair / Replace Non Res	0	\$ .000	9	\$ 208,255
Footing	0	\$ 0.00	3	\$ 0.00
Pool	0	\$ 0.00	2	\$ 6,600
Garage	0	\$ 0.00	17	\$ 501,950
Other	1	\$ 1,852	35	\$ 161,242
Demo	0	\$ 0.00	1	\$ 4,900
Shed	0	\$ 0.00	22	\$ 89,858
Addition Res	0	\$ 0.00	14	\$ 130,861
Alteration Res	3	\$ 32,500	53	\$ 539,992
Repair / Replace Res	4	\$ 12,070	137	\$ 1,210,335
Condo	0	\$ 0.00	0	\$ 0.00
Apartment	0	\$ 0.00	3	\$ 1,788,000
Mobile Home	1	\$ 75,000	13	\$ 928,182
Building Non Res	0	\$ 0.00	2	\$ 713,000
<b>Total New Permit</b>	<b>75</b>	<b>\$ 1,027,300</b>	<b>1,219</b>	<b>\$ 17,237,279</b>
Permit Renewals	1	\$ 500	19	\$ 31,111
Demolition	0	\$ 0.00	16	\$ 67,900
<b>Total Permits Issued</b>	<b>76</b>	<b>\$ 1,026,800</b>	<b>1,254</b>	<b>\$ 17,138,268</b>

Respectfully Submitted,



James Grant

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



**CODE VIOLATION TYPE & OCCURRENCES****Month of: February 2014****Code Compliance Deficiencies**

---

There are up to four steps of actions being used to deal with complaints/ violations: The first being verbal contact. The next method is a written notice of violation. This consists of a notice that is mailed first class as well as certified mail giving the property owner or violator a detailed description of the deficiencies and a date to make the appropriate corrections. The requested date depends on the time that is considered reasonable for the requested action that needs corrected, for instance, a minor repair to a fence may warrant a couple of days, while replacing an entire fence may require a few weeks. If there has been no contact made by the recipient of the notice, a follow up inspection is then made. If the violation(s) still exist, a second notice of violation is mailed with a new correction date on it. This process is then followed through again with a final notice. If the violation has still not been corrected after these notices, the paper work is turned over to Attorney Grossman for legal/court action to be taken. If the violation was a time sensitive issue, such as trash piling up, we would skip the second notice and go straight to a final notice to help expedite the process.

**RUBBISH & GARBAGE:**

- Five recent in Ward 6.
  - \* four were resolved and closed
  - \* One remain open and pending

**INTERIOR VIOLATIONS:**

- One recent in Ward 2. Resolved and closed
  - \*One recent in Ward 5. Resolved and closed
- One recent in Ward 5. Resolved and closed
- Four recent in Ward 6. Resolved and closed

**EXTERIOR VIOLATIONS:**

- One recent in Ward 1. Resolved and closed
- One recent in Ward 3. Open and pending
- One recent in Ward 5. Resolved and closed
- Four recent in Ward 6.
  - \* Two were resolved and closed
  - \* Three remain open and pending

**VEHICLE VIOLATIONS:**

- Two recent in Ward 1. Both resolved and closed
- One recent in Ward 6. Open and pending

**SIGNS:**

- Three recent in Ward 6. Resolved and closed
- Two in Ward 1. Resolved and closed

**SITE PLAN/ZONING VIOLATIONS:**

- One recent in Ward 3. Resolved and closed
- One recent in Ward 1. Resolved and closed



03/13/14

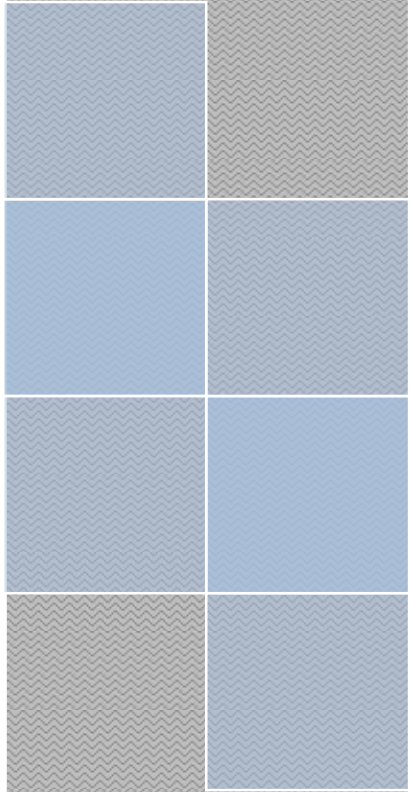
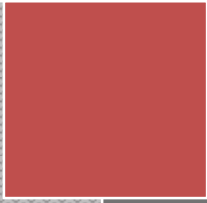
**City of Rochester, New Hampshire**  
**Department of Building, Zoning and Licensing**  
**Services**

**31 Wakefield Street \* Rochester, NH 03867**  
**(603) 332-3508 \* Fax (603) 509-1912**

February 2014

**APPLICATIONS REVIEWED BY THE ZONING BOARD**

There were no cases to report for the month of February



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## Economic Development Department Management Report for February 2014

Mary Ellen Humphrey

Economic Development Specialist

### Entrepreneurial Program Activity & Strategic Development

Efforts are well underway for this year's second STARTUP competition. Funds have been raised and in-kind contributions bringing the mix of cash and prizes at a \$25,000 value. This year's event will take place once again at 36 Industrial Way, thanks to Riley Enterprises. Learning from our first start up event last year, the team has organized, improved the prizes, added a student category, and plans a special reception for the applicants and judges prior to the event. Watch for more information.

### Technical Review Process

TRG reviewed the East Rochester elementary School plans. The Granite Ridge Development known as the Granite Ridge Marketplace came in for our first discussion with city staff. The proposed project includes the development of 30,000 SF of multi-use commercial space, associated parking, landscaping, utilities, storm water drainage systems, and a new frontage road as outlined in the City of Rochester Master Plan.

Individuals were counseled on their particular pre-process needs, such as finding a suitable location and initiating a Letter of Intent or other application procedure. Realtors also interacted with staff to promote their commercial and industrial listings which are available on ThinkRochester.biz.

### Business Retention & Expansion

Staff worked with the Chamber of Commerce to help Lydall with their big announcement in March (see attached invitation). Lydall employs 125 people with expansion plans. Recently they acquired five more plants nationwide adding to the other four international plants they already operate with headquarters here in Rochester. This is another big promotional event, not only benefiting Lydall as a company, but also Rochester as a good place to locate manufacturing businesses.

We toured the Creteau Training Center in conjunction with BIZ-ED Connect, an effort to bring students and businesses together for internships and apprenticeships. This is a tri-city collaboration with Dover and Somersworth, making even more sense with the three technical centers that already share classes with students from each area. Rochester students attend Dover or Somersworth for those classes not available at the Creteau Center, and vice-versa.

Post the January manufacturing exchange, we have been visiting the local manufacturers to better design this event to meet their specific needs. It also offers the opportunity to ascertain expansion and retention activities for the economic development department.

### Community Marketing

In addition to CIBOR, the Commercial Investment Board of Realtors, monthly marketing event at Pease, staff continued with a number of monthly activities including chamber and Main Street meetings and events. Mary Ellen also helped with the Chamber Showcase, manning the government affairs table, and attending the Lunch & Learn.

### Other

Main Street held their Annual Event, with Economic Development staff there for support. Much has been done and much is going on, and our office participate and collaborates with both Main Street and the Chamber. A good example is the upcoming Munch Madness restaurant promotion.

The monthly Business Round Table had some interesting discussion. See attached recap. All are welcome. Next one is March 18 at 7:30 AM at City Hall.



## February Business Round Table

### Discussion Recap

February 18, 2014, City Hall, Rochester NH.

#### Action Items:

- \* Have a Buxton Information presentation at a city council meeting so people can see how this information translates into value.
- \* Let people know about the Job Fair April 15th at the Community Center for 14-20 year-olds.
- \* Employee Recruitment - Student Internships, Apprentices, etc....how can we facilitate?
- \* Replace the Trash Receptacles downtown.
- \* Students make school video promoting how great the Rochester educational systems is working.

Bob Gates asked how are these Business Round Tables actually making a difference? An interesting discussion followed and many agreed that since the city began these meetings, communication has improved both ways. The business community has a forum to voice their ideas and concerns, and the city has the opportunity to interact with the businesses. But more than that, new ideas have come out and people are becoming more aware and informed of the economic activities going on in the city.

The Buxton Report was discussed and the idea of having a presentation, perhaps videotaped so it can be shared with local businesses, on how to use this information, to identify potential customers, potential businesses, and purchase appropriate inventory, provide needed services, etc. The city council wants to see the benefits of this investment.

Munch Madness is a joint restaurant promotion with the Main Street Program, the Chamber of Commerce, and the city Economic Development department. Each participating restaurant will offer a special during the 3 weeks of the March Madness sports event, with voting on favorites to take place and bragging rights for the winner. Everyone wins, if more people get out and patronize local restaurants.

Folks were encouraged to tour the Creteau Regional Technology Center at Spaulding High School. Dave Robbins is the principal there (see contact information below). Courtney

Ritchings is the student/business coordinator. How can we bring students and businesses together to provide good jobs for the future. Mat Kittridge suggested the high school sponsor a Dean Kamen event, bringing businesses and parents into the equation. The sentiment was that we have these really great educational programs, how can we market that and get the word out? Rod Doherty suggested we do something like the Dover Listens program. We need to change the perception among key people who may be repeating a negative message. Why not have the students at the high school do a video that can air on cable TV, and be linked to the city website, and used to show how great the Rochester school system is providing educational opportunities for local students?

Walter Melville asked about the trash baskets downtown. Apparently vandals have broken them off. Public works may be able to replace them, but it was agreed there needs to be some sort of community watch among the downtown merchants to put a stop to this kind of thing.

**David Robbins**

**CTE Director**

**Richard W. Creteau Regional Technology Center**

**140 Wakefield Street, Rochester, New Hampshire 03867**

**603-332-0757 x2141**

**Fax 603-335-7365**

**[robbins.d@rochesterschools.com](mailto:robbins.d@rochesterschools.com)**

**Next Business Roundtable is scheduled for March 18 at 7:30 AM, City Hall.**

# Rochester's Munch Madness

03/13/14

VOTE for your favorite!

Tournament of Restaurants

**Coming Soon!**

**Vote Opens      Vote Closes**

**March 16 ~ April 7**

**1 Vote per day per IP Address**

**Who will win?**

**Special Thanks for their support in radio promotions on 96.7 and 95.3**



## PARTICIPATING RESTAURANTS

<u>Restaurant</u>	<u>Featured Item</u>	<u>Price</u>
Bella Fresca	Any One Topping, Small Pizza	\$ 4.99
Buffalo Wild Wings	Small Traditional Wings	\$10.19
Clemento's Pizzeria & Brew	13-inch Special White Pizza	\$ 8.99
Domino's Pizza	Medium One Topping Pizza	\$ 4.99
Draught Pick Pub	Buffalo Bleu Burger	\$ 8.50
Fat Tony's Italian Grille	Steamed Mussels	\$10.95
Happy Pappy's Country Store	Loaded Baked Potato	\$ 4.00
Granite Steak & Grill	Filet Tips w/ Choice of Sides	\$13.99
La Corona Mexican Restaurant	Chicken or Steak Fajita Salad	\$ 8.99
Lilac City Grille	LCG House Smoked Hot Pastrami w/side	\$12.99
Mel Flanagan's Irish Pub & Café	"Best" Reuben w/ FF or Onion Rings	\$10.95
Papaya Thai Restaurant	Pad Thai	\$ 8.95
SK's Greenside Grille @ Rochester Country Club	Cheeseburger Sliders	\$ 5.00
Spaulding Steak & Ale	BBQ Chicken Nachos	\$ 8.95
The Dynasty Restaurant	Mon-Fri Luncheon Buffet	\$ 8.50
The Farmer's Kitchen	Eggs Benedict	\$ 7.49
The Garage At The Governor's Inn	The Garage Sampler	\$15.95
The Portable Pantry	Downtown Panini	\$ 7.70 or
	Breakfast Bun	\$ 6.95
The Publick House	Jameson Steak Tips	\$14.95
Windjammers Seafood Restaurant	Haddock Fish & Chips	\$ 7.99

**VOTE ONLINE AT : <https://www.surveymonkey.com/s/2TMNSG> or:**



<http://www.rochesternh.org>



[www.thinkrochester.biz](http://www.thinkrochester.biz)



[www.rochestermainstreet.org](http://www.rochestermainstreet.org)



YOU'RE  
INVITED

*We Request The Pleasure Of  
Your Company At The*

RIBBON CUTTING CEREMONY  
& UNVEILING OF THE  
MINI-MILL

---

DATE: MARCH 14, 2014  
TIME: 10:00 AM - NOON  
LOCATION: 134 CHESTNUT HILL ROAD

RSVP BY MARCH 05 TO [DBEAUDAIN@LYDALL.COM](mailto:DBEAUDAIN@LYDALL.COM)

REFRESHMENTS WILL BE SERVED





# Bring your big idea to Rochester.



03/13/14

*Got a big idea for a new business or product? Bring it to Rochester's 2nd Annual Start-Up competition and you could win a \$10,000 cash prize, plus a package of more than \$7,500 in in-kind services.*

## STARTUP 2014

**The Rochester Business Accelerator**

**DEADLINE TO APPLY:** April 8

**FINALISTS' PITCH AND JUDGING:** May 8 (Public is welcome!)

**APPLICATION + INFO:** [www.thinkrochester.biz](http://www.thinkrochester.biz) • 603-335-7522 • [info@thinkrochester.biz](mailto:info@thinkrochester.biz)

**PRESENTING  
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*New Hampshire's local bank*

**FOUNDING  
SPONSORS:**



**THINK ROCHESTER  
NEW HAMPSHIRE**



03/13/14

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

Rochester, New Hampshire  
 31 Wakefield Street  
 Rochester, NH 03867  
 Tel. (603) 335-7609  
 Fax (603) 335-7589  
[blaine.cox@rochesternh.net](mailto:blaine.cox@rochesternh.net)

To: Finance Committee  
 From: Blaine Cox, Deputy City Manager  
 Date: March 6, 2014  
 Subject: Monthly Financial Report  
 Copied To: City Manager Fitzpatrick

As of the end of February, we are approximately 67% through Fiscal Year 2014.

**REVENUES**

**General Fund Year to Date Revenue Summary:**

DEPARTMENT	ORIGINAL ESTIM REV	ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REV	% COLL
City Clerk	\$ 108,400	\$ -	\$ 108,400	\$ 55,916	\$ 52,484	51.6%
Assessor	\$ 1,000	\$ -	\$ 1,000	\$ 433	\$ 567	43.3%
Business Office	\$ 56,000	\$ -	\$ 56,000	\$ 36,493	\$ 19,507	65.2%
Tax Collector	\$ 26,996,312	\$ -	\$ 26,996,312	\$ 26,510,932	\$ 485,380	98.2%
General Overhead	\$ 4,749,343	\$ 1,606,267	\$ 6,355,610	\$ 4,033,954	\$ 2,321,656	63.5%
Public Bldg	\$ -	\$ -	\$ -	\$ 449	\$ (449)	
Planning	\$ 27,300	\$ -	\$ 27,300	\$ 17,291	\$ 10,009	63.3%
Police	\$ 349,975	\$ -	\$ 349,975	\$ 193,212	\$ 156,763	55.2%
Fire	\$ 24,351	\$ -	\$ 24,351	\$ 6,478	\$ 17,873	26.6%
Dispatch	\$ 62,044	\$ -	\$ 62,044	\$ 34,791	\$ 27,253	56.1%
Bldg, Zoning, License	\$ 260,575	\$ -	\$ 260,575	\$ 190,417	\$ 70,158	73.1%
Public Works	\$ 555,112	\$ -	\$ 555,112	\$ 434,509	\$ 120,603	78.3%
Welfare	\$ 10,000	\$ -	\$ 10,000	\$ 1,424	\$ 8,576	14.2%
Recreation	\$ 138,200	\$ -	\$ 138,200	\$ 124,101	\$ 14,099	89.8%
Library	\$ 17,050	\$ -	\$ 17,050	\$ 8,803	\$ 8,247	51.6%
<b>Totals</b>	<b>\$ 33,355,662</b>	<b>\$ 1,606,267</b>	<b>\$ 34,961,929</b>	<b>\$ 31,649,203</b>	<b>\$ 3,312,726</b>	<b>90.5%</b>

Note: If the Property Tax Revenue is removed from Tax Collector Revenue to show only non-property tax revenue, the General Fund Revenue percentage is at 67.2%.

Enterprise Funds Year to Date Revenue Summary:

ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE	% COLL
\$ 4,923,646	\$ 6,000	\$ 4,929,646	\$ 2,446,892	\$ 2,482,753	49.6%
\$ 6,203,072	\$ 179,661	\$ 6,382,733	\$ 3,385,949	\$ 2,996,784	53.0%
\$ 527,196	\$ -	\$ 527,196	\$ 324,278	\$ 202,918	61.5%

EXPENDITURESGeneral Fund Year to Date Expenditure Summary:

DEPARTMENT	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
Council/Manager	\$ 272,515	\$ (209)	\$ 272,306	\$ 172,422	\$ 3,524	\$ 96,360	64.6%
Econ Dev	\$ 266,802	\$ 1,531	\$ 268,333	\$ 194,482	\$ 4,897	\$ 68,954	74.3%
Information Tech	\$ 356,365	\$ (1,127)	\$ 355,238	\$ 219,708	\$ 6,443	\$ 129,092	63.7%
City Clerk	\$ 258,547	\$ 1,161	\$ 259,708	\$ 162,956	\$ 20,623	\$ 76,130	70.7%
Elections	\$ 31,968	\$ (161)	\$ 31,807	\$ 16,845	\$ 685	\$ 14,267	55.1%
Assessing	\$ 354,797	\$ (89)	\$ 354,708	\$ 242,368	\$ 12,810	\$ 99,530	71.9%
Business Office	\$ 550,099	\$ 540	\$ 550,639	\$ 391,606	\$ 7,249	\$ 151,784	72.4%
Tax Collector	\$ 324,259	\$ (186)	\$ 324,073	\$ 218,557	\$ 990	\$ 104,527	67.7%
General Overhead	\$ 750,011	\$ (57,724)	\$ 692,287	\$ 365,302	\$ 84,521	\$ 242,465	65.0%
Public Buildings	\$ 801,956	\$ 271	\$ 802,227	\$ 533,533	\$ 48,284	\$ 220,409	72.5%
Planning	\$ 351,220	\$ (455)	\$ 350,765	\$ 206,107	\$ 2,815	\$ 141,843	59.6%
Police	\$ 6,635,651	\$ 46,281	\$ 6,681,932	\$ 4,487,035	\$ 92,893	\$ 2,102,004	68.5%
Fire	\$ 4,122,869	\$ (14,013)	\$ 4,108,856	\$ 2,837,050	\$ 74,181	\$ 1,197,625	70.9%
Dispatch	\$ 721,360	\$ 3,446	\$ 724,806	\$ 445,054	\$ 9,103	\$ 270,648	62.7%
Bldg Zoning License	\$ 491,376	\$ (1,161)	\$ 490,215	\$ 338,499	\$ 12,170	\$ 139,546	71.5%
Ambulance	\$ 51,430	\$ -	\$ 51,430	\$ 25,715	\$ 25,715	\$ -	100.0%
Public Works	\$ 2,703,287	\$ 24,682	\$ 2,727,969	\$ 1,844,545	\$ 281,875	\$ 601,549	77.9%
Welfare	\$ 449,080	\$ 150	\$ 449,230	\$ 257,672	\$ 31,472	\$ 160,086	64.4%
Recreation	\$ 686,766	\$ (4,484)	\$ 682,282	\$ 518,633	\$ 11,688	\$ 151,961	77.7%
Library	\$ 1,052,209	\$ (2,452)	\$ 1,049,757	\$ 740,378	\$ 25,110	\$ 284,268	72.9%
County Tax	\$ 5,739,529	\$ -	\$ 5,739,529	\$ 5,781,224	\$ -	\$ (41,695)	100.7%
Debt Service	\$ 4,465,297	\$ -	\$ 4,465,297	\$ 3,942,572	\$ -	\$ 522,725	88.3%
Tax Abatements	\$ 92,256	\$ -	\$ 92,256	\$ 29,808	\$ -	\$ 62,448	32.3%
CIP Trans	\$ 1,826,013	\$ 1,610,267	\$ 3,436,280	\$ 3,436,280	\$ -	\$ -	100.0%
<b>Totals</b>	<b>\$ 33,355,662</b>	<b>\$ 1,606,267</b>	<b>\$ 34,961,929</b>	<b>\$ 27,408,346</b>	<b>\$ 757,057</b>	<b>\$ 6,796,526</b>	<b>80.6%</b>

Notes: If all encumbrances are removed, the YTD Expended for all General Fund Departments is at 78.4% of Revised Budget.

Enterprise Funds Year to Date Expenditure Summary:

FUND	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
Water	\$ 4,923,646	\$ 6,000	\$ 4,929,646	\$ 2,828,312	\$ 164,418	\$ 1,936,915	60.7%
Sewer	\$ 6,203,072	\$ 179,661	\$ 6,382,733	\$ 3,716,038	\$ 109,473	\$ 2,557,222	59.9%
Arena	\$ 527,196	\$ -	\$ 527,196	\$ 333,008	\$ 15,286	\$ 178,902	66.1%

Note: If encumbrances are removed, the YTD Expended is at 57%, 58% and 63% respectively of Revised Budget.



## YEAR-TO-DATE BUDGET REPORT

FOR 2014 08

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
11031 CITY CLERK REVENUE	108,400	0	108,400	56,378.18	52,021.82	52.0%
11051 ASSESSORS REVENUES	1,000	0	1,000	432.95	567.05	43.3%
11061 BUSINESS OFFICE REVENUE	55,000	0	55,000	36,492.96	18,507.04	66.4%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	.00	1,000.00	.0%
11071 TAX COLLECTOR REVENUE	26,996,312	0	26,996,312	26,542,753.89	453,558.11	98.3%
11081 GENERAL OVERHEAD REVENUE	3,422,203	1,606,267	5,028,470	2,711,709.59	2,316,760.51	53.9%
11082 GENERAL OVERHEAD REVENUE	1,327,140	0	1,327,140	1,324,698.05	2,441.95	99.8%
11091 PUBLIC BLDGS REVENUE	0	0	0	449.04	-449.04	100.0%
11101 PLANNING	27,300	0	27,300	17,290.83	10,009.17	63.3%
12011 POLICE CITY REVENUE	349,975	0	349,975	193,212.03	156,762.97	55.2%
12021 FIRE CITY REVENUE	13,351	0	13,351	6,478.31	6,872.69	48.5%
12022 FIRE STATE REVENUE	11,000	0	11,000	.00	11,000.00	.0%
12031 DISPATCH CENTER	62,044	0	62,044	34,790.87	27,253.13	56.1%
12041 CODE ENFORCEMENT REVENUE	260,575	0	260,575	190,416.92	70,158.08	73.1%
13011 PUBLIC WORKS REVENUE	32,000	0	32,000	15,117.56	16,882.44	47.2%
13012 STATE HIGHWAY SUBSIDY	523,112	0	523,112	419,391.76	103,720.24	80.2%
14011 WELFARE REVENUE	10,000	0	10,000	1,423.88	8,576.12	14.2%
14021 RECREATION REVENUE	138,200	0	138,200	124,100.94	14,099.06	89.8%
14031 LIBRARY REVENUE	17,050	0	17,050	9,063.05	7,986.95	53.2%
TOTAL GENERAL FUND	33,355,662	1,606,267	34,961,929	31,684,200.81	3,277,728.29	90.6%

## YEAR-TO-DATE BUDGET REPORT

FOR 2014 08							
ACCOUNTS FOR:	ORIGINAL	ESTIM REV	REVISED	ACTUAL YTD	REMAINING	PCT	
5001 WATER ENTERPRISE FUND	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	COLL	
510001 WATER WORKS REVENUE	4,923,646	6,000	4,929,646	2,446,892.45	2,482,753.24	49.6%	
TOTAL WATER ENTERPRISE FUND	4,923,646	6,000	4,929,646	2,446,892.45	2,482,753.24	49.6%	

## YEAR-TO-DATE BUDGET REPORT

FOR 2014 08

ACCOUNTS FOR: 5002	SEWER ENTERPRISE FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
520001	SEWER WORKS REVENUE	5,801,952	179,661	5,981,613	3,330,453.32	2,651,159.51	55.7%
520002	SEWER WORKS REVENUE	401,120	0	401,120	55,496.00	345,624.00	13.8%
	TOTAL SEWER ENTERPRISE FUND	6,203,072	179,661	6,382,733	3,385,949.32	2,996,783.51	53.0%

## YEAR-TO-DATE BUDGET REPORT

FOR 2014 08

ACCOUNTS FOR: 5003	ARENA ENTERPRISE FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
530001	ARENA REVENUE	527,196	0	527,196	324,278.33	202,917.67	61.5%
	TOTAL ARENA ENTERPRISE FUND	527,196	0	527,196	324,278.33	202,917.67	61.5%

## YEAR-TO-DATE BUDGET REPORT

FOR 2014 08

ACCOUNTS FOR: 1501	CAPITAL PROJECTS GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
150000	CIP REVENUE BONDING	57,303,140	-1,936,311	55,366,828	27,007,610.37	28,359,218.06	48.8%
150001	CIP REVENUE CASH	9,805,612	-252,130	9,553,482	9,566,485.37	-13,002.89	100.1%
150002	CIP REVENUE STATE	3,382,240	411,563	3,793,803	3,456,254.53	337,548.76	91.1%
150003	CIP REVENUE FUND BAL/RET EAR	2,911,245	229,126	3,140,370	3,120,634.05	19,736.44	99.4%
150004	CIP REVENUE DEDICATED REVENUE	2,783,779	10,019	2,793,798	2,865,278.25	-71,480.75	102.6%
150005	CIP REVENUE GRANTS	6,090,329	1,827,074	7,917,403	5,153,890.71	2,763,512.32	65.1%
TOTAL CAPITAL PROJECTS GENERAL FUND		82,276,345	289,340	82,565,685	51,170,153.28	31,395,531.94	62.0%



## YEAR-TO-DATE BUDGET REPORT

FOR 2014 08

ACCOUNTS FOR:	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
5501 CAPITAL PROJECTS WATER FUND						
550101 CIP REVENUE CASH	2,660,772	-579,206	2,081,566	2,407,496.03	-325,929.71	115.7%
550102 CIP REVENUES STATE	290,000	24,500	314,500	314,500.00	.00	100.0%
550103 CIP REVENUE FUND BAL/RET EAR	171,903	0	171,903	171,903.00	.00	100.0%
550104 OTHER REVENUES	30,000	0	30,000	30,000.00	.00	100.0%
550105 WATER CIP REVENUE GRANTS	2,521,100	104,197	2,625,297	10,500.00	2,614,797.00	.4%
TOTAL CAPITAL PROJECTS WATER FUND	5,673,775	-450,509	5,223,266	2,934,399.03	2,288,867.29	56.2%

## YEAR-TO-DATE BUDGET REPORT

FOR 2014 08

ACCOUNTS FOR:	ORIGINAL	ESTIM REV	REVISED	ACTUAL YTD	REMAINING	PCT
5502 CAPITAL PROJECTS SEWER FUND	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	COLL
550201 CIP REVENUE CASH	2,921,662	-551,250	2,370,412	2,716,898.19	-346,485.95	114.6%
550202 CIP REVENUE STATE	390,000	-390,000	0	.00	.00	.0%
550203 CIP REVENUE FUND BAL/RET EAR	583,018	0	583,018	583,018.00	.00	100.0%
550205 CIP REVENUE FUND	2,532,326	303,516	2,835,842	691,303.51	2,144,538.49	24.4%
TOTAL CAPITAL PROJECTS SEWER FUND	6,427,006	-637,734	5,789,272	3,991,219.70	1,798,052.54	68.9%

## YEAR-TO-DATE BUDGET REPORT

FOR 2014 08

ACCOUNTS FOR:	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
5503 CAPITAL PROJECTS ARENA FUND						
550301 CIP REVENUE CASH	35,000	-12,046	22,954	22,954.00	.00	100.0%
550305 CIP REVENUE FUND	64,356	0	64,356	64,356.00	.00	100.0%
TOTAL CAPITAL PROJECTS ARENA FUND	99,356	-12,046	87,310	87,310.00	.00	100.0%

## YEAR-TO-DATE BUDGET REPORT

FOR 2014 08

ACCOUNTS 1000	FOR: GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11000051	CITY MANAGER	272,515	-209	272,306	172,421.65	3,524.10	96,360.40	64.6%
11012351	ECONOMIC DEVELOPMENT	266,802	1,531	268,333	194,481.75	4,897.34	68,953.68	74.3%
11020050	MUNICIPAL INFORMATION SYST	356,365	-1,127	355,238	219,703.44	6,442.95	129,091.52	63.7%
11030051	CITY CLERK	258,547	1,161	259,708	162,955.94	20,622.67	76,129.70	70.7%
11040050	ELECTIONS	31,968	-161	31,807	16,845.25	694.52	14,267.32	55.1%
11050070	ASSESSORS	354,797	-89	354,708	242,367.68	12,810.03	99,530.43	71.9%
11060051	BUSINESS OFFICE	429,136	540	429,676	309,874.66	1,152.88	118,648.15	72.4%
11063151	HUMAN RESOURCES	120,963	0	120,963	81,730.84	6,096.58	33,135.58	72.6%
11070070	TAX COLLECTOR	324,259	-186	324,073	218,556.57	989.96	104,526.86	67.7%
11080050	GENERAL OVERHEAD	750,011	-57,724	692,287	365,301.97	84,520.88	242,464.62	65.0%
11090050	PB CITY WIDE 50	549,610	-6,570	543,041	368,598.16	12,574.78	161,867.56	70.2%
11090051	PB CITY HALL 51	65,614	-5,700	59,914	35,907.23	4,675.37	19,331.40	67.7%
11090052	PB OPERA HOUSE 52	30,498	0	30,498	23,955.89	1,704.95	4,837.16	84.1%
11090053	PB OLD POLICE STATION 53	1,400	-525	875	738.94	100.00	36.06	95.9%
11090054	PB CENTRAL FIRE 54	10,644	6,750	17,394	11,313.61	5,876.00	204.39	98.8%
11090055	PB GONIC FIRE 55	18,754	3,640	22,394	18,895.90	2,652.03	846.07	96.2%
11090056	PB LIBRARY 56	27,534	-1,800	25,734	19,342.77	3,330.54	3,060.69	88.1%
11090057	PB DPW GARAGE 57	11,007	0	11,007	8,289.15	2,320.35	397.50	96.4%
11090059	PB ER FIRE STATION 59	725	0	725	306.77	.00	418.23	42.3%
11090061	PB HISTORICAL MUSEUM 61	5,540	3,875	9,415	6,099.34	780.00	2,535.66	73.1%
11090063	PB HANSON POOL 63	5,005	0	5,005	178.72	280.29	4,545.99	9.2%
11090064	PB GONIC POOL 64	2,880	0	2,880	111.73	92.78	2,675.49	7.1%
11090065	PB EAST ROCHESTER POOL 65	2,825	0	2,825	111.73	92.77	2,620.50	7.2%
11090068	PB GROUNDS 68	4,390	0	4,390	3,283.36	.00	1,106.64	74.8%
11090069	PB DOWNTOWN 69	17,250	0	17,250	7,906.27	4,518.00	4,825.73	72.0%
11090070	PB REVENUE BUILDING 70	20,340	0	20,340	11,318.36	1,824.86	7,196.78	64.6%
11090071	PB PLAYGROUNDS 71	2,500	0	2,500	.00	.00	2,500.00	.0%
11090075	PB NEW POLICE STATION	25,440	600	26,040	17,175.29	7,461.28	1,403.43	94.6%
11102051	PLANNING	351,220	-455	350,765	206,106.70	2,814.67	141,843.21	59.6%
12010053	PD ADMINISTRATIVE SERVICES	1,709,021	62,781	1,771,802	1,209,746.77	92,893.19	469,161.93	73.5%
12012453	PD PATROL SERVICES	4,410,411	0	4,410,411	2,938,821.33	.00	1,471,589.67	66.6%
12012553	PD SUPPORT SERVICES	516,219	-16,500	499,719	338,466.57	.00	161,252.43	67.7%
12020054	FIRE DEPARTMENT	4,064,657	-14,013	4,050,644	2,818,313.75	72,839.59	1,159,490.87	71.4%
12020055	FIRE DEPT 55 GONIC SUBSTAT	27,250	0	27,250	10,147.26	.00	17,102.74	37.2%
12020754	CALL FIRE	30,100	0	30,100	8,518.21	1,341.00	20,240.79	32.8%
12022754	FOREST FIRES	862	0	862	70.98	.00	791.02	8.2%
12030153	DISPATCH CENTER	721,360	3,446	724,806	445,054.36	9,102.83	270,648.48	62.7%
12040051	CODE ENFORCEMENT	491,376	-1,161	490,215	338,498.84	12,170.37	139,546.02	71.5%
12050050	AMBULANCE	51,430	0	51,430	25,715.00	25,715.00	.00	100.0%
13010057	PUBLIC WORKS	1,994,626	-25,318	1,969,308	1,238,200.70	226,030.32	505,076.62	74.4%
13010957	WINTER MAINTENANCE	459,161	50,000	509,161	444,400.82	51,954.36	12,805.82	97.5%
13020050	CITY LIGHTS	249,500	0	249,500	161,943.92	3,890.00	83,666.08	66.5%
14010051	WELFARE	449,080	150	449,230	257,672.06	31,472.24	160,085.78	64.4%
14022072	RECREATION ADMINISTRATION	522,851	-665	522,186	389,401.69	7,228.11	125,556.20	76.0%

## YEAR-TO-DATE BUDGET REPORT

FOR 2014 08

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14022150 RECREATION PLAYGROUNDS/CAM	85,497	-300	85,197	66,093.17	1,849.18	17,254.65	79.7%
14022250 RECREATION POOLS	78,418	-3,519	74,899	63,138.10	2,610.60	9,149.87	87.8%
14030056 LIBRARY	1,052,209	-2,452	1,049,757	740,378.23	25,110.07	284,268.41	72.9%
15000051 COUNTY TAX	5,739,529	0	5,739,529	5,781,224.00	.00	-41,695.00	100.7%
17010051 TRANSFERS/PAYMENTS DEBT SV	4,465,297	0	4,465,297	3,942,572.16	.00	522,724.84	88.3%
17030050 OVERLAY	92,256	0	92,256	29,808.36	.00	62,447.64	32.3%
17040051 TRANSFER TO CAPITAL PROJEC	1,826,013	1,610,267	3,436,280	3,436,280.10	.00	.00	100.0%
TOTAL GENERAL FUND	33,355,662	1,606,267	34,961,929	27,408,346.05	757,057.44	6,796,525.61	80.6%



## YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 5001	WATER ENTERPRISE FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51601057	WATER WORKS EXPENSE	3,894,093	5,579	3,899,672	2,203,510.57	82,325.59	1,613,835.53	58.6%
51601073	WATER TREATMENT PLANT	972,796	421	973,217	589,796.25	82,047.61	301,373.14	69.0%
51601570	WATER REVENUE OFFICE	56,757	0	56,757	35,005.20	45.00	21,706.80	61.8%
TOTAL WATER ENTERPRISE FUND		4,923,646	6,000	4,929,646	2,828,312.02	164,418.20	1,936,915.47	60.7%

## YEAR-TO-DATE BUDGET REPORT

FOR 2014 08

ACCOUNTS FOR: 5002 SEWER ENTERPRISE FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52602057 SEWER WORKS EXPENSE	3,251,079	179,661	3,430,740	2,795,313.74	27,261.98	608,164.11	82.3%
52602074 SEWER TREATMENT PLANT	2,895,217	0	2,895,217	885,716.96	82,165.76	1,927,334.28	33.4%
52602470 SEWER REVENUE OFFICE	56,776	0	56,776	35,007.50	45.00	21,723.50	61.7%
TOTAL SEWER ENTERPRISE FUND	6,203,072	179,661	6,382,733	3,716,038.20	109,472.74	2,557,221.89	59.9%

## YEAR-TO-DATE BUDGET REPORT

FOR 2014 08								
ACCOUNTS FOR: 5003	ARENA ENTERPRISE FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
53603060	ARENA EXPENSE	527,196	0	527,196	333,008.10	15,285.57	178,902.33	66.1%
	TOTAL ARENA ENTERPRISE FUND	527,196	0	527,196	333,008.10	15,285.57	178,902.33	66.1%

## YEAR-TO-DATE BUDGET REPORT

FOR 2014 08

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
1501 CAPITAL PROJECTS GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
15011010 CIP ECONOMIC DEVELOPMENT	845,086	-22,511	822,574	669,361.05	5,825.00	147,388.30	82.1%
15011020 CIP MIS EXPENSE	972,816	-225,000	747,816	603,261.36	31,582.29	112,972.52	84.9%
15011080 TRANSFER TO OTHER FUNDS	1,338,274	0	1,338,274	1,170,198.23	.00	168,075.86	87.4%
15011081 LAND PURCHASES	1,856,880	0	1,856,880	1,298,574.50	.00	558,305.50	69.9%
15011090 CIP PUBLIC BUILDINGS EXPEN	2,363,360	-235,010	2,128,350	1,660,143.72	245,568.05	222,638.52	89.5%
15011100 CIP PLANNING EXPENSE	25,000	0	25,000	.00	.00	25,000.00	.0%
15012010 CIP POLICE EXPENSE	512,005	0	512,005	504,694.49	.00	7,310.51	98.6%
15012020 CIP FIRE EXPENSE	602,300	7,158	609,458	558,753.84	46,334.88	4,369.28	99.3%
15013010 CIP PUBLIC WORKS EXPENSE	34,247,808	781,678	35,029,487	27,352,800.68	2,077,602.67	5,599,083.34	84.0%
15014030 CIP LIBRARY EXPENSE	39,400	0	39,400	25,000.00	.00	14,400.00	63.5%
15019000 CIP SCHOOL EXPENSE BOND	35,626,961	-520,161	35,106,800	21,135,435.47	565,664.89	13,405,700.02	61.8%
15019001 CIP SCHOOL EXPENSE CASH	2,994,758	-213,389	2,781,369	1,791,353.51	9,516.94	980,498.94	64.7%
TOTAL CAPITAL PROJECTS GENERAL FUND	81,424,649	-427,234	80,997,414	56,769,576.85	2,982,094.72	21,245,742.79	73.8%

## YEAR-TO-DATE BUDGET REPORT

FOR 2014 08

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
5501 CAPITAL PROJECTS WATER FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
55016010 CIP WATER EXPENSE	33,110,309	-5,407,760	27,702,549	21,388,077.87	1,877,566.38	4,436,904.61	84.0%
TOTAL CAPITAL PROJECTS WATER FUND	33,110,309	-5,407,760	27,702,549	21,388,077.87	1,877,566.38	4,436,904.61	84.0%



## YEAR-TO-DATE BUDGET REPORT

FOR 2014 08

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
5502 CAPITAL PROJECTS SEWER FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
55026020 CIP SEWER EXPENSE	26,337,410	-1,621,894	24,715,516	15,012,103.17	3,602,864.98	6,100,547.41	75.3%
TOTAL CAPITAL PROJECTS SEWER FUND	26,337,410	-1,621,894	24,715,516	15,012,103.17	3,602,864.98	6,100,547.41	75.3%

## YEAR-TO-DATE BUDGET REPORT

FOR 2014 08								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
5503 CAPITAL PROJECTS ARENA FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
55036030 CIP ARENA EXPENSE	910,000	-57,064	852,936	503,272.80	2,055.00	347,608.30	59.2%	
TOTAL CAPITAL PROJECTS ARENA FUND	910,000	-57,064	852,936	503,272.80	2,055.00	347,608.30	59.2%	

## YEAR-TO-DATE BUDGET REPORT

FOR 2014 08

ACCOUNTS FOR: 6000	COMMUNITY CENTER SP REV FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
600001	COMMUNITY CENTER REVENUE	743,668	0	743,668	582,420.96	161,247.04	78.3%
	TOTAL COMMUNITY CENTER SP REV FUND	743,668	0	743,668	582,420.96	161,247.04	78.3%

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FOR 2014 08

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
6017 CD JOB LOANS	380,000	0	380,000	721,349.68	-341,349.68	189.8%
6041 WALLACE ST ROAD IMPROVEMENT	10,000	0	10,000	10,000.00	.00	100.0%
6043 WESLEY MARTIN DONATION	6,308	0	6,308	6,308.29	.00	100.0%
6057 FY09 CDBG FUND	302,411	0	302,411	292,319.22	10,091.78	96.7%
6064 FY10 CDBG FUND	306,055	0	306,055	305,190.87	864.13	99.7%
6071 POLICE SEIZED PROPERTY	5,660	10	5,669	5,669.47	.00	100.0%
6082 FY11 CDBG FUND	330,986	0	330,986	313,864.49	17,121.51	94.8%
6084 FY10 ECONOMIC DEVELOPMENT	30,000	0	30,000	30,000.00	.00	100.0%
6087 FY11 POLICE GRANTS	381,644	-4,071	377,573	374,321.19	3,251.58	99.1%
6091 FY12 CDBG FUND	276,362	0	276,362	269,634.22	6,727.78	97.6%
6093 FY12 POLICE GRANTS	52,215	-6,683	45,532	40,914.68	4,617.22	89.9%
6094 FY12 FIRE GRANTS	204,002	-52,318	151,684	148,918.55	2,765.35	98.2%
6096 GSBP PUBLIC INFRASTRUCTURE	5,000,000	0	5,000,000	5,000,000.00	.00	100.0%
6097 FY13 CDBG FUND	225,961	0	225,961	146,737.63	79,223.37	64.9%
6098 FY13 POLICE GRANTS	77,262	-7,117	70,145	54,876.78	15,268.03	78.2%
6099 FY13 FIRE GRANTS	108,558	0	108,558	108,558.00	.00	100.0%
6100 FY14 CDBG FUND	224,505	0	224,505	46,978.14	177,526.86	20.9%
6101 FY14 POLICE GRANTS	36,507	0	36,507	.00	36,506.80	.0%
GRAND TOTAL	7,958,436	-70,180	7,888,256	7,875,641.21	12,614.73	99.8%

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## YEAR-TO-DATE BUDGET REPORT

FOR 2014 08

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
7018 HUD OFFICER GRANT	75,000	0	75,000	24,586.99	50,413.01	32.8%
7023 ECONOMIC DEVELOPMENT FUND	131,000	60,000	191,000	227,511.37	-36,511.37	119.1%
GRAND TOTAL	206,000	60,000	266,000	252,098.36	13,901.64	94.8%

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## YEAR-TO-DATE BUDGET REPORT

FOR 2014 08								
ACCOUNTS FOR: 6000	COMMUNITY CENTER SP REV FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6070572	COMMUNITY CENTER EXPENSE	743,668	0	743,668	442,466.35	19,279.42	281,922.23	62.1%
	TOTAL COMMUNITY CENTER SP REV FUND	743,668	0	743,668	442,466.35	19,279.42	281,922.23	62.1%

## YEAR-TO-DATE BUDGET REPORT

FOR 2014 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6017 CD JOB LOANS	735,277	14,987	750,264	732,983.64	10,000.00	7,280.03	99.0%
6041 WALLACE ST ROAD IMPROVEMENT	10,000	0	10,000	.00	.00	10,000.00	.0%
6043 WESLEY MARTIN DONATION	6,308	0	6,308	6,176.77	.00	131.52	97.9%
6057 FY09 CDBG FUND	405,978	-103,567	302,411	295,819.22	.00	6,591.78	97.8%
6064 FY10 CDBG FUND	346,055	-40,000	306,055	305,190.87	.00	864.13	99.7%
6071 POLICE SEIZED PROPERTY	5,660	10	5,669	5,669.47	.00	.00	100.0%
6082 FY11 CDBG FUND	333,600	-2,614	330,986	313,864.49	8,627.08	8,494.43	97.4%
6084 FY10 ECONOMIC DEVELOPMENT	30,000	0	30,000	23,398.20	.00	6,601.80	78.0%
6087 FY11 POLICE GRANTS	381,644	-4,071	377,573	375,845.57	.00	1,727.20	99.5%
6091 FY12 CDBG FUND	276,362	0	276,362	269,634.22	4,286.39	2,441.39	99.1%
6093 FY12 POLICE GRANTS	52,215	-6,683	45,532	41,892.27	.00	3,639.63	92.0%
6094 FY12 FIRE GRANTS	204,002	-52,318	151,684	148,918.55	2,765.35	.00	100.0%
6096 GSBP PUBLIC INFRASTRUCTURE	5,000,000	0	5,000,000	4,405,792.20	.00	594,207.80	88.1%
6097 FY13 CDBG FUND	225,961	0	225,961	146,737.63	.00	79,223.37	64.9%
6098 FY13 POLICE GRANTS	77,262	-7,117	70,145	54,495.51	120.00	15,529.30	77.9%
6099 FY13 FIRE GRANTS	108,558	0	108,558	108,558.00	.00	.00	100.0%
6100 FY14 CDBG FUND	224,505	0	224,505	68,485.70	60,424.75	95,594.55	57.4%
6101 FY14 POLICE GRANTS	36,507	0	36,507	10,837.26	3,054.26	22,615.28	38.1%
GRAND TOTAL	8,459,894	-201,375	8,258,520	7,314,299.57	89,277.83	854,942.21	89.6%

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## YEAR-TO-DATE BUDGET REPORT

FOR 2014 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
7018 HUD OFFICER GRANT	75,000	0	75,000	27,924.87	602.00	46,473.13	38.0%
7023 ECONOMIC DEVELOPMENT FUND	131,000	60,000	191,000	88,587.12	59,453.77	42,959.11	77.5%
GRAND TOTAL	206,000	60,000	266,000	116,511.99	60,055.77	89,432.24	66.4%

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AUTHORIZED BUDGET TRANSFERS						
MONTH ENDING FEBRUARY 28, 2014						
	DEPARTMENT	FROM ACCOUNT	TO ACCOUNT	DEPARTMENT	AMOUNT	PURPOSE
1.	Fire Department	Education Incentive	Dues and Fees	Fire Department	\$ 600.00	Various Dept Membership Fees
2.	Public Works	Other Professional Services	Vehicle Maintenance & Repair	Public Works	\$ 185.00	Plow Truck #17 Repair
3.	Fire Department	Advertising	Publications	Fire Department	\$ 300.00	Foster's and Fire Related Subscriptions
4.	PB City Hall 51	Repair and Maintenance Service	Repair and Maintenance Service	PB New Police Station	\$ 600.00	Maintenance at PD
5.	Public Works	Rental of Equipment	Equipment Maintenance	Public Works	\$ 1,000.00	Repair Vehicle 39 2008 Loader
6.	Public Works	Rental of Other Equipment	Equipment Maintenance	Public Works	\$ 4,400.00	Repair Vehicle 39 2008 Loader
7.	Public Works	Safety Equipment	Equipment Maintenance	Public Works	\$ 2,000.00	Repair Vehicle 39 2008 Loader
8.	Public Works	Street Sweeping Supplies	Equipment Maintenance	Public Works	\$ 2,000.00	Repair Vehicle 39 2008 Loader
9.	PD Administrative Services	Admin Equipment	Equipment Maintenance	PD Administrative Services	\$ 250.00	Prosec. Labeling Equip. Maintenance
10.	PD Administrative Services	Photo Development	Dues and Fees	PD Administrative Services	\$ 50.00	HTCIA Membership
11.	Sewer Works Expense	Safety Equipment & Tools	Vehicle Supplies	Sewer Works	\$ 1,500.00	Vehicle Inspections
12.	Dispatch Center	Retirement Contribution	Contracted Services	Dispatch Center	\$ 3,000.00	Professional Consulting Services
13.	Dispatch Center	Social Security Contribution	Contracted Services	Dispatch Center	\$ 1,000.00	Professional Consulting Services
14.	Dispatch Center	Salaries-Full Time	Contracted Services	Dispatch Center	\$ 4,500.00	Professional Consulting Services
15.	PD Support Services	Salaries-Full Time	Contracted Services	PD Administrative Services	\$ 16,500.00	Crime Analysis Service
16.	Arena Expense	Electricity	Contracted Services	Arena Expense	\$ 3,000.00	Emergency Snow Removal
17.	Sewer Works Expense	Rental of Equipment	Postage Fees	Sewer Works	\$ 400.00	Postage
18.	General Overhead	Contingency	Advertising	City Clerk	\$ 1,400.00	Public Hearing Advertising
19.	Winter Maintenance	Contracted Services	Snow Removal Supplies	Winter Maintenance	\$ 16,231.00	EMG Salt Purchased
20.	Winter Maintenance	Equipment Repair Supplies	Snow Removal Supplies	Winter Maintenance	\$ 1,500.00	EMG Salt Purchased
21.	Public Works	Drains & Culverts	Vehicle Supplies	Public Works	\$ 2,000.00	EMG Vehicle Repairs
22.	Public Works	Street Sweeping Supplies	Vehicle Supplies	Public Works	\$ 1,500.00	EMG Vehicle Repairs
23.	Winter Maintenance	Equipment Repair Supplies	Snow Removal Supplies	Winter Maintenance	\$ 400.00	EMG Salt Purchased
24.	Public Works	Hot Top Cold Patch	Equipment Maintenance	Public Works	\$ 1,100.00	EMG Loader Repair
25.	Arena Expense	Electricity	Contracted Services	Arena Expense	\$ 2,500.00	Emergency Snow Removal
26.	General Overhead	Contingency	Snow Removal Supplies	Winter Maintenance	\$ 50,000.00	Road Salt
27.	PD Administrative Services	Postage Fees	Animal Boarding	PD Administrative Services	\$ 414.36	Dog Boarding
28.	PD Administrative Services	Admin Equipment	Animal Boarding	PD Administrative Services	\$ 130.64	Dog Boarding
29.	PD Administrative Services	Other Equipment	Animal Boarding	PD Administrative Services	\$ 455.00	Dog Boarding
30.	City Manager	Health Insurance	Dues and Fees	City Manager	\$ 120.00	AGA Fees
31.	Recreation Pools	General Supplies	Staff Development	Recreation Pools	\$ 15.00	Seminar
32.	Recreation Administration	Equipment Maintenance	Other Professional Services	Recreation Administration	\$ 1,500.00	Referees
33.	Recreation Administration	Summer Band Concerts	Other Professional Services	Recreation Administration	\$ 625.00	Referees
34.	Recreation Administration	General Supplies	Other Professional Services	Recreation Administration	\$ 300.00	Referees
35.	Recreation Playgrounds/Camp	Playground Camp Bus	Staff Development	Recreation Administration	\$ 300.00	Training

	DEPARTMENT	FROM ACCOUNT	TO ACCOUNT	DEPARTMENT	AMOUNT	PURPOSE
36.	Recreation Playgrounds/Camp	General Supplies	Staff Development	Recreation Administration	\$ 60.00	Training
37.	Dispatch Center	Staff Development	Labor Negotiations	Dispatch Center	\$ 400.00	Labor Negotiations
38.	PD Patrol Services	Salaries-Early Reporting	Other Equipment	PD Administrative Services	\$ 3,200.00	Portable Radios
39.	PD Administrative Services	Staff Development	Travel	PD Administrative Services	\$ 415.00	Travel Expenses for trip to DC
40.	PD Administrative Services	Labor Negotiations	Legal	PD Administrative Services	\$ 210.00	Legal Expenses



**Rochester Fire Department**  
 City of Rochester  
 37 Wakefield Street – Rochester, NH 03867

Norman Sanborn Jr.  
 Chief of Department

Tel (603) 335-7545  
 Fax (603) 332-9711

March 7, 2014

TO: City Manager Dan Fitzpatrick  
 Mayor T.J. Jean & City Council Members

**MONTHLY REPORT  
 FEBRUARY 2014**

On behalf of the Fire Department, I am pleased to provide you with the following report. It serves as a summary of the activities, projects and programs underway within the department.

**DEPARTMENT INFORMATION:**

During the month of February the Department responded to 202 calls for service. This represents a decrease of 42 runs from last month with 244. Of the 202 calls this month, 6 calls were for fires, ranging from 1 building fire, 1 cooking fire, 1 chimney fire, 1 vehicle fire as well as some other miscellaneous type fires.

There also were an additional 95 runs for vehicle accidents, and medical calls. We also responded to 3 calls for mutual aid assistance. The remaining calls included everything from alarm activations, good intent calls, and public service calls, as well as a multitude of various other type calls.

**ADMINISTRATIVE STAFF:**

I attended an E-911 meeting to discuss the Columbus Ave. and Gonic Rd. changes.

Staff attended the City Council meeting in February to honor Jacob Record, a 13 year old boy whose quick actions saved his family and home during a fire in January.

Staff attended the Public Safety Committee meeting in February to discuss the ISO (Insurance Services Offices) report.



**FIRE PREVENTION:**

With the extended cold snap and un-ending winter, we urge extreme caution on heating your home. We have responded to numerous calls with space heaters being placed too close to combustibles, as well as overloaded circuits. Please take a moment to review the owner's manual that is included with your space heater, and keep them a minimum of 36" away from combustibles.

**DUTY SHIFT:**

There were 24 training sessions for fulltime firefighters.

**EMERGENCY MANAGEMENT:**

I attended a Emergency Preparedness meeting which as held at Goodwin Health Care.

I attended a board meeting of the Health and Safety Council of Strafford County which was held at Frisbie Hospital.

Staff met with Julia Chase from NH Emergency Management to discuss the City of Rochester's Emergency Operations Plan.

Sincerely,

Norman G. Sanborn, Jr.  
Fire Chief

03/06/2014 09:43 | CITY OF ROCHESTER  
cindi | OPERATING BUDGET FY14

PG 1  
glytdbud

FOR 2014 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-----							
1000 GENERAL FUND							
-----							
12021 FIRE CITY REVENUE							
-----							
12021 402111 OUTSIDE SERVICES REVE	-10,000	0	-10,000	-2,639.42	.00	-7,360.58	26.4%*
12021 402157 FIRE PREVENTION FEES	-1	0	-1	.00	.00	-1.00	.0%*
12021 402157 00505 TANK REMOVAL	-25	0	-25	.00	.00	-25.00	.0%*
12021 402157 00506 BLASTING	-25	0	-25	-200.00	.00	175.00	800.0%
12021 402157 00507 INCIDENT REPORT	-25	0	-25	-40.00	.00	15.00	160.0%
12021 402157 00508 F M REPORT	-25	0	-25	.00	.00	-25.00	.0%*
12021 402157 00509 PHOTOGRAPHS	-25	0	-25	-15.00	.00	-10.00	60.0%*
12021 402157 00510 CD PHOTOS	-25	0	-25	.00	.00	-25.00	.0%*
12021 402157 00511 FIRE ALARM PLAN	-500	0	-500	-530.00	.00	30.00	106.0%
12021 402157 00512 SPRINKLER PLAN	-1,000	0	-1,000	-1,689.00	.00	689.00	168.9%
12021 402157 00513 COMM HFS/CA	-100	0	-100	-152.00	.00	52.00	152.0%
12021 402157 00514 RE-INSPECTION	-50	0	-50	.00	.00	-50.00	.0%*
12021 402157 00515 FINE	-50	0	-50	.00	.00	-50.00	.0%*
12021 406201 MISCELLANEOUS REVENUE	-1,000	0	-1,000	-712.89	.00	-287.11	71.3%
12021 406205 FIRE DONATIONS	-500	0	-500	-500.00	.00	.00	100.0%
TOTAL FIRE CITY REVENUE	-13,351	0	-13,351	-6,478.31	.00	-6,872.69	48.5%
TOTAL GENERAL FUND	-13,351	0	-13,351	-6,478.31	.00	-6,872.69	48.5%
TOTAL REVENUES	-13,351	0	-13,351	-6,478.31	.00	-6,872.69	
GRAND TOTAL	-13,351	0	-13,351	-6,478.31	.00	-6,872.69	48.5%

\*\* END OF REPORT - Generated by Cindi Potts \*\*

ROCHESTER FIRE DEPARTMENT  
 REPORT TO PUBLIC SAFETY COMMITTEE  
 FIRE PREVENTION ACTIVITIES FOR THE MONTH OF  
 February-14

Building Inspections	39
2nd hand dealer inspections	0
Certificate of Occupancy	0
Campfire Inspections	0
Commercial Hood Inspection	4
Day Care Inspections	0
Fire Alarm Tests	2
Fire Drills	0
Fire Extinguisher Classes	0
Fire Investigations	2
Fire Prevention Education	0
Foster Home Inspections	3
Juvenile Firesetter Intervention	0
Knox Box Inspections	0
Meetings	24
Permits of Assembly	6
Plan Review	8
Pre-Construction Meetings	5
Shift Building Inspections	0
Site Reviews	5
Sprinkler Flow Tests	0
Training Sessions	24
Walk-Through Inspections	0
Wood Stove Inspections	0
TOTAL	122

## FIRE DEPARTMENT CALLS

	January-14		February-14	
	Occurences	Percentage	Occurences	Percentage
Fire/Explosion	8	3.3%	7	3.3%
Overpressure Rupture	0	0.0%	0	0.0%
Rescue Call	87	35.7%	87	40.8%
Hazardous Condition	23	9.4%	15	7.0%
Service Call	43	17.6%	31	14.6%
Good Intent Call	46	18.9%	26	12.2%
False Call	33	13.5%	36	16.9%
Undetermined	4	1.6%	11	5.2%
TOTAL	244	100.0%	213	100.0%

**Rochester Fire Department**  
Incident Status

03/13/14

Incident	Incident Date	Alarm Time	Incident Type
14-252-IN <b>1st Action:</b> <b>Location:</b>	02/01/2014 Investigate 90 S MAIN ST @ 45 COLUMBUS AVE	1050	Motor vehicle accident with injuries
14-253-IN <b>1st Action:</b> <b>Location:</b>	02/01/2014 Investigate [REDACTED]	1848	Medical assist, assist EMS crew
14-254-IN <b>1st Action:</b> <b>Location:</b>	02/01/2014 Investigate 74 ESTES RD @ 298 WASHINGTON ST	2036	Motor vehicle accident with no injuries.
14-258-IN <b>1st Action:</b> <b>Location:</b>	02/01/2014 Cancelled en route 10 FRIENDSHIP ST MIEHLE, JESSICA & MICHAEL	1357	Dispatched & canceled en route
14-255-IN <b>1st Action:</b> <b>Location:</b>	02/02/2014 Investigate 9 SPIRIT CREEK RD	0953	Smoke detector activation, no fire - unintentional
14-256-IN <b>1st Action:</b> <b>Location:</b>	02/02/2014 Investigate FRANKLIN ST ROCHESTER CEMETERY	1806	Motor vehicle accident with injuries
14-257-IN <b>1st Action:</b> <b>Location:</b>	02/02/2014 Investigate 298 WASHINGTON ST 202 AND ESTES	0655	Motor vehicle accident with no injuries.
14-259-IN <b>1st Action:</b> <b>Location:</b>	02/02/2014 Investigate 10 ACADEMY ST [RP]	0004	Good intent call, other
14-260-IN <b>1st Action:</b> <b>Location:</b>	02/03/2014 Investigate [REDACTED]	0744	Medical assist, assist EMS crew
14-261-IN <b>1st Action:</b> <b>Location:</b>	02/03/2014 Extricate, disentangle NASHOBA DR ROUTE 11	1245	Motor vehicle accident with injuries
14-262-IN <b>1st Action:</b> <b>Location:</b>	02/03/2014 Provide basic life support (BLS) [REDACTED]	1216	EMS call, party transported by non-fire agency
14-263-IN <b>1st Action:</b> <b>Location:</b>	02/03/2014 76 NORTH MAIN ST ROCHESTER DISTRICT COURT	1309	
14-264-IN <b>1st Action:</b> <b>Location:</b>	02/03/2014 RIVER ST	1321	
14-265-IN <b>1st Action:</b> <b>Location:</b>	02/03/2014 23 WAKEFIELD ST LOBBY - POLICE STATION	1324	

**Rochester Fire Department**  
Incident Status

03/13/14

Incident	Incident Date	Alarm Time	Incident Type
14-267-IN <b>1st Action:</b> <b>Location:</b>	02/03/2014	1336	
	NORTH MAIN ST SQUARE		
14-268-IN <b>1st Action:</b> <b>Location:</b>	02/03/2014	1341	
	FARMINGTON RD		
14-269-IN <b>1st Action:</b> <b>Location:</b>	02/03/2014	1345	
	76 NORTH MAIN ST ROCHESTER DISTRICT COURT		
14-270-IN <b>1st Action:</b> <b>Location:</b>	02/03/2014	1347	
	11 WHITEHALL RD ***PHONE*** FRISBIE MEMORIAL HOSPITAL		
14-271-IN <b>1st Action:</b> <b>Location:</b>	02/03/2014	1353	
	23 WAKEFIELD ST ROCHESTER POLICE DEPARTMENT		
14-272-IN <b>1st Action:</b> <b>Location:</b>	02/03/2014	1352	
	23 WAKEFIELD ST ROCHESTER POLICE DEPARTMENT		
14-273-IN <b>1st Action:</b> <b>Location:</b>	02/03/2014	1354	
	31 WAKEFIELD ST ROCHESTER CITY HALL		
14-274-IN <b>1st Action:</b> <b>Location:</b>	02/03/2014	1354	
	10 MAIN ST PARKING LOT OF BRICKSTONE'S RESTAURANT		
14-275-IN <b>1st Action:</b> <b>Location:</b>	02/03/2014	1403	Medical assist, assist EMS crew
	Investigate [REDACTED]		
14-276-IN <b>1st Action:</b> <b>Location:</b>	02/03/2014	1554	Medical assist, assist EMS crew
	Provide basic life support (BLS) [REDACTED]		
14-278-IN <b>1st Action:</b> <b>Location:</b>	02/03/2014	0600	Medical assist, assist EMS crew
	Assistance, other [REDACTED]		
14-279-IN <b>1st Action:</b> <b>Location:</b>	02/04/2014	0712	Power line down
	Investigate WINTER ST POSSIBLY BOX 29		
14-280-IN <b>1st Action:</b> <b>Location:</b>	02/04/2014	1251	Alarm system sounded due to malfunction
	Investigate 6 ALDER CREEK LN		
14-281-IN <b>1st Action:</b> <b>Location:</b>	02/04/2014	1435	Alarm system activation, no fire - unintentional
	Investigate 160 WASHINGTON ST ASPEN DENTAL		



**Rochester Fire Department**  
Incident Status

03/13/14

Incident	Incident Date	Alarm Time	Incident Type
14-282-IN <b>1st Action:</b> <b>Location:</b>	02/04/2014 Assistance, other GONIC RD EXIT 12 ON RAMP SB	1506	Service Call, other
14-283-IN <b>1st Action:</b> <b>Location:</b>	02/04/2014 Forcible entry 6 ACADEMY ST	1832	Lock-out
14-284-IN <b>1st Action:</b> <b>Location:</b>	02/04/2014 Investigate HAIG ST AND WASHINGTON	1903	Motor vehicle accident with no injuries.
14-285-IN <b>1st Action:</b> <b>Location:</b>	02/04/2014 Cancelled en route 105 WHITEHOUSE RD AMAZON PARK	2022	Dispatched & canceled en route
14-286-IN <b>1st Action:</b> <b>Location:</b>	02/04/2014 Investigate 29 CHESTNUT ST MB HOUSING PARTNERSHIP	2244	Vehicle accident, general cleanup
14-287-IN <b>1st Action:</b> <b>Location:</b>	02/05/2014 Investigate WINTER ST	0733	Good intent call, other
14-288-IN <b>1st Action:</b> <b>Location:</b>	02/05/2014 Refer to proper authority [REDACTED]	1226	Medical assist, assist EMS crew
14-289-IN <b>1st Action:</b> <b>Location:</b>	02/05/2014 Investigate 107 FRANKLIN ST	1256	Unauthorized burning
14-290-IN <b>1st Action:</b> <b>Location:</b>	02/05/2014 Investigate 64 HIGHLAND ST DUNKIN DONUTS	1359	Gas leak (natural gas or LPG)
14-291-IN <b>1st Action:</b> <b>Location:</b>	02/05/2014 Assistance, other 27 STERLING DR STRAFFORD COUNTY DIALYSIS/FRESENIUS DIALYSIS	1507	Lock-out
14-292-IN <b>1st Action:</b> <b>Location:</b>	02/05/2014 Investigate MOORES CT	1549	Motor vehicle accident with injuries
14-293-IN <b>1st Action:</b> <b>Location:</b>	02/05/2014 Cancelled en route 61 EASTERN AVE MONARCH SCHOOL OF NEW ENGLAND	1638	Dispatched & canceled en route
14-294-IN <b>1st Action:</b> <b>Location:</b>	02/05/2014 Assistance, other 35 AUTUMN ST	1734	Service Call, other
14-295-IN <b>1st Action:</b> <b>Location:</b>	02/05/2014 Investigate FARMINGTON RD PAST WAL MART	2043	Motor vehicle accident with no injuries.

**Rochester Fire Department**  
Incident Status

03/13/14

Incident	Incident Date	Alarm Time	Incident Type
14-296-IN <b>1st Action:</b> <b>Location:</b>	02/05/2014 Provide manpower [REDACTED]	1711	Medical assist, assist EMS crew
14-297-IN <b>1st Action:</b> <b>Location:</b>	02/05/2014 Establish safe area ROCHESTER NECK RD	2015	Motor vehicle accident with no injuries.
14-298-IN <b>1st Action:</b> <b>Location:</b>	02/05/2014 Assistance, other 314 ROCHESTER HILL RD PROFILE APARTMENTS	2205	Lock-out
14-299-IN <b>1st Action:</b> <b>Location:</b>	02/06/2014 Investigate 84 HANCOCK ST @ 162 CHARLES ST NEAR SUNOCO STATION	0600	Motor vehicle accident with injuries
14-300-IN <b>1st Action:</b> <b>Location:</b>	02/06/2014 Provide manpower [REDACTED]	1208	Medical assist, assist EMS crew
14-301-IN <b>1st Action:</b> <b>Location:</b>	02/06/2014 Investigate 84 EASTERN AVE	1002	Carbon monoxide detector activation, no CO
14-302-IN <b>1st Action:</b> <b>Location:</b>	02/06/2014 Investigate 187 WAKEFIELD ST CURVES	0848	Alarm system sounded due to malfunction
14-303-IN <b>1st Action:</b> <b>Location:</b>	02/06/2014 Investigate 180 ROCHESTER HILL RD TRINITY ANGLICAN CHURCH	1624	Alarm system activation, no fire - unintentional
14-304-IN <b>1st Action:</b> <b>Location:</b>	02/06/2014 Investigate 34 SOUTH MAIN ST FIRST UNITED METHODIST CHURCH	1603	Alarm system activation, no fire - unintentional
14-305-IN <b>1st Action:</b> <b>Location:</b>	02/06/2014 Investigate 40 LITTLE FALLS BRIDGE RD AMERICAN USED AUTO PARTS	1435	Vehicle accident, general cleanup
14-306-IN <b>1st Action:</b> <b>Location:</b>	02/06/2014 Provide apparatus 256 MAIN ST	1818	Cover assignment, standby, moveup
14-307-IN <b>1st Action:</b> <b>Location:</b>	02/06/2014 Investigate 23 KATIE LN	2147	Water problem, other
14-308-IN <b>1st Action:</b> <b>Location:</b>	02/06/2014 Investigate [REDACTED]	2233	Medical assist, assist EMS crew
14-309-IN <b>1st Action:</b> <b>Location:</b>	02/07/2014 Provide basic life support (BLS) [REDACTED]	0943	EMS call, excluding vehicle accident with injury

**Rochester Fire Department**  
Incident Status

03/13/14

Incident	Incident Date	Alarm Time	Incident Type
14-310-IN <b>1st Action:</b> <b>Location:</b>	02/07/2014	0818	Good intent call, other Investigate 25 OLD DOVER RD COMMUNITY PARTNERS (WAS BEHAVIORIAL HEALTH)
14-311-IN <b>1st Action:</b> <b>Location:</b>	02/07/2014	1210	Medical assist, assist EMS crew Provide manpower [REDACTED]
14-312-IN <b>1st Action:</b> <b>Location:</b>	02/07/2014	1650	Motor vehicle accident with injuries Investigate 15 OAK ST @ 81 GONIC RD
14-313-IN <b>1st Action:</b> <b>Location:</b>	02/07/2014	1939	System malfunction, other Investigate 150 WAKEFIELD ST ROCHESTER COMMUNITY CENTER
14-315-IN <b>1st Action:</b> <b>Location:</b>	02/07/2014	2150	Motor vehicle accident with injuries Investigate 45 COLUMBUS AVE @ 90 SOUTH MAIN ST
14-314-IN <b>1st Action:</b> <b>Location:</b>	02/08/2014	1113	Motor vehicle accident with no injuries. Investigate FARMINGTON RD ACROSS FROM NORTHGATE
14-316-IN <b>1st Action:</b> <b>Location:</b>	02/08/2014	1325	Smoke detector activation due to malfunction Investigate 53 GEAR RD
14-317-IN <b>1st Action:</b> <b>Location:</b>	02/08/2014	1301	Cover assignment, standby, moveup Assistance, other SIXTH ST NORTH END STATION
14-318-IN <b>1st Action:</b> <b>Location:</b>	02/08/2014	1504	EMS call, excluding vehicle accident with injury Provide basic life support (BLS) [REDACTED]
14-319-IN <b>1st Action:</b> <b>Location:</b>	02/08/2014	1659	Dispatched & canceled en route Cancelled en route 15 WAKEFIELD ST DOS AMIGOS
14-320-IN <b>1st Action:</b> <b>Location:</b>	02/08/2014	1752	Motor vehicle accident with injuries Investigate ROCKY HILL RD
14-321-IN <b>1st Action:</b> <b>Location:</b>	02/08/2014	1912	Passenger vehicle fire Investigate SPAULDING TPKE SPAULDING TURNPIKE
14-327-IN <b>1st Action:</b> <b>Location:</b>	02/08/2014	1843	Alarm system activation, no fire - unintentional Investigate 79 DRY HILL RD TRI CITY LAWN CARE
14-322-IN <b>1st Action:</b> <b>Location:</b>	02/09/2014	0501	Dispatched & canceled en route Cancelled en route 11 ADRIEN CIR

**Rochester Fire Department**  
Incident Status

03/13/14

Incident	Incident Date	Alarm Time	Incident Type
14-323-IN <b>1st Action:</b> <b>Location:</b>	02/09/2014 Provide manpower [REDACTED]	2235	Medical assist, assist EMS crew
14-328-IN <b>1st Action:</b> <b>Location:</b>	02/09/2014 Investigate [REDACTED]	1325	Medical assist, assist EMS crew
14-324-IN <b>1st Action:</b> <b>Location:</b>	02/10/2014 Forcible entry [REDACTED]	0955	Medical assist, assist EMS crew
14-325-IN <b>1st Action:</b> <b>Location:</b>	02/10/2014 Investigate 207 S MAIN ST @ 1 HARDING ST	1521	Motor vehicle accident with no injuries.
14-326-IN <b>1st Action:</b> <b>Location:</b>	02/10/2014 Provide manpower [REDACTED]	1507	Medical assist, assist EMS crew
14-329-IN <b>1st Action:</b> <b>Location:</b>	02/11/2014 Investigate [REDACTED]	0830	Medical assist, assist EMS crew
14-330-IN <b>1st Action:</b> <b>Location:</b>	02/11/2014 Investigate 303 NORTH MAIN ST PIZZA HUT (NEW)	1740	Vehicle accident, general cleanup
14-334-IN <b>1st Action:</b> <b>Location:</b>	02/11/2014 Investigate 51 BLUE HILLS DR	2332	Good intent call, other
14-339-IN <b>1st Action:</b> <b>Location:</b>	02/11/2014 Investigate 229 LOWELL ST	1554	Cooking fire, confined to container
14-331-IN <b>1st Action:</b> <b>Location:</b>	02/12/2014 Investigate STEELE RD SCALE HOUSE BUILDING 5	0935	Mobile property (vehicle) fire, other
14-332-IN <b>1st Action:</b> <b>Location:</b>	02/12/2014 Shut down system 2 PLEASANT ST [RP]	1447	Water or steam leak
14-333-IN <b>1st Action:</b> <b>Location:</b>	02/12/2014 Investigate 1093 MEADERBORO RD FARMINGTON	1906	Cover assignment, standby, moveup
14-335-IN <b>1st Action:</b> <b>Location:</b>	02/12/2014 Assistance, other [REDACTED]	0418	Medical assist, assist EMS crew
14-341-IN <b>1st Action:</b> <b>Location:</b>	02/12/2014 Investigate 25 PROSPECT ST	1345	Alarm system sounded due to malfunction

**Rochester Fire Department**  
Incident Status

03/13/14

Incident	Incident Date	Alarm Time	Incident Type
14-336-IN <b>1st Action:</b> <b>Location:</b>	02/13/2014 Investigate [REDACTED]	0910	Medical assist, assist EMS crew
14-337-IN <b>1st Action:</b> <b>Location:</b>	02/13/2014 Investigate 314 ROCHESTER HILL RD PROFILE APARTMENTS	1018	Good intent call, other
14-338-IN <b>1st Action:</b> <b>Location:</b>	02/13/2014 Investigate 308 OLD DOVER RD	1042	Motor vehicle accident with no injuries.
14-340-IN <b>1st Action:</b> <b>Location:</b>	02/13/2014 Assistance, other 76 NORTH MAIN ST ROCHESTER DISTRICT COURT	1317	Lock-out
14-342-IN <b>1st Action:</b> <b>Location:</b>	02/13/2014 Provide manpower [REDACTED]	1513	Medical assist, assist EMS crew
14-343-IN <b>1st Action:</b> <b>Location:</b>	02/13/2014 Investigate 111 NORTHCOAST DR	1554	Alarm system activation, no fire - unintentional
14-344-IN <b>1st Action:</b> <b>Location:</b>	02/13/2014 Establish safe area 278 LOWELL ST @ 259 OLD DOVER RD	2252	Motor vehicle/pedestrian accident (MV Ped)
14-345-IN <b>1st Action:</b> <b>Location:</b>	02/13/2014 Provide manpower [REDACTED]	2344	Medical assist, assist EMS crew
14-346-IN <b>1st Action:</b> <b>Location:</b>	02/14/2014 Forcible entry 5 QUAKER LN	0555	Lock-out
14-347-IN <b>1st Action:</b> <b>Location:</b>	02/14/2014 Provide manpower SPAULDING TPKE SB BETWEEN EXITS 12-13	0931	Motor vehicle accident with injuries
14-348-IN <b>1st Action:</b> <b>Location:</b>	02/14/2014 Investigate 155 TURNKEY WAY WMNH - MATERIALS RECOVERY FACILITY	1843	Sprinkler activation due to malfunction
14-349-IN <b>1st Action:</b> <b>Location:</b>	02/14/2014 Investigate 306 NORTH MAIN ST	1807	Motor vehicle accident with injuries
14-350-IN <b>1st Action:</b> <b>Location:</b>	02/14/2014 Investigate HIGHLAND ST	1732	Vehicle accident, general cleanup
14-351-IN <b>1st Action:</b> <b>Location:</b>	02/14/2014 Provide manpower [REDACTED]	1829	Medical assist, assist EMS crew

**Rochester Fire Department**  
Incident Status

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Incident	Incident Date	Alarm Time	Incident Type
14-352-IN <b>1st Action:</b> <b>Location:</b>	02/14/2014 Investigate 58 HARDING ST	2051	Service Call, other
14-353-IN <b>1st Action:</b> <b>Location:</b>	02/14/2014 Investigate [REDACTED]	2349	Medical assist, assist EMS crew
14-354-IN <b>1st Action:</b> <b>Location:</b>	02/15/2014 Investigate [REDACTED]	1652	Medical assist, assist EMS crew
14-355-IN <b>1st Action:</b> <b>Location:</b>	02/15/2014 Investigate 649 SALMON FALLS RD	1919	No incident found on arrival at dispatch address
14-356-IN <b>1st Action:</b> <b>Location:</b>	02/15/2014 Provide manpower [REDACTED]	2208	Medical assist, assist EMS crew
14-357-IN <b>1st Action:</b> <b>Location:</b>	02/16/2014 Investigate 32 KNIGHT ST @ 52 CHARLES ST [RP]	0733	Power line down
14-358-IN <b>1st Action:</b> <b>Location:</b>	02/16/2014 Standby [REDACTED]	0938	Medical assist, assist EMS crew
14-359-IN <b>1st Action:</b> <b>Location:</b>	02/16/2014 Investigate 600 PICKERING RD @ 12 SHADY HILL DR	0953	Good intent call, other
14-360-IN <b>1st Action:</b> <b>Location:</b>	02/16/2014 Investigate 20 COLUMBUS AVE LINSOTT COURT APARTMENTS	2208	Alarm system sounded due to malfunction
14-361-IN <b>1st Action:</b> <b>Location:</b>	02/16/2014 Investigate 3 SALMON FALLS EST	2232	Good intent call, other
14-362-IN <b>1st Action:</b> <b>Location:</b>	02/16/2014 Assistance, other [REDACTED]	2343	Medical assist, assist EMS crew
14-363-IN <b>1st Action:</b> <b>Location:</b>	02/16/2014 Standby [REDACTED]	2357	Medical assist, assist EMS crew
14-364-IN <b>1st Action:</b> <b>Location:</b>	02/17/2014 Investigate 18 CROSS RD ADAMS, PETER AND CARMEN	0334	Smoke scare, odor of smoke
14-365-IN <b>1st Action:</b> <b>Location:</b>	02/17/2014 Investigate 4 SPRINGFIELD EST	1031	CO detector activation due to malfunction



**Rochester Fire Department**  
Incident Status

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Incident	Incident Date	Alarm Time	Incident Type
14-366-IN <b>1st Action:</b> <b>Location:</b>	02/17/2014 Forcible entry [REDACTED]	1137	Medical assist, assist EMS crew
14-367-IN <b>1st Action:</b> <b>Location:</b>	02/17/2014 Investigate 70 TEBBETTS RD @ 187 OLD DOVER RD	0840	Motor vehicle accident with no injuries.
14-368-IN <b>1st Action:</b> <b>Location:</b>	02/17/2014 Investigate [REDACTED]	1337	Medical assist, assist EMS crew
14-369-IN <b>1st Action:</b> <b>Location:</b>	02/17/2014 Investigate 20 COLUMBUS AVE LINS COTT COURT APARTMENTS	1434	Vehicle accident, general cleanup
14-370-IN <b>1st Action:</b> <b>Location:</b>	02/17/2014 Provide manpower [REDACTED]	1341	EMS call, party transported by non-fire agency
14-371-IN <b>1st Action:</b> <b>Location:</b>	02/17/2014 Investigate KING ST	1755	Vehicle accident, general cleanup
14-372-IN <b>1st Action:</b> <b>Location:</b>	02/17/2014 Investigate 91 STILLWATER CIR	1908	Carbon monoxide incident
14-373-IN <b>1st Action:</b> <b>Location:</b>	02/18/2014 Investigate 200 CHARLES ST NORTHEAST CREDIT UNION	1313	Vehicle accident, general cleanup
14-374-IN <b>1st Action:</b> <b>Location:</b>	02/18/2014 Investigate OLD DOVER RD @ SPAULDING TPKE	1333	Motor vehicle accident with no injuries.
14-375-IN <b>1st Action:</b> <b>Location:</b>	02/18/2014 Investigate 21 MCKINLEY ST LAUREL TERRACE	1309	Alarm system activation, no fire - unintentional
14-376-IN <b>1st Action:</b> <b>Location:</b>	02/18/2014 Investigate 8 ADAMS AVE DIONNE, LILA	0817	CO detector activation due to malfunction
14-377-IN <b>1st Action:</b> <b>Location:</b>	02/18/2014 Investigate [REDACTED]	1043	Medical assist, assist EMS crew
14-378-IN <b>1st Action:</b> <b>Location:</b>	02/18/2014 Investigate [REDACTED]	1118	Medical assist, assist EMS crew
14-379-IN <b>1st Action:</b> <b>Location:</b>	02/18/2014 Investigate 9 ISINGLAS DR HOMELESS SHELTER FOR STRAFFORD COUNTY	1857	Alarm system activation, no fire - unintentional

**Rochester Fire Department**  
Incident Status

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Incident	Incident Date	Alarm Time	Incident Type
14-380-IN <b>1st Action:</b> <b>Location:</b>	02/18/2014 Cancelled en route 33 WINTER ST	1730	Dispatched & canceled en route
14-381-IN <b>1st Action:</b> <b>Location:</b>	02/18/2014 Cancelled en route 23 LINCOLN ST	2315	Dispatched & canceled en route
14-382-IN <b>1st Action:</b> <b>Location:</b>	02/18/2014 Provide manpower [REDACTED]	2142	Medical assist, assist EMS crew
14-383-IN <b>1st Action:</b> <b>Location:</b>	02/18/2014 Investigate 2 WHITEHALL RD @ 208 SOUTH MAIN ST	2050	Motor vehicle accident with no injuries.
14-384-IN <b>1st Action:</b> <b>Location:</b>	02/19/2014 Provide manpower [REDACTED]	0943	Medical assist, assist EMS crew
14-385-IN <b>1st Action:</b> <b>Location:</b>	02/19/2014 Investigate [REDACTED]	1013	Medical assist, assist EMS crew
14-386-IN <b>1st Action:</b> <b>Location:</b>	02/19/2014 Investigate 61 EVANS RD	1725	Carbon monoxide detector activation, no CO
14-387-IN <b>1st Action:</b> <b>Location:</b>	02/19/2014 Investigate 4 LARK LN	1438	Carbon monoxide detector activation, no CO
14-388-IN <b>1st Action:</b> <b>Location:</b>	02/19/2014 Provide manpower 403 WASHINGTON ST	1636	Motor vehicle accident with injuries
14-389-IN <b>1st Action:</b> <b>Location:</b>	02/19/2014 Investigate 30 MAPLE ST	2023	Carbon monoxide detector activation, no CO
14-393-IN <b>1st Action:</b> <b>Location:</b>	02/19/2014 Investigate [REDACTED]	1920	Medical assist, assist EMS crew
14-406-IN <b>1st Action:</b> <b>Location:</b>	02/19/2014 Investigate 55 FRANKLIN ST	0649	CO detector activation due to malfunction
14-459-IN <b>1st Action:</b> <b>Location:</b>	02/19/2014 Assistance, other [REDACTED]	1730	Medical assist, assist EMS crew
14-390-IN <b>1st Action:</b> <b>Location:</b>	02/20/2014 Investigate [REDACTED]	0058	Medical assist, assist EMS crew

**Rochester Fire Department**  
Incident Status

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Incident	Incident Date	Alarm Time	Incident Type
14-391-IN <b>1st Action:</b> <b>Location:</b>	02/20/2014 Investigate 4 VERNON AVE	0530	Building or structure weakened or collapsed
14-392-IN <b>1st Action:</b> <b>Location:</b>	02/20/2014 Provide manpower [REDACTED]	0621	Medical assist, assist EMS crew
14-394-IN <b>1st Action:</b> <b>Location:</b>	02/20/2014 Provide basic life support (BLS) [REDACTED]	1020	EMS call, party transported by non-fire agency
14-395-IN <b>1st Action:</b> <b>Location:</b>	02/20/2014 Provide manpower [REDACTED]	1022	Medical assist, assist EMS crew
14-396-IN <b>1st Action:</b> <b>Location:</b>	02/20/2014 Investigate 52 SUMMER ST @ 5 ALLEN ST	1437	Motor vehicle accident with no injuries.
14-397-IN <b>1st Action:</b> <b>Location:</b>	02/20/2014 Investigate 280 NORTH MAIN ST HOME DEPOT	1556	Motor vehicle accident with no injuries.
14-399-IN <b>1st Action:</b> <b>Location:</b>	02/20/2014 Provide manpower 14 MILL ST	1659	Service Call, other
14-400-IN <b>1st Action:</b> <b>Location:</b>	02/20/2014 Investigate 25 GOLDRUSH LN	1731	Service Call, other
14-401-IN <b>1st Action:</b> <b>Location:</b>	02/20/2014 Provide manpower [REDACTED]	1752	EMS call, excluding vehicle accident with injury
14-402-IN <b>1st Action:</b> <b>Location:</b>	02/20/2014 Provide manpower [REDACTED]	2221	Medical assist, assist EMS crew
14-403-IN <b>1st Action:</b> <b>Location:</b>	02/20/2014 Provide manpower [REDACTED]	2244	EMS call, excluding vehicle accident with injury
14-407-IN <b>1st Action:</b> <b>Location:</b>	02/20/2014 Investigate 34 PUNCH BROOK WAY BROOKSIDE PLACE	1818	Service Call, other
14-408-IN <b>1st Action:</b> <b>Location:</b>	02/20/2014 Provide manpower [REDACTED]	2222	Medical assist, assist EMS crew
14-404-IN <b>1st Action:</b> <b>Location:</b>	02/21/2014 Forcible entry 2 JACKSON ST [RP]	0447	Service Call, other

**Rochester Fire Department**  
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Incident	Incident Date	Alarm Time	Incident Type
14-405-IN <b>1st Action:</b> <b>Location:</b>	02/21/2014 Investigate 134 WALNUT ST	0647	Motor vehicle accident with no injuries.
14-409-IN <b>1st Action:</b> <b>Location:</b>	02/21/2014 Investigate 1 SOUTH ELDERBERRY LN	0301	Service Call, other
14-410-IN <b>1st Action:</b> <b>Location:</b>	02/21/2014 Investigate 19 FOREST PARK DR	0642	Service Call, other
14-411-IN <b>1st Action:</b> <b>Location:</b>	02/21/2014 Investigate 26 SIGNAL ST DYNASTY RESTAURANT	0806	Alarm system sounded due to malfunction
14-412-IN <b>1st Action:</b> <b>Location:</b>	02/21/2014 Investigate HIGHLAND ST BY ROCHESTER EAST APTS.	0959	Motor vehicle accident with no injuries.
14-413-IN <b>1st Action:</b> <b>Location:</b>	02/21/2014 Investigate 161 EAGLE DR	1050	CO detector activation due to malfunction
14-414-IN <b>1st Action:</b> <b>Location:</b>	02/21/2014 Investigate 87 LOWELL ST LIGHTHOUSE ASSEMBLY	1522	Alarm system activation, no fire - unintentional
14-415-IN <b>1st Action:</b> <b>Location:</b>	02/21/2014 Investigate 25 OLD DOVER RD IMC	1616	Alarm system sounded due to malfunction
14-416-IN <b>1st Action:</b> <b>Location:</b>	02/21/2014 Establish safe area 12 GONIC RD WILD WILLY'S BURGERS	1832	Motor vehicle accident with no injuries.
14-417-IN <b>1st Action:</b> <b>Location:</b>	02/21/2014 Investigate SPAULDING TPKE	2317	No incident found on arrival at dispatch address
14-433-IN <b>1st Action:</b> <b>Location:</b>	02/21/2014 Provide basic life support (BLS) [REDACTED]	2326	EMS call, excluding vehicle accident with injury
14-418-IN <b>1st Action:</b> <b>Location:</b>	02/22/2014 Establish safe area SPAULDING TPKE ROCHESTER TOLLS	0131	Motor vehicle accident with injuries
14-419-IN <b>1st Action:</b> <b>Location:</b>	02/22/2014 Investigate 5 WALNUT ST	0756	Lock-out
14-420-IN <b>1st Action:</b> <b>Location:</b>	02/22/2014 Investigate 31 MAIN ST	0924	Fuel burner/boiler malfunction, fire confined

**Rochester Fire Department**  
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Incident	Incident Date	Alarm Time	Incident Type
14-421-IN <b>1st Action:</b> <b>Location:</b>	02/22/2014 Investigate SALMON FALLS RD BY THE S CORNER	1354	Motor vehicle accident with injuries
14-422-IN <b>1st Action:</b> <b>Location:</b>	02/22/2014 Provide manpower [REDACTED]	1417	Medical assist, assist EMS crew
14-423-IN <b>1st Action:</b> <b>Location:</b>	02/22/2014 Provide manpower [REDACTED]	1341	EMS call, party transported by non-fire agency
14-424-IN <b>1st Action:</b> <b>Location:</b>	02/22/2014 Investigate [REDACTED]	1903	Medical assist, assist EMS crew
14-425-IN <b>1st Action:</b> <b>Location:</b>	02/22/2014 Investigate 9 GOODWINS WAY	1955	Public service
14-426-IN <b>1st Action:</b> <b>Location:</b>	02/22/2014 Investigate 107 ENGLAND RD	2008	Assist police or other governmental agency
14-427-IN <b>1st Action:</b> <b>Location:</b>	02/22/2014 Investigate 314 ROCHESTER HILL RD PROFILE APARTMENTS - BLDG 2	2059	Alarm system activation, no fire - unintentional
14-428-IN <b>1st Action:</b> <b>Location:</b>	02/22/2014 Investigate [REDACTED]	2148	Medical assist, assist EMS crew
14-429-IN <b>1st Action:</b> <b>Location:</b>	02/22/2014 Assist physically disabled 3 KENNEDY AVE	2155	Public service
14-430-IN <b>1st Action:</b> <b>Location:</b>	02/22/2014 Investigate 41 TEN ROD RD	0346	CO detector activation due to malfunction
14-431-IN <b>1st Action:</b> <b>Location:</b>	02/22/2014 Investigate 95 SOUTH MAIN ST REHAB 3 - FRISBIE MEMORIAL HOSPITAL CAMPUS	0029	Alarm system sounded due to malfunction
14-432-IN <b>1st Action:</b> <b>Location:</b>	02/22/2014 Investigate 95 SOUTH MAIN ST REHAB 3 - FRISBIE MEMORIAL HOSPITAL CAMPUS	0158	Alarm system sounded due to malfunction
14-434-IN <b>1st Action:</b> <b>Location:</b>	02/23/2014 Investigate 754 PORTLAND ST	0726	Public service assistance, other
14-435-IN <b>1st Action:</b> <b>Location:</b>	02/23/2014 Provide manpower [REDACTED]	1201	Medical assist, assist EMS crew

**Rochester Fire Department**  
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Incident	Incident Date	Alarm Time	Incident Type
14-436-IN <b>1st Action:</b> <b>Location:</b>	02/23/2014 Investigate SPAULDING TURNPIKE CONN	1932	Motor vehicle accident with no injuries.
14-437-IN <b>1st Action:</b> <b>Location:</b>	02/24/2014 Cancelled en route 140 CHARLES ST [RP]	0200	Dispatched & canceled en route
14-438-IN <b>1st Action:</b> <b>Location:</b>	02/24/2014 Investigate 9 LORING DR	0631	CO detector activation due to malfunction
14-439-IN <b>1st Action:</b> <b>Location:</b>	02/24/2014 Investigate 34 UNITY ST	1151	Service Call, other
14-440-IN <b>1st Action:</b> <b>Location:</b>	02/24/2014 Cancelled en route 123 FARMINGTON RD BLACK DOG CAR WASH	1519	Dispatched & canceled en route
14-441-IN <b>1st Action:</b> <b>Location:</b>	02/24/2014 Investigate 25 OLD DOVER RD	1250	Alarm system activation, no fire - unintentional
14-442-IN <b>1st Action:</b> <b>Location:</b>	02/24/2014 Investigate 45 COLUMBUS AVE @ 90 SOUTH MAIN ST	1734	Extinguishing system activation due to malfunction
14-443-IN <b>1st Action:</b> <b>Location:</b>	02/24/2014 Investigate 665 PORTLAND ST	2137	Service Call, other
14-444-IN <b>1st Action:</b> <b>Location:</b>	02/25/2014 Investigate 64 RICHARDSON ST	1237	Good intent call, other
14-445-IN <b>1st Action:</b> <b>Location:</b>	02/25/2014 Investigate [REDACTED]	1339	Medical assist, assist EMS crew
14-446-IN <b>1st Action:</b> <b>Location:</b>	02/25/2014 Cancelled en route 5 MILTON RD PAPA GINO'S	1247	Dispatched & canceled en route
14-447-IN <b>1st Action:</b> <b>Location:</b>	02/25/2014 Provide manpower [REDACTED]	1652	Medical assist, assist EMS crew
14-448-IN <b>1st Action:</b> <b>Location:</b>	02/25/2014 Investigate 14 LILAC DR	1721	Service Call, other
14-449-IN <b>1st Action:</b> <b>Location:</b>	02/25/2014 Remove hazard 9 HIGH ST	0018	Fuel burner/boiler malfunction, fire confined



**Rochester Fire Department**  
Incident Status

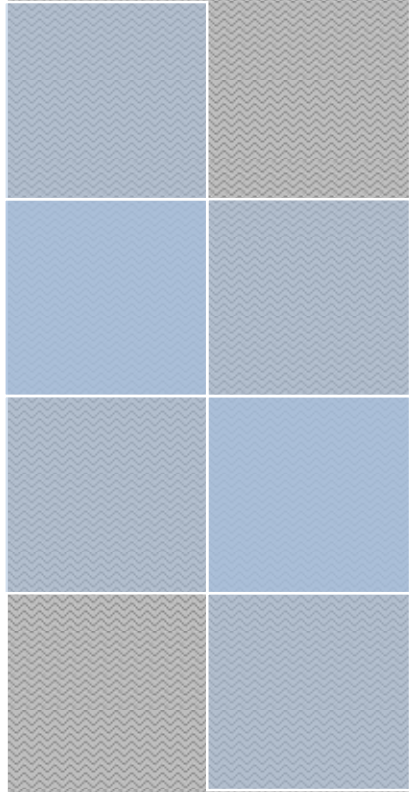
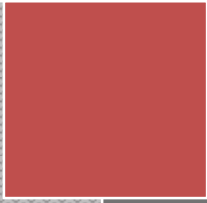
03/13/14

Incident	Incident Date	Alarm Time	Incident Type
14-450-IN <b>1st Action:</b> <b>Location:</b>	02/26/2014 Investigate [REDACTED]	1059	Medical assist, assist EMS crew
14-451-IN <b>1st Action:</b> <b>Location:</b>	02/26/2014 Investigate 162 CHARLES ST @ 84 HANCOCK ST	1234	Vehicle accident, general cleanup
14-452-IN <b>1st Action:</b> <b>Location:</b>	02/26/2014 Investigate 36 ROCHESTER NECK RD WMNH - BLDG 3	1505	Alarm system activation, no fire - unintentional
14-453-IN <b>1st Action:</b> <b>Location:</b>	02/26/2014 Extinguishment by fire service personnel 34 PINE ST	1007	Building fire
14-454-IN <b>1st Action:</b> <b>Location:</b>	02/26/2014 Investigate 1 SHERIDAN AVE	0704	Good intent call, other
14-455-IN <b>1st Action:</b> <b>Location:</b>	02/26/2014 Investigate 90 WAKEFIELD ST GAFNEY HOME	2311	Gas leak (natural gas or LPG)
14-456-IN <b>1st Action:</b> <b>Location:</b>	02/27/2014 Assistance, other [REDACTED]	0615	Medical assist, assist EMS crew
14-457-IN <b>1st Action:</b> <b>Location:</b>	02/27/2014 Standby [REDACTED]	1916	Medical assist, assist EMS crew
14-458-IN <b>1st Action:</b> <b>Location:</b>	02/27/2014 Investigate 25 SPLIT ROCK DR	1928	Gas leak (natural gas or LPG)
14-460-IN <b>1st Action:</b> <b>Location:</b>	02/28/2014 Investigate 248 GONIC RD @ 4 FLAGG RD	0914	Motor vehicle accident with no injuries.
14-461-IN <b>1st Action:</b> <b>Location:</b>	02/28/2014 Forcible entry 45 JOSHUA ST	1258	Assist police or other governmental agency
14-462-IN <b>1st Action:</b> <b>Location:</b>	02/28/2014 Investigate PARTRIDGE GREEN APTS	1422	Alarm system activation, no fire - unintentional
14-463-IN <b>1st Action:</b> <b>Location:</b>	02/28/2014 Provide manpower 319 ROCHESTER HILL RD @ 61 QUAIL DR	1133	Motor vehicle accident with injuries
14-464-IN <b>1st Action:</b> <b>Location:</b>	02/28/2014 Investigate 4 CHEROKEE WAY	1619	CO detector activation due to malfunction

**Rochester Fire Department**  
Incident Status

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Incident	Incident Date	Alarm Time	Incident Type
14-465-IN <b>1st Action:</b> <b>Location:</b>	02/28/2014	1811	<b>Lock-out</b>
	Investigate		
	48 SENECA ST		
14-466-IN <b>1st Action:</b> <b>Location:</b>	02/28/2014	1909	<b>Assist invalid</b>
	Assistance, other		
	6 NORTH FUCHSIA DR [ EMS CAUTION ]		
14-467-IN <b>1st Action:</b> <b>Location:</b>	02/28/2014	2032	<b>Chimney or flue fire, confined to chimney or flue</b>
	Extinguishment by fire service personnel		
	174 CROWN POINT RD ROBINSON, CHERYL		



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**Rochester Public Library**  
**65 South Main St.**  
**Rochester, NH 03867**

Main Desk: (603) 332-1428  
 Reference: 335-7550  
 Children's: 335-7549  
 Fax: 335-7582  
[www.rpl.lib.nh.us](http://www.rpl.lib.nh.us)

## **MONTHLY REPORT**

### **February 2014**

There were a total of 20,125 items circulated with 10,520 people visiting the library in the month of February. Two hundred ninety-three patrons used the library's Internet computers for 1,079 hours. Visitors to the library's web site numbered 7,276. Current number of patron registrations is 33,238. Interlibrary loan activity included 65 materials borrowed from other libraries and 284 loaned to other libraries.

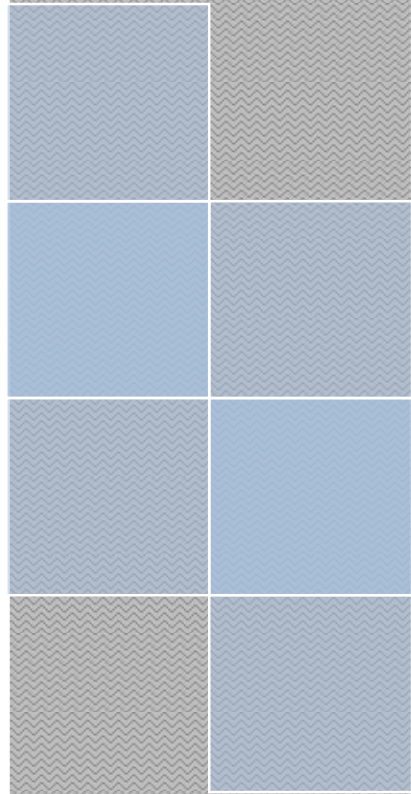
Winter story times continued in the month of February with 120 children in attendance. Fifty –five enthusiastic children created Yarn Stitched Paper Hearts at a children's room "Make-It and Take-It" program just in time for Valentine's Day.

The Library was pleased to host a photography exhibit by Karen M. Stelting of Rochester, NH. Stelting photographs a wide variety of subjects, with an emphasis on skyscapes, botanicals and the beauty of every day objects. Stelting calls her work "Emotional Photography" because she photographs subjects that inspire her personally. This exhibit runs through the end of March.

Starting February 1<sup>st</sup>, AARP Tax Aide began scheduling appointments at the library on Tuesdays & Thursdays from 9:30 to Noon. Appointments and walk-in's are welcome, Saturdays from 9:30 to noon. This service will be available through April 15, 2014.

In addition to the print versions of available books, 228 of our Library patrons downloaded 1,014 e-books to media devices through the library's web site this month. The RPL website also enabled 21 patrons access to Mango Languages.

Trustees meet on March 18<sup>th</sup> in the Rose Room of the library at 6pm.



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Planning  
Conservation Commission  
Historic District Commission  
Arts & Culture Commission

**Planning & Development Department**  
**City Hall - Second Floor**  
**31 Wakefield Street**  
**ROCHESTER, NEW HAMPSHIRE 03867-1917**  
**(603) 335-1338 - Fax (603) 335-7585**  
**Web Site: <http://www.rochesternh.net>**

## **PLANNING DEPARTMENT MONTHLY REPORT FOR FEBRUARY 2014**

### **NEWS FROM THE DEPARTMENT HEAD**

The Chief Planner spent a majority of his time this month working on the following:

- ◆ Prepared for Planning Board meetings including review of all applications, discussions with Planning Staff, and preparing Staff Recommendations
- ◆ Participated in a TIF training session for new City Councilors
- ◆ Held various meetings with potential applicants, current applicants, and citizens regarding projects that will be coming to the Planning Board or are currently being discussed at the Planning Board, including the Granite Ridge Marketplace on Route 11
- ◆ Reviewed the Land Use Chapter of the Master Plan to prepare for updating the chapter
- ◆ Began drafting a Request for Qualifications (RFQ) for updating the Master Plan

The Department also worked on the following projects and issues this month:

- ◆ Held three TRG meetings for applications coming to the Planning Board
- ◆ Worked with the Community Development Specialist and City Engineer on the Green Infrastructure Grant
- ◆ Participated in Main Street Annual meeting
- ◆ Attended a software demonstration at City Hall for potential new software to link all departments
- ◆ Staff attended HDC, Conservation Commission, Rochester Main Street Design Committee, and Rotary meetings
- ◆ Attended TIF training with Economic Development
- ◆ Staff attended E911, Use of Technology Self Directed Work team, and website design committee meetings
- ◆ Meet with NH DOT to discuss Route 11 improvements associated with Granite Ridge Development
- ◆ Staff visited Brickyard Square development in Epping, NH
- ◆ Staff held meetings with Waterstone Development for Granite Ridge Development
- ◆ Site Visit to 6 Cemetery Rd (PB Application)



### APPLICATIONS REVIEWED BY THE PLANNING BOARD

**Joyful Garden Day Care Center, 19 Thomas Street**, (by Tina Weaver) Site plan and Day Care Center application to change from a home day care center to a day care center. Case# 221 – 131 – R1 – 14 **APPROVED WITH CONDITIONS**

**David Thayer, 22&24 Farmington Road**, (by Norway Plains Associates) Application to excavate existing ledge and overburden to the rear of the parcels to create lots that are more conducive to commercial development. Case# 216 – 2&3 – GRD – 14 **APPROVED**

**Dana & Shirley Copp 1985 Trust & Great Woods Development, LLC, 635 & 631 Salmon Falls Road**, (by Norway Plains Associates) Lot line revision to revise the lot line between Lots 321-1 & 324 resulting in 0.39 acres being added to Lot 324. Case# 224 – 321-1&324 – A – 14 **APPROVED**

**City of Rochester School Department, 773 Portland Street** (by Lavallee/Brensinger Architects) Preliminary site plan application to demolish portions of the existing building to construct new addition and make site improvements. Case# 108 – 52 – R2 – 13 **NO ACTION TAKEN**

**Pease Development Authority, 238 & 290 Rochester Hill Road** (by Jacobs Engineering Group, Inc.) Site plan to reconstruct existing runways, extend Runway 15, extend Taxiway A, and install runway approach lighting. Case # 243 – 18/255 – 17 – A – 14 **NO ACTION TAKEN**

**Waterstone Retail, Inc., 92 Farmington Road** (by Tighe & Bond) Preliminary site plan to develop 300,000 square feet of multi use commercial space. Case# 216 – 11 – GRD – 14 **CONTINUED**

### APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

The Conservation Commission's monthly meeting on February 26<sup>th</sup> involved:

**Discussion:**

a) SkyHaven Airport - Pease Development Authority, 238 & 290 Rochester Hill Road, (by Jacobs Engineering and Smart Environmental) Wetland Conditional Use Application to extend Runway 15, extend Taxiway A, and install runway approach lighting with access road.

*The project engineer made a short presentation that explained the runway expansion and reconstruction, as well as the proposed lighting. The project's environmental specialist and a representative from PDA explained the proposed wetland impacts. The Commission ask if the impacts were necessary and the PDA said that they are because the FAA rules are very stringent and that the improvements can't be located anywhere else onsite. The Commission noted that they don't support wetland impacts, but because there were no alternative options in this case, and the applicant has minimized the impacts as much as possible, and that the improvements are needed for safety reasons, they would support the proposal as presented.*

b) City of Rochester School Department, 773 Portland Street (by Lavallee/Brensinger Architects) -discussion of Con Com's comments to NH DES regarding proposed wetland impacts.

*After having a detailed discussion with the project engineer about what changes have been made since the last time the Commission reviewed the proposal, what could still be changed, and site maintenance concerns, the Commission voted to write a letter to NH DES stating that although the proposal isn't the least impacting*

*alternative, they do support the proposed changes because they have made the project less impacting to the surrounding natural resources than it was previously. The Commission also voted to include (with the letter) a short list of Low Impact Development design options that should be considered.*

c) Waterstone Retail, Inc., 92 Farmington Road (by Tighe & Bond) Preliminary site plan to develop 300,000 square feet of multi use commercial space **and** adjusting boundaries of conservation easement. .  
*The project engineer gave a thorough presentation of the proposed project, history of past approvals, and a summary of where the review stands with the City. He then asked for the Commissions thoughts. The Commission noted that the development proposal: contains too much pavement/impervious area; includes unwarranted wetland buffer impacts; is severely lacking in vegetation; the parking lots need to include tree species that will grow large and have large diameter crowns; sidewalk areas need to incorporate vegetation; detention ponds are not supported (in general) and the one large detention pond proposed here is insufficient; snow storage must be reviewed and not be proposed in wetland buffers or drainage areas; and, the project needs to be phased.*  
*The project engineer briefly explained the proposal to remove an area of land from a conservation easement to construct a parking lot on it, and give a different area of undeveloped land to be added to the conservation easement land. The Commission expressed that they would not consider this until NH DES has responded to the applicant, and the Chairwoman said that time tonight would not be spent on this matter. A couple of Con Com members quickly offered their initial thoughts on this, which included: the Commission involvement with/thoughts on this easement in the past were ignored by City Council; the proposal to use easement land to construct a parking lot with wetland buffer disturbance is not supported; the proposal to swap a sliver of undevelopable land for the easement land is not sufficient; providing access to the easement land needs to be discussed, especially now that there is a 30' foot vertical cut proposed between the proposed developed area and existing conservation land.*

#### **Correspondence Reviewed:**

- a) NH Association of Natural Resources Scientists – solicitation for membership: *It was decided to look more into the costs and benefits before making a decision about joining.*
- b) Strafford County Conservation District Collaboration – solicitation offering collaboration. *No discussion on this matter.*
- c) The Source – Winter 2014 newsletter. *No discussion on this matter.*
- d) 'Currents' – January 2014, Strafford Rivers Conservancy news. *The Chair noted that Strafford Rivers is a resource to use when working on conserving land.*
- e) NH DES Wetland Permit – Amazon Park's Water Line (Map-Lot: 255-40) *The Commission noted they had reviewed and signed off on this previously.*
- f) NH DES Wetlands Request for More Information – 773 Portland St (Map-Lot: 108-52) *East Rochester School was discussed at the beginning of the meeting, see above.*

#### **Notice of Intent to Cut Wood or Timber / Intent to Excavate**

- a) Notice of Intent to Cut – Farmington Rd (Map/Lot: 216-11), Granite Ridge Marketplace- *The Commission noted that this project seems to be reverse engineered and that nearly all of the trees were cut already.*
- b) Notice of Intent to Excavate – 253 Rochester Neck Rd (Map/Lot: 268-5), Waste Management – *Staff explained there were no concerns with this because the applicant had provided the City with copies of previous approvals documenting that this lot was and still is approved as an excavation lot.*

**Old Business:** Hope Farm – need to set time frames and assign tasks. *The Chair reminded the Commission that Hope Farm has a deadline and that everyone needs to start working on this project to ensure the deadlines are met.*

#### **New Business:**

- a) Receipt of SUR Storage Yard and Brock St Mitigation and Floodplain Monitoring Report – *The Commission noted that this was a good report and that they had no concerns with the findings.*

#### **Other Business:**

- a) Attendance and membership – *It was stressed that members let the Chair or Staff know ahead of time if they cannot attend. The members also talked about recruiting new folks to join too.*

- b) NH Association of Conservation Commissions Invitation and Dues- *The Commission voted to note join this group because the fees are much to expensive.*
- c) Community Garden- *The Chair keeps receiving emails from someone interested in a community garden on Strafford Rd, but no one on the Commission knows*
- d) Conservation Lands Map, Draft – *The Commission reviewed a draft map that Chris Kane had created. The map is a draft because it currently only shows some parcels, more are to be added. The Commission is excited to see and use the final product.*

**Non-Public:**

*The Commission went into non-public session to discuss potential acquisition of property.*

## APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission monthly meeting on February 12<sup>th</sup> involved:

**Anthony Ejarque, 45 North Main Street** application for Certificate of Approval to hang sign below for a Public House existing sign. Case# HDC 121 – 373 – B1 – 13 **TABLED**

Discussion with Sheldon Perkins from Building, Zoning, and Licensing Services Department, regarding improving Certificate of Approval process and other issues. Sheldon Perkins discussed the process of code enforcement to the Historic District Commission. It was agreed that the Certificate of Approval letter and designs submitted to the Commission will be included emails to codes. This will help when the applicant fills out a building permit in the future. The Historic District Suggested Minimum Requirements for Submittals (Handout) was worked on at this meeting it was suggested that a column be added for color, scale, and finish. The department also ordered Historic New England colors of America for paint chart for projects within the city.

## ARTS AND CULTURE COMMISSION ACTIVITIES

The Arts and Culture Commission meeting was held on February 20<sup>th</sup>. There were two guest that attended the meeting Susan Page from the Rochester Opera House and Amy Regan Museum of Fine Arts Board of Directors.

### I. Status of membership (Withdrawn members)

Ms. Lauterborn is the newest member of the Arts and Culture Commission to represent the City Council appointed by the Mayor. All the members thanked Ms. Lauterborn for joining the Commission. The staff from the City sent out an email to members that have been absent from the Commission for a number of meetings. Peg Johnson submitted a resignation letter from the Commission.

### II. Election of new Chair

There was a motion made by Mr. Provost and seconded by Ms. Fowler for Matt Wyatt to continue being the Chair of the Arts and Culture Commission all were in favor. It was approved unanimously. The members thanked Mr. Wyatt for reconsidering being the Chair of the Commission. A motion was made by Mr. Wyatt and seconded by Ms. Lauterborn for Ms. Dorvillier to be the Vice Chair of the Arts and Culture Commission all were in favor. There was a discussion to find someone from the school to serve on the Commission.

### III. What is happening around Rochester?

Sunday, March 16-April 7 - Rochester's "Munch Madness" Tournament of Restaurants...Dine Out and Vote! Currently there are over 23 restaurants signed up for this Main Street will be using Survey Monkey to compete and QR codes. Rochester is now a part of Seacoast buy local now Rochester will be able to participate in events such Plaid Friday. Main Street finished is Historical Highlights of Downtown walking tour which is a 90

minute self guided tour. Art Esprit Musical Chairs Fundraiser at the Rochester Community Center will be on Saturday, April 5 - 1-3 pm. Main Street is working with businesses to create a permanent art installation in downtown as a gateway into the City by Nate Walker who created the Giant Blue Crab at the Children's Museum of New Hampshire. The 2<sup>nd</sup> Annual Greater Rochester Author's Fair is at the Rochester Public Library on Saturday April 26 from 10:15 am until 2:30 pm. The NH State Council on the Arts is sponsoring Factory Court Central Square this summer. Main Street will also be having Zoo encounter and teddy bear picnic in the park this summer. Saturday, May 3 - National Free Comic Book Day, 10 am to 4 pm, downtown Rochester. This summer there will be group yoga at the Commons on Thursdays. The Historical Society will be hosting an oil painting restoration speaker.

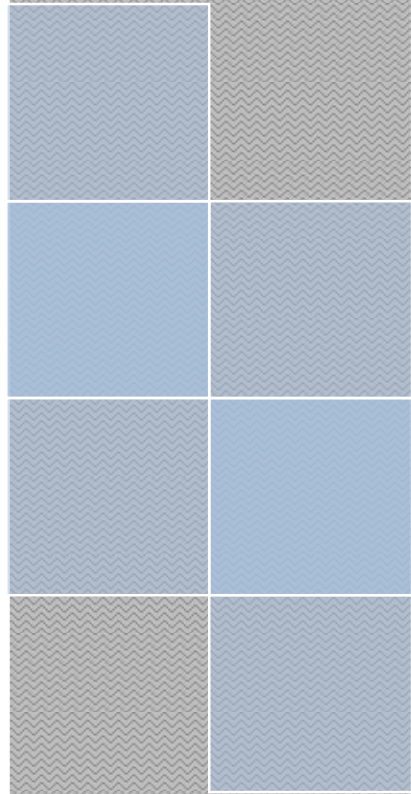
Rochester Museum of Fine Arts was proud to present selections from Picasso Estate Collection the exhibit will be February 1<sup>st</sup> concluding on March 29<sup>th</sup>. The Upcoming Films at the Rochester Opera House include: Everyone's Going to Die on June 7<sup>th</sup> at 8 pm, The Time Machine on June 7<sup>th</sup> at 7 pm. The Governors Inn is showing the Murder Mystery which is sold out. They are also working on summer music series. Historical Archeological Digs from the Isles of Shoals will be at the upcoming with the Historical Society meeting.

Rochester Opera House Upcoming Events: R-Rated Hypnotist Frank Santos Jr., Joesph and the Amazing Technicolor Dreamcoat, The Diary of Anne Frank, Celtic Nights, Hamlet, Brooks Young Band, Dance Northeast, Wizard of Oz, The Lottery Night Cocktail Party, Bin Jon Jersey, Motor City Fever, Strafford Wind Symphony, Freckleface Strawberry, and Sole City Dance Annual Concert. Summer theater camp for 4-7 will be happening this summer.

#### **IV. Goals for Next meeting (assign task)**

The second Annual Achievement in the Arts award will be on August 12. The commission discussed the need to get public support for this year (last year it was completed in a month). The Commission needs to think about what categories we want to have for the awards. Here is the list of last year categories: literary, artisan, movement, theater, visual arts, dining, music, and lifetime achievement award. Also be thinking of potential nominees for these categories. This will be reviewed next meeting. The Arts and Culture website will also be updated.

James B. Campbell,  
Chief Planner



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# ROCHESTER POLICE DEPARTMENT

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ROCHESTER NH, 03867-1933

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*"Dedication, Pride, Integrity"*

POLICE COMMISSION

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

MICHAEL J. ALLEN  
*Chief of Police*



March 12, 2014

TO: City Manager Daniel Fitzpatrick

RE: Monthly Report – February 2014

**OPERATIONS:** Only one ward had a meeting this reporting period. There were quality of life issues raised at a recurring location for area residents. Concerns that could be addressed by Police have been looked into and the other concerns were forwarded to appropriate departments.

The investigations bureau was called out for a robbery at the George and Ed's convenience store. Evidence was recovered and a quick arrest was made. There was an additional call out for a missing juvenile from out of town who was located in Rochester. This case is still under investigation. A search warrant on Lafayette Street resulting in drug charges for three people as well as the recovery of a firearm. Compliance checks were conducted at local pawn shops resulting in charges for ordinance violations at two locations.

**K-9 ACTIVITY:** There were two tracks in Rochester with an additional three tracks and two drug searches throughout the county. Two of the out of town tracks resulted in suspect apprehension. Officer MacKenzie and Team Phlirt and Daisy work very well together as a team. As reported last month Officer Mackenzie, along with Officer Moore participated in the CHaD Battle of the Badges Hockey game. The Police claimed a 5-4 victory over Fire with the winners being the children. The event raised more than \$200,000 for the Children's Hospital at Dartmouth. This is a positive reflection on the Department.

**COMMUNICATIONS:** We filled one of the open positions in the center and are completing the hiring process for the final open position. We are hopeful to be up to full staff within a few weeks.



**DIVERSION PROGRAM/ TEEN DRUG COURT:** 326 youths participated in Teen night in February. Ms. Rodler presented the current drug trends training to the Strafford County Prevention Board. She is scheduled to present three additional trainings to Rochester Head Start, the Spaulding High administration and to the counselors at Community Partners. Nicole also presented at the State DMC Nashua Symposium on the "Effective Youth and Police Interactions Training based on the Jr. Citizens' Academy, which was accepted to become the NH State model training.

**PROSECUTION:** The prosecution unit is down two full time employees with the resignation of the prosecutor and a leave for one of the secretaries. We are addressing the shortages through reassignment of staff and duties.

**MV UNIT:** The MV unit made 137 traffic stops with 57 summonses and 6 arrests as a result of those stops. The unit handled 25 motor vehicle accidents, with the weather being the major cause. Officer Hayes made 18 traffic stops and issued 4 summonses.

**POP UNIT:** Officer Hayes spoke to the Strafford County Commission on Aging promoting the Project Good Morning program. Five additional wanted people were posted to face book and three were apprehended from tips received. Three additional retailers signed up for the retailer link. The planning meeting for the 3<sup>rd</sup> annual Wings and Wheels event was held this period. The SHARE fund has hired a projector coordinator and events director. There are plans to make this the biggest event to date.

**ADMINISTRATIVE:** The Animal Control Vehicle (1997 Ford Ranger) needs approximately \$1,500.00 in repairs and did not pass inspection. This vehicle is scheduled to be cycled out of the fleet. It makes no sense to expend those funds. The Public Works Director was able to let us borrow a truck they had cycled out to get us through the rest of this budget year.

Department members are working on biennial training for CPR/AED. This was the bulk of scheduled training this period.

Nicole Rodler and Officer Blair hosted a DMC (disproportionate minority contact) Effective Police and Youth Interaction training for new officers as well as school staff that was very well received.

Officers' Powers and Forrest are continuing in the FTO program. They are set to switch training officers next period. With two recent resignations and one retirement we are down three positions. We are doing backgrounds and hope to have them complete with officers ready to attend the next Academy in May.

We have selected a candidate for the open crime analyst position through Bair Analytics. She is relocating from Texas and should be on board by mid-March.

**COMP STAT:** We continue to focus our resources on hot spots related to crime and issues occurring in high traffic areas. As shown in the attached comp stat spread sheet year to date violent crime incidents and arrests are down for this reporting period.

Property crimes were also down in all categories except thefts from motor vehicles which increased by one over last month. There was an increase in property crime arrests for burglary, while all other theft arrests remained steady at seven in each month. We are targeting hot spots with directed patrols, foot beats and traffic enforcement. Officers on the street continue to hold weekly strategy meetings in our efforts to impact property crime throughout the city.

We are looking forward to the crime analyst starting in March. This position is important to the comp stat process. The person in this position is involved in the weekly strategy meetings and help us continue to develop effective tactics intended to impact crime and traffic safety.

**EMD USE:**

There was one Taser display and no deploys this period.

**FORFEITURE FUND SPENDING:**

There was \$1925.08 of forfeiture spending this period for evidence and taser supplies.

Respectfully Submitted,

*Michael J. Allen*  
Michael J. Allen  
Chief of Police

PC: Rochester Police Commission  
File

PROPERTY CRIMES - OFs by Incident (2014)												
Specific Crimes	2/1/14- 2/28/14	2/1/13- 2/28/13	% Change	1/01/14- 1/31/14	12/01/13- 12/31/13	%Change	YTD 14	YTD 13*	%Change	YTD 2014 Closure Rate	YTD 2013 Closure Rate	YTD 12*
Shoplifting	20	23	-13%	38	31	23%	58	59	-2%	86%	69%	40
Theft from MV	4	6	-33%	3	10	-70%	7	18	-61%	14%	6%	22
All Other Theft	25	28	-11%	43	40	8%	68	61	11%	21%	13%	75
MV Theft	1	2	-50%	4	1	300%	5	4	25%	0%	100%	6
Vandalism	16	24	-33%	21	25	-16%	37	61	-39%	57%	28%	67
Burglary	3	10	-70%	11	3	267%	14	15	-7%	43%	13%	37
Total Property	69	93	-26%	120	110	9%	189	218	-13%	49%	33%	247
PROPERTY CRIMES - ARRESTS by Incident (2014)												
Specific Crimes	2/1/14- 2/28/14	2/1/13- 2/28/13	% Change	1/01/14- 1/31/14	12/01/13- 12/31/13	%Change	YTD 14	YTD 13*	%Change	YTD 2014 Closure Rate	YTD 2013 Closure Rate	YTD 12*
Shoplifting	21	18	17%	29	29	0%	50	41	22%	86%	69%	28
Theft from MV	0	0	0%	1	0	0%	1	1	0%	14%	6%	1
All Other Theft	7	4	75%	7	2	250%	14	8	75%	21%	13%	8
MV Theft	0	2	-100%	0	0	0%	0	4	-100%	0%	100%	1
Vandalism	8	8	0%	13	9	44%	21	17	24%	57%	28%	15
Burglary	5	1	400%	1	1	0%	6	2	200%	43%	13%	1
Total Arrests	41	33	24%	51	41	24%	92	73	26%	49%	33%	54
VIOLENT CRIMES - OFs by Incident (2014)												
Specific Crimes	2/1/14- 2/28/14	2/1/13- 2/28/13	% Change	1/01/14- 1/31/14	12/01/13- 12/31/13	%Change	YTD 14	YTD 13*	%Change	YTD 2014 Closure Rate	YTD 2013 Closure Rate	YTD 12*
Homicide	0	0	0%	0	0	0%	0	0	0%	0%	0%	0
Robbery	1	4	-75%	0	2	-100%	1	5	-80%	0%	60%	2
Aggravated Assault	3	4	-25%	5	6	-17%	8	7	14%	63%	43%	9
Simple Assault*	20	34	-41%	30	25	20%	50	60	-17%	68%	58%	83
Total Violent	24	42	-43%	35	33	6%	59	72	-18%	66%	57%	94
VIOLENT CRIMES - ARRESTS by Incident (2014)												
Specific Crimes	2/1/14- 2/28/14	2/1/13- 2/28/13	% Change	1/01/14- 1/31/14	12/01/13- 12/31/13	%Change	YTD 14	YTD 13*	%Change	YTD 2014 Closure Rate	YTD 2013 Closure Rate	YTD 12*
Homicide	0	0	0%	0	0	0%	0	0	0%	0%	0%	0
Robbery	1	3	-67%	0	1	-100%	0	3	-100%	0%	60%	1
Aggravated Assault	1	2	-50%	4	5	-20%	5	3	67%	63%	43%	7
Simple Assault	11	20	-45%	23	18	28%	34	35	-3%	68%	58%	33
Total Arrests	13	25	-48%	27	24	13%	39	41	-5%	66%	57%	41

\* Note: Numbers from 2012 and 2011 are based on Offenses. 2013 numbers are based off of number of Incidents. 2012 Simple Assault numbers are also based off of Incidents.

All Other Thefts 1 trash toter

5 receiving stolen property arrests this month

FIELD ACTIVITIES										
	2/1/14- 2/28/14	2/1/13- 2/28/13	% Change	1/1/14- 1/31/14	12/1/13 - 12/31/13	%Change	YTD 14	YTD 13	%Change	YTD 12
Traffic Stops	617	675	-9%	620	563	10%	1237	1375	-10%	1498
Arrests from Stops	13	15	-13%	14	14	0%	27	41	-34%	40
Summons	69	70	-1%	80	79	1%	149	180	-17%	118
Warnings	504	569	-11%	489	455	7%	993	1128	-12%	1303
No Action	31	17	82%	21	15	40%	52	30	73%	40
Accidents	107	100	7%	90	113	-20%	197	184	7%	151
Summons From Acc	6	5	20%	3	3	0%	9	9	0%	5
Arrests From Acciden	3	6	-50%	0	3	0%	3	13	-77%	11
Field Interviews	26	13	100%	21	12	75%	47	29	62%	21
DWI	4	8	-50%	8	10	-20%	12	14	-14%	20
DWI from Other	3	3	0%	8	7	14%	11	7	57%	14
DWI from Accidents	1	4	-75%	0	3	0%	1	7	-86%	6

COMMUNICATIONS CALLS FOR SERVICE						
Monthly Calls Totals						
2014	Call Priority 1	Call Priority 2	Call Priority 3	Proactive Duties	Admin Duties	Totals
January	420	562	413	1071	1343	3809
February	374	466	341	1005	1172	3358
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
<b>Year End Totals</b>	<b>794</b>	<b>1028</b>	<b>754</b>	<b>2076</b>	<b>2515</b>	<b>7167</b>

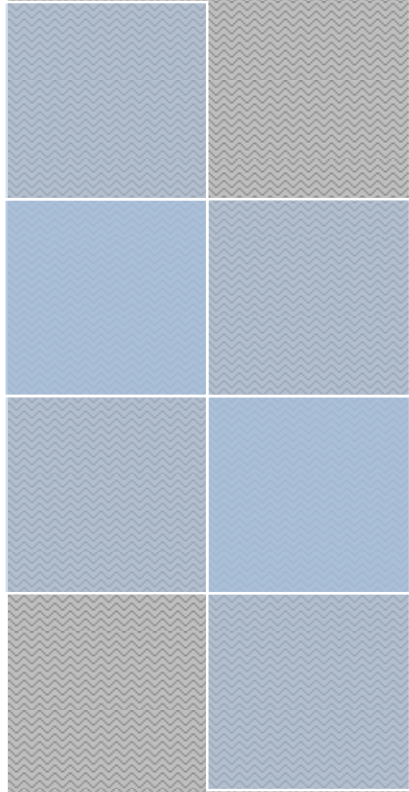
**CAD Priority 1 Call:** Serious to Critical calls for service. Priority to Immediate response or officer initiated. Almost always a two officer response. Some examples include; burglary alarm, robbery, domestic violence, motor vehicle accident, medical aid, 911 hang-up, wanted person and assaults.

**CAD Priority 2 Call:** Timely to Serious calls for service. Short delay to Priority response or Officer initiated. Often a two officer response. Some examples include; motor vehicle complaints, thefts, welfare checks, juvenile matters, criminal mischief /threatening, missing persons, harassment and suspicious activity.

**CAD Priority 3 Call:** Non-threatening to Service calls: Wait for affected zone car response or officer initiated. Almost always a single officer response. Some examples include; property lost or found, motorist assist, extra patrol, animal matters, police information, abandoned auto, and littering.

**Proactive Policing:** Business check, community policing, directed patrol, extra patrol, footbeat, and traffic stop

**Administrative:** Communications, court, in-service training, K9 maintenance, followup, reports, employee injury, cruiser maintenance, equipment lost/damaged, mealbreak, and paperwork service.



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## **ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT FOR FEBRUARY 2014**

### **Highway and Utilities Division**

The Highway and Fleet Maintenance Division has had plenty to keep busy with this winter so far. The staff responded to 93 service calls this month. These calls were either completed or scheduled for future repair. The service calls for the month included sign repairs, light repairs, snow maintenance, icy road calls, mailbox repairs, frost heaves and pothole repair. The DPW treated the city for 7 snow events, with a total of 39 inches of snow. Snow was removed from downtown and areas where safe site distance was at issue. A total of 8,562 yards of snow was removed. Staff continued to trim back brush during breaks between storms and catch basins and drains through out the City were cleared. Vehicle #15 has needed extensive repairs to the rear end, a new clutch and a new fuel tank has been installed. The mechanics began vehicle inspections this month.

The Utilities Division performed typical maintenance on the water and sewer systems. The staff responded to 42 service calls which were either completed or scheduled for repair. These calls included water quality issues, frozen water pipes, installation or repair inspections, storm drain clearing, and sewer issues. Water shut-offs throughout the city were located and repaired. A number of dig-safes were completed throughout the city. The staff has been working hard on a number of snow events this month, including night time snow removal. Staff has also been busy with a number of water main breaks caused by hydrants that have blown underground, water services, internal pipes bursting, and freezing weather. The long, bitterly cold winter with feet of frost on the ground is a huge cause in some of the unfortunate water issues. The crews continued cleaning drains and catch basins as the warmer weather comes for flooding purposes. The staff continues to keep the hydrants cleared and all sewer manholes cleaned out. Inspections throughout the City were also completed this month.

### **Buildings and Grounds**

The Buildings and Grounds Division performed routine maintenance on all of the city buildings and grounds that they are responsible to maintain. They also responded to 42 service calls. These calls included lighting issues, janitorial issues, grounds maintenance, icy sidewalks and supply deliveries. The staff was very busy treating and plowing all City owned parking lots and walkways on numerous occasions this month. The Community Center Gym Heater Unit went out to bid on February 27<sup>th</sup>. The Fire Suppression System work at the Community Center is 50% completed.



## **Waste Water Treatment Plant**

The staff wants to congratulate Sam Currier on passing the NE Water Environment Association Grade 2 Collection System Exam.

The staff continues to work closely with the coalition of communities on related wastewater and Great Bay Estuary issues. The Joint Report of the Peer Review Panel for Numeric Nutrient Criteria for the Great Bay Estuary was received and it validated the coalition's scientific concerns. The staff attended state sponsored training classes, and worked hard to keep up with the many snow events this month. The annual industrial pretreatment report was completed and submitted this month. The results of the hydrodynamic model of the Great Bay Estuary were received and presented to NHDES and EPA. They are supportive of the coalition's position. Honeywell has been troubleshooting the air handling units and have found fault sensors, which were placed on order for replacement. A new VFD for a the pump at South Main Street pump station was installed, and a new feed line was installed at the Washington Street pump station by PSNH. The staff performed preventative and corrective maintenance on equipment, machinery and instrumentation. The average effluent flow was 2.528 Million Gallons per Day. Percent of design flow = 50.3%. Percent of Design Flow for 2014 = 56.9%. Precipitation = 4.28".

## **Water Treatment Plant**

Water usage for the month as of February 28, 2014 was approximately 49.70 million gallons from the surface water treatment plant. Cocheco Well Treatment Plant did not operate this month due to an unexpected failure with the HMI Touch Screen Control Panel. A replacement panel was ordered and will be installed week of March 10<sup>th</sup>. All testing and monitoring was done per NHDES requirements. We are pleased to report that the City of Rochester again met and exceeded all State and Federal standards for drinking water. Carbon filter cleaning and sanitizing logged water quality improvements in the effluent. Maintenance was completed on all of the water plant components, including pump stations, the well site, and all water tank sites. We are continuing our routine inspections of the Berry's River watershed, reservoirs and dams. Wright-Pierce rolled out a pre-programmed Samsung Galaxy Tablet for the Operator's to use for remote SCADA System access, GIS Mapping of All Water Infrastructure Assets, Record Drawings, O&M Manuals and Water Quality Data.

## **Engineering**

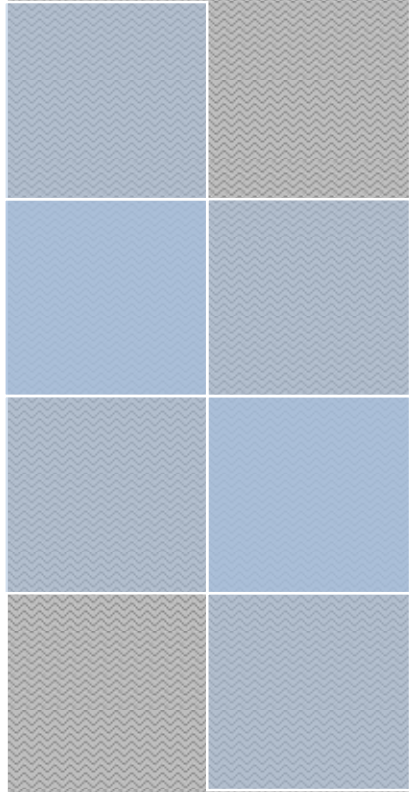
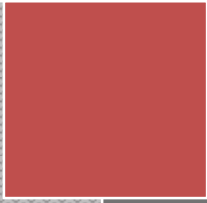
**CIP-** Catherine, Sheridan and Knight Streets Utility Reconstruction Project is scheduled to start this summer. This will be a multi-year project. A Public Informational Meeting has been scheduled for March 26<sup>th</sup> at William Allen School. Design is underway for the Salmon Falls Road HSIP Curve Softening Project, with summer/fall construction being looked at. A Public Informational Meeting is tentative for April/May. With the exception of Chamberlain, all FY14 streets have been paved and candidate work is to be brought to the Public Works Committee in March. Chamberlain Street water and sewer has been added to

the FY15 proposed CIP budget per the Council directive. Charles Street sidewalks rehab is targeted to begin this spring. CLD Consultants have been released from service on the Strafford Square Roundabout and the City is soliciting new consultants. The goal is to start construction in FY2015; construction is likely to carry over into FY2016. The Upper City Dam right abutment augmentation project is required by NHDES, with construction scheduled for this summer. The Stillwater Circle Bridge Repair design is nearly complete with construction anticipated for the summer. All 2013 work is complete on Brock Street, with finishing work to commence in Spring & Summer. The Surface Water Treatment Plant Upgrades design is 90% complete, with construction anticipated to begin in the fall. The DPW staff has attended meetings with the developer and Economic Development regarding the Granite Ridge Development District. We continue to provide infrastructure support to the project.

The design for the Western Ave. Pump Station continues, with construction set for this summer. The Franklin Street I/I Project design is also underway with construction set to start in FY2015. This project will follow the Western Avenue Station Replacement this summer. The contract for the pump station rehab on Kirsten, Weeping Willow, Autumn and Sawyer pump stations has been signed and is proceeding, with long lead times for the pumps likely to push construction off to the spring. The New Rt. Route 125 Pump Station Project was put out to bid twice to lower costs. The second bid opening in January has revealed an overall project estimated cost of \$900K. The Public Works Committee carried a vote to recommend the appropriation of an additional \$361K for the shortfall. It has been determined that the property upon which the New 125 Pump Station is located does not belong to either the City or the State of NH. It is owned by a private part and the DPW is working with the owner, as well as Attorney Wensley, to establish an agreement that will allow work to commence this year.

At the Community Center the water line for the sprinkler has tied into the building and the internal work is continuing on sprinkler System. A project time extension may be required past March. The Request for Qualifications for the City Hall Annex was received on February 27<sup>th</sup>, as well as the Request for Qualifications for the new DPW facility. Both submissions are in the review process.

**Other** – The DPW was approved to use funds from the City contingency to purchase additional salt due to low supplies and impending regional shortage. The Codes and Ordinance Committee and Utility Advisory Board has been advised by DPW on proposed changes to the Chapter 17 Water Ordinance regarding the enforcement of water waste. The City Manager and DPW met to develop the FY15 O&M and CIP Budgets this month.



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## MEMORANDUM

**To:** Dan Fitzpatrick, City Manager  
Mayor TJ Jean  
Members of the City Council

**From:** Lauren Colanto, Recreation & Arena Assistant Director  
**Date:** March 12, 2014  
**Re:** February Department Report



Rochester Recreation and Arena didn't let the cold February weather stop us from keeping ourselves and our patrons engaged, active and having fun! When the Recreation and Arena staff was not busy tending to running programs and activities we were occupied solidifying plans for this spring's new slew of fun. Get excited, because there are over nine NEW programs currently open for springtime registrations!

February is a bittersweet time at the Rochester Arena, as it is the last solid month of complete ice events and programming. Our new Olympic Public Skate sessions were a huge success with over 380 participants taking advantage of the free skate admission. These skating sessions allowed numerous families and communities members the opportunity to celebrate Team USA and "Skate like an Olympian" during the winter games. Our outstanding Learn to Skate program also came to an end this month with a popular February Vacation Session. Twenty eight beginning skaters transitioned from using skate walkers to skating independently and strongly in only a week's period. This is all due to our dedicated, patient instructors. The ice is scheduled to be removed the last week of March which will align us perfectly to put in the sports floor in preparation of our spring activities.

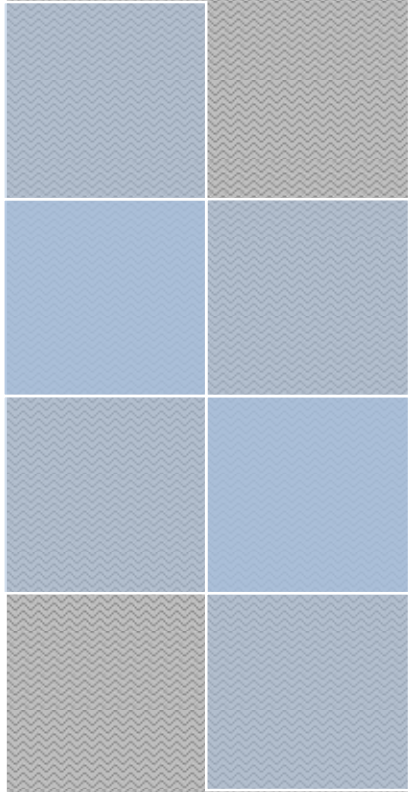
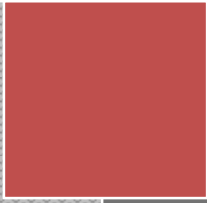
The Rec hosted numerous popular events and activities through the month of February as well. Moms, dads, aunts, uncles and guardians were all given the opportunity to have a special evening with their children at the Parent Child Valentine Dance. Thirty five participants enjoyed free refreshments, music and crafts at this family friendly event. February Vacation Camp was also very successful with one parent writing to us that "... the kids felt welcomed all week and the level of engagement your counselors provided made them feel like they were at a camp vs. an all-day babysitting event." Evidently this positive feedback is circulating around town, as signups for our April Vacation Camp have already come rolling into the office. Wednesday evenings have remained competitive and fun with our 30+ Co-Ed Basketball League offering adults some exercise as well as healthy competition.

These are only a few of the highlights of the wonderful things that happened through Recreation and Arena. We look forward to sharing news about our exciting senior, adult and children spring programs that are now open for registration. As always, please visit our website or "like" us on Facebook to follow what exciting happenings are taking place!



RECREATION	February 2014		ARENA	February 2014
Parent Child Dance	35		Olympic Public Skate	380
Youth All Star Basketball	36			
Stay & Play	11		Regular Public Skate	271
February Vacation Camp	10			
Teen Night	324		Learn to Skate	
Parent Child Open Gym	67		<i>February Break 2.24-2.28</i>	28
30+ Co-Ed Basketball League	60			
Adult Open Gym	139		Adult House Hockey	112





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## City of Rochester Tax Collector's Office

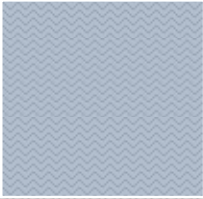
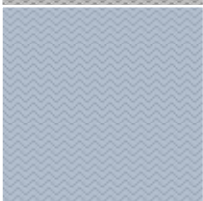
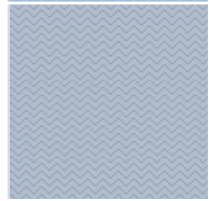
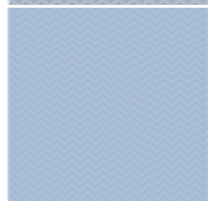
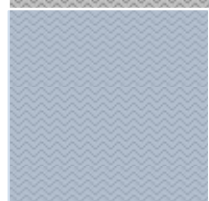
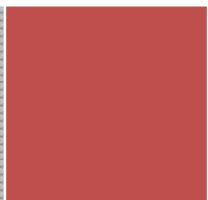
February 28, 2014

Fiscal Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2013	Annual Warrant	53,324,262	50,751,800.40	95.18%	2,572,461.60	4.82%
2012		50,952,912	49,796,471.49	97.73%	1,156,440.51	2.27%
2011		48,856,892	48,230,610.26	98.72%	626,281.74	1.28%
2010		47,308,832	46,984,758.64	99.31%	324,073.36	0.69%
2009		46,898,827	46,671,903.27	99.52%	226,923.73	0.48%
2008		46,522,769	46,363,686.07	99.66%	159,082.93	0.34%
2007		42,964,450	42,843,949.32	99.72%	120,500.68	0.28%
2006		40,794,160	40,673,350.26	99.70%	120,809.74	0.30%
2005		38,024,453	37,988,202.98	99.90%	36,250.02	0.10%
2004		36,065,496	36,037,303.31	99.92%	28,192.69	0.08%
2003		33,310,579	33,297,077.40	99.96%	13,501.60	0.04%
2002		29,725,878	29,715,419.31	99.96%	10,458.69	0.04%
2001		26,943,136	26,934,739.38	99.97%	8,396.62	0.03%
2000		25,415,248	25,409,120.87	99.98%	6,127.13	0.02%
1999		22,973,308	22,969,079.37	99.98%	4,228.63	0.02%
1998		30,592,529	30,586,714.71	99.98%	5,814.29	0.02%
1997		29,835,914	29,830,142.79	99.98%	5,771.21	0.02%
1996		27,726,424	27,721,642.91	99.98%	4,781.09	0.02%
1995		27,712,029	27,708,767.98	99.99%	3,261.02	0.01%
1994		26,989,803	26,986,789.81	99.99%	3,013.19	0.01%
1993		25,611,050	25,608,232.96	99.99%	2,817.04	0.01%
1992		24,746,736	24,744,940.64	99.99%	1,795.36	0.01%
1991		24,296,285	24,294,507.32	99.99%	1,777.68	0.01%
					<b>5,442,760.55</b>	

Tax Collector

Doreen Jones, CTC





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# Rochester, New Hampshire

## Inter office Memorandum

**TO:** Daniel Fitzpatrick  
City Manager

**FROM:** Todd M. Marsh  
Director of Welfare

**SUBJECT:** Analysis of Direct Assistance for February 2014

**DATE:** March 13, 2014

This office reported 82 formal client notes for the month of February.

Voucher amounts issued for February 2014 were as follows:

	16 <u>Families</u> 3 new	17 <u>Single</u> 9 new
Burial .....	625.00	625.00
Dental .....	.00	52.50
Electricity .....	83.06	48.00
Food.....	.00	.00
Fuel heating .....	1044.75	834.35
Mortgage .....	.00	.00
Medical .....	.00	.00
Prescriptions .....	287.58	14.79
Rent .....	2,455.00	2,860.00
Temporary Housing .....	.00	.00
Transportation .....	<u>4.50</u>	<u>7.50</u>
<b>TOTAL</b>	<b>\$4,499.89</b>	<b>\$4,442.14</b>

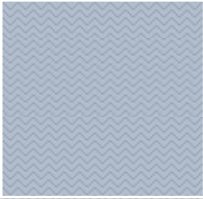
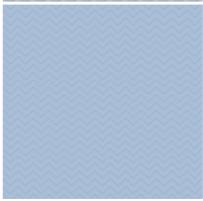
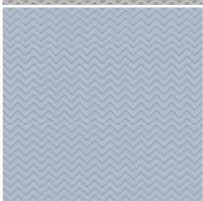
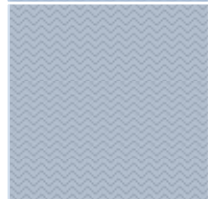
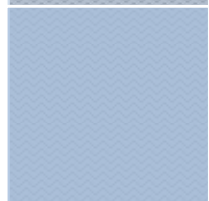
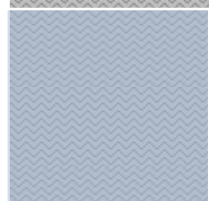
This represents an average cost per case/family of \$281.24 and case/Individual of \$261.30 for this month.

**Total vouchers issued: \$8,942.03**

There was an increase of \$3,179.49 in assistance issued this month compared to February 2013. There was a decrease of \$1,238.92 in vouchers issued this month compared to last month.

We received reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaling \$856.22.

McDuffee-Chase Trust Fuel Oil Fund and McKinney Utility Funds unavailable this fiscal year. Contributed to higher fuel heating costs from general direct assistance.



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