



**Rochester City Council Public Hearing  
January 21, 2020  
Council Chambers  
7:00 PM**

- 1. Call to Order**
  - 2. Resolution Granting Community Revitalization Tax Relief to the Property Located at 10 South Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project P. 5**
  - 3. Resolution Authorizing Certain Renumbering on Milton Road P. 53**
  - 4. Adjournment**
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**City Council Workshop Meeting  
January 21, 2020  
Council Chambers  
*Immediately following the Public Hearing***

- 1. Call to Order**
- 2. Public Input**
- 3. Communications from the City Manager**
- 4. Communications from the Mayor**
- 5. Update: Wayfinding Project P. 61**
- 6. Tax Increment Financing Districts and RSA 79-e Tax Incentives – General Information Session**
- 7. Department Reports**
  - 7.1. November Department Reports P. 63**

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City Clerk's Office

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**7.2. December Department Reports P. 131**

**8. Other**

**9. Non-Public/Non-Meeting**

**9.1. Non-Public Session, Personnel, RSA 91-A:3,II (a)**

**10. Adjournment**

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City Clerk's Office

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**Resolution Granting Community Revitalization Tax Relief to the Property Located at 10 South Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project**

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

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

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

**Whereas**, the 10 South Main Street, LLC, owner of the so-called 10 South Main Street in downtown Rochester, is desirous of making use of the benefits of RSA Chapter 79-E and it has, therefore, proposed a substantial rehabilitation project with respect to the structure located upon the so-called 10 South Main Street; and

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

**Now, Therefore**, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby make the following findings and determinations with respect to the proposed substantial rehabilitation proposal for the so-called 10 South Main Street property contemplated by the owner’s Community Revitalization Tax Relief Application dated December 16, 2019, to wit:

(1) Any tax relief under the provisions of RSA Chapter 79-E or this resolution that is to be accorded with respect to the so-called 10 South Main Street property project shall be accorded only after the property owner grants to the City a covenant pursuant to the provisions of RSA 79-E:8 ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and in accordance with the requirements of RSA 79-E:8; and

(2) The Mayor and City Council find public benefits under RSA 79-E:7 in the proposed revitalization project proposed with respect to the so-called 10 South Main Street property project; and

(3) The proposed substantial rehabilitation project with respect to the aforesaid 10 South Main Street provides the following public benefits to downtown Rochester:

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

(4) The specific public benefit is preserved through a covenant under RSA 79-E:8 if the project is implemented consistent with (a) the aforementioned application; (b) compliance with the recommendation to the City Council approved by the Community Development Committee on December 17, 2019; (c) the terms of this resolution; and (d) any other applicable requirements of Chapter 79-E; and

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

**Furthermore**, as a result of making such determinations and findings, and subject to the owner's compliance therewith, and with the provisions of RSA Chapter 79-E, the Mayor and City Council hereby grant the requested tax relief for a period of seven (7) years beginning with the completion of the substantial rehabilitation of the structure upon the so-called 10 South Main Street property.



01/16/2020

## City of Rochester Formal Council Meeting

### AGENDA BILL

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

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**



01/16/2020

# City of Rochester, New Hampshire

Division of Community Development

31 Wakefield Street, Rochester NH 03867

(603) 335-7522 [www.thinkrochester.biz](http://www.thinkrochester.biz)

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

Building Name (if any): <u>Ainsley's Drug Store</u> Building Address: <u>10 North Main Street</u> Owner Name(s): <u>Keith Frizzell</u> Owner Address(es): <u>PO Box 310, Dover, NH 03821</u>	Map# <u>120</u> Lot# <u>0392</u> Zoning: <u>DTC</u> Overlay District: <u>Special Downtown</u> Year Built <u>1881</u> Square Footage of Building <u>4,000</u>
Contact Name: <u>Keith Frizzell</u> Phone # <u>603-431-0400</u> Email address: <u>k.frizzell@msprops.net</u>	Applicant Name(s) (if different from owner): <u>SAME</u> Applicant Address: _____ Phone # _____ Email address: _____
	Application Fee Paid: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Existing Uses (describe number of units by type and size ) Is there a change of use associated with this project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If so, please describe: The second floor will change from office into 2 residential units. The third floor will become 2 one bedroom apartments replacing one apartment. The first floor will remain commercial.	Is the building eligible or listed on the State or National Register of Historic Places or located in a Local, State, or Federal Historic District? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Provide historic district name: <u>Ainsley's Drug Store</u>
Will the project include rehabilitation of residential units? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many: <u>4</u> If yes, please describe: The third floor apartment will be renovated to become to one bedroom apartments. The second floor office space will be renovated to add 2 one bedroom apartments.	Will the project involve affordable residential units? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please describe:
<u>Other Review &amp; Comment (if necessary)</u> Historic District Review: <u>approved on 12/11/19</u> Special Downtown Review: _____ Minor Site Review: <u>Yes</u> Planning Board Review: <u>No</u> Zoning Board of Adjustment: <u>No</u>	<u>Section 79:E-4</u> Application Date: <u>12/23/2019</u> Complete: Yes Staff Review: <u>12/24/2019</u> City Council First Reading: <u>1/7/2020</u> Post Public Hearing : <u>no later than 1/10/2020</u> Public Hearing Date: <u>1/21/2020</u> *Required within 60 days of receipt of application City Council Second Reading <u>2/4/2020</u> *Required within 45 days of Public Hearing

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

Is it a qualifying structure located in a designated downtown zone? <u>  x  </u> Yes <u>      </u> No
Pre-rehabilitation assessed value (from most recent City Assessment): \$184, 700
Total estimated cost of rehabilitation (from application): <span style="float: right;">\$300,000<u>      </u></span>
Percentage of rehabilitation costs to assessment valuation: <span style="float: right;"><u>  61.5  </u> %</span>
Does the estimated cost of rehabilitation exceed 15% of pre-rehabilitation assessed valuation, or \$75,000, whichever is lower? <span style="float: right;">YES <u>      </u> NO <u>      </u></span>
<b>Is there public benefit?</b> Must satisfy at least 1 of the conditions below. (Section 79-E:7)  <u>  X  </u> It enhances the economic vitality of the Downtown District. <u>  X  </u> It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district. <u>      </u> It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community. <u>  X  </u> It increases residential housing in urban or town centers. <u>  X  </u> In a Local, State, or Federal Historic District?
<b>Are other funding programs being applied to this project?</b> <u>      </u> Yes <u>  X  </u> No  <b>Other Programs.</b> – The provisions of this chapter shall not apply to properties whose rehabilitation or construction is subsidized by state or federal grants or funds that do not need to be repaid totaling more than 50 percent of construction costs from state or federal programs.

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

Name & Title: Jennifer Marsh, ED SpecialistDate: 12/30/19

## City Council Review/Decision

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

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

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

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

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

### IF DENIED, REASON(S) FOR DENIAL

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

Follow Up Letters Sent to:

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

### COVENANTS

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

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

Copies to:

- ☐ Assessing Dept
- ☐ Finance Dept
- ☐ In File

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

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

**Comments from Historic District Commission:**

**Name & Title:** \_\_\_\_\_

**Meeting Date:** \_\_\_\_\_



**TITLE V  
TAXATION  
CHAPTER 79-E  
COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE  
Section 79-E:1**

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

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

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

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

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

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

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

Section 79-E:2

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

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

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

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

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

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

VI. "Tax relief" means:

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

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

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

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

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

#### Section 79-E:3

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

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

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

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

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

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

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

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

#### Section 79-E:4

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

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

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

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

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

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

(1) The governing body finds a public benefit under RSA 79-E:7; and

(2) The specific public benefit is preserved through a covenant under RSA 79-E:8; and

(3) The governing body finds that the proposed use is consistent with the municipality's master plan or development regulations; and

(4) In the case of a replacement, the governing body specifically finds that the local heritage commission or historic district commission or, if such local commissions are not established, the New Hampshire division of historical resources has determined that the replaced qualifying structure does not possess significant historical, cultural, or architectural value, the replacement of the qualifying structure will achieve one or more of the public benefits identified in RSA 79-E:7 to a greater degree than the renovation of the underutilized structure, and the historical, cultural, or architectural resources in the community will not be adversely affected by the replacement. In connection with these findings, the governing body may request that the division of historical resources conduct a technical evaluation in order

to satisfy the governing body that historical resources will not be adversely affected.

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

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

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

- (a) The development program or financing plans for such tax increment finance districts; or
- (b) The ability to satisfy or expedite repayment of debt service obligations incurred for a tax increment financing district; or
- (c) The ability to satisfy program administration, operating, or maintenance expenses within a tax increment financing district.

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

#### Section 79-E:5

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

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

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

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

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

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

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

#### Section 79-E:6

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

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

#### Section 79-E:7

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

- I. It enhances the economic vitality of the downtown;
- II. It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district, town center, or village center in which the building is located;
  - II-a. It promotes the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation.
- III. It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community,

consistent with RSA 9-B; or

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

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

#### Section 79-E:7-a

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

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

#### Section 79-E:8

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

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

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

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

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

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

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

#### Section 79-E:9

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

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

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

(a) The commissioner of the department of revenue administration shall prescribe and issue forms to the local assessing officials for the payment due, which shall provide a description of the property, the market value assessment according to RSA 75:1, and the amount payable.

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

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

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

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

#### Section 79-E:10

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

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

#### Section 79-E:11

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

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

Section 79-E:12

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

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

Section 79-E:13

**79-E:13 Extent of Tax Relief.** –

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

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

II. The tax relief granted under this chapter shall only apply to substantial rehabilitation or replacement that commences after the governing body approves the application for tax relief and the owner grants to the municipality the covenant to protect the public benefit as required in this chapter, provided that in the case of a qualifying structure which is a building destroyed by fire or act of nature, and which occurred within 15 years prior to the adoption of the provisions of this chapter by the city or town, the tax relief may apply to such qualifying structure for which replacement has begun, but which has not been completed, on the date the application for relief under this chapter is approved.

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

Section 79-E:14

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

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

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City Clerk's Office

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## 10 South Main Street; RSA-79:E Application Summary

**Applicant:** Keith Frizzell

**Eligible years:** 7 out of the max of 11 years

**Project:** Repair and renovation of the interior and exterior of the building. Maintaining the first floor retail and creating 4 apartments on the upper floors where there is only 1 apartment now. Installing new electrical, plumbing and HVAC.

**Exterior Changes:** Replacing existing windows and adding new windows that maintain the character of the original look of the building. Cleaning up graffiti and making any necessary repairs to the façade. See historic application attached to the application. The Historic District has approved the project.

**RSA 79-E** is a temporary tax relief incentive for property owners who want to make a substantial investment in rehabilitation in a historic district, downtown or village center. The tax relief if granted would consist of a finite period of time during which the property tax on the structure would not increase as a result of a substantial rehabilitation. In exchange for the relief, the property owner grants a covenant ensuring there is public benefit to the rehabilitation.

**Qualifications:**

1. A qualifying property must provide a public benefit. Public benefits could be restoring a historic building, promoting downtown development, increasing downtown housing, or increasing the economic vitality of downtown. 10 South Main meets all of these criteria.
2. A qualifying project must have substantial rehabilitation costs of at least 15% of the pre-rehabilitated assessed value, or costs of \$75,000 whichever is less. 22 South Main exceeds both of these baselines. Total estimated costs of the project are \$300,000 which is approximately an increase of 61.5% of the pre-assessed value.

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City Clerk's Office

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# City of Rochester, New Hampshire

Division of Community & Economic Development  
31 Wakefield Street, Rochester NH 03867

## Application Revised January 1, 2015 Community Revitalization Tax Relief (per RSA 79E) City of Rochester, New Hampshire

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

Date of Preparation: Dec 16, 2019

### Property information

Property address/location: 10 South Main Street, Rochester NH 03867

Name of building (if any): \_\_\_\_\_

Tax map & lot #: 120 - 392 Year built: 1881

Square Footage: 4,000 Condition: In need of renovation

Zoning: DTC Vacant, how long: 2 Months to 20 years depending on floor.

Is this structure eligible or listed on the State or National Register of Historic Places, or located in a local, state or federal Historic District? Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown

Name of District: \_\_\_\_\_

Existing Uses: Describe the units by type and size, how many floors Floor 1, 1,500 sq. ft retail

Floor 2 1,500 sq. ft. office/apartment Floor 3 1,000 sq. ft. Apartment

Change of Use?: No

### Property Owner

Name (include name of individual): 10 South Main Street LLC, Keith Frizzell

Company: \_\_\_\_\_

Mailing address: P.O. Box 310, Dover NH 03821

Telephone #: 603-431-0400 Email: k.frizzell@msprops.net

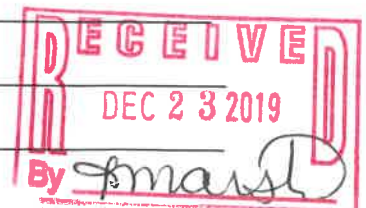
### Applicant or Agent Contact:

Name (include name of individual): Same

Company: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_



**EXHIBIT****Proposed Project Information**Name of Architect (if known): Jeremiah Johnson, McHenry Architecture

Name of Licensed Contractor (if known): \_\_\_\_\_

Will the project include rehabilitation of residential units? Yes If yes, how many 4Are the residential units defined as "affordable"? Yes \_\_\_\_\_ No X*(The current affordable rents in the City of Rochester are available at [www.NHHFA.org](http://www.NHHFA.org))*

Describe the commercial space, square footage, uses and conditions: \_\_\_\_\_

1,500 sq. ft. 1st floor retail

Please describe in detail the public benefits associated with this project? You may attach pages to the application for this and the following question. ( RSA 79-E:7)

Repairing and improving an important downtown building. Creating 4 downtown residential units.Replacing existing windows and adding new windows that maintain the character of the original look of the building. Please see the attached, approved HDC application for full information.

Explain the project in your own words:

Repair and renovation of the interior and exterior of the building. Maintaining the first floor retail and creating 4 apartments on the upper floors. Installing new electrical, plumbing & HVAC. Replacing and adding windows.Pre-Rehabilitation Ad Valorem Tax Valuation \$ 184,700



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

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

\$75,000, whichever is lower? YES X NO \_\_\_\_\_ % \_\_\_\_\_**Note:** This program is available for projects where the rehabilitation cost equals or exceeds 15% of the pre-rehabilitation assessed valuation or \$75,000, whichever is lower. If your project does not meet this standard, it is not eligible for Tax Relief under RSA 79e.

**Project costs**

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

Historic Restoration: _____		Cost: \$ _____
Sustainability/Efficiency: _____		Cost: \$ _____
Interior Alterations: _____	Please see HDC application for scale of project	Cost: \$ _____
Exterior Alterations: _____		Cost: \$ _____
Structural: _____		Cost: \$ _____
Electrical: _____		Cost: \$ _____
Plumbing: _____		Cost: \$ _____
Mechanical: _____		Cost: \$ _____
Safety/Fire Protection: _____		Cost: \$ _____
Other: _____	Estimate only, no bids have been solicited yet.	Cost: \$ 300,000

*Expected construction dates.* Start: Spring / Summer 2020 ; Finish: ASAP

Total project cost: \$ Estimated \$300,000

Please attach written estimates whenever possible.

Will any state or federal grants or funds be used in this project? Yes \_\_\_\_\_ No X

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

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

## Other Approvals and Information

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

Project Narrative or Letter of Intent to Planning: \_\_\_\_\_ Date: \_\_\_\_\_

Historic District Review: Attached Date: Dec 17, 2019

*(Required if Requesting Historic Incentive)*

Special Downtown Review: Attached Date: Oct 7, 2019

Minor Site Review: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Board of Adjustment: \_\_\_\_\_ Date: \_\_\_\_\_

Conservation Commission: \_\_\_\_\_ Date: \_\_\_\_\_

DPW Driveway/Water/Sewer: \_\_\_\_\_ Date: \_\_\_\_\_

State Permits or Requirements: \_\_\_\_\_ Date: \_\_\_\_\_

Other (please specify): \_\_\_\_\_ Date: \_\_\_\_\_

## Application Checklist

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

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

**Request for Community Revitalization Tax Relief**

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

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

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

**additional sheet.** Extensive renovations by creating 4 residential units where only 2 exist. Exterior renovations including replacing and adding windows, brick repair, repair and replace wood trim as needed.

**Submission of Application**

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

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

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

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

Signature of property owner (1): Keith Frizzell

Printed Name: Keith Frizzell Date: 12/23/2019

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

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

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

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

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

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

**TITLE V**  
**TAXATION**

**CHAPTER 79-E**

**COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE**

**Section 79-E:1**

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

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

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

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

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

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

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

**Section 79-E:2**

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

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

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

III. "Replacement" means the demolition or removal of a qualifying structure and the construction of

a new structure on the same lot.

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

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

VI. "Tax relief" means:

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

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

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

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

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

## **Section 79-E:3**

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

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

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

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

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

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

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

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



## Section 79-E:4

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

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

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

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

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

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

- (1) The governing body finds a public benefit under RSA 79-E:7; and
- (2) The specific public benefit is preserved through a covenant under RSA 79-E:8; and
- (3) The governing body finds that the proposed use is consistent with the municipality's master plan or development regulations; and

(4) In the case of a replacement, the governing body specifically finds that the local heritage commission or historic district commission or, if such local commissions are not established, the New Hampshire division of historical resources has determined that the replaced qualifying structure does not possess significant historical, cultural, or architectural value, the replacement of the qualifying structure will achieve one or more of the public benefits identified in RSA 79-E:7 to a greater degree than the renovation of the underutilized structure, and the historical, cultural, or architectural resources in the community will not be adversely affected by the replacement. In connection with these findings, the governing body may request that the division of historical resources conduct a technical evaluation in order to satisfy the governing body that historical resources will not be adversely affected.

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

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

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

- (a) The development program or financing plans for such tax increment finance districts; or

(b) The ability to satisfy or expedite repayment of debt service obligations incurred for a tax increment financing district; or

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

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

## **Section 79-E:5**

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

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

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

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

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

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

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

## **Section 79-E:6**

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

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

## **Section 79-E:7**

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

I. It enhances the economic vitality of the downtown;

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

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

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

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

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

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

## **Section 79-E:7-a**

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

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

## **Section 79-E:8**

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

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

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

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

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

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

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

## **Section 79-E:9**

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

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

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

procedure:

(a) The commissioner of the department of revenue administration shall prescribe and issue forms to the local assessing officials for the payment due, which shall provide a description of the property, the market value assessment according to RSA 75:1, and the amount payable.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**79-E:13 Extent of Tax Relief.** –

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

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

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

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

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

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

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

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

## Unofficial Property Record Card - Rochester, NH

### General Property Data

Parcel ID **0120-0392-0000**  
 Prior Parcel ID  
 Property Owner **10 SOUTH MAIN STREET LLC**  
 Mailing Address **P O BOX 310**  
 City **DOVER**  
 Mailing State **NH** Zip **03821-0310**  
 Parcel Zoning **DTC**

Account Number **219**  
 Property Location **10 SO MAIN ST**  
 Property Use **RESINCOMM**  
 Most Recent Sale Date **4/5/2019**  
 Legal Reference **4645-319**  
 Grantor **GIA CORPORATION**  
 Sale Price **185,000**  
 Land Area **0.110 acres**

### Current Property Assessment

Card 1 Value    Building Value **131,200**    Xtra Features Value **4,000**    Land Value **49,500**    Total Value **184,700**

### Building Description

Building Style **MIX USE BLDG**  
 # of Living Units **2**  
 Year Built **1881**  
 Building Grade **AVG. (+)**  
 Building Condition **Average**  
 Finished Area (SF) **4239**  
 Number Rooms **8**  
 # of 3/4 Baths **0**

Foundation Type **BRICK/STONE**  
 Frame Type **MASON/CONC**  
 Roof Structure **FLAT**  
 Roof Cover **TAR+GRAVEL**  
 Siding **BRICK**  
 Interior Walls **AVERAGE**  
 # of Bedrooms **4**  
 # of 1/2 Baths **1**

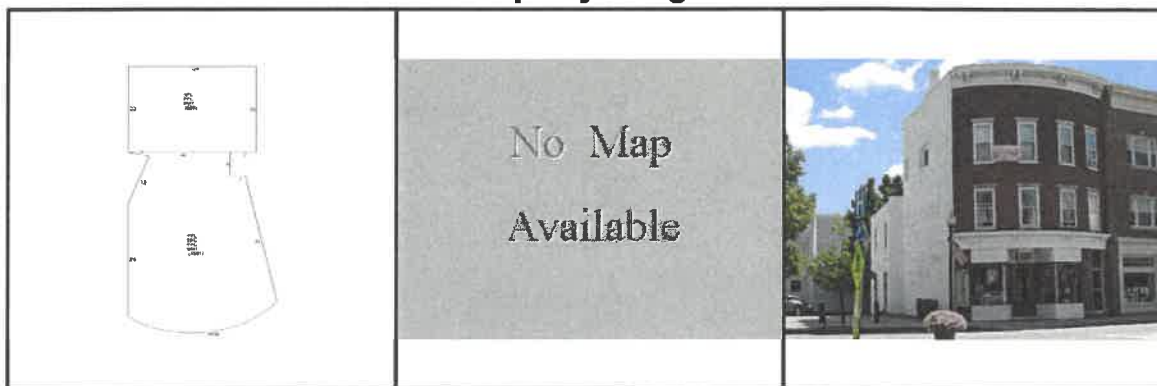
Flooring Type **AVERAGE**  
 Basement Floor **CONCRETE**  
 Heating Type **STEAM**  
 Heating Fuel **GAS**  
 Air Conditioning **0%**  
 # of Bsmt Garages **0**  
 # of Full Baths **2**  
 # of Other Fixtures **0**

### Legal Description

### Narrative Description of Property

This property contains 0.110 acres of land mainly classified as RESINCOMM with a(n) MIX USE BLDG style building, built about 1881, having BRICK exterior and TAR+GRAVEL roof cover, with 1 commercial unit(s) and 2 residential unit(s), 8 room(s), 4 bedroom(s), 2 bath(s), 1 half bath(s).

### Property Images



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



Planning and Development  
Conservation Commission  
Historic District Commission  
Arts & Culture Commission

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

October 7, 2019

Keith Frizzell  
PO Box 310  
Dover, NH 03821

**RE: 10 South Main Street**  
**Tax Map 120 Lot 392 Downtown Commercial Zone**

Dear Mr. Frizzell,

I have reviewed your project narrative for a Special Downtown review to change to change the use from two residential units to four resident on the second and third floor.

Following a review of the Zoning Ordinance, this use is an allowed use and will not require further review through the Site Plan Review process. Further review by this Department is not necessary because you are not adding a new building or parking spaces and your proposed use will not have a significantly different impact on the City of Rochester. Please submit a project narrative for the commercial uses for the building before they are established. This project will require Historic District approval for exterior façade changes.

I have received written comments and feedback from the parties listed above and the Planning Board Representative. The concerns and the resolution are listed below:

Source	Comment(s) & Concern(s)	Resolution
Building, Zoning, and Licensing Services	No issues.	NA.
Fire Department	Plans will require fire protection engineer review ahead of permit issuance.	Prior to building permits
Police Department	No issues.	NA
DPW	If fire suppression is required, a separate water service will be required with backflow prevention. Also please check with DPW regarding Road Moratorium.	Condition of approval

Please note that any signage will require the submission of an application for a permit from the Building Zoning Licensing Services Department.

**\* It is the applicant's responsibility to obtain any other applicable permits from local, state, and federal agencies. Please contact the City of Rochester Building, Zoning, and Licensing Services Department at 332-**

3508 to apply for any necessary permits or licenses, including a building permit, sign permit, second hand dealer's license, food license, and certificate of occupancy when applicable. You should also contact the Fire Department at 335-7545 to discuss anything they may require.

Congratulations, I wish you the best of luck at this location. Please feel free to call me with any questions or concerns.

Sincerely,



Michelle Mears, AICP  
Senior Planner

cc: Viewpermit TPL 19-116  
File





Planning and Development  
Conservation Commission  
Historic District Commission  
Arts and Culture Commission

**PLANNING & DEVELOPMENT DEPARTMENT**  
City Hall - Second Floor  
33 Wakefield Street,  
Rochester, New Hampshire 03867-1917  
(603) 335-1338 - Fax (603) 330-0023  
Web Site: [www.rochesternh.net](http://www.rochesternh.net)

### **SPECIAL DOWNTOWN REVIEW**

**TO:** Applicants for Review  
**FROM:** Planning Department  
**DATE:** December 2014  
**SUBJ:** Application Process for Special Downtown Review Committee

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The Special Downtown Review Committee and the Planning staff would like to make the application process as smooth as possible.

Please review the following and contact the Planning Department with any questions.

**Boundaries.** The boundaries of the Special Downtown District coincide with the "fire limits" established in Chapter 40.13 of the General Ordinances of the City of Rochester. The district includes those areas classified on the Rochester Zoning Map as Downtown Commercial (DC) and Neighborhood Mixed Use (NMU) adjacent to North Main Street up to Washington Avenue and South Main Streets in Rochester proper and Main Streets in the NMU in Gonic and East Rochester.

(b) **Regulations and Restrictions - Special Downtown District.** The following regulations and restrictions shall apply in the Special Downtown District:

(1) Development within the Special Downtown District shall be exempt from the site plan review process, provided, however, that:

(A) any construction of new structures within the Special Downtown District, and/or

(B) any change to an existing structure or use within the Special Downtown District shall be subject to the site plan review process unless the Planning Director, after consultation with the Code Enforcement Officer, the Commissioner of Public Works, the Fire Chief, the Police Chief, the Economic Development Director, and one representative from the Planning Board appointed by the Board chair certifies in writing to the Planning Board that such proposed construction or change will have no significant adverse impact on the Special Downtown District.

(2) Existing structures and uses are exempt from the parking and loading requirements contained in Article XXVI of this ordinance.

(3) New structures and uses, including changes to existing structures and uses, shall be subject to the parking and loading requirements contained in Article XXVI of this ordinance, provided, however, that where a public parking facility is available within four hundred (400) feet of a structure or use, the specific parking requirements may be determined by the Code Enforcement Officer (or the Planning Board in the case of projects that are referred to the Board) on an individual basis. For the purposes of this section, the term "public parking facility" means a publicly owned off-street parking facility for 10 or more vehicles.

(4) The Planning Board shall be notified within ten (10) days of all projects being reviewed pursuant to this section. At the request of any Planning Board member, any project that has been reviewed, or is being reviewed, under this section may be referred to the full Planning Board for regular site plan review. In the event that a Planning Board member requests in writing that a project be referred to the Planning Board for regular site plan review, the Planning Board shall, within thirty (30) days of the date of the notification provided for in this paragraph, vote as to whether or not regular site plan review of such project shall be required.

(5) There are no Planning application fees or Monumentation fees charged for any projects located in the Special Downtown District (whether reviewed administratively or referred to the Planning Board).

Date: 8/30/19

Tax map #: 120; Lot #(s): 392; Zoning district: DTC; Historic District: yes X no   

Property address/location: 10 South Main Street

**Project Name:** \_\_\_\_\_

Name (include name of individual): 10 South Main Street LLC - Keith Frizzell

Mailing address: PO Box 310, Dover, NH 03821

Telephone #: \_\_\_\_\_ Email address: K.frizzell@msprops.net

Name (include name of individual): \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email address: \_\_\_\_\_

Name (include name of individual): Jeremiah Johnson

Mailing address: 4 Market St. Portsmouth, NH 03801

Telephone #: 603-430-0274 Email address: jeremiah@nchenryarchitecture.com

☒ Nonresidential project☒ Residential project

**Nonresidential projects** (if applicable)

Check all that apply:

- ☒ change of use      ☐ new building      ☐ building addition  
☐ new parking area      ☐ expansion of existing parking area  
☐ new signage;      ☐ exterior lighting      ☒ other site changes

Describe current use/nature of property: 1<sup>st</sup> Floor | Retail Clothing Store - Marilyn's Unique Boutique  
2<sup>nd</sup> Floor | Low office / Apartment      3<sup>rd</sup> Floor | Apartment

Describe proposed use/activity: Apartment on 2<sup>nd</sup> + 3<sup>rd</sup> Floors and  
Existing Retail on 1<sup>st</sup>

Number of employees: 1; Hours of operation: N/A

# parking spaces: existing: 9; total proposed: 9;

nearest public parking: Street

Current square footage of building 3,606; Proposed square footage of building 3,606

**Residential projects** (if applicable)

Number of existing dwelling units: 2 Total number of proposed dwelling units: 4

New building(s)? N/A Addition(s)/modifications to existing building(s)? \_\_\_\_\_

Describe current use/nature of property: Retail / Low office / Apartments

Describe proposed use/activity: Retail on Ground Floor and Apartments  
on 2<sup>nd</sup> + 3<sup>rd</sup>

# of parking spaces: existing: 9 total proposed: 9

**Comments**

Please feel free to add any comments, additional information, or requests for waivers here:

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**Submission of application & acknowledgement about process**

This application must be signed by the property owner, applicant/developer (if different from property owner).

**\*\* Please Note:** *All Special Downtown applications are subject to full site plan review at the discretion of the Planning Board.*

Signature of property owner: Keith Triggell

Date: 9/13/19

Signature of applicant/developer: \_\_\_\_\_

Date: \_\_\_\_\_

**Authorization to enter property**

*I hereby authorize members of the Rochester Planning Board, Zoning Board of Adjustment, Conservation Commission, Planning Department, and other pertinent City departments, boards and agencies to enter my property for the purpose of evaluating this application including performing any appropriate inspections during the application phase, review phase, post-approval phase, construction phase, and occupancy phase. This authorization applies specifically to those particular individuals legitimately involved in evaluating, reviewing, or inspecting this specific application/project. It is understood that these individuals must use all reasonable care, courtesy, and diligence when entering the property.*

Signature of property owner: Keith Triggell

Date: 9/13/19



Planning and Development  
Conservation Commission  
Historic District Commission  
Arts & Culture Commission

**PLANNING & DEVELOPMENT DEPARTMENT**  
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City of Rochester  
Historic District Commission  
**CERTIFICATE OF APPROVAL**

December 17, 2019

Keith Frizzell  
PO Box 310  
Dover, NH 03821

**RE: 10 South Main Street, Rochester, NH Map 120 Lot 392, Downtown Commercial Zone**

Dear: Mr. Frizzell,

I am pleased to inform you that the Historic District Commission (HDC) approved your application for the above referenced project at the meeting on December 11, 2019. The application for Certificate of Approval for window replacements/additions, exterior repairs to brick, new entrance door and transom, and 5 roof mounted heat pump condenser units on the near roof was approved as submitted to the Planning and Development Department.


Please note that this approval is valid for two years from the date of the HDC meeting. Substantial work on the project must commence by December 11, 2021 or this approval will become null and void. Contact the City of Rochester Building, Zoning, Licensing, and Licensing Services Department at 332-3508 for any permits you may need.

**It is the applicant's responsibility to obtain any other applicable permits from local, state, and federal agencies. Contact the following City of Rochester Departments:**

- Building, Zoning, and Licensing Services Department at 332-3508
- Fire Department at 335-7545
- Department of Public Works at 332-4096.

Thank you for meeting with me and please feel free to contact the Planning and Development Department if you have any questions.

Sincerely,

  
Michelle Mears, AICP  
Senior Planner, City of Rochester  
cc: Building, Zoning & Licensing Services  
View Permit TPL-19-145  
File

*Thank you for submitting a great application to the HDC.*



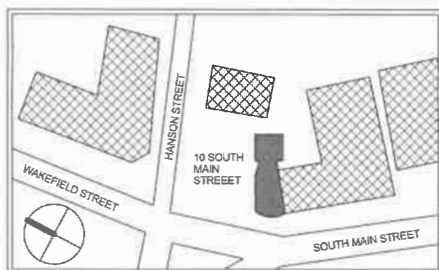
# 10 SOUTH MAIN STREET

Historic District Commission Work Session - December 2019, Rochester, New Hampshire

## General Project Description:

### Proposed Work:

- The scope of the proposed project focuses mostly on interior renovations, window replacements/additions, and exterior repairs to brick, trim, headers, sills, and paneling.
- The 1st floor will have minor wall demolition, the 2nd floor will change from 1 larger unit to 2 single bedroom residential units. Interior partition locations will change, the common access corridor has been reconfigured, and there will be new finished throughout. The same treatment applied to the 3rd floor.
- There will be 5 total units in the building: 1 retail unit on the 1st floor and 2 residential apartments per 2nd and 3rd floor.
- All existing windows will be replaced with new double hung units to match the existing South Main Street elevation windows. (24 windows)
- There will be 7 new double hung windows that match the dimensions of the existing South Main Street elevation windows, all new wall penetrations will align vertically and horizontally.
- There will be 1 new fixed square picture window on the Hanson Street elevation to aid in the transition from store front to typical window penetrations.
- There will be a new residential entrance door with a transom above.
- The existing retail AC will be removed and replaced with a transom window.
- There will be 5 roof mounted heat pump condenser units on the rear roof



### KEY PLAN

1" = 100'-0"

### ANNOTATION LEGEND:

**A** KEYNOTE REFERENCE LETTER

**ELEVATION TAG**  
**10-0** REFERENCE NUMBER  
**10-0** SHEET NUMBER

## ELEVATION KEYNOTES

- A** PATCH AND REPAIR ALL EXISTING HEADERS AND SILLS.
- B** EXISTING WINDOWS ARE TO BE REPLACED WITH WINDOWS TO MATCH SIZE, SHAPE, AND SILL HEIGHT AS EXISTING SOUTH MAIN STREET ELEVATION WINDOWS, WINDOWS BY ANDERSEN, REFER TO SHEET A8
- C** NEW WINDOWS TO MATCH SIZE, SHAPE, AND SILL HEIGHT AS EXISTING SOUTH MAIN STREET ELEVATION WINDOWS, REFER TO SHEET A8
- D** NEW WOOD STOREFRONT WINDOW WITH COMPOSITE PANELING TO MATCH EXISTING STORE FRONT
- E** PATCH AND REPAIR STOREFRONT AND WINDOW TRIM WITH COMPOSITE TRIM WHERE NEEDED
- F** PATCH AND REPAIR CORNICE AND TRIM WITH COMPOSITE TRIM WHERE NEEDED
- G** REPAINT HANSON STREET ELEVATION
- H** PATCH, REPAIR, AND REPOINT MASONRY WHERE NEEDED
- J** INFILL EXISTING WINDOW OPENING WITH MASONRY AND PAINT TO MATCH
- K** EXISTING MURALS TO REMAIN
- L** EXISTING RUBBER ROOF TO BE REPLACED WITH NEW RUBBER MEMBRANE
- M** REPAIR EXISTING AWNING ROOF
- N** NEW WINDOW TO MATCH EXISTING WINDOWS. TO BE PLACED ON CENTER WITH EXISTING INFILLED OPENING, LOCATION VIF, REFER TO SHEET A8
- P** EXISTING WALL AC UNIT TO BE REMOVED AND REPLACED WITH FIXED WOOD TRANSOM WINDOW BY ANDERSEN, REFER TO SHEET A8
- Q** NEW WOOD ENTRY DOOR WITH FIXED WOOD TRANSOM TO MATCH ADJACENT STOREFRONT, REFER TO 2/A7
- R** 5 HEAT PUMP CONDENSER UNITS, REFER TO 1/A7 FOR CUT SHEETS

### HDC SHEET LIST

Sheet Number	Sheet Name
C	COVER
A1	EXISTING ELEVATIONS & PICTURES
A2	EXISTING ELEVATION PICTURES
A3	PROPOSED ELEVATIONS
A4	PROPOSED ELEVATIONS
A5	FLOOR PLANS
A6	FLOOR PLANS
A7	CUT SHEETS
A8	WINDOW CUT SHEETS

## HISTORIC POSTCARD OF SOUTH MAIN STREET



## 10 SOUTH MAIN STREET



10 SOUTH MAIN STREET

ROCHESTER, NH

COVER

HISTORIC DISTRICT COMMISSION, DECEMBER 2019

McHENRY ARCHITECTURE

4 Market Street

Portsmouth, New Hampshire

C

DECEMBER 2019

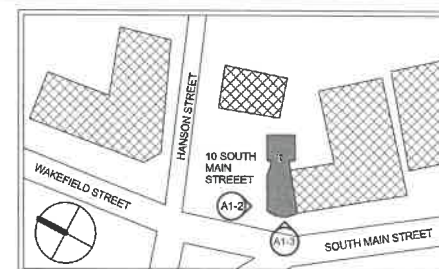
McHA: RD / JJ

Scale: As Indicated

Locus



1 HANSON STREET ELEVATION  
NTS



KEY PLAN  
1" = 100'-0"



2 HANSON STREET ELEVATION  
1/8" = 1'-0"



3 SOUTH MAIN STREET ELEVATION  
NTS

10 SOUTH MAIN STREET EXISTING ELEVATIONS & PICTURES

ROCHESTER, NH

HISTORIC DISTRICT COMMISSION, DECEMBER 2019

McHENRY ARCHITECTURE

4 Market Street  
Portsmouth, New Hampshire

A1

DECEMBER 2019

McHA: RD / JJ

Scale: As Indicated

E

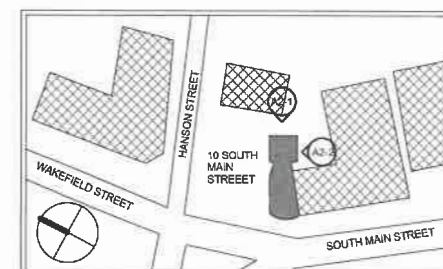




1 REAR ELEVATION  
NTS



2 REAR SIDE ELEVATION  
NTS



KEY PLAN  
1" = 100'-0"

10 SOUTH MAIN STREET  
ROCHESTER, NH

EXISTING ELEVATION PICTURES  
HISTORIC DISTRICT COMMISSION, DECEMBER 2019

McHENRY ARCHITECTURE  
4 Market Street  
Portsmouth, New Hampshire

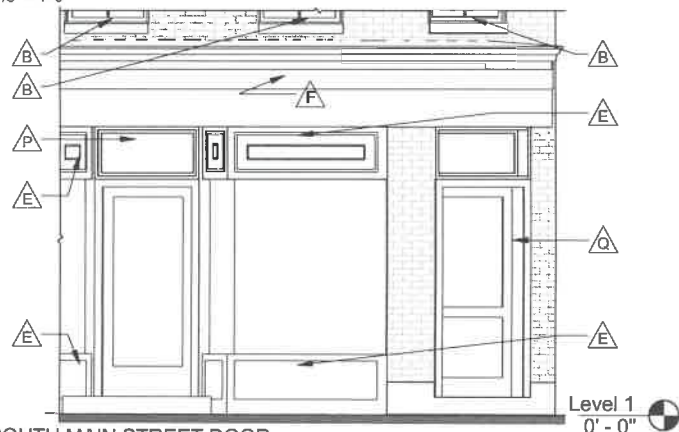
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DECEMBER 2019  
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1 HANSON STREET ELEVATION  
1/8" = 1'-0"



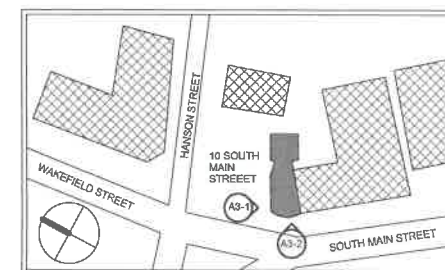
2 SOUTH MAIN STREET ELEVATION  
NTS



3 SOUTH MAIN STREET DOOR  
1/4" = 1'-0"



4 EXISTING MURALS  
NTS



KEY PLAN  
1" = 100'-0"

NOTE: REFER TO  
ELEVATION  
KEYNOTES ON  
SHEET C

10 SOUTH MAIN STREET  
ROCHESTER, NH

PROPOSED ELEVATIONS

HISTORIC DISTRICT COMMISSION, DECEMBER 2019

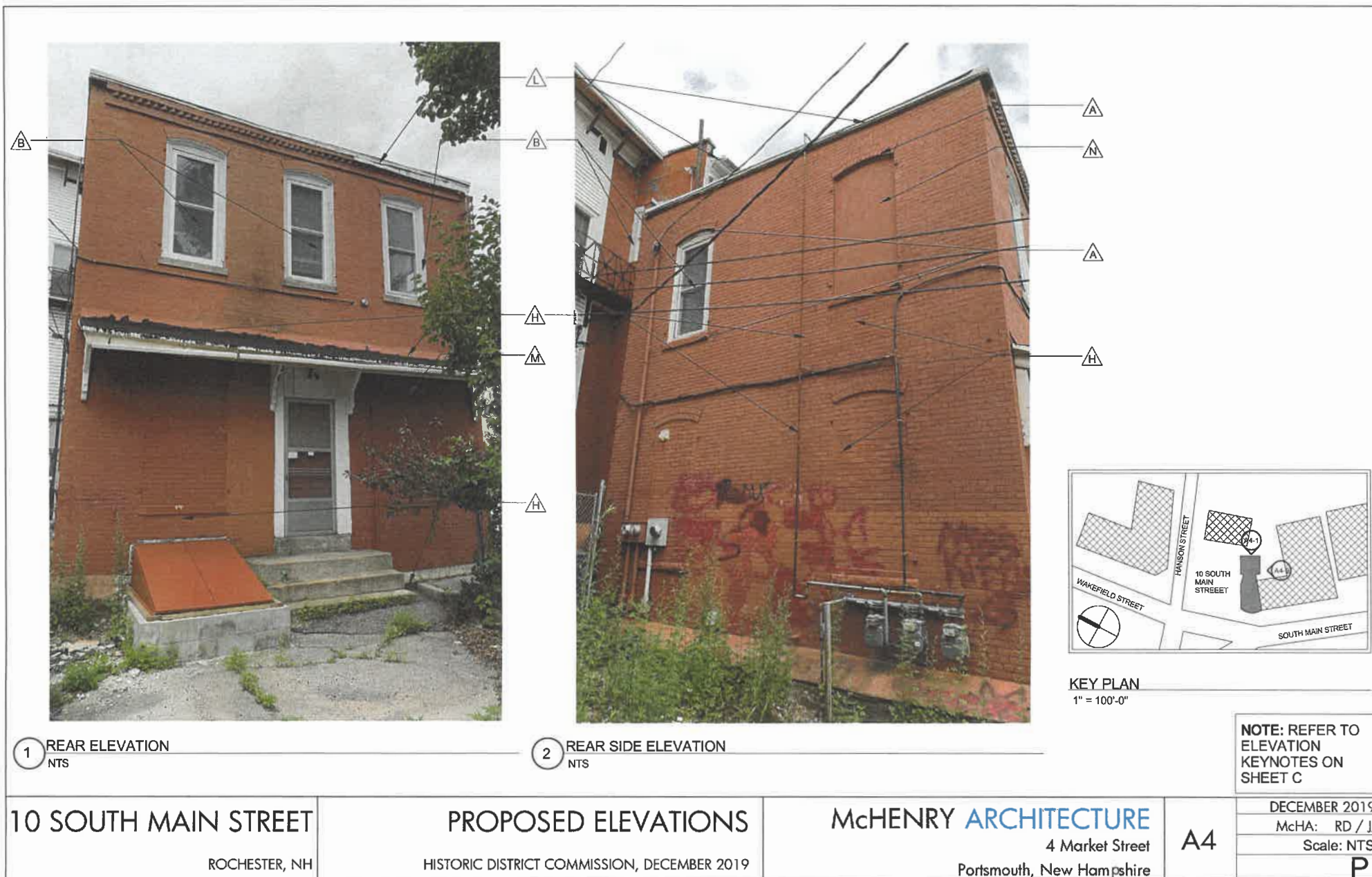
McHENRY ARCHITECTURE  
4 Market Street  
Portsmouth, New Hampshire

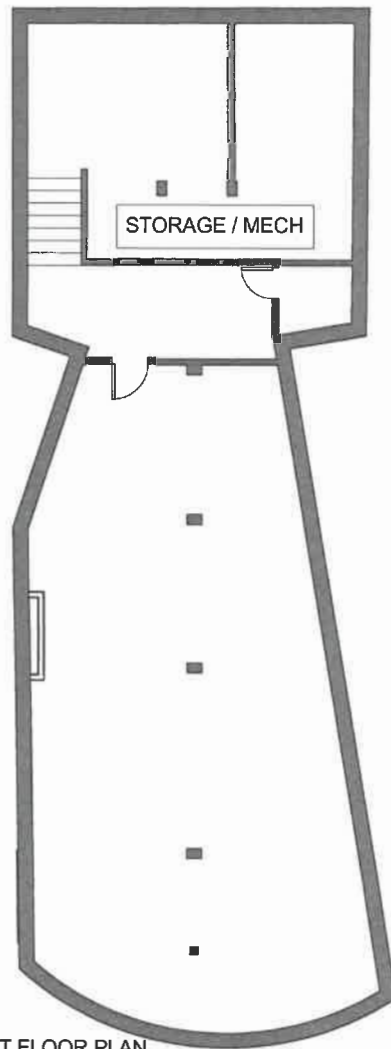
A3

DECEMBER 2019  
McHA: RD / JJ  
Scale: As Indicated

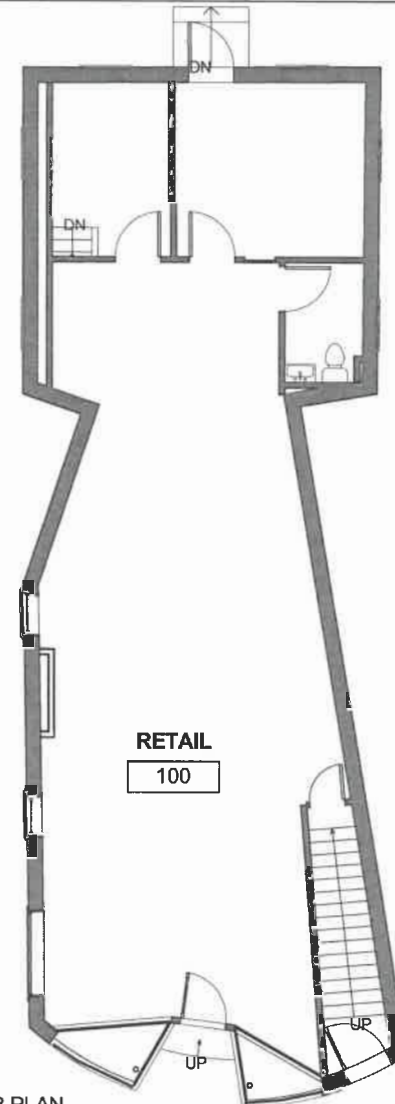
P







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



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

10 SOUTH MAIN STREET

ROCHESTER, NH

FLOOR PLANS

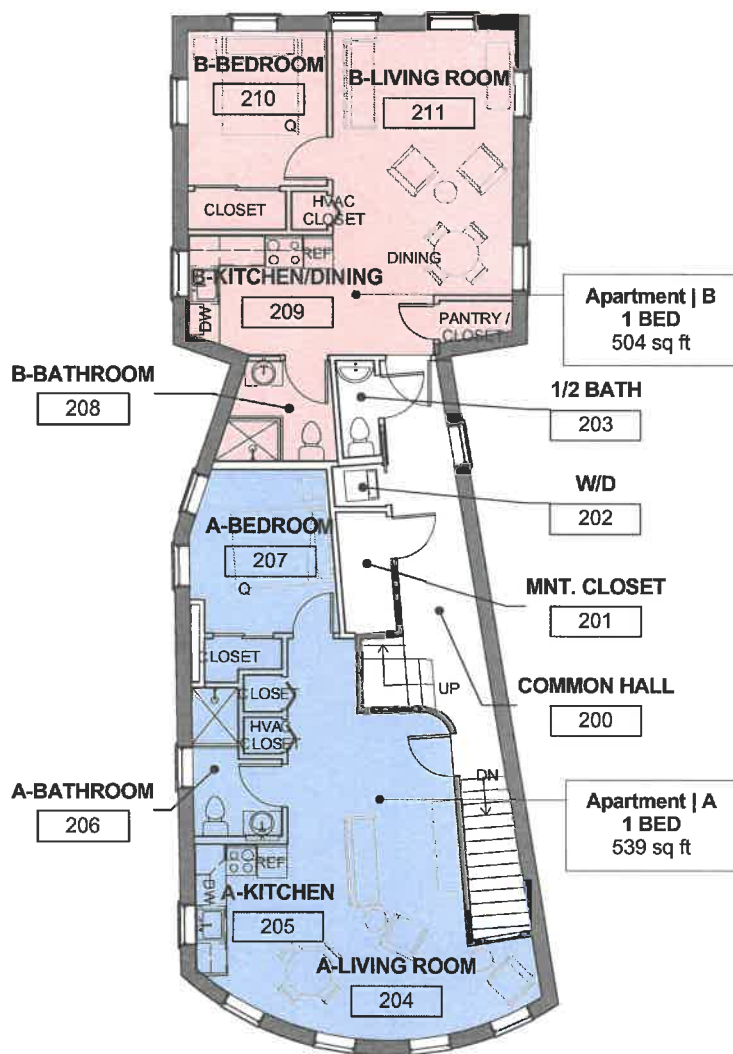
HISTORIC DISTRICT COMMISSION, DECEMBER 2019

McHENRY ARCHITECTURE

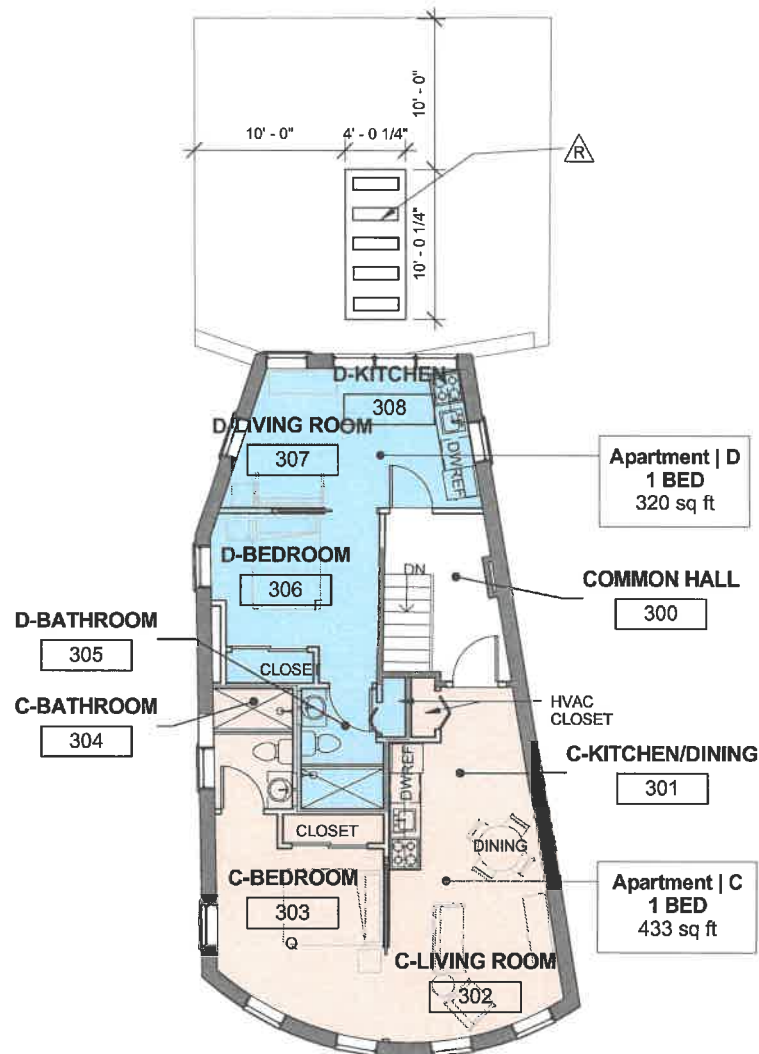
4 Market Street  
Portsmouth, New Hampshire

A5

DECEMBER 2019  
McHA: RD / JJ  
Scale: 1/8" = 1'-0"  
P



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



2 THIRD FLOOR PLAN  
1/8" = 1'-0"

10 SOUTH MAIN STREET  
ROCHESTER, NH

## FLOOR PLANS

HISTORIC DISTRICT COMMISSION, DECEMBER 2019

McHENRY ARCHITECTURE  
4 Market Street  
Portsmouth, New Hampshire

A6

DECEMBER 2019  
McHA: RD / JJ  
Scale: 1/8" = 1'-0"

P

## SERIES

SUBMITTAL DATA: MXZ-8C48NAHZ  
4-TON MULTI-INDOOR INVERTER HEAT PUMP SYSTEM

Reference:

Data:



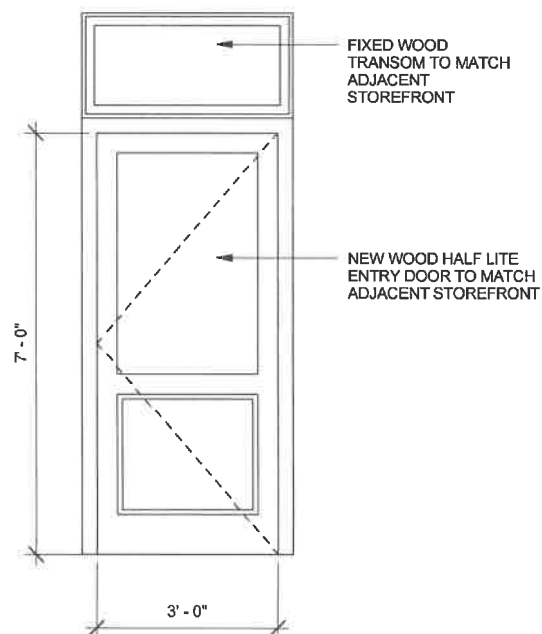
Outdoor Unit MXZ-8C48NAHZ

## ACCESSORIES:

- 1) Three-port Branch Box (PAC-MKA308C)
- 1) Five-port Branch Box (PAC-MKA508C)
- 1) Distribution Pipe for Flare Connection (MSDD-55AR; necessary for installing two branch boxes)
- 1) Distribution Pipe for Brazed Connection (MSDD-50BR; necessary for installing two branch boxes)
- 1) 3/8" x 1/2" Port Adapter (MAC-A45AP)
- 1) 1/2" x 3/8" Port Adapter (MAC-A45AP)
- 1) 1/2" x 5/8" Port Adapter (MAC-A45AP)
- 1) 1/4" x 3/8" Port Adapter (PAC-403P)
- 1) 3/8" x 5/8" Port Adapter (PAC-5078RJ)
- 1) Airflow Guide (PAC-SH903G-E)

(For data on specific indoor units, see the MXZ-G Technical and Service Manual)

Specifications			Model Name
Unit Type			MXZ-8C48NAHZ
Cooling* (Non-ducted / Ducted)	Rated Capacity	Btu/h	48,000 / 48,000
	Capacity Range	Btu/h	8,000 - 48,000
	Rated Total Input	W	4,000 / 5,050
Heating at 47°F* (Non-ducted / Ducted)	Rated Capacity	Btu/h	54,000 / 54,000
	Capacity Range	Btu/h	7,200 - 54,000
	Rated Total Input	W	4,230 / 4,990
Heating at 17°F* (Non-ducted / Ducted)	Rated Capacity	Btu/h	40,000 / 43,000
	Maximum Capacity	Btu/h	54,000 / 54,000
	Rated Total Input	W	4,340 / 5,250
Heating at 8°F*	Maximum Capacity	Btu/h	34,000
Electrical Requirements	Power Supply	Voltage, Phase, Hertz	208 / 230V, 1-Phase, 60 Hz
	Recommended Fuse/Breaker Size	A	50
	MCA	A	43
NTS <sub>app</sub>	Indoor - Outdoor 51-52	V	AC 208 / 230
	Indoor - Outdoor 52-53	V	DC 224
Compressor			Hermetic
Fan Motor (ECM)			F.L.A.
			0.4/0.4
Sound Pressure Level	Cooling	dB(A)	51
	Heating	dB(A)	54
External Dimensions (H x W x D)		in / mm	63-110 x 41-133 x 13-1
Net Weight		Lbs / kg	1336 x 1050 x 330 x 25 275 / 125



## 1 HEAT PUMP UNIT CUT SHEET

## 2 RESIDENTIAL ENTRY DOOR

1/2" = 1'-0"

10 SOUTH MAIN STREET

ROCHESTER, NH

CUT SHEETS

HISTORIC DISTRICT COMMISSION, DECEMBER 2019

McHENRY ARCHITECTURE

4 Market Street

Portsmouth, New Hampshire

A7

DECEMBER 2019

McHA: RD / JJ

Scale: As Indicated

P





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City Clerk's Office

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**Resolution Authorizing Certain Renumbering on Milton Road**

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

That the following addresses on Milton Road will be renumbered as follows:

66 Milton Road becomes 68 Milton Road

68 Milton Road becomes 70 Milton Road

70 Milton Road becomes 72 Milton Road

These changes are made in order to be in compliance with the standards articulated by the National Emergency Number Association and RSA 231:133 and 133-a.

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City Clerk's Office

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01/16/2020

## City of Rochester Formal Council Meeting

### AGENDA BILL

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

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

COUNCIL ACTION ITEM <input type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
---	---

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

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**



## City of Rochester, New Hampshire

### E-911 Committee

#### E911 Committee Representatives

Tim Wilder – Chairman  
Assistant Fire Chief

Julia Libby – Clerical / Secretary  
Building, Zoning, & Licensing Svcs

Gary Boudreau – Committee  
Member  
Deputy Police Chief

Jonathan Rice - Committee  
Member  
Chief Assessor

January 24, 2019

RE: Request for Address Change (Map 210 / Lot 1)

Dear Property Owner:

This letter is to request a change to your address number. It was recently brought to your attention that due to past changes to the intersection of Old Milton Road and Milton Road a property with only access to Milton Road has an Old Milton Road address. For life safety reasons this parcel is required to have a Milton Road address. Unfortunately, there is no available address number on Milton Road in this particular section. In order to assign a new address to this property, that complies with State E-911 regulations, we must assign new addresses to a few parcels on the same side of the road as the property in question, yours being one of them. These regulations are in place for **safety** and ensure expedient response to your property, and others, by the community's emergency response providers.

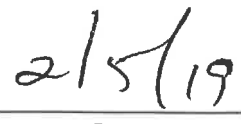
We are proposing that your street address be changed from **66 Milton Rd** to **68 Milton Rd**.

State law allows this change to be done voluntarily, if the property owner consents to the renumbering. Please sign your name below, and return this letter to us at a suitable time in the self-addressed, stamped envelope. The other copy is for your records. If we have not heard back by **February 15, 2018** the E-911 committee will initiate the public hearing process to change the numbers.

As soon as we receive your signature, we will notify the post office of this change, and send you a confirmation letter with an effective date and more information. If you have any questions please feel free to contact us.

Sincerely,  
City of Rochester E911 Committee

X   
Signature

  
Date

**JEAN LANCIANO**  
Printed Name

33 Wakefield Street  
Rochester, NH 03867

Ph: (603) 332-3976 or (603) 330-7184

Fax: (603) 330-0023

[saferochester@rochesternh.net](mailto:saferochester@rochesternh.net)



## City of Rochester, New Hampshire

### E-911 Committee

#### E911 Committee Representatives

Tim Wilder – Chairman  
Assistant Fire Chief

Julia Libby – Clerical / Secretary  
Building, Zoning, & Licensing Svcs

Gary Boudreau – Committee  
Member  
Deputy Police Chief

Jonathan Rice - Committee  
Member  
Chief Assessor

February 21, 2019

RE: Request for Address Change (Map 210 / Lot 3)

Dear Property Owner:

This letter is to request a change to your address number. It was recently brought to our attention that due to past changes to the intersection of Old Milton Road and Milton Road a property with only access to Milton Road has an Old Milton Road address. For life safety reasons this parcel is required to have a Milton Road address. Unfortunately, there is no available address number on Milton Road in this particular section. In order to assign a new address to this property, that complies with State E-911 regulations, we must assign new addresses to a few parcels on the same side of the road as the property in question, yours being one of them. These regulations are in place for **safety** and ensure expedient response to your property, and others, by the community's emergency response providers.

We are proposing that your street address be changed to **72 Milton Rd.**

State law allows this change to be done voluntarily, if the property owner consents to the renumbering. Please sign your name below, and return this letter to us at a suitable time in the self-addressed, stamped envelope. The other copy is for your records. If we have not heard back by **March 20, 2019** the E-911 committee will initiate the public hearing process to change the numbers.

As soon as we receive your signature, we will notify the post office of this change, and send you a confirmation letter with an effective date and more information. If you have any questions please feel free to contact us.

Sincerely,  
City of Rochester E911 Committee

x Elmer T Robertson 3-7-2019  
Signature Date

ELMER T ROBERTSHAW  
Printed Name

33 Wakefield Street  
Rochester, NH 03867

Ph: (603) 332-3976 or (603) 330-7184

Fax: (603) 330-0023

[saferochester@rochesternh.net](mailto:saferochester@rochesternh.net)





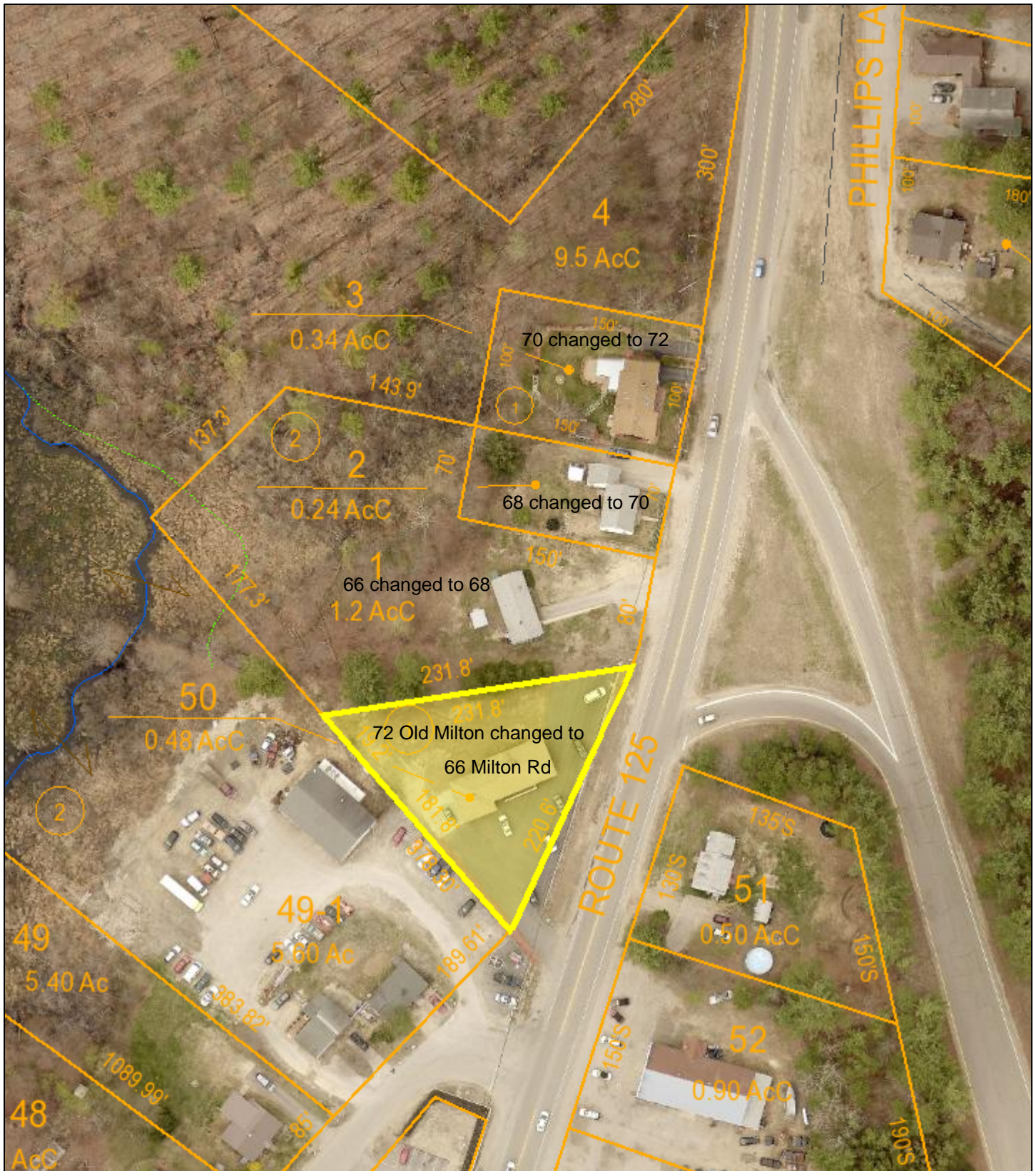
Rochester, NH



January 24, 2019

1 inch = 100 Feet

www.cai-tech.com



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

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City Clerk's Office

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01/16/2020

## City of Rochester Formal Council Meeting

### AGENDA BILL

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

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

COUNCIL ACTION ITEM <input type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

# **2019**

***November\* Department Reports:***

- 7.1.1     Assessor's Office P. 65**
- 7.1.2     Building, Zoning, and Licensing Services P. 67**
- 7.1.3     City Clerk's Office P. 71**
- 7.1.4     Department of Public Works P. 75**
- 7.1.5     Economic & Community Development P. 81**
- 7.1.6     Finance Office P. 87**
- 7.1.7     Planning & Development Department P. 93**
- 7.1.8     Recreation & Arena P. 97**
- 7.1.9     Rochester Fire Department P. 99**
- 7.1.10    Rochester Police Department P. 105**
- 7.1.11    Rochester Public Library P. 125**
- 7.1.12    Tax Collector's Office P. 127**
- 7.1.13    Welfare Department P. 129**

***\*December Department Reports on Page 131***

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City Clerk's Office

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## City of Rochester, New Hampshire

### Assessor's Office

19 Wakefield Street

Rochester, New Hampshire 03867-1915

(603) 332-5109

Email: [assessor@rochester.net](mailto:assessor@rochester.net)

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

December 12, 2019

To: City Manager/Council

From: Theresa Hervey, Assessing

### **Subject: November Council Report**

#### Revenue Received/Collection Warrants issued:

Gravel Tax Warrant	\$80.06
Property Record Cards & Copy Revenue	\$16.00

- The entire Assessing Staff went to the Annual NH Municipal Association's Conference in Manchester and attended numerous seminars pertaining to Assessing.
- Theresa Hervey attended a Marshall & Swift class in Concord, NH.
- The Field Assessors have begun the Fall Permit inspections.

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City Clerk's Office

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# End of Month Council Report

01/16/2020

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 November 2019 with the fiscal Year to Date

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

## Department Revenue

Permit Type	November 2019	Year to Date
Building Permits	\$18,398.00	\$216,476.80
Electrical Permits	\$2,600.00	\$13,891.00
Gas Permits	\$0.00	\$0.00
Plumbing Permits	\$2,345.00	\$9,599.00
Zoning Permits	\$199.00	\$1,007.00
FireSuppression Permits	\$0.00	\$0.00
FireAlarm Permits	\$0.00	\$2,057.00
Sprinkler Permits	\$37.00	\$5,342.00
Mechanical Permits	\$2,936.00	\$17,004.00
Food_Milk Licenses	\$375.00	\$5,051.50
Taxi Licenses	\$0.00	\$20.00
General Licenses	\$770.00	\$1,600.00
<b>Net Revenue</b>	<b>\$27,660.00</b>	<b>\$272,048.30</b>

# End of Month Council Report

01/16/2020

## Building Permit Detail

New Permits		November 2019		Fiscal Year to Date	
Permit Type	Permit For	Permits Issued	Estimated Construction Value	Permits Issued	Estimated Construction Value
Building Permits	Addition - Non-Residential	0	\$0.00	1	\$8,500.00
	Addition - Residential	0	\$0.00	5	\$179,000.00
	Alteration - Residential	5	\$66,700.00	33	\$1,005,234.00
	Alterations- Non Residential	2	\$808,732.00	14	\$1,469,932.00
	Apartment	4	\$5,264,658.00	10	\$8,056,022.00
	Barn	0	\$0.00	2	\$85,000.00
	Building - Non-Residential	1	\$52,000.00	4	\$16,454,207.00
	Condo	0	\$0.00	0	\$0.00
	Deck	1	\$5,000.00	52	\$293,940.00
	Demolition	0	\$0.00	19	\$95,840.00
	Fence	3	\$9,544.00	25	\$112,802.61
	Footing/ Foundation	8	\$34,378.00	31	\$294,421.00
	Garage	0	\$0.00	13	\$349,200.00
	Manufactured Home	0	\$0.00	11	\$741,500.00
	New Home	3	\$340,000.00	22	\$3,676,287.00
	Other	4	\$56,256.00	6	\$83,256.00
	Pool - Above Ground	0	\$0.00	4	\$41,750.00
	Pool - In Ground	0	\$0.00	3	\$92,350.00
	Repair/Replace - Non-Residential	1	\$15,000.00	4	\$54,350.00
	Repair/Replace - Residential	1	\$8,650.00	19	\$151,200.00
	Roofing	10	\$82,915.00	61	\$588,219.00
	Shed	0	\$0.00	26	\$85,435.00
	Siding	0	\$0.00	5	\$17,148.92
	Sign	1	\$4,800.00	11	\$74,580.00
	Windows	8	\$55,685.00	27	\$256,862.00
Electrical Permits	Electrical Underground	0	\$0.00	1	\$1,000.00
	Generator	3	\$25,900.00	11	\$74,935.00
	Low Voltage	0	\$0.00	3	\$79,000.00
	Meters	0	\$0.00	4	\$76,500.00
	Service	6	\$23,050.00	19	\$242,403.98
	Solar Electric System	2	\$25,196.00	9	\$143,782.00
	Temp Service	0	\$0.00	0	\$0.00



# End of Month Council Report

01/16/2020

	Wiring	17	\$266,200.00	138	\$913,376.99
FireAlarm Permits	Fire Alarm Permit	1	\$15,000.00	2	\$27,815.00
FireSuppression Permits	Fixed Fire Suppression System	0	\$0.00	0	\$0.00
Mechanical Permits	Air Conditioning	0	\$0.00	20	\$238,374.00
	Furnace/Boiler	21	\$172,365.00	88	\$1,077,737.00
	Gas Line	5	\$2,360.00	15	\$10,310.00
	Gas Piping	4	\$6,548.00	32	\$97,303.00
	Heating	7	\$60,704.00	32	\$254,543.00
	Hot Water Heater	3	\$9,602.00	8	\$34,534.00
	Mechanical Underground	0	\$0.00	0	\$0.00
	Other	2	\$9,400.00	4	\$25,200.00
	Pressure Testing	3	\$820.00	14	\$4,900.00
	Propane Tank	9	\$4,050.00	61	\$27,892.00
	Sheet Metal Work	0	\$0.00	0	\$0.00
	Tank Installation	5	\$19,687.00	44	\$84,313.08
	Ventilation	0	\$0.00	4	\$12,870.00
Plumbing Permits	Plumbing	15	\$379,274.00	83	\$1,005,975.00
	Water Heater	0	\$0.00	9	\$18,420.00
Sprinkler Permits	Fire Sprinkler Systems	1	\$45,000.00	5	\$96,035.00
	<b>Total Permit Issued</b>	156	\$7,869,474.00	1014	\$38,814,255.58



# **City of Rochester, New Hampshire**

## ***Department of Building, Zoning & Licensing Services***

### **ZONING MONTHLY REPORT - NOVEMBER 2019**

No cases for November



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>



## City Clerk's Report November 2019

### Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 198 initial copies of vital records, and 123 subsequent copies of vital records in the month of November. The City Clerk's staff issued 6 Marriage Licenses.

The New Hampshire Division of Vital Records Administration generated the following report of statistics for the City of Rochester:

- 14 births were reported in Rochester during the month of November; 7 of these children were born to Rochester residents.
- 27 resident deaths were reported in Rochester.
- 4 couples celebrated their wedding ceremonies in Rochester during the month of November.

### Revenue – Vital Records/Marriage Licenses\*\*

	2018		2019	
	State	City	State	City
Initial/Subsequent copies:	\$2,769	\$2,506	\$2,199	\$2,001
Marriage Licenses:	\$516	\$84	\$473	\$77
<b>Total:</b>	<b>\$3,285</b>	<b>\$2,590</b>	<b>\$2,672</b>	<b>\$2,078</b>

*\*\*Numbers are estimated using data from the NH Vital Records Information Network using reports of vital records issued.*

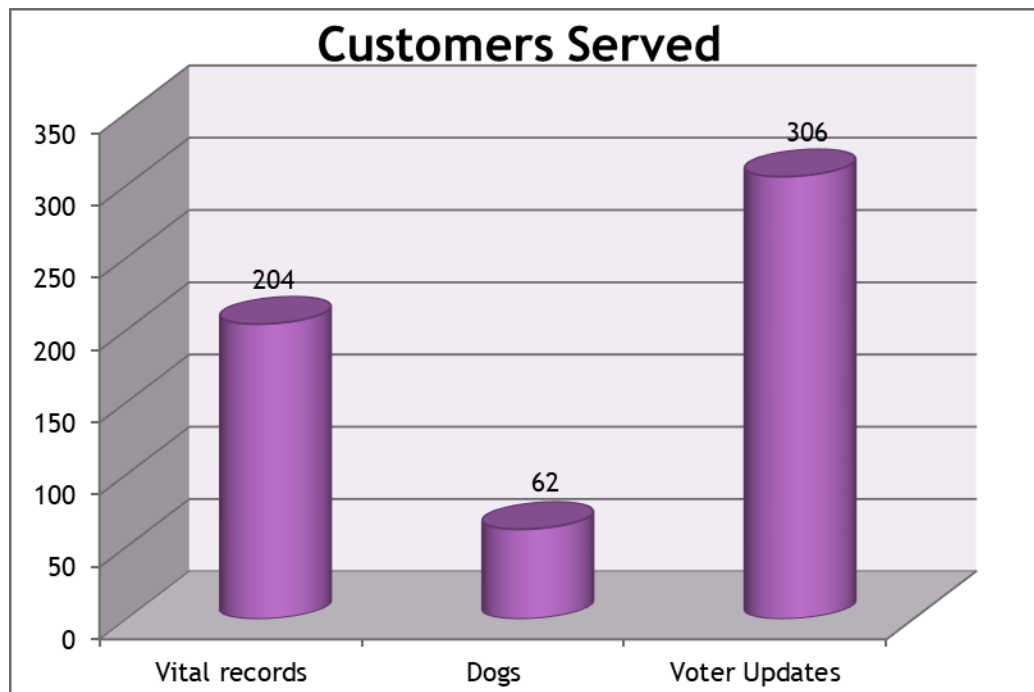
### Dog Licensing

The City Clerk's office licensed 62 dogs during the month of November. There were \$150 in Civil Forfeiture fees collected.

The Animal Control Officer continued issuing court summons in November to owners of dogs which were still unlicensed at that time. Those residents who have received a summons will need to

complete the process and fees through the court system as well as licensing their dog with the city in order to avoid further repercussions. Dog licensing in the State of New Hampshire is due on April 30 of each year.

### **Customers Served during the month of November 2019**



### **Elections**

The Rochester Municipal Election was held on Tuesday, November 5, 2019 to fill positions for Mayor, City Council, School Board, Police Commission and Election Officials. There were a total of 2,990 ballots cast city wide; a 14% voter turnout.

Incumbent Mayor Caroline McCarley ran uncontested and won her seat for a third consecutive term. Palana Belken of Ward 2 (seat B), Laura Hainey of Ward 4 (seat B), and Christopher Rice of Ward 5 (seat A) all won races as first time Councilors. Former Ward 4 Councilor Donald Hamann won a 3-way race for Ward 5 Council seat B. Former Mayor Douglas Lachance won an uncontested race for Ward 1 Council seat B. The 2020-2022 Rochester City Council will be comprised of the Councilors shown below:

	<b>SEAT A</b>	<b>SEAT B</b>
<b>Ward 1</b>	Jeremy Hutchinson	Douglas Lachance
<b>Ward 2</b>	Elaine Lauterborn	Palana Belken
<b>Ward 3</b>	Peter Lachapelle	Thomas Abbott
<b>Ward 4</b>	David Walker	Laura Hainey
<b>Ward 5</b>	Christopher Rice	Donald Hamann
<b>Ward 6</b>	Donna Bogan	James Gray

The ballot question “Shall we allow the operation of Keno Games within the City of Rochester” was approved by 506 votes. In the 2016 Rochester Municipal Election, this same question was approved by a single vote before failing to pass via a tie vote at the hand recount. The ballot question “Shall we allow the operation of sports book retail locations within the City of Rochester?” failed by 29 votes.

The NH Secretary of State, William Gardner, announced that the date of NH’s First in the Nation Presidential Primary will be Tuesday, February 11, 2020.

**Voter registration summary by party as of November 30, 2019:**

Ward	Democrats	Republicans	Undeclared	Totals
1	1,040	1,141	1,501	3,682
2	969	1,090	1,690	3,749
3	1,026	1,183	1,429	3,638
4	850	783	1,688	3,321
5	933	1,098	1,496	3,527
6	1,003	804	1,303	3,110
<b>Totals:</b>	<b>5,821</b>	<b>6,099</b>	<b>9,107</b>	<b>21,027</b>

Respectfully submitted,

Cassie Givara  
Deputy City Clerk

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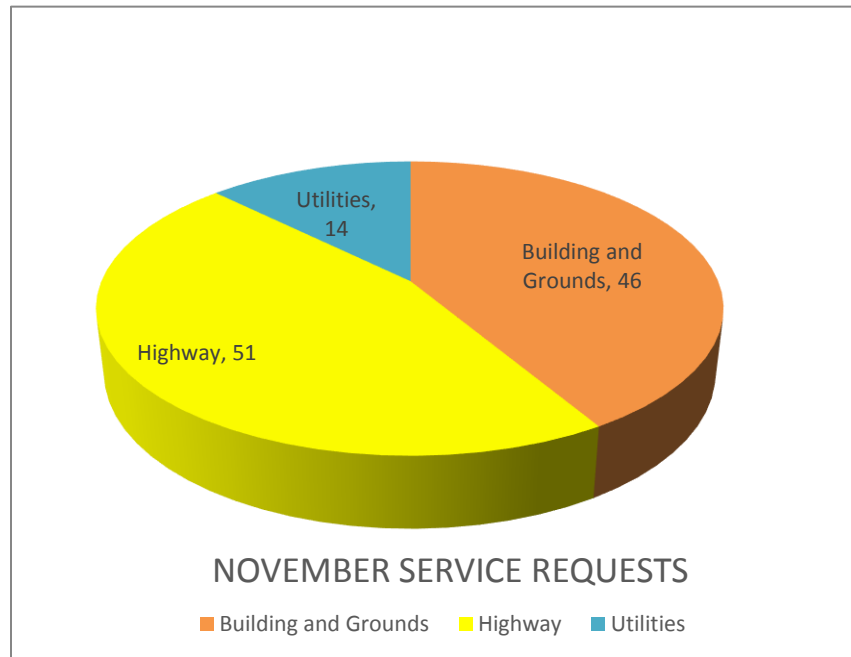
City Clerk's Office

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## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT NOVEMBER 2019

In addition to the scheduled work performed, the Department of Public Works responded to approximately 111 requests for service in the month of November. The Highway Division had 51 requests that ranged from pothole repairs, traffic light maintenance, clean storm drains, roadside brush trimming and sidewalk repairs and sign repairs. The Utilities Division responded to 14 requests including sewer concerns, water and sewer inspections, daily digsafes mark outs and repaired a water main break. Buildings and Grounds Department completed 46 service request including street light repairs, flag replacement, filling janitorial supply orders for departments, replacing light covers, received a few no heat calls, and grounds crew cut down all city plant beds for the end of the season.



### HIGHWAY & FLEET MAINTENANCE WORK COMPLETED:

- Patch pot holes
- Repaired catch basins thought out the city.
- Cleaned 30 catch basins.
- Painted stop bars.
- Ditched Cross Road.
- Paving bad spots around the city
- Continued to paint out catch basin thought out the city.
- Cleaned back yard and cold storage for winter.
- Plow and treat 3 winter storm events.
- Removed arrows on Charles St.
- Put up holiday lights and tree.
- Finished installing wings and sanders on trucks.
- removed 2,360 yards of snow.
- Started to install snow fence.
- Worked on GIS all street signs.
- Repair and install street signs thought the City.
- Brush trimming though the city.

- Replaced water pump belt on vac-con #63
- Finished installing radiator in Daewoo loader #28
- Repaired wing on Dump trucks#12 and #20
- Installed the two sanders in one ton dump #23 and #24
- New tires on truck #103 one ton.
- Replaced 4 tires Truck # 1
- Replaced 5 Hyd hoses on backhoe #36 and replace one backhoe #46
- Replaced water pump #38 loader.
- Inspected all plows and wings.
- Inspected and get snow blower up and running.
- Changed out blades on 4 plows.
- Installed rubber snow deflector on truck #55
- Replaced 4 tires on sidewalk tractor 4
- Lube, oil and filter service on 5 vehicles.
- Finished repair work on sidewalk tractors for winter.

### **UTILITIES DIVISION WORK COMPLETED:**

Utilities Division performed monthly maintenance on sewer cleaning in problematic areas. In addition to daily utility mark outs for digsafes, staff responded to multiple emergency sewer backups and did water and sewer inspections. Bi-annual hydrant flushing has been completed and the crew has finished winterization of city owned fire hydrants. The crew also repaired a water break on Henrietta Street, mowed and cut approximately 3.75 miles of City Right-of Way for water and sewer transmission mains and mowed 6.5 acre landfill cap on Old Dover Road. They began to camera city sewer lines to comply with CMOM (Capacity Management and Operations and Maintenance) requirement for new and upcoming wastewater treatment discharge permit.



**Crews Mowing City-Right-of Way and Landfill Cap on Old Dover Road**

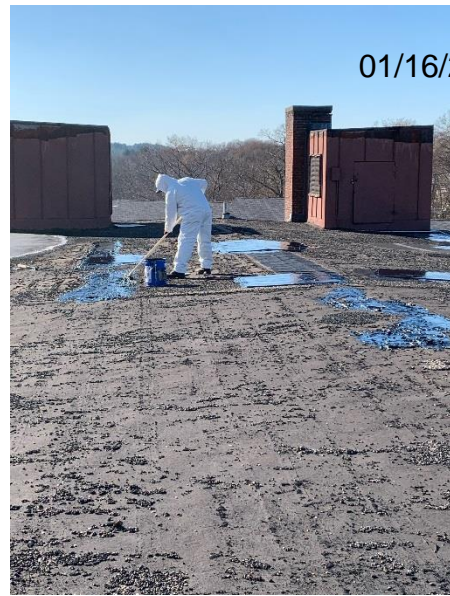
### **BUILDING AND GROUNDS DIVISION**

Building and Grounds Division completed 46 work requests that included street light repairs, flag replacement, filling janitorial supply orders for departments. There were a few calls for no heat and the grounds crew have cut all the flower beds down for the end of season. Elf's Landscaping, Inc. has started the Gonic Recreational Area Improvement work at the Gonic Pool Facility. A new bubbler system was installed at the Community Center. Roof repairs were done at the city owned building downtown.





**Gonic Pool Facility Work**



**Scenic Theatre downtown Roof Repair**



**Bubbler at the Community Center**

### **WASTEWATER TREATMENT DIVISION**

Employee news: Karl Bostrom transferred as an operator at the WWTF to an Operator at the WTF. We wish him all the best and every success! Items that were completed during the month of November: We continue to work with the coalition of communities on related wastewater and Great Bay Estuary issues. Attended meetings regarding NPDES permitting and nutrient limits. Earthwork and piles are being installed for the dewatering facility and chemical storage facility – pile depth 40' to 80'. PLC – upgrade – programming continues for LCP #1. Continue to work with blower manufacturer to gain access to program for remote access – automation project is progressing slowly. Completed annual industrial pretreatment inspections. Completed annual field instrumentation calibration. Completed annual fire alarm control panel inspections. Repairs made to Salmon Falls Rd pump station generator. Placed orders for soda ash feed system and Iris Valve for the aeration system. Staff attended state sponsored training classes. Working with industries on various issues. Attended asset management software training. Working with engineers on final design of Route 11 pump station upgrade and preliminary design of Tara Estates upgrade. Staff performed preventative and corrective maintenance on equipment, machinery and instrumentation at the WWTF and pump stations. All required testing for the EPA and NHDES has been completed and submitted. Average effluent flow for the month was 3.174 Million Gallons per Day (MGD). Percent of design flow = 63.1%. Percent of design flow for 2019 = 62.6%. Precipitation for the month =

2.76". Precipitation for 2019 = 43.19"



### **DEWATERING FACILITY CONSTRUCTION**

#### **WATER TREATMENT DIVISION**

Treated water volume for the month of November was approximately 42.3 million gallons from the surface water treatment facility and 10.9 million gallons from the well for a total 53.2 million gallons delivered to our customers. All water quality testing and monitoring was completed in accordance with NHDES requirements. We are pleased to report that the City of Rochester again met all State and Federal standards for drinking water. Initial Quarter 4 PFAS sampling was conducted this month. Pre-winter inspections were conducted throughout the watershed. Access and road maintenance was performed along Sheepboro Road, and signage and barriers were replaced. A small bridge and encampment was located on a Tufts Pond island, removal is pending. Beaver dams were removed along the lower watershed, and the diversion dam and valve house was inspected. Stream gages were inspected and desiccant replaced as needed. Valving for the raw water transmission mains was set for winter operation. Monthly rainfall measured 2.9 inches at the Reservoir. Round Pond is filling to overwintering volume. Baseline documentation for the upper watershed conservation efforts is under review. Equipment and grounds maintenance was performed at the plant, well, and tanks/stations. Abandoned debris was removed from Industrial Way pump station (thank you DPW crew for the assistance). Staff rebuilt two duty pumps at Washington Street pump station. The heater block for the Richardson Street generator was replaced. Additional winterization and inspections were conducted at all stations. Inspections and cleaning was performed at Chesley Hill, Rochester Hill, and Salmon Falls storage tanks. The level transducer and instrument heater at Chesley Hill was repaired. Maintenance at the well included bicarbonate system repairs and easement clearing and inspection of the wellhead and control enclosures in preparation for the pump and source rehabilitation project scheduled for the first week of December. Maintenance at the WTF included process optimizations for organic and metal removal due to plummeting raw water temperatures and harvesting efforts, alum sludge and backwash waste adjustments for lagoon management, and caustic pump and fill valve repairs. Annual process mag meter calibrations were performed this month. Fall directional flushing has been completed. Thank you to all who helped! Project meetings were held for the water treatment residuals handling and Granite State water loop projects. Staff attended legislative/technical training seminars this month. Karl Bostrom joined the drinking water team this month, welcome aboard!





**Camp at Tufts Pond**



**Diversion Dam Valve House**

### **ENGINEERING**

- **Asset Management:** The City is working with the selected vendor for the new Asset Management software for implementation; a “go live” date is anticipated by early 2020. Efforts continue to improve the GIS data layers for City infrastructure, including the City’s stormwater network, which is required by the MS4 Permit. The City recently received information from SRPC regarding their sidewalk condition assessment effort in the City. In addition to inventory work, staff continue to populate more detailed information such as asset age, material, and condition on all of our assets and coordinate with our consultants to develop baseline information related to our water, sewer, and stormwater systems’ “level of service”, “likelihood of failure”, “consequence of failure”, and “life cycle cost analysis”. A brief presentation on the Asset Management Program was recently made to the Public Works & Buildings Committee in November by the City’s consultant.
- **Colonial Pines Sewer Extension:** Final paving of Railroad Avenue was postponed until until completed some planned gas main installation work; this paving work will be completed in spring 2020. Phase 2 includes extension of the sewer from Birch Drive across Old Dover Road to Juniper Street, Towle Street, Vinewood Lane, Susan Lane, Hickory Lane, and a portion of Hillside Drive. The scope of the Phase 2 construction has now been modified to include sewer on Wildwood Lane and a portion of Tingley Street, as well as drainage improvements within the project area. A majority of the sewer installation work has been completed and homes are now being connected to the new public sewer mains. Given the additional work, construction of Phase 2 will continue through the 2020 construction season. Funding for a future phase of this multi-phased sewer extension program has been approved in the FY20 CIP budget. Additional funding for a final phase of sewer extension and drainage improvements in future phases will be requested in the FY21 CIP budget.
- **Pavement Maintenance & Rehabilitation:** The 2019 cracksealing effort was completed in November. The City’s 2019 paving rehabilitation program is essentially complete, with only final minor work remaining, including some striping and painting. The FY20 Paving list has now been approved and includes: Chapman, Huckins, Jonathan, and portions of Columbus, Cross, and Salmon Falls; paving work is anticipated to begin on these streets in the spring.
- **Strafford Square Roundabout:** Final design continues. Bidding of the roundabout construction contract is now anticipated for late 2020. Prior to that contract, and in preparation for that construction, a utility infrastructure contract is anticipated to be bid and constructed in 2020. Right-of-way and easement negotiations are being completed in preparation for the construction contracts.
- **Granite Ridge Development – Phase 2:** A scoping meeting was held in July between the City, Waterstone, and NHDOT; as a result of this meeting, a revised traffic impact analysis study was completed in November 2019.

- **Water Treatment Plant Low Lift Pump Station Upgrade:** Final Completion of this project was achieved in November 2019.
- **Granite State Business Park Water Main Interconnection:** Actual construction work is anticipated to commence in December 2019.
- **Water Treatment Plant Residuals Disposal:** An evaluation of alternatives has determined that the most cost effective method of disposal of residuals generated at the Surface Water Treatment Plant is an upgrade of the existing pipeline and addition of an attenuation tank. Design of the attenuation tank is anticipated to begin in the coming months. Funds for the implementation of this upgrade have either been approved in CIP budgets previously or will be requested in upcoming CIP budgets over the next few years.
- **WWTF Biosolids Dewatering Facility & Carbon Storage and Feed Building:** Construction of this project commenced in October 2019. Construction is expected to continue through 2020 into 2021.
- **River Street Sewer Pump Station Upgrade:** The construction contract was awarded in November 2019. Construction is anticipated to be completed within one year of Notice to Proceed.
- **Route 11 Sewer Pump Station Upgrade:** This upgrade project is currently at 50% design. This project is scheduled to be advertised for bids during the winter of 2019/2020, with construction occurring in 2020.
- **WWTF Upgrades (various projects):** There are several projects on-going at the WWTF: Soda Ash System Replacement, Aeration System Automation, Aeration Basin Sidewall Blower Tie-in (Iris Valve) and Mechanical Mixers, Standby Power Interconnection for Aeration Blowers, and Programmable Logic Controllers (PLC) Replacement. All of these projects are on schedule to begin construction before the end of calendar year 2019 or early 2020.
- **Wastewater Interceptor Upgrades:** A Basis of Design Report has been received from the design consultant. This report summarizes alternatives and recommends a sewer collection system master plan before proceeding with final design. Funding for a Sewer System Master Plan was approved with the FY19 CIP Budget; consultant selection process will commence in the coming months.
- **NPDES Permits - Wastewater Treatment Facility & MS4 Permit (Stormwater):** A new draft National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Facility (WWTF) has not yet been issued by USEPA Region 1. As far as the Municipal Separate Storm Sewer System (MS4) NPDES General Permit for stormwater, the 2017 NH Small MS4 General Permit, issued by USEPA Region 1, became effective on July 1, 2018; on September 28, 2018, the City submitted a Notice of Intent (NOI) to comply with this MS4 General Permit; and, on June 12, 2019, the City was granted authorization by USEPA Region 1 to discharge stormwater from Rochester's MS4 under this permit. The first annual report for the MS4 permit was submitted to EPA in September 2019. USEPA Region 1 is also proposing an estuary-wide general permit structure for nutrient loading, specifically total nitrogen (TN), in the Great Bay Estuary, which presumably would have additional requirements for nitrogen load reduction beyond the MS4 Permit requirements and the expected NPDES Permit requirements for Rochester's WWTF. Regulators have stated that portions of this TN General Permit will likely be voluntary, and that a draft of the permit may be published as early as December 2019.
- **New DPW Facility:** A review of RFQ responses resulted in a list of pre-qualified bidders being established in October 2019. The construction contract was advertised for bids in late October. Bids were received in November 2019. Additional funding needs to be authorized to award the construction contract. Construction of the facility is anticipated to begin in 2020 and continue through spring of 2021.

# Economic & Community Development



11/31/2019

MANAGEMENT REPORT



*Economic Development Report, Written by Jennifer Marsh*

*Community Development Report, Written by Julian Long*



## ECONOMIC DEVELOPMENT DEPARTMENT

MICHAEL SCALA, DIRECTOR OF ECONOMIC DEVELOPMENT

### PROJECTS IN THE PIPELINE

Owner Project Manager (OPM) bids for the LDI project were opened on 11/21. Seven firms responded to the REDC RFP. The OPM award will be decided sometime in December.

Director Scala continues to work on the details of expanding resources and responsibilities of the REDC as the Industrial Development Agency for the city.

Director Scala, Director Campbell, Director Grant, and CM Cox continued work on the amendment to Chapter 275 of the Planning Code with a meeting for approval of the amendment planned for early January.

### GRANITE RIDGE DEVELOPMENT DISTRICT – WATERSTONE PROPERTIES GROUP, PHASE II

Director Scala continued to discuss Phase II with Waterstone Properties Group, including the possible entertainment tenants, and the potential for residential housing options, which would support continued vitality of The Ridge and the entire Granite Ridge Development District.

### WAYFINDING RFP

Bids are scheduled to be opened on December 5<sup>th</sup>.

### SCENIC/SALINGER

Clean up of the Scenic/Salinger began on November 18<sup>th</sup> and will continue through the week of Thanksgiving. The clean-up will include selective demolition in both buildings as requested by the prospective developer.

The roof of the Scenic was patched by the City Maintenance Department at a significant cost savings to the Downtown Revitalization Fund.

### GRANITE STATE BUSINESS PARK

Director Scala has contracted with Norway Plains to conduct a wetlands survey for possible land purchase of 55 acres adjacent to the GSBP.

Director Scala is in talks with another company interested in building within the GSBP.



## STAFF DEVELOPMENT

Director Scala traveled to Omaha, NE for Business Retention and Expansion training as part of the IEDC CEcD certification process.

## JENN MARSH, ECONOMIC DEVELOPMENT SPECIALIST

### ECONOMIC DEVELOPMENT COMMISSION

The committee met at Great Bay Chocolates (FKA Fiesta Candy) at 25 Old Dover Road. The business was one that was visited during their business retention survey's and offered to host one of our off site meetings.

All City Councilor's are invited to join the December holiday REDC meeting at Mitchell Hill BBQ. December 18<sup>th</sup> from 4-6 pm, snacks will be provided and a cash bar is available. Please RSVP to Jenn Marsh.

### MAIN STREET

Main Street held their annual Trick or Treat on the town and Zombie walk. Both events were very highly attended.

### ROCHESTER RISE UP

Members of Rise Up helped clean out the Scenic and Salinger Block windows and put up curtains and fabric to hide the interior of the building. Rise Up also helped Upala Yoga with the renovation of her entryway. The group has been planning monthly events in the downtown as well.

### NEW BUSINESSES

Mitchell Hill BBQ located at 50 North Main Street

Ocean State Job Lots (opened in October but left out of last month's report). Opening in December: Fallen Leaf Bistro

## Julian Long, Community Development Coordinator Report

Prepared and submitted by the Community Development Coordinator  
October-December 2019

- **CDBG Program**
  - FY 2020-2025 Consolidated Plan: The Community Development Coordinator has completed the consultation and drafting processes for the FY 2020-2025 Consolidated Plan. The plan will be due concurrent with the FY 2020-2021 Annual Action Plan in May 2021. The first public hearing for the Consolidated Plan was held on November 19, 2019. No comments were received at the hearing. The draft FY 2020-2025 Consolidated Plan is included with this report as an electronic attachment.

- FY 2021 Annual Action Plan: The Community Development Coordinator has started drafting the FY 21 Annual Action Plan, which will be ready for the Community Development Committee's review at the January 2020 committee meeting. The first public hearing for the FY 21 Action Plan was held on November 19, 2019. No comments were received at the hearing. Grant applications for FY 21 CDBG funding are due by December 13, 2019.
- FY 2019 Consolidated Annual Performance and Evaluation Report (CAPER): All performance goals were met or exceeded during FY 2019, with the exception of the postponed/cancelled Rochester Housing Authority Charles St. Project. After minor revisions and corrections, HUD has officially accepted the city's FY 2019 CAPER. The acceptance letter is included with this report as an attachment.
- HUD Site Monitoring: Personnel from the Boston regional HUD office conducted on-site monitoring at the City's offices on August 7<sup>th</sup> and August 8<sup>th</sup>. The official post-site review letter and list of corrective action items are included as attachments to this report. The Community Development Coordinator has worked with Finance Department staff and Economic Development Office staff to respond to HUD's corrective action, and the full list of corrective action items has been submitted to HUD for review and approval.
- Rochester Opera House Chairlift: This project has gone out to bid, and the bid received is about \$9,000 over the budget of \$23,000. The Public Works Committee reviewed the received bid at its November meeting and approved the recommendation of additional CDBG funding for the project to meet the received bid amount. As a point of comparison, the FY 19 Spaulding High School chairlift project cost about \$31,000 and the FY 19 Maple St. Magnet School chairlift project cost about \$46,000.
- East Rochester Library Renovations: The chimney work has been completed for the East Rochester Library. The foundation work and masonry repointing is in progress. The Community Development Coordinator has conducted Davis-Bacon labor interviews for the East Rochester Library renovations project.
- Riverwalk Committee Kayak Launch: The Community Development Coordinator has obtained the required wetlands permit from the NH Department of Environmental Services and has republished the Finding of No Significant Impact of Notice of Intent to Request the Release of Funds necessary to complete the environmental review process.
- Historic District Commission Facade Improvements Grant Program: At its November meeting, the Historic District Commission approved three grant applications for facade improvements. The Community Development Coordinator is currently working on the environmental reviews and historic preservation consultations for the three approved project sites. The approved project sites are for facade and sign improvements for Freedom Beauty Salon, RiverStones Custom Framing and Franklin Gallery, and Stitches Alterations and Needlework. The program was also featured in an article in the November 15, 2019 issue of the *Rochester Radar*.
- Rochester Child Care Center Fire Sprinklers: The Community Development Coordinator has been working with the Rochester Child Care Center's general contractor to draft the bid invitation and bid documents for the fire sprinkler project. The project is expected to go out to bid in December.



- JOB Loan Program: The most recent JOB loan to Back Hill Beer Company was featured in the November 15, 2019 edition of the *Rochester Radar*.
- NH Community of Action for Lead Safety: The third and final statewide meeting was held in November. Attendees included the Community Development Coordinator, Senior Planner Michelle Mears, staff from Community Action Partnership of Strafford County, and staff from the Strafford County Public Health Network. The Rochester community of action team has proposed that \$50,000 of FY 2021 CDBG funds be set aside as matching funds for Rochester residents applying for state lead remediation funding with New Hampshire Housing Finance Authority. In addition, the Rochester team planned and hosted a lead paint safety education and outreach event for landlords in mid-November. State public health department staff presented to an audience of over thirty landlords, housing developers, and others.
- ***Non-CDBG Grant Activities***
  - NH Recreational Trails Program Grant: The Community Development Coordinator has worked with the Riverwalk Committee to obtain an extension on the original contract with the state. The extension on the grant is through June 2020.
  - Emergency Performance Management Grant: The Community Development Coordinator met with Fire Department staff and Finance Department staff to discuss grant match reporting for this grant. The Community Development Coordinator also submitted the second quarter report and reimbursement request for this grant.
  - FEMA Assistance to Firefighters Grant: At the request of the Fire Department, the Community Development Coordinator attended a FEMA workshop on the Assistance to Firefighters grant in November.
- ***Report Attachments***
  - Draft FY 2020-2025 Consolidated Plan – *electronic only* - [https://www.rochesternh.net/sites/rochesternh/files/uploads/fy\\_20-25\\_cdbg\\_consolidated\\_plan\\_full\\_plan\\_draft1\\_0.pdf](https://www.rochesternh.net/sites/rochesternh/files/uploads/fy_20-25_cdbg_consolidated_plan_full_plan_draft1_0.pdf)
  - FY 2019 CAPER Acceptance Letter from HUD
  - HUD August 2019 Site Visit Corrective Action Letter
  - HUD August 2019 Site Visit Corrective Action - *electronic only* – <https://www.dropbox.com/sh/vqcyxutsiz83gr6/AAAAdaGoKikATzPe9njFQlwbGa?dl=0>

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City Clerk's Office

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# FINANCE COMMITTEE

## Agenda Item

01/16/2020

**Agenda Item Name:** Monthly Financial Statements Summary – as of November 30, 2019.

For the full detail report, click here: [November 2019 Financial Detail Report](#)

**Name of Person Submitting Item:** Mark Sullivan Deputy Finance Director

**E-mail Address:** mark.sullivan@rochesternh.net

**Meeting Date Requested:** December 12, 2019-Finance Committee Meeting Cancelled

### **Issue Summary Statement**

The November 30, 2019 financial summary reports are attached.

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 CITY OF ROCHESTER  
 YEAR-TO-DATE BUDGET REPORT

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FOR 2020 05

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
<hr/>						
1000 GENERAL FUND						
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11031 CITY CLERK REVENUE	105,920	0	105,920	46,437.66	59,482.34	43.8%
11051 ASSESSORS REVENUES	0	0	0	116.00	-116.00	100.0%
11061 BUSINESS OFFICE REVENUE	350,000	0	350,000	281,281.27	68,718.73	80.4%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	.00	1,000.00	.0%
11071 TAX COLLECTOR REVENUE	32,271,384	0	32,271,384	16,361,178.61	15,910,205.39	50.7%
11081 GENERAL OVERHEAD REVENUE	4,080,748	1,954,966	6,035,714	1,802,391.14	4,233,322.86	29.9%
11082 GENERAL OVERHEAD REVENUE	1,548,683	0	1,548,683	686,077.44	862,605.56	44.3%
11091 PUBLIC BLDGS REVENUE	0	0	0	220.05	-220.05	100.0%
11101 PLANNING	16,250	0	16,250	20,870.69	-4,620.69	128.4%
11201 REV LEGAL OFFICE	50,000	0	50,000	21,113.42	28,886.58	42.2%
12011 POLICE CITY REVENUE	325,400	0	325,400	128,316.93	197,083.07	39.4%
12021 FIRE CITY REVENUE	25,500	0	25,500	2,549.94	22,950.06	10.0%
12022 FIRE STATE REVENUE	41,812	0	41,812	3,375.00	38,437.00	8.1%
12031 DISPATCH CENTER	60,290	0	60,290	.00	60,290.00	.0%
12041 CODE ENFORCEMENT REVENUE	394,175	0	394,175	271,749.30	122,425.70	68.9%
13011 PUBLIC WORKS REVENUE	33,700	0	33,700	10,411.14	23,288.86	30.9%
13012 STATE HIGHWAY SUBSIDY	634,612	0	634,612	389,505.28	245,106.72	61.4%
14011 WELFARE REVENUE	2,500	0	2,500	5,079.89	-2,579.89	203.2%
14021 RECREATION REVENUE	120,000	0	120,000	86,203.79	33,796.21	71.8%
14031 LIBRARY REVENUE	14,200	0	14,200	4,473.22	9,726.78	31.5%
TOTAL GENERAL FUND	40,076,174	1,954,966	42,031,140	20,121,350.77	21,909,789.23	47.9%
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5001 WATER ENTERPRISE FUND						
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510001 WATER WORKS REVENUE	6,607,310	0	6,607,310	1,975,030.93	4,632,279.07	29.9%
TOTAL WATER ENTERPRISE FUND	6,607,310	0	6,607,310	1,975,030.93	4,632,279.07	29.9%
<hr/>						
5002 SEWER ENTERPRISE FUND						
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520001 SEWER WORKS REVENUE	8,017,640	0	8,017,640	2,163,002.27	5,854,637.73	27.0%
520002 SEWER WORKS REVENUE	411,989	0	411,989	47,580.00	364,409.00	11.5%
TOTAL SEWER ENTERPRISE FUND	8,429,629	0	8,429,629	2,210,582.27	6,219,046.73	26.2%
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5003 ARENA ENTERPRISE FUND						
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 CITY OF ROCHESTER  
 YEAR-TO-DATE BUDGET REPORT

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FOR 2020 05

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
530001 ARENA REVENUE	402,865	0	402,865	139,084.67	263,780.33	34.5%
TOTAL ARENA ENTERPRISE FUND	402,865	0	402,865	139,084.67	263,780.33	34.5%
6000 COMMUNITY CENTER SP REV FUND						
600001 COMMUNITY CENTER REVENUE	861,466	0	861,466	314,007.90	547,458.10	36.5%
TOTAL COMMUNITY CENTER SP REV FUND	861,466	0	861,466	314,007.90	547,458.10	36.5%
GRAND TOTAL	56,377,444	1,954,966	58,332,410	24,760,056.54	33,572,353.46	42.4%

\*\* END OF REPORT - Generated by Mark Sullivan \*\*

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 CITY OF ROCHESTER  
 YEAR-TO-DATE BUDGET REPORT

 P 1  
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FOR 2020 5

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 GENERAL FUND							
11000051 CITY MANAGER	470,894	0	470,894	209,507.70	27,612.91	233,773.39	50.4%
11012351 ECONOMIC DEVELOPMENT	510,030	0	510,030	255,985.48	34,823.61	219,220.91	57.0%
11020050 IT SERVICES	797,462	0	797,462	331,692.12	72,892.43	392,877.45	50.7%
11030051 CITY CLERK	334,803	0	334,803	150,046.74	49,230.93	135,525.33	59.5%
11040050 ELECTIONS	54,479	0	54,479	20,928.30	4,841.26	28,709.44	47.3%
11050070 ASSESSORS	569,498	0	569,498	253,619.94	9,183.97	306,694.09	46.1%
11060051 BUSINESS OFFICE	543,461	0	543,461	251,408.62	1,598.31	290,454.07	46.6%
11063151 HUMAN RESOURCES	213,071	10,000	223,071	100,845.06	23,799.39	98,426.55	55.9%
11070070 TAX COLLECTOR	382,295	0	382,295	173,126.13	4,979.95	204,188.92	46.6%
11080050 GENERAL OVERHEAD	1,021,733	-52,130	969,603	189,438.46	133,843.20	646,321.34	33.3%
11090050 PB CITY WIDE 50	668,503	4,000	672,503	288,729.05	47,919.93	335,854.02	50.1%
11090051 PB CITY HALL 51	66,066	0	66,066	20,132.89	32,305.56	13,627.55	79.4%
11090052 PB OPERA HOUSE 52	48,551	0	48,551	17,295.65	21,049.63	10,205.72	79.0%
11090054 PB CENTRAL FIRE 54	10,979	0	10,979	4,540.48	5,117.61	1,320.91	88.0%
11090055 PB GONIC FIRE 55	10,594	0	10,594	3,412.34	4,603.79	2,577.87	75.7%
11090056 PB LIBRARY 56	18,893	0	18,893	8,287.11	9,072.46	1,533.43	91.9%
11090057 PB DPW GARAGE 57	11,874	0	11,874	5,257.47	5,409.50	1,207.03	89.8%
11090059 PB ER FIRE STATION 59	775	0	775	99.34	225.66	450.00	41.9%
11090061 PB HISTORICAL MUSEUM 61	1,520	0	1,520	274.34	753.00	492.66	67.6%
11090063 PB HANSON POOL 63	5,100	0	5,100	1,839.38	50.00	3,210.62	37.0%
11090064 PB GONIC POOL 64	2,900	0	2,900	928.88	.00	1,971.12	32.0%
11090065 PB EAST ROCHESTER POOL 65	2,600	0	2,600	928.88	.00	1,671.12	35.7%
11090068 PB GROUNDS 68	12,160	0	12,160	3,237.75	300.00	8,622.25	29.1%
11090069 PB DOWNTOWN 69	17,000	0	17,000	4,188.93	1,913.44	10,897.63	35.9%
11090070 PB REVENUE BUILDING 70	22,331	0	22,331	7,986.64	13,037.57	1,306.79	94.1%
11090071 PB PLAYGROUNDS 71	3,000	0	3,000	.00	.00	3,000.00	.0%
11090075 PB NEW POLICE STATION	24,252	0	24,252	8,999.96	8,343.00	6,909.04	71.5%
11090077 PB ANNEX	4,260	0	4,260	787.85	1,978.89	1,493.26	64.9%
11102051 PLANNING	433,139	0	433,139	192,938.28	5,494.16	234,706.56	45.8%
11200051 LEGAL OFFICE	597,718	0	597,718	234,707.62	5,509.39	357,500.99	40.2%
12010053 PD ADMINISTRATIVE SERVICES	1,976,055	0	1,976,055	1,009,754.02	101,963.51	864,337.47	56.3%
12012453 PD PATROL SERVICES	4,951,564	0	4,951,564	2,095,500.65	.00	2,856,063.35	42.3%
12012553 PD SUPPORT SERVICES	4,425,815	0	4,425,815	173,024.17	.00	252,790.83	40.6%
12020054 FIRE DEPARTMENT	4,669,781	0	4,669,781	2,318,685.68	48,855.20	2,302,240.12	50.7%
12020055 FIRE DEPT 55 GONIC SUBSTAT	28,735	0	28,735	9,392.53	10,766.44	8,576.03	70.2%
12020754 CALL FIRE	31,373	0	31,373	6,799.01	1,627.67	22,946.32	26.9%
12023354 EMERGENCY MANAGEMENT	41,812	0	41,812	1,998.00	.00	39,814.00	4.8%
12030153 DISPATCH CENTER	882,328	0	882,328	377,684.77	11,903.21	492,740.02	44.2%
12040051 CODE ENFORCEMENT	606,553	0	606,553	259,002.54	14,757.09	332,793.37	45.1%
12050050 AMBULANCE	61,832	0	61,832	15,458.02	46,374.07	-.09	100.0%

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 CITY OF ROCHESTER  
 YEAR-TO-DATE BUDGET REPORT

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## FOR 2020 5

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13010057 PUBLIC WORKS	2,301,219	38,130	2,339,349	935,716.44	507,313.48	896,319.08	61.7%
13010957 WINTER MAINTENANCE	518,492	0	518,492	71,820.44	87,306.46	359,365.10	30.7%
13020050 CITY LIGHTS	218,000	0	218,000	60,712.23	34,832.77	122,455.00	43.8%
14010051 WELFARE	469,070	0	469,070	197,151.40	14,208.12	257,710.48	45.1%
14022072 RECREATION ADMINISTRATION	650,242	-800	649,442	293,338.27	14,500.49	341,603.24	47.4%
14022150 RECREATION PLAYGROUNDS/CAM	98,951	0	98,951	82,825.54	1,503.50	14,621.96	85.2%
14022250 RECREATION POOLS	83,588	800	84,388	64,882.84	4,885.79	14,619.37	82.7%
14030056 LIBRARY	1,299,148	0	1,299,148	614,120.67	48,357.77	636,669.56	51.0%
15000051 COUNTY TAX	6,610,000	0	6,610,000	.00	.00	6,610,000.00	.0%
17010051 TRANSFERS/PAYMENTS DEBT SV	4,159,335	0	4,159,335	1,412,915.23	.00	2,746,419.77	34.0%
17030050 OVERLAY	92,000	0	92,000	14,564.58	.00	77,435.42	15.8%
17040051 TRANSFER TO CIP & OTHER FU	3,040,340	1,954,966	4,995,306	1,954,966.00	.00	3,040,340.00	39.1%
TOTAL GENERAL FUND	40,076,174	1,954,966	42,031,140	14,711,484.42	1,475,045.12	25,844,610.46	38.5%
5001 WATER ENTERPRISE FUND							
51601057 WATER WORKS EXPENSE	5,294,828	0	5,294,828	1,376,631.98	56,431.37	3,861,764.65	27.1%
51601073 WATER TREATMENT PLANT	1,250,396	0	1,250,396	467,086.39	134,446.57	648,863.04	48.1%
51601570 WATER REVENUE OFFICE	62,086	0	62,086	29,424.49	32.37	32,629.14	47.4%
TOTAL WATER ENTERPRISE FUND	6,607,310	0	6,607,310	1,873,142.86	190,910.31	4,543,256.83	31.2%
5002 SEWER ENTERPRISE FUND							
52602057 SEWER WORKS EXPENSE	4,513,071	0	4,513,071	2,287,195.59	23,554.79	2,202,320.62	51.2%
52602074 SEWER TREATMENT PLANT	3,855,328	0	3,855,328	615,025.13	346,889.36	2,893,413.51	25.0%
52602470 SEWER REVENUE OFFICE	61,230	0	61,230	29,322.47	32.39	31,875.14	47.9%
TOTAL SEWER ENTERPRISE FUND	8,429,629	0	8,429,629	2,931,543.19	370,476.54	5,127,609.27	39.2%
5003 ARENA ENTERPRISE FUND							
53603060 ARENA EXPENSE	402,865	0	402,865	173,274.54	73,852.13	155,738.33	61.3%
TOTAL ARENA ENTERPRISE FUND	402,865	0	402,865	173,274.54	73,852.13	155,738.33	61.3%
6000 COMMUNITY CENTER SP REV FUND							

12/12/2019 12:50  
 mark.sullivan

 CITY OF ROCHESTER  
 YEAR-TO-DATE BUDGET REPORT

 P 3  
 glytdbud

FOR 2020 5

6000	COMMUNITY CENTER SP REV FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6070572	COMMUNITY CENTER EXPENSE	861,466	0	861,466	294,814.04	163,301.81	403,350.15	53.2%
	TOTAL COMMUNITY CENTER SP REV FUND	861,466	0	861,466	294,814.04	163,301.81	403,350.15	53.2%
	GRAND TOTAL	56,377,444	1,954,966	58,332,410	19,984,259.05	2,273,585.91	36,074,565.04	38.2%

\*\* END OF REPORT - Generated by Mark Sullivan \*\*





**Planning & Development Department**  
**City Hall Annex**  
**33 Wakefield Street**  
**ROCHESTER, NEW HAMPSHIRE 03867-1917**  
**(603) 335-1338 - Fax (603) 330-0023**  
**Web Site: <http://www.rochesternh.net>**

Planning Board  
 Conservation Commission  
 Historic District Commission  
 Arts & Culture Commission

## **PLANNING & DEVELOPMENT DEPARTMENT MONTHLY REPORT FOR NOVEMBER 2019**

The Planning Board, Historic District Commission (HDC), and the Arts & Culture Commission held their meetings in November. You will find the summaries of the agendas and discussions further down in this report. The Conservation Commission did not have a quorum for their November meeting but still completed work this month as outlined below. The Planning Board also held their November workshop meeting. In addition to the surety and inspection update the Board discussed the use of Low Pressure Sewer Systems in Rochester. A recent subdivision application proposed such a system and the Board wanted to know more about them. Although unable to attend, the Assistant City Engineer provided a memorandum on the topic. The Board also had a final review of draft Rules of Conduct for meetings. They will be adopted at their annual retreat in January.

The Planning & Development Department remains busy in general with many meetings with citizens, developers, applicants, and the processing of applications. The Board will be reviewing two (2) new application, one (1) project requesting an extension, and one (1) continued application. In addition, we continued working with our consultants, VHB, on finalizing the Transportation Master Plan and will be looking to give the City Council a presentation on it in December as well as holding a public hearing at the Planning Board and hopefully adoption as well. The Downtown Master Plan Steering Committee also met with the consultants for the Downtown Master Plan Chapter and we have continued implementing the public outreach campaign. WE held a Community Forum on the Downtown Master Plan in December, which was attended by over 40 people. This will be the final public session before receiving a draft of the plan for discussion with the Steering Committee, Council, and Planning Board. The new completion date being discussed in January 2020. I also participated in the monthly meeting of the Leadership Committee for the Economic Development Division of the American Planning Association, which I am a member. I attended the monthly COAST Board meeting as the representative for the City as well as the TAC meeting with the Strafford Municipal Planning Organization (MPO). Staff also participated in the TRG meetings, pre-construction meetings, and a Minor Site Plan Review meeting. We also continued work on a Zoning Amendment for the Downtown Commercial District for allowing housing on the first floor in certain instances.

**APPLICATIONS REVIEWED BY THE PLANNING BOARD**

**R & J 90 North Main, LLC, 90 North Main Street** Request for an extension to an approved site plan to meet precedent conditions. Case # 121 – 17 – DTC – 19 **GRANTED**

**Groen Construction, 122 Meaderboro Road** Request for an extension to meet precedent conditions for an approved 2-lot subdivision. Case # 232 – 13 – A – 18 **GRANTED**

**Groen Construction, 122 Meaderboro Road** Request for an extension to meet precedent conditions for an approved 8-lot subdivision. Case # 232 – 13 – A – 18 **GRANTED**

**Thomas & Diane Aubert, 828 Portland Street** (by Berry Surveying & Engineering) 2-Lot subdivision. Case # 108 – 53 – R1 – 19 **APPROVED**

**Golden Oaks Development, LLC, Freedom Drive** (by Norway Plains Assoc.) 16-Lot subdivision. Case # 110 – 10, 10-2thru10-18 – R1 – 19 **DESIGN REVIEW**

**Index Packaging, Inc., 91 Innovation Drive** (by Berry Surveying & Engineering) Site plan and Conditional Use Permit to construct a 130,933 s.f. light industrial building and an 85,750 s.f. warehouse. Case# 242 – 5 – I – 19 **APPROVED**

**APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION**

Due to a lack of quorum, the Conservation Commission was unable to hold it's November 27<sup>th</sup> meeting.

However, throughout the month of November members and Staff conducted a site walk and filled out a monitoring report for the conservation easement at Hope Farm at 36 Peaslee Rd. Members and Staff also participated in Technical Review Group meetings, as well as reviewing NH Department of Environmental Services wetland impact applications. Members and Staff also worked with other City departments to discuss proposed City projects that will have wetland impacts.



*Photos from Hope Farm conservation easement monitoring*



### **APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION**

The HDC meeting was held on November 13, 2019 at 7 pm. There were four items that were approved on the agenda.

- Profile Bank Loan Center, 45 Wakefield Street, Certificate of Approval for repair and replace trim and roof Case# HDC 120-421– DTC – 19
- Profile Bank, 57 Wakefield Street, Certificate of Approval for repair and replace trim and windows Case# HDC 120-420– DTC – 19
- Mitchell Hill BBQ Grill and Brew, 50 North Main Street, Certificate of Approval Awning Case# HDC 121-15-DTC-19
- Citizens Bank, R & J 90 North Main Street, Certificate of Approval for addition Case# HDC 121-17-19 DTC

The HDC also reviewed applications for the Sign and Façade program. The HDC approved the following applications:

- Joanne Piazzzi-presented her projecting sign with a hoop with the business names Stitch's in the middle and the proposed paint color.
- Jenni Olsen Freedom Beauty presented the projecting and wall sign done by Renaissance Sign Company. The HDC just is requiring that the wall sign fit the entire area on the wall even if that requires more funds. Mr. Long needs to review the lease agreement before proceeding.
- Riverstone Custom Framing Kris Ebbeson presented the façade changes paint the façade trim and door, add solar lights for one sign, and three wall signs. Mrs. Ebbeson is proposing to paint the Historic New England color Indigo or Biloxi Blue for the door and Pale Organza for the trim.

Community Development Block Grant funds will be used for these projects.

### **ARTS AND CULTURE COMMISSION ACTIVITIES**

The Commission met on Thursday November 21, 2019 at 7 pm in the City Hall Annex. The discussion was focused on the Arts and Culture Public Art Application. The Commission is working on an application process.

Respectfully submitted,  
James B. Campbell,  
*Director of Planning & Development*



# Rec & Arena Monthly Report

**To:** Blaine Cox, City Manager  
Mayor McCarley  
Members of the City Council

**From:** Lauren Krans, Asst. Director Recreation & Arena  
**Date:** December 9, 2019  
**Re:** November Monthly Report

<b>November Programs</b>	
Adult Co-Ed Pick-Up Basketball	60
Adult Open Gym 30+	14
Adult Rec Ice Hockey League	98
Adult Volleyball	75
Advanced Senior Fitness	27
Wee Ones Playgroup	26
Collaborative Art	23
Community Coffee	7
Learn To Skate	15
Parent/Child Open Gym	146
Public Ice Skating	226
Senior Art	33
Senior Breakfast/Cookout	87
Senior Dance Lessons	22
Senior Pickleball	38
Senior Power Hour	38
Senior Trips	11
Senior Yoga Chair	35
Senior Yoga Gentle	27
Senior Zumba Gold	21
Sunday Night Pickleball	4
Teen Night	180
Youth Rec Ball 1st and 2nd	40
Youth Rec Ball 3rd and 4th Boys	46
Youth Rec Ball 3rd and 4th Girls	18
Youth Rec Ball 5th and 6th Boys	34
Youth Rec Ball 5th and 6th Girls	8
Youth Rec Ball 7th and 8th Co-Ed	22
Youth Rec Ball High School Co-Ed	21
<b>November Total</b>	<b>1,388</b>

## RMFA Collaboration

Rec & Arena staff worked with the Rochester Museum of Fine Art to complete the Rochester Community Center (RCC) Art Gallery and pop up Guerilla Gallery in the hallway near the Recreation Office. RCC neighbors and patrons have all expressed their delight to have artwork on display in this area.

The RMFA also completed installation of the 8 foot metal art structure, Katydid, by artist Nathan Walker, in front of the Community Center. This public art greets customers from the moment they pull into the parking lot and lets everyone know the RCC is a fun, vibrant place!

## Rochester Community Center

Rec staff continues to work closely with Buildings and Grounds to make the RCC an inviting, positive representation of the City. Additional seating courtesy of the RMFA and a building directory are a few most recent enhancements to the entryway. Buildings and Grounds also fulfilled our request to install a water bottle refill station in the front hallway at the Rec. Customers are over the moon to have this amenity!

## Rochester Arena Parking Lot

The parking lot project was completed in November. Not only are the renovations aesthetically pleasing, but the final product has greatly increased staff and patron safety. The parking lot no longer has the large divots that collect water and ice, and the space is clearly labeled with directional arrows and parking space lines.

## Expanding Recreation Opportunities

Our team continues to work hard to expand family activities during holidays and school breaks. In November we expanded Public Ice skating during Veterans Day and Black Friday. During the school break for Thanksgiving, we also expanded Parent Child Open Gym and SHS/BCA Open Gym.

## Collaboration With BCA

Our collaboration with the Bud Carlson Academy continues! This year, BCA students are coordinating a weekly program called "Collaborative Art". During this hour-long session, BCA students organize crafts and activities for the adult clients at Community Partners.

## The Rec as a Resource

Two of our summer camp directors attended the City's public input session on the downtown master plan. Staff was there to offer child care for participants who needed it. We're proud that our department can assist in making meetings accessible for families and parents!



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left blank...*

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City Clerk's Office

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# ROCHESTER FIRE DEPARTMENT

**MARK E. KLOSE**  
CHIEF OF DEPARTMENT

37 Wakefield Street

Rochester NH, 03867  
[www.rochfd.org](http://www.rochfd.org)

Tel (603) 335-7545



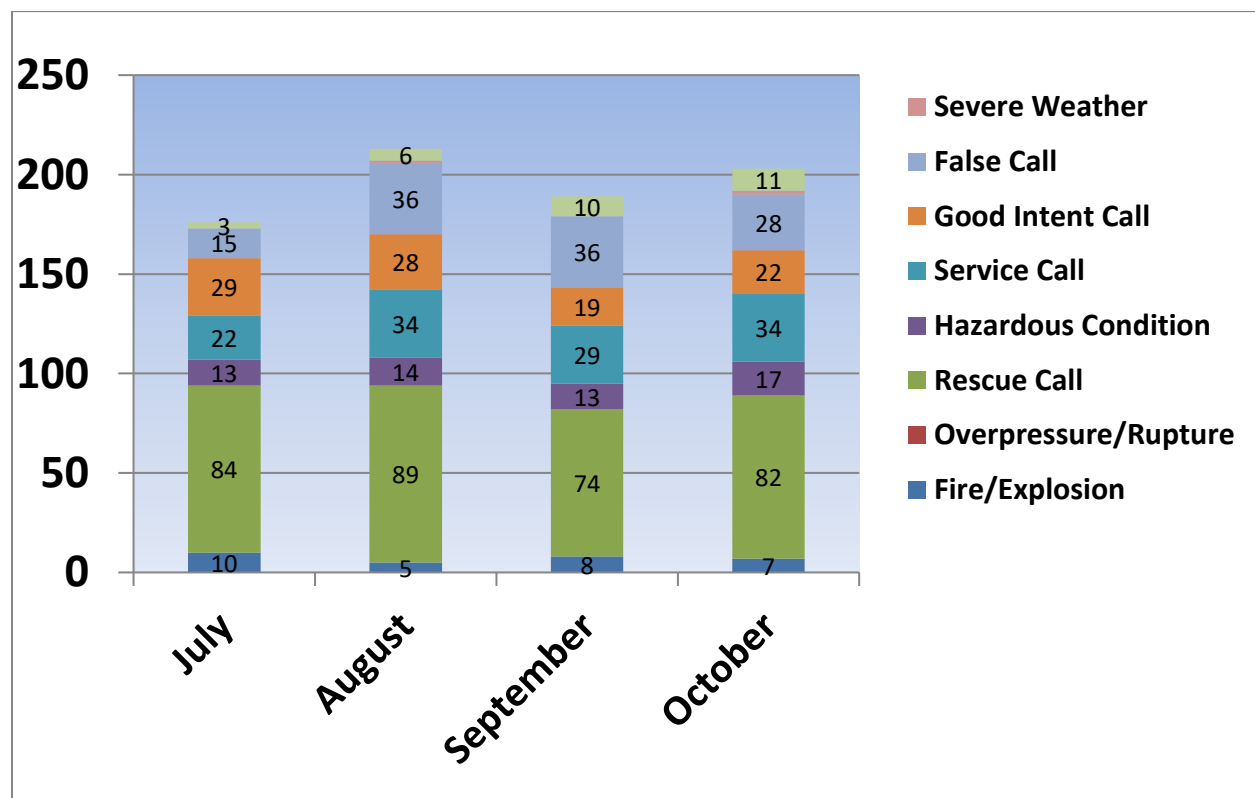
**To:** Blaine Cox, City Manager

**From:** Tim Wilder, Assistant Fire Chief

**Date:** November 8, 2019

**Ref:** Monthly Report for October 2019

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



The above graph shows our runs for Fiscal Year 2020 with October's data shown individually with their respective totals. For the month of October there were **203** calls for service. Rochester Fire responded to a total of **781** calls for Fiscal Year 2020.

## **FIRE DEPARTMENT OPERATIONS**

Managed shift coverage assignments

Managed and organized equipment and supply purchases as needed

Fire Department members spent 1.5 hours each Friday mentoring a student from the Monarch School

Managed apparatus repairs as needed

## **FIRE PREVENTION BUREAU**

October was Fire Prevention month. The department hosted a large event at the Rochester Commons which included vendors, activities and a fire truck parade. Throughout the month the Fire Prevention Office and Shifts visited schools and also had several schools and agencies come to both Stations for tours. We delivered 400 calendars to all the 3<sup>rd</sup> graders in the City as part of the NH State Fire Marshal's Office Annual Fire Prevention Calendar drawing contest.

October brought on the new code update from the State. RFD attended the NFPA 1 2015 code update seminar. Previously the City and State were using NFPA 1 2009 as the standard for Fire Code.

The Fire Prevention Office remains steady with various types of inspections and permitting; permit of assembly, certificate of occupancy, sprinkler and fire alarms, foster care, child care, tank installation, tent inspections and special amusement inspections. The Fire Prevention Office continues to follow up on multiple requests for Knox Box installations and key updates.

## **DEPARTMENT INFORMATION:**

Administration completed necessary shift transfers to equal out shifts to help with overtime.

- 3 Shifts at 9 Firefighters (1 Captain, 1 Lieutenant and 7 Firefighters)
- 1 Shift at 7 Firefighters (1 Captain, 1 Lieutenant and 5 Firefighters[B Shift])
- Manning Station 1 and Gonic Station

The Fire Apparatus Committee continues to work on the new engine with Eastern Fire Apparatus and Toyne

The Rescue Apparatus Committee has been meeting and working on the new Rescue apparatus

A new command vehicle was purchased to replace the current Car 3. The vehicle was purchased at Hilltop Chevrolet.

A rescue boat was ordered and has been delivered to Central Station.

The gear washer/extractor has been purchased. Delivery date to be determined.

The SCBA Compressor has been purchased. Delivery date to be determined.

## **PERSONNEL:**

Members of the department continue to attend advanced firefighter courses and leadership classes.

B Shift has an opening due to a firefighter resignation. The hiring process has begun to fill this spot.

We have two members on active duty military assignments and one member on TAD.

FF Laferte is deployed on active duty with the United States Air Force



FF Taatjes is out on medical TAD

FF Berry is deployed on active duty with the United States Marine Corps

**RESPONSE ACTIVITY:**

October 8<sup>th</sup> – Mutual Aid – Sanford. Truck 1 responded to Sanford, Maine for a building fire. Arrived on scene and reported to command. Assisted with the extinguishment of the building fire. Crews were released and returned to the City.

October 9<sup>th</sup> – Building Fire – Rochester. Engine 3, Engine 5, and Truck 1 responded to Washington Street for a report of smoke coming from a single family dwelling. Mutual aid responded to the scene. Fire was found in the basement of the dwelling. Fire was knocked down.

October 10<sup>th</sup> – Building Fire – Rochester. Engine 5, Engine 3, Truck 1 and Car 2 responded to Portland Street. Arrived on scene with light smoke showing. Fire extinguished by crews. Scene turned over to the owners.

October 11<sup>th</sup> – Mutual Aid – Somersworth. Truck 1 responded to Somersworth for a structure fire. Truck 1 and crews staged and waited for an assignment. Chief 3 arrived on scene. Crews were released and returned to the City.

October 18<sup>th</sup> – Building Fire – Rochester. Engine 5, Engine 3, and Truck 1 responded to Louise Street for reports of smoke in the home. Nothing showing on arrival, searches were completed and a trash can was found burning in a bedroom. Scene turned over to owners. All crews returned to their stations.

October 23<sup>rd</sup> – Building Fire – Dover. Engine 3 and Car 3 responded to Dover for a building fire. Once on scene, assisted with overhaul. Companies cleared and returned to the City.

Respectfully submitted,

*Tim Wilder*

Tim Wilder, Assistant Fire Chief



# ROCHESTER FIRE DEPARTMENT

**MARK E. KLOSE**  
CHIEF OF DEPARTMENT



37 Wakefield Street

Rochester NH, 03867  
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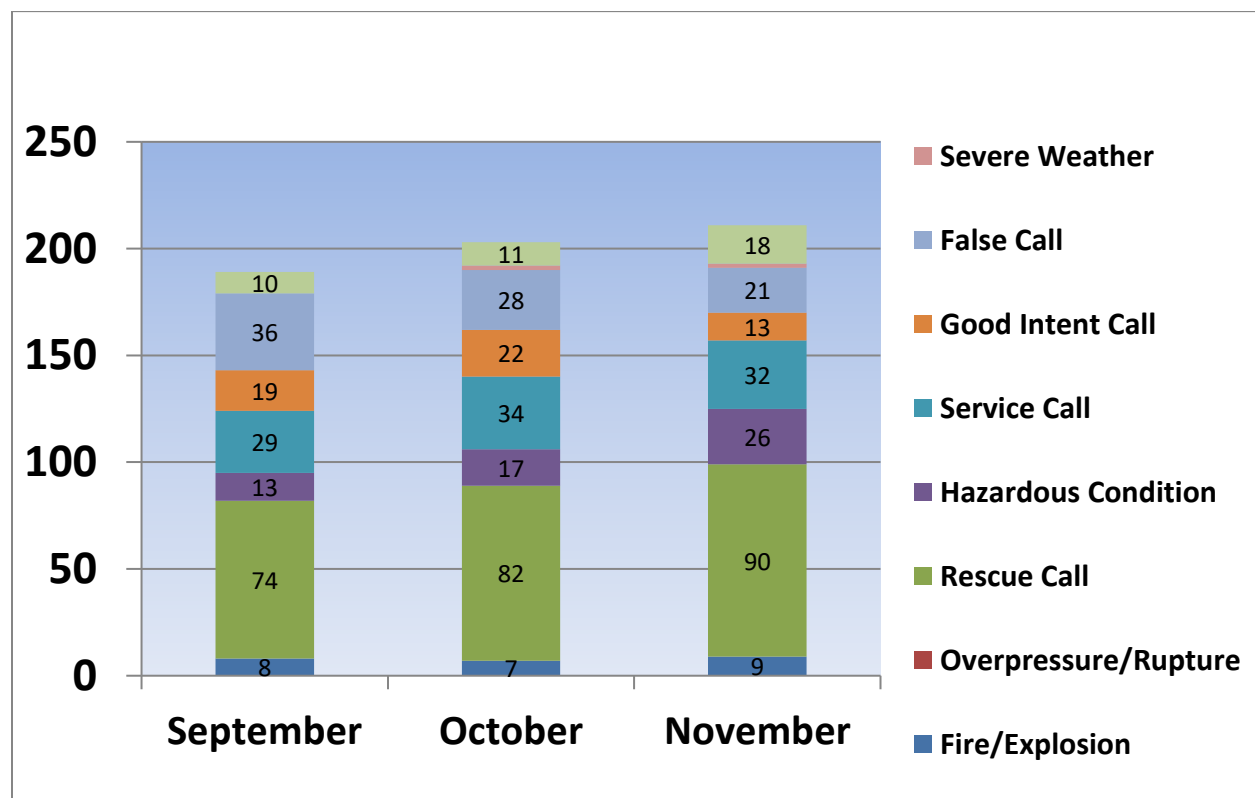
To: Blaine Cox, City Manager

From: Mark Klose, Fire Chief

Date: December 8, 2019

Ref: Monthly Report for November 2019

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



The above graph shows our runs for Fiscal Year 2020 with November's data shown individually with their respective totals. For the month of October there were 211 calls for service. Rochester Fire responded to a total of 992 calls for Fiscal Year 2020.

### **FIRE DEPARTMENT OPERATIONS**

Managed shift coverage assignments

Managed and organized equipment and supply purchases as needed

Fire Department members spent 1.5 hours each Friday mentoring a student from the Monarch School

Managed apparatus repairs as needed

### **FIRE PREVENTION BUREAU**

The Fire Prevention Office continues to be busy. November was met with several types of inspections weekly given the growth and construction that Rochester is seeing. We continue to work with the community on Certificates of Occupancy and Permits of Assembly which often involve inspections of fire alarm, sprinklers and hood systems. We continue to work with in home childcare centers to ensure life safety codes and the states requirements are met. Rochester continues to see growth with Foster Care Life Safety Inspections throughout the City.

Through the efforts of Chief Klose and the Prevention Office, the Fire Department obtained permanent access to the river through the Club Victoire gate. The Club Victoire's Board of Directors authorized no parking signs and padlock access to the gate for emergencies and training.

### **DEPARTMENT INFORMATION:**

Administration completed necessary shift transfers to equal out shifts to help with overtime.

- 3 Shifts at 9 Firefighters (1 Captain, 1 Lieutenant and 7 Firefighters)
- 1 Shift at 7 Firefighters (1 Captain, 1 Lieutenant and 5 Firefighters[B Shift])
- Manning Station 1 and Gonic Station

The Fire Apparatus Committee continues to work on the new engine with Eastern Fire Apparatus and Toyne

The Rescue Apparatus Committee has been meeting and working on the new Rescue apparatus

A new command vehicle was purchased to replace the current Car 3. The vehicle was purchased at Hilltop Chevrolet.

A rescue boat was ordered and has been delivered to Central Station.

The gear washer/extractor has been purchased. Delivery date to be determined.

The SCBA Compressor has been purchased. Delivery date to be determined.

### **PERSONNEL:**

Members of the department continue to attend advanced firefighter courses and leadership classes.

FF Ryan Marden was hired as a member of B-Shift and began on November 4.

FF Laferte has safely returned to duty from his deployment

We have one member on an active duty military assignments and one member on TAD.

FF Taatjes is out on medical TAD

FF Berry is deployed on active duty with the United States Marine Corps

**RESPONSE ACTIVITY:**

November 5<sup>th</sup> – Barrington – Gas Leak. Engine 3 and Engine 7 responded to Young Road in Barrington for a propane tank that was hit by a bulldozer and was leaking. Crews assisted with hauling water and manning a hose line. Companies cleared with no injuries or damaged equipment and returned to the City.

November 6<sup>th</sup> – Milton Mills – Structure Fire. Engine 5 and Engine 7 responded to Willey Road in Milton Mills for a working basement fire. Lt. Wheeler assisted with Command. Crews assisted with overhaul. Engine 7 provided water. Companies cleared with no injuries or damaged equipment and returned to the City.

November 14<sup>th</sup> – Rochester – Chimney Fire. Engine 5, Engine 3, Engine 7 and Truck 1 responded to Bickford Road in Rochester for a chimney fire. Car 1 arrived on scene and reported nothing showing. Crews made entry with a light smoke condition in the house. Truck 1 made access to the top of the chimney while Engine 3 began cleaning out the fire in the woodstove. Crews checked for extension and removed the liner from the chimney due to a complete block in the pipe.

November 21<sup>st</sup> – Rochester – Smoke in the Building. Engine 5, Engine 7, Truck 1 and Engine 3 responded to Woodside Lane for a report of smoke in the building. Upon entry, water was flowing from the first floor bathroom ceiling, ceiling had partially collapsed with no sign of fire. Light smoke condition found on the second floor. Overhaul was completed in the first floor bathroom. While investigating the water line, melted insulation, charred floor joist and roof de-icing cable was found in that area.

November 22<sup>nd</sup> – Barrington – Building Fire. Engine 3, Engine 5, Truck 1, and Car 3 responded to Ross Road in Barrington. Crews arrived and were assigned to fire attack in a large multifamily dwelling with heavy fire conditions. All companies assisted with salvage and overhaul. All companies cleared with no injuries or damage to apparatus and equipment. Milton Engine 6 provided station coverage at Central. Off duty personnel covered Gonic.

November 25<sup>th</sup> – Rochester – Fire Alarm Activation. Engine 5, Engine 3, and Truck 1 responded to Rochester Toyota for a Fire Alarm Activation. Arrived on scene with nothing showing and evacuation taking place. Manager met crews at the door and advised there was a fire in the oil tank room, believed to be out. Thick black smoke came out of the room. Lt. Marique took command of the scene, fire alarm and sprinkler system was shut down. All crews returned in service.

Respectfully submitted,

*Mark E. Klose*

Mark E. Klose, Fire Chief



PAUL R. TOUSSAINT  
*Chief of Police*

## ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127  
FAX (603) 330-7159  
[www.rochesterpd.org](http://www.rochesterpd.org)  
*"Dedication, Pride, Integrity"*

### POLICE COMMISSION

DEREK J. PETERS  
*Chairman*  
DAVID R. STEVENS  
*Vice Chairman*  
LISA M. STANLEY  
*Commissioner*



December 9, 2019

TO: City Manager Blaine Cox

RE: Monthly Report – November 2019

**OPERATIONS:** Ward 1 was the only ward to meet this period. Attendance was low. There was a discussion on the traffic rotary going in at North Main, Washington and Walnut intersection. We will be working on getting another resident to take the lead for this ward as Councilor Varney steps down from his role on the Council. Ward 1 will move to quarterly meetings for the foreseeable future as we work to promote attendance. The remaining wards have meetings scheduled for

**Ward 1: January 8 - 7 PM - City Hall Annex**

**Ward 2 December - 23 - 7 PM - Frisbie Conference Center**

**Ward 3 January 15 - 6:30 PM - Briar Ridge Estates**

**Ward 4 Not Scheduled**

**Ward 5 January 15 - 6 PM - Community Center Conference Room 2**

**Ward 6 January 22 - 7 PM - City Hall Annex**

The investigations bureau had 34 cases sent up from patrol for review or investigation. There are currently 59 cases assigned. There were 15 cases presented to the Grand Jury all with true bills. There were two detective call outs, both overdose death investigations. There was one polygraph and one background completed and 8 compliance checks for sex offenders. There were 296 pieces of evidence logged in, 42 items returned to owners and an additional 96 pieces destroyed. We continue to work on filling the vacant evidence technician position.

**CEO/ COMMUNITY ENGAGEMENT OFFICER:** Off. Danie is working on the 2<sup>nd</sup> annual Christmas on the Common, Skate with a Cop and has already started planning for Wings and Wheels 2020. Off. Danie and Sgt. Babine have been working random evening shifts teaming up to combat issues at suspected drug areas, thefts from cars, homeless camps and the downtown. Focus has been on community outreach and enforcement. They have been on foot patrols in the downtown; they have attended a couple of Rochester Rise Up meetings and assisted with the escort of the City tree to the square. Capt. Pinkham and Officer Danie provided robbery prevention tips to a local bank, and met with a local business to review active shooter and robbery prevention tips.

**COMP STAT:** There was a decrease in traffic stops compared to last month. We are still looking at staffing as being one of the issues. A majority of stops have been in the downtown. Officers are looking for other related crimes such as drugs and impairment during traffic stops. There were seven DWI arrests from accidents related to alcohol and/or drugs.

There was a decrease in burglaries from last month with no trends or patterns. Thefts from motor vehicles were slightly down for the month. All were from unlocked cars. We have received video of suspects from home security cameras, but often the video is not good enough to identify suspects. Items stolen are usually small items that can be easily carried and concealed and not identifiable.

Officers continue to provide rehabilitation information and programs when taking calls about drug possession or drug events. Most are not receptive to the information. Drugs seized consisted of heroin, marijuana, and prescription pills. There were several incidents of marijuana possessions out of the High School this month.

**COMMUNICATIONS:** The two new communications specialists attended SPOTS school and are progressing well through training. We held a dispatch testing this month. Oral boards will be scheduled with top 9 scoring applicants to plan for anticipated vacancies. The dispatch supervisor attended the Primex Supervisors Academy that will assist her in her new role. The annual Project Good Morning Program Christmas party has been set for December 16<sup>th</sup>.

**DIVERSION:** Teen night had 180 youth in November. Nicole worked with the Strafford County partners on planning the Addiction Summit, which was held on November 20<sup>th</sup>. Staff is working with partners to bring a movie and conversation around the impact on youth of having incarcerated parents. This movie will allow service providers and community members to learn how best to help our youth, for the population of our community being raised by non-parental custodians. As reported previously, Nicole attended the week long Juvenile Probation Transformation Certificate Program with the State team in Georgetown and is continuing the work here in NH in developing the statewide plan to roll out January 2020. This plan is meant to decrease the overutilization of probation and increase the amount of community based alternatives used to work with juveniles, including diversion. The intent overall is a full juvenile justice transformation with the intent to decrease the amount youth touch the juvenile justice system. Staff will be working on this plan with the State over the next two years.

**EMD USE:** Display and Deploy: None Display Only: None

**FINANCIAL/PURCHASING:** The radio project is moving forward. The finance committee was updated on the project funding for the cost of the new tower as well as notification and signalization for the Fire Department.

The on line crime reporting project is moving along and at this time there is engineering/IT work on going. We are developing our list of crimes that we will allow to be reported online as we will have the ability with this platform to allow more citizen reporting.

Our FY20 budget is overall in good shape. We are watching a couple of lines, such as medical services, which will be over due to exams for hiring and animal related investigations that required necropsies. Our budget meetings are underway for FY21. All entries are due into the system for January 10, 2020.

**HIRING:** Sgt. Cost has been working to prepare for the in house training of new hires Colson and Knox who start on 12/2/19. This leaves us with one full time police position still to fill. We are waiting for a background packet from a certified candidate.

**FORFEITURE SPENDING:** None

**HOUSING:** There has been a reduction in calls with the onset of colder weather. The Holiday Feast boxes will be distributed on December 6. There were six background checks completed for potential residents. Officer Blair was able to get several bicycle helmets for some of the children in the housing locations. Sgt. Babine has been covering several locations while both housing officers are recuperating from medical leaves.

**PROSECUTION - ADULT:** There were 255 new cases with 347 charges. There were 99 guilty pleas, 59 not guilty, 26 cases nol prossed. There were 80 who failed to appear, 30 found guilty by the court, 17 cases dismissed by the court and 6 cases placed on file.

**PROSECUTION - JUVENILE:** Juvenile prosecution had 26 petitions and motion to bring forward a diversion agreement for sentence. There were 11 arraignments (8 set for trial, 1 resolved by plea, 2 rescheduled, continued or failed to appear). There were seven trials (2 pleas, 2 guilty, 2 failed to appear, or were continued and 1 dismissed due to error on the petition). There were two review hearings, six violation hearings, five dispositional hearings. Additionally Lt. Gould completed three investigations (one contempt and two bail jumping), and nine motions to impose suspended sentence.

**RPOA:** Lt. Bossi attended the November RPOA meeting. Lt. Bossi discussed criminal mischief, and meeting the elements of the statute. The next meeting will be on December 5<sup>th</sup> at 219 Long Hill Road in Dover at the Hellenic Center.

**SCHOOL RESOURCE OFFICERS:** All of the School Resource Officers are teaching LEADS in their respective schools.

High School Highlights: Officer Jackson worked with the school regarding threats made to the school, attended training at UNH, taught two drivers ed courses, consistently conducted security checks at school and throughout area of Pines. He completed 12 Offense reports, 1 Arrest report (tobacco), and 1 MV Accident report

Middle School Highlights: Sgt. Deluca has been working with the school on students with social issues, as well as stress and emotional issues. He worked with the City Manager regarding

students cutting through the fairgrounds, began teaching, “avoid, deny, and defend” active shooter to the sixth grade, worked on a traffic issue at the William Allen School, and attended Teen night.

Elementary School Highlights: Off. Porfido visited all nine schools and participated in recess, gym and school lunch. He has made regular visits to the HOPE school. He worked with the kindergarten and Maple St School on an art project, assisted a student at William Allen regarding behavioral issues, worked with staff on the traffic issue at William Allen. He also coordinated a meeting of the Explorers with the NH State Police.

Explorer Post: Officer Jackson

- Officer Jackson held 2 meetings this month.

**TRAINING:** Officers’ Riddle and Crawford have been released to solo patrol. Officers Coffey has been extended. Officers Flathers, Bilodeau and Miller are on track to graduate the academy on December 20. Off. Marshall has been moved into field training.

We are wrapping up an annual use of force training, which includes handgun, rifle and shotgun qualifications.

Several officers attended various training classes to include:

- Ofc. Seager to Advanced Roadside Impaired Driving Enforcement (ARIDE). We have also requested to host this training in 2020 for Rochester officers.
- Ofc. Johnson to Rape Aggression Defense (RAD) instructor training
- Sgt. Cilley to Coaching for Performance

**Other:** The Deputy Chief taught a refresher course on active shooter response for the para-educators of the school district.

Respectfully Submitted,

Paul R. Toussaint  
Chief of Police



# Rochester Police Department

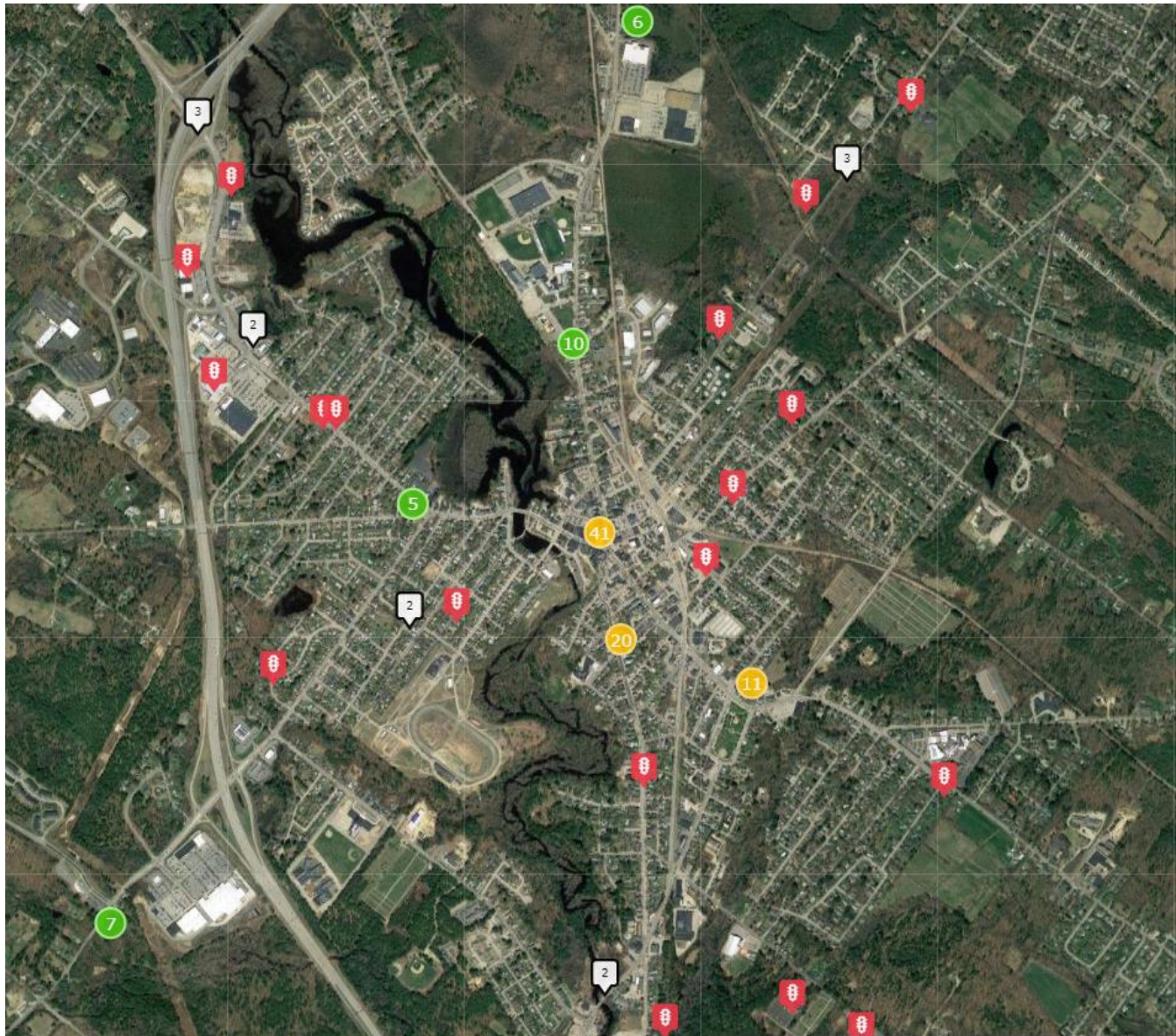
## October 2019 Comp Stat Report



# Field Activities

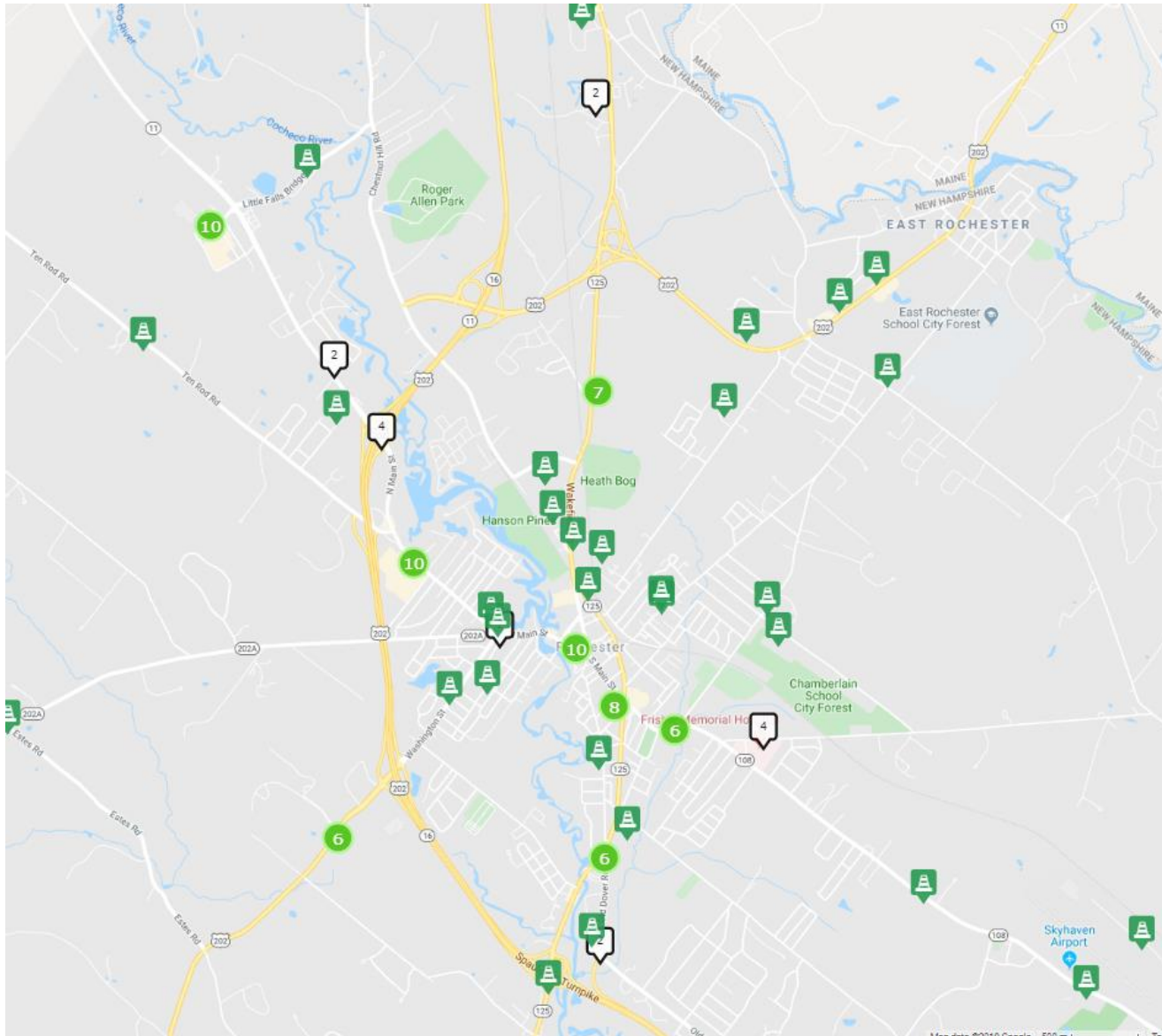
Specific Crimes	Oct-19	Oct-18	% Change	Sep-19	% Change	Aug-19	YTD 19	YTD 18	% Change	YTD 17
Traffic Stops	209	298	-30%	345	-39%	376	3975	6948	-43%	5264
Arrests from Stops	14	13	8%	20	-30%	18	194	282	-31%	190
Summons	13	9	44%	17	-24%	25	190	450	-58%	338
Warnings	176	259	-32%	294	-40%	318	3430	5995	-43%	4568
No Action	5	11	-55%	12	-58%	16	140	182	-23%	139
Accidents	93	93	0%	82	13%	100	804	773	4%	961
Summons from Accidents	6	5	20%	2	200%	4	21	23	-9%	27
Arrests from Accidents	1	3	-67%	3	-67%	4	42	39	8%	58
Field Interviews	1	11	-91%	9	-89%	10	95	111	-14%	145
DWI	10	3	233%	9	11%	8	76	54	41%	74
<i>Narcotics</i>	4	0	100%	1	300%	2	17	16	6%	32
<i>Alcohol</i>	6	3	100%	8	-25%	6	59	38	55%	42
DWI from Accidents	7	1	600%	1	600%	2	18	17	6%	27





### Traffic Stops

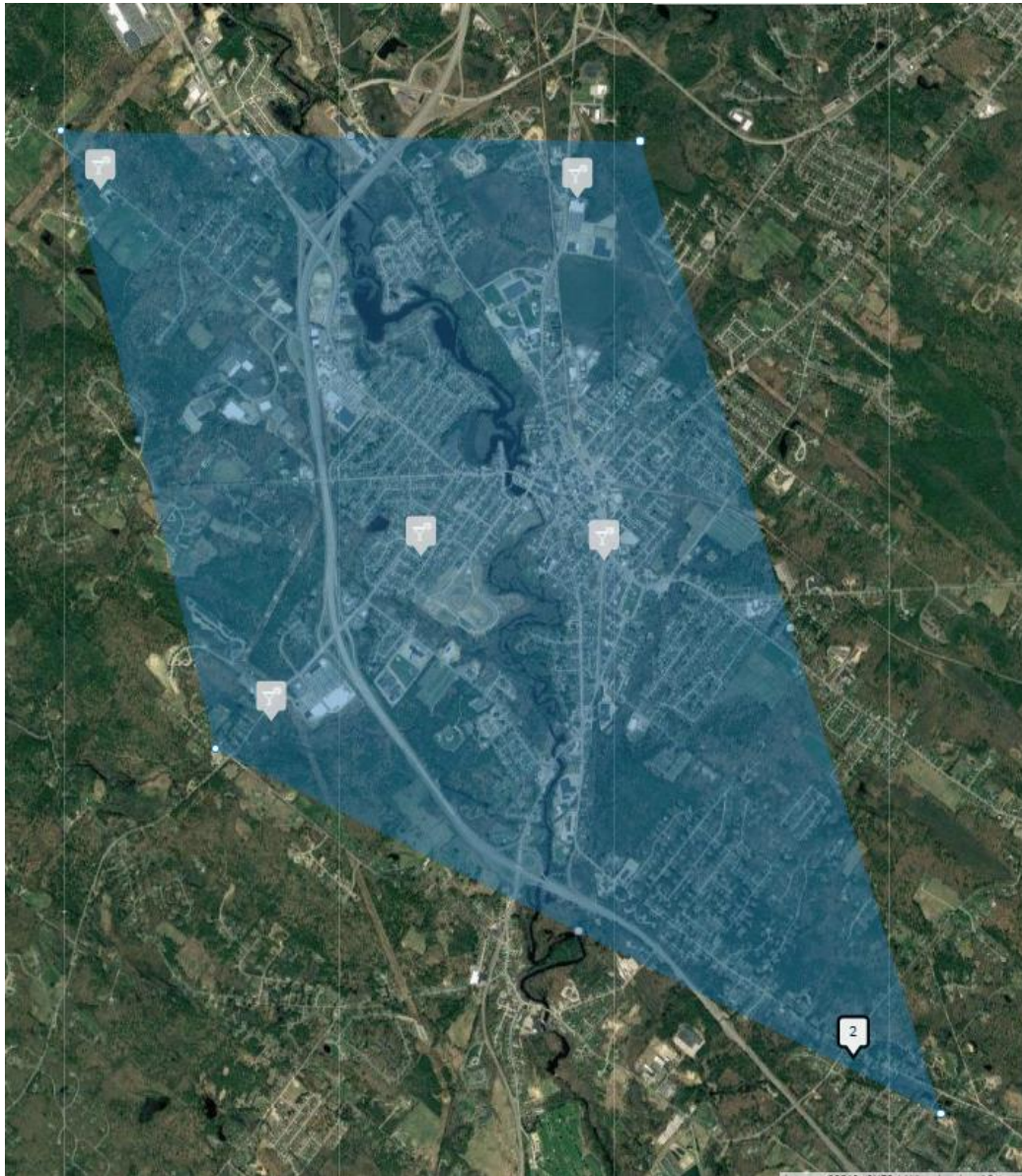
- Over 135 stops made in high density, high traffic areas.
- 1 DWI as a result of traffic stop.



## Motor Vehicle Crashes

- 93 total crashes
- 1 accident w/serious head injury
  - Flagger struck by vehicle, driver suffering a medical event.
- Several accidents involving struck deer none w/reported injuries (other than the deer)
- 7 reported crashes that resulted in DWI arrests.
- Continued trend of parking lot accidents at many of the stores around town.



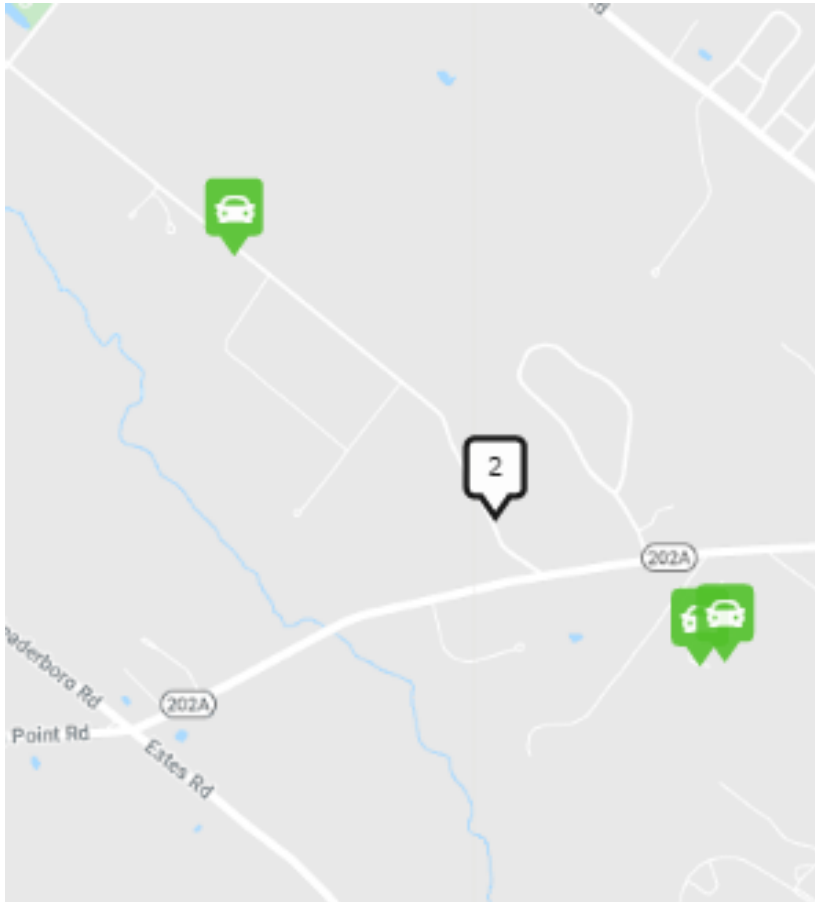


## **DWI Crash Locations**

- 232 Milton Rd – Motorcycle into woods, minor injuries.
- Ten Rod Rd – Single vehicle off the road, no injuries.
- Milton Rd/202 By-Pass – Single vehicle off the road, no injuries.
- Farmington Rd/Granite Steakhouse – multi-vehicle w/injuries. (Warrant)
- 77 Washington St – 2 vehicles, w/injuries.
- 30 Old Dover Rd – (2) single vehicle crashes, no injuries. (Both operators had been drinking at Club Victoire.)

# Property Crimes

All Incident Reports												
Specific Crimes	Oct-19	Oct-18	% Change	Sep-19	% Change	Aug-19	YTD 19	YTD 18	% Change	YTD 2019 Closure Rate	YTD 2018 Closure Rate	YTD 17
Burglary	4	4	0%	8	-50%	6	89	65	37%	16%	17%	96
Shoplifting	17	5	240%	18	-6%	7	172	181	-5%	97%	85%	228
Theft from a Building	19	19	0%	10	90%	26	150	166	-10%	25%	11%	187
Theft from M/V (including Parts)	13	31	-58%	16	-19%	40	200	138	45%	5%	3%	177
All Other Theft	20	13	54%	19	5%	21	152	117	30%	8%	9%	124
M/V Theft	3	9	-56%	2	100%	3	29	37	-22%	21%	24%	25
Vandalism	31	39	-21%	39	-21%	37	333	338	-1%	26%	32%	373
<b>Total Property</b>	<b>107</b>	<b>120</b>	<b>-10%</b>	<b>112</b>	<b>-4%</b>	<b>140</b>	<b>1125</b>	<b>1042</b>	<b>8%</b>	<b>30%</b>	<b>27%</b>	<b>1210</b>
Arrests												
Specific Crimes	Oct-19	Oct-18	% Change	Sep-19	% Change	Aug-19	YTD 19	YTD 18	% Change			YTD 17
Burglary	1	0	0%	0	0%	0	14	11	27%			15
Shoplifting	10	5	100%	11	-9%	12	166	154	8%			136
Theft from a Building	3	2	50%	7	-57%	1	37	18	106%			33
Theft from M/V (including Parts)	0	1	-100%	0	0%	1	9	4	125%			11
All Other Theft	0	2	-100%	3	-100%	2	12	11	9%			11
M/V Theft	0	2	-100%	0	0%	0	6	9	-33%			6
Vandalism	13	14	-7%	8	63%	3	87	107	-19%			112
<b>Total Property</b>	<b>27</b>	<b>26</b>	<b>4%</b>	<b>29</b>	<b>-7%</b>	<b>19</b>	<b>331</b>	<b>314</b>	<b>5%</b>			<b>328</b>

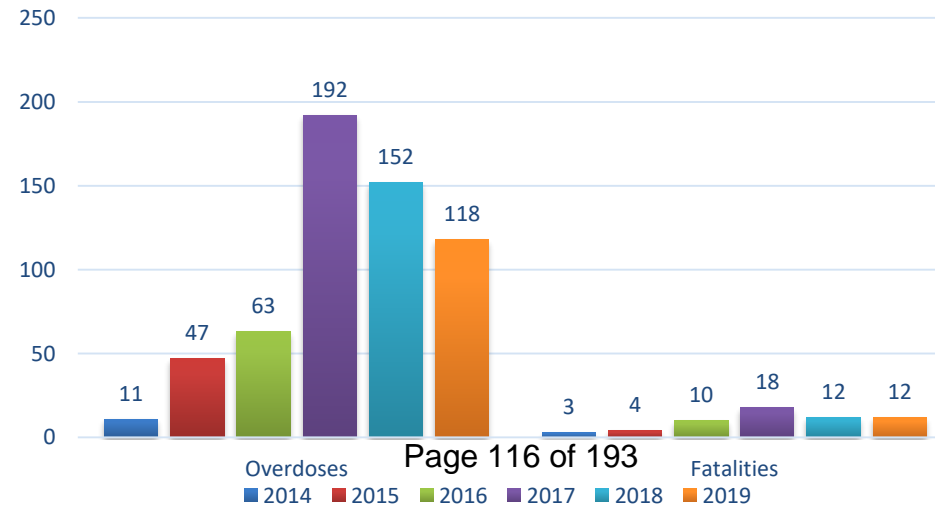


### **Theft from Vehicles, (Sampson Rd area)**

- Occurred on 10/30/19 appx 0400hrs
- 4 vehicles had property taken
- Laptop, laptop bags, gym bag  
2 police badges.
- Suspect left old/dirty backpack  
at one of the residences on Sampson Rd.
- One victim on Sampson Rd heard the  
suspect close a car door appx 0400hrs,  
(thought it was a neighbor)

# Drug Incidents

Specific Crimes	Oct-19	Oct-18	% Change	Sep-19	% Change	Aug-19	YTD 19	YTD 18	% Change	YTD 2019 Closure Rate	YTD 2018 Closure Rate	YTD 17
Possession	13	15	-13%	13	0%	14	111	143	-22%	86%	90%	165
Drug Events	64	N/A	N/A	52	23%	38	290	N/A	N/A			N/A
Overdoses	8	10	-20%	10	-20%	16	110	152	-28%			192
Fatal	0	0	0%	2	-100%	1	10	12	-17%			18
<b>Total Drug</b>	<b>77</b>	<b>25</b>		<b>65</b>	<b>18%</b>	<b>52</b>	<b>401</b>	<b>295</b>				<b>375</b>
<b>Arrests</b>												
Specific Crimes	Oct-19	Sep-18	% Change	Sep-19	% Change	Aug-19	YTD 19	YTD 18	% Change			YTD 17
Possession	9	13	-31%	12	-25%	13	95	128	-26%			183





# Violent Crimes

All Incident Reports												
Specific Crimes	Oct-19	Oct-18	% Change	Sep-19	% Change	Aug-19	YTD 19	YTD 18	% Change	YTD 2019 Closure Rate	YTD 2018 Closure Rate	YTD 17
Homicide	0	0	0%	0	0%	0	0	2	-100%	0%	0%	0
Robbery	2	1	200%	1	200%	1	7	13	-46%	57%	46%	21
Aggravated Assault	4	5	0%	4	25%	4	46	57	-19%	57%	63%	63
<i>from DV*</i>	3	3	0%	1	200%	1	14	27	-48%	79%	56%	31
Simple Assault	38	37	3%	39	-3%	26	301	398	-24%	62%	47%	442
<i>from DV*</i>	23	20	15%	29	-21%	6	162	214	-24%	72%	48%	229
<b>Total Violent</b>	<b>44</b>	<b>43</b>	<b>7%</b>	<b>42</b>	<b>10%</b>	<b>31</b>	<b>354</b>	<b>470</b>	<b>-25%</b>	<b>44%</b>	<b>39%</b>	<b>526</b>
Arrests												
Specific Crimes	Oct-19	Oct-18	% Change	Sep-19	% Change	Aug-19	YTD 19	YTD 18	% Change			YTD 17
Homicide	0	0	0%	0	0%	0	1	0	0%			0
Robbery	0	0	0%	0	0%	1	4	6	-33%			4
Aggravated Assault	3	6	-50%	1	200%	3	26	36	-28%			50
<i>from DV*</i>	3		0%	1	200%	1	11	15	-27%			21
Simple Assault	22	13	69%	22	0%	19	188	187	1%			261
<i>from DV*</i>	16		0%	19	-16%	8	116	102	14%			112
<b>Total Violent</b>	<b>25</b>	<b>19</b>	<b>32%</b>	<b>23</b>	<b>9%</b>	<b>23</b>	<b>219</b>	<b>229</b>	<b>-4%</b>			<b>315</b>

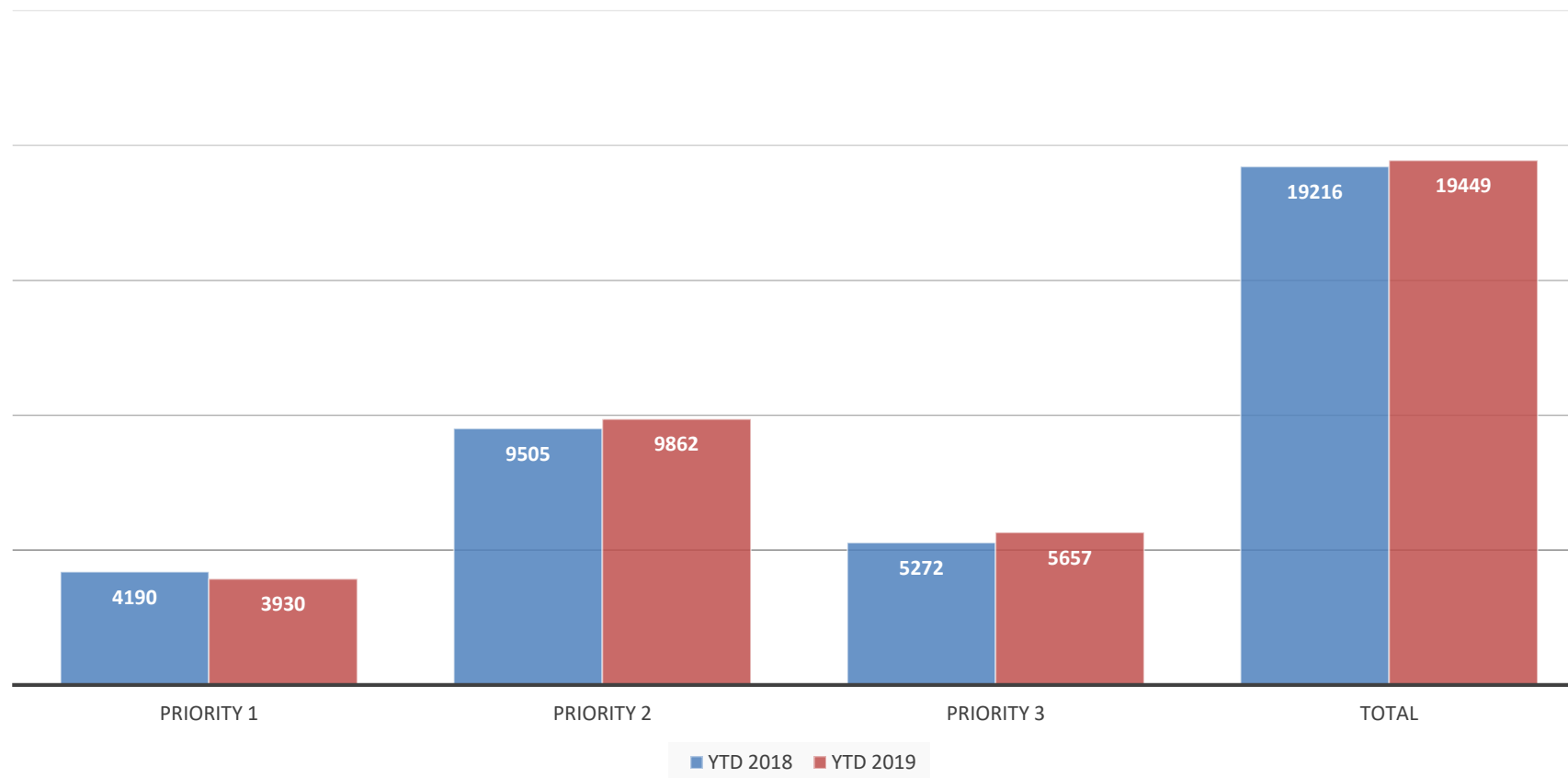
# 2019 Threshold

01/16/2020

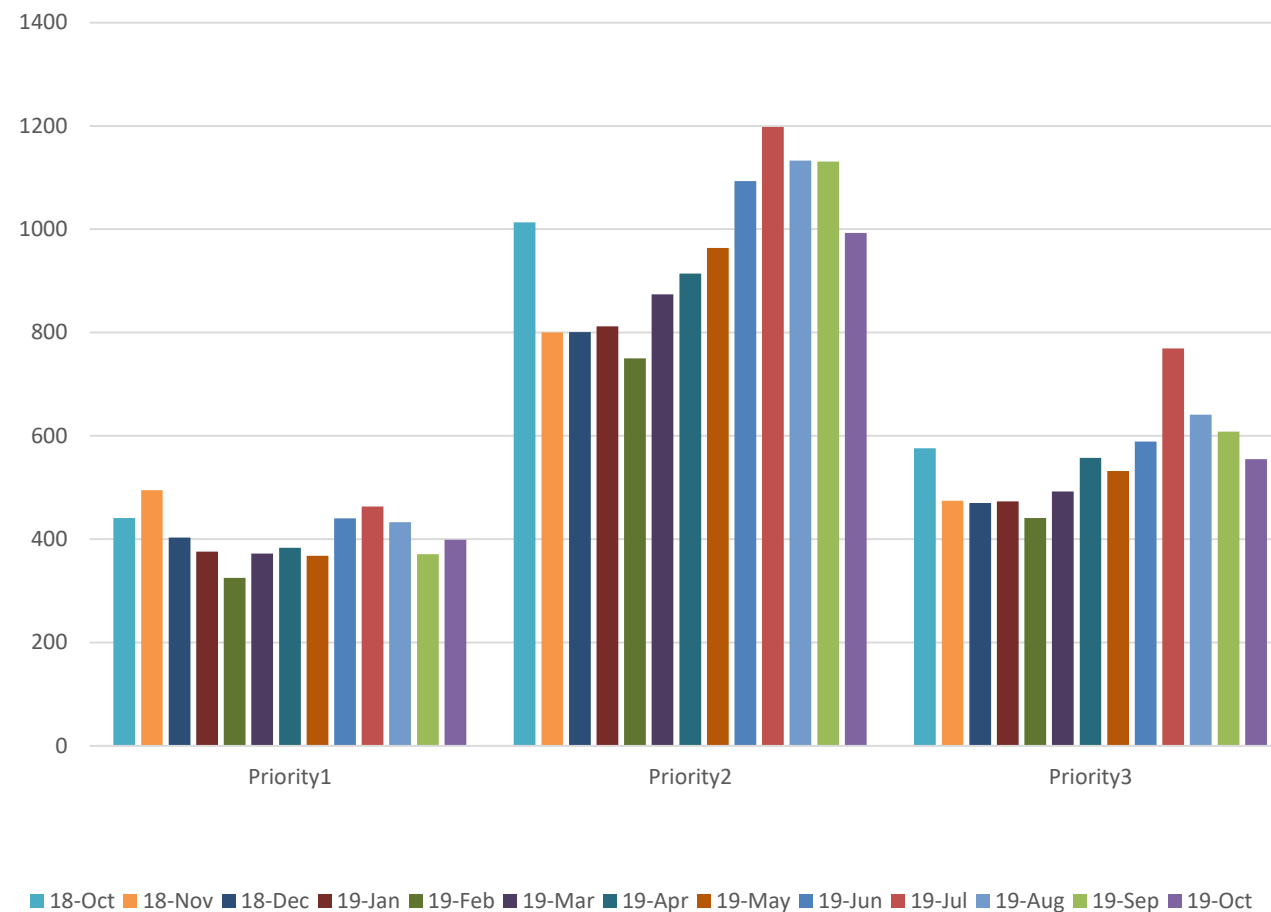
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	86	72-100	93	Normal
Traffic Stop	775	428-1123	209	Low
DWI	7	5-10	10	Normal
Robbery	2	0-3	3	Normal
Aggravated Assault	6	3-8	5	Normal
Simple Assault	39	31-47	38	Normal
Burglary	9	5-13	4	Slightly Low
Shoplifting	24	17-32	17	Normal
Theft from Building	18	11-25	19	Normal
Theft from MV	16	7-25	13	Normal
MV Theft	3	1-5	4	Normal
Vandalism	36	27-44	31	Normal
Possession	16	10-22	13	Normal
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	47	37-56	46	Normal
Property	123	95-151	108	Normal

# Calls for Service 2018 v 2019

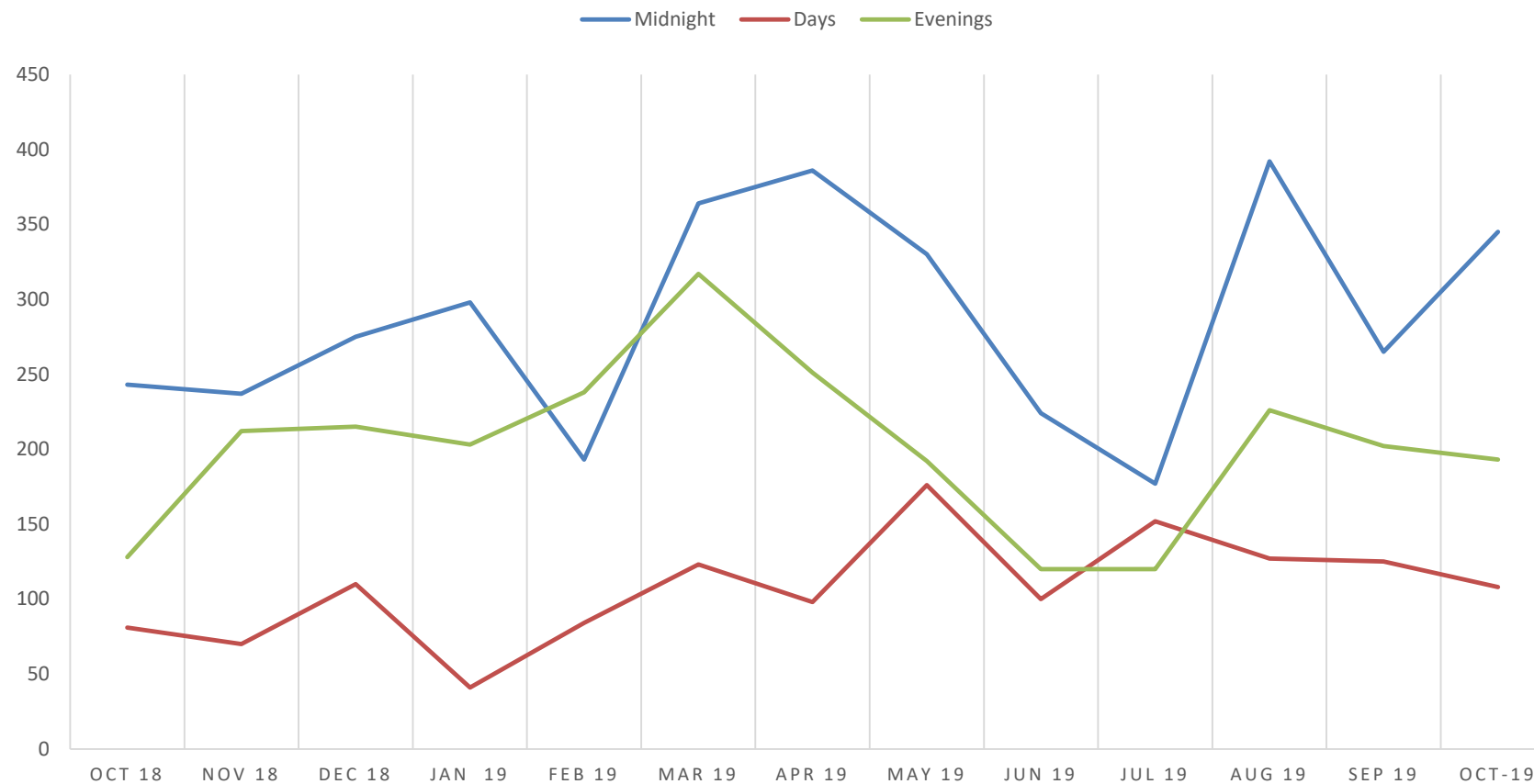
Calls for Service 2018 v 2019



# Calls for Service by Month 2019



# Month 2019 Proactive Hours by Shift



## DV COMPSTAT October 2019

Dates	6/1/19- 6/30/19	7/1/19 – 7/31/19	8/1/19 – 8/31/19	9/1/19 - 9/30/19	10/1/19 - 10/31/19	Prior Verbal (PV)	YTD 2019	PV YTD	YTD 2018
Misdemeanor Arrests	19	24	6	21	27	5	188	24	173
Felony Arrests	2	2	1	2	2	0	19	2	25
Verbal Cases	16	19	20	14	19		178		210
Total Cases	37	45	27	37	48	5	385	26	408

## 2019 FJC Clients

Month	Jan	Feb	March	April	May	June
New Clients	2	4	3	3	6	10
Unique Clients	15	19	20	18	26	27
Rochester Residents					8	10
	July	August	September	October	November	December
New Clients	7	Not	Not	Not		
Unique Clients	30	Available	Available	Available		
Rochester Residents	11					

# LEADERSHIP



**A leader is one who knows the way,  
goes the way, and shows the way.  
—John Maxwell**

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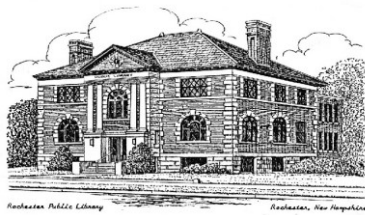
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City Clerk's Office

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

01/16/2020

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**

### **November 2019**

There were a total of 13,810 items circulated with 11,444 people visiting the library in the month of November. One hundred fifty-nine patrons used the library's Internet computers for 457 hours. Current number of patron registrations is 39,586. Interlibrary loan activity included 114 materials borrowed from other libraries and 181 loaned to other libraries.

The months of November and December are busy for everyone, so the Children's Room offers "drop-in" Story Times for patrons with young children. These are informal story programs for 2-5 year olds and their parent or caregiver. Due to the wide age range and varying attendance, this is a much more casual program than the usual Story Times and consists of several fun stories. November 2<sup>nd</sup>, twenty-six children joined the Children's Room staff in creating Craft Stick Fairies during a fun Make-It and Take-It program.

On November 16<sup>th</sup> kids ages 10-16 worked collaboratively to create large panels of abstract paintings as part of the Children's Room Art Display.

November 18<sup>th</sup> the library was pleased to host, scholar, farmer, journalist and longtime public official Steve Taylor with a presentation, sponsored by the Friends of the Library, entitled "Poor Houses and Town Farms: The Hard Row for Paupers." The program was developed by New Hampshire Humanities to Go.

Library patrons and staff collected 8 bags of food for Gerry's Food Pantry in October.

In addition to the print versions of available books, 282 of our library patrons downloaded 1,460 e-books to media devices through the library's web site this month. The RPL website also enabled 42 patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 313 digital downloads from Hoopla.

Trustees meet on December 17<sup>th</sup> in the Rose Room of the library at 6pm.

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City Clerk's Office

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**City of Rochester Tax Collector's Office**  
**November 30, 2019**

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2019	Semi Annual	32,520,503	31,343,544.63	96.38%	1,176,958.37	3.62%
2018	Warrant	63,834,824	63,061,667.94	98.79%	773,156.06	1.21%
2017		60,524,791	60,037,867.72	99.20%	486,923.28	0.80%
2016		58,196,003	57,993,152.07	99.65%	202,850.93	0.35%
2015		56,938,119	56,810,000.91	99.77%	128,118.09	0.23%
2014		55,068,779	54,988,951.18	99.86%	79,827.82	0.14%
2013		53,324,262	53,258,430.29	99.88%	65,831.71	0.12%
2012		50,952,912	50,913,575.83	99.92%	39,336.17	0.08%
2011		48,856,892	48,819,201.47	99.92%	37,690.53	0.08%
2010		47,308,832	47,277,351.42	99.93%	31,480.58	0.07%
2009		46,898,827	46,869,637.88	99.94%	29,189.12	0.06%
2008		46,522,769	46,506,129.18	99.96%	16,639.82	0.04%
2007		42,964,450	42,950,728.26	99.97%	13,721.74	0.03%
2006		40,794,160	40,785,526.57	99.98%	8,633.43	0.02%
2005		38,024,453	38,017,139.15	99.98%	7,313.85	0.02%
2004		36,065,496	36,058,043.14	99.98%	7,452.86	0.02%
2003		33,310,579	33,305,001.65	99.98%	5,577.35	0.02%
2002		29,725,878	29,720,692.63	99.98%	5,185.37	0.02%
2001		26,943,136	26,937,802.91	99.98%	5,333.09	0.02%
2000		25,415,248	25,411,043.45	99.98%	4,204.55	0.02%
1999		22,973,308	22,969,992.33	99.99%	3,315.67	0.01%
1998		30,592,529	30,587,901.82	99.98%	4,627.18	0.02%
1997		29,835,914	29,831,457.52	99.99%	4,456.48	0.01%
1996		27,726,424	27,722,073.99	99.98%	4,350.01	0.02%
1995		27,712,029	27,709,191.61	99.99%	2,837.39	0.01%
1994		26,989,803	26,987,206.62	99.99%	2,596.38	0.01%
1993		25,611,050	25,608,622.48	99.99%	2,427.52	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>3,153,608.39</b>	

Tax Collector  
Doreen Jones, CTC

CSS Count FY 20		
Month	Total \$\$	# of Payments
July	\$ 832,265.53	656
Aug	\$ 86,735.97	451
Sept	\$ 133,727.95	391
Oct	\$ 99,634.76	446
Nov	\$ 55,408.66	288
Dec		
Jan		
Feb		
Mar		
Apr		
May		
June		
<b>Totals</b>	<b>\$ 1,207,772.87</b>	<b>2232</b>

Doreen Jones, CTC  
Tax Collector

# Rochester, New Hampshire

## Inter office Memorandum

**TO:** Blaine Cox  
City Manager

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

**SUBJECT:** Analysis of Direct Assistance for November 2019.

**DATE:** December 2, 2019

This office reported 165 case notes for the month.

Voucher amounts issued were as follows:

	29 <u>Families</u> 8 new	27 <u>Single</u> 6 new
Burial .....	1,300.00	650.00
Dental .....	.00	.00
Electricity .....	571.02	189.26
Food.....	.00	.00
Fuel heating .....	123.45	124.95
Mortgage .....	.00	.00
Prescriptions .....	.00	.00
Rent .....	4,278.64	4,685.00
Temporary Housing.....	100.00	350.00
Transportation .....	<u>44.00</u>	<u>75.00</u>
<b>TOTAL</b>	<b>\$6,417.76</b>	<b>\$6,074.21</b>

This represents an average cost per case/family of \$221.00 and case/individual of \$225.00 for this month.

Total vouchers issued: \$12,491.97

There was a decrease of \$2,284.72 in assistance issued this month compared to November 2018. There was a decrease of \$5,893.12 in vouchers issued this month compared to last month.

We received reimbursements from the Interim Assistance Program SSI, Liens and Personal Reimbursements totaling: \$1,214.44

### NOTES

Increasing rental rates and insufficient homeless shelter capacity has resulted in higher rental assistance costs and increased temporary housing assistance (motels) until transitions to permanent housing or available homeless shelters. The Welfare Department continues to minimize the increases.

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City Clerk's Office

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# **2019**

## ***December Department Reports:***

- 7.2.1 Assessor's Office P. 133**
- 7.2.2 Building, Zoning, and Licensing Services P. 135**
- 7.2.3 City Clerk's Office P. 141**
- 7.2.4 Department of Public Works P. 145**
- 7.2.5 Economic & Community Development P. 151**
- 7.2.6 Finance Office P. 157**
- 7.2.7 Planning & Development Department P. 163**
- 7.2.8 Recreation & Arena P. 165**
- 7.2.9 Rochester Fire Department P. 167**
- 7.2.10 Rochester Police Department P. 171**
- 7.2.11 Rochester Public Library P. 189**
- 7.2.12 Tax Collector's Office P. 191**
- 7.2.13 Welfare Department P. 123**

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City Clerk's Office

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## City of Rochester, New Hampshire

### Assessor's Office

19 Wakefield Street

Rochester, New Hampshire 03867-1915

(603) 332-5109

Email: [assessor@rochester.net](mailto:assessor@rochester.net)

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

January 16, 2020

To: City Manager/Council

From: Theresa Hervey, Assessing

### **Subject: December Council Report**

#### Revenue Received/Collection Warrants issued:

December 2019 Tax Bills Warrant	\$ 33,649,293.00
Property Record Cards & Map Copies	\$ 23.00

- The field staff will continue to review properties that have been issued building permits this year and any that were not complete last year (as of 4/1/2019).
- Customer Service has been front and center as the Assessing Staff has been "all hands on deck", assisting customers with questions about their assessments and striving to educate the public.
- Subdivisions, Lot Line Revisions, Lot Combinations and other changes to properties that were approved after April 1, 2019 are now being entered in the Patriot CAMA system for the 2020 Tax Year.

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City Clerk's Office

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# End of Month Council Report

01/16/2020

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 December 2019 with the fiscal Year to Date

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

## Department Revenue

Permit Type	December 2019	Year to Date
Building Permits	\$14,746.00	\$231,242.80
Electrical Permits	\$2,467.00	\$16,358.00
Gas Permits	\$0.00	\$0.00
Plumbing Permits	\$1,089.00	\$10,688.00
Zoning Permits	\$0.00	\$1,007.00
FireSuppression Permits	\$237.00	\$337.00
FireAlarm Permits	\$0.00	\$2,057.00
Sprinkler Permits	\$1,929.00	\$7,828.00
Mechanical Permits	\$4,880.00	\$21,884.00
Food_Milk Licenses	\$75.00	\$5,126.50
Taxi Licenses	\$270.00	\$290.00
General Licenses	\$755.00	\$2,355.00
<b>Net Revenue</b>	<b>\$26,448.00</b>	<b>\$299,173.30</b>

# End of Month Council Report

01/16/2020

## Building Permit Detail

New Permits		December 2019		Fiscal Year to Date	
Permit Type	Permit For	Permits Issued	Estimated Construction Value	Permits Issued	Estimated Construction Value
Building Permits	Addition - Non-Residential	0	\$0.00	1	\$8,500.00
	Addition - Residential	0	\$0.00	5	\$179,000.00
	Alteration - Residential	3	\$25,555.00	36	\$1,030,789.00
	Alterations- Non Residential	3	\$330,000.00	17	\$1,799,932.00
	Apartment	0	\$0.00	10	\$8,056,022.00
	Barn	0	\$0.00	2	\$85,000.00
	Building - Non-Residential	0	\$0.00	4	\$16,454,207.00
	Condo	0	\$0.00	0	\$0.00
	Deck	0	\$0.00	52	\$293,940.00
	Demolition	0	\$0.00	19	\$95,840.00
	Fence	4	\$32,245.00	29	\$145,047.61
	Footing/ Foundation	7	\$0.00	38	\$294,421.00
	Garage	0	\$0.00	13	\$349,200.00
	Impact Fees	0	\$0.00	0	\$0.00
	Manufactured Home	2	\$183,000.00	13	\$924,500.00
	New Home	1	\$100,000.00	23	\$3,776,287.00
	Other	1	\$60,000.00	7	\$143,256.00
	Pool - Above Ground	0	\$0.00	4	\$41,750.00
	Pool - In Ground	0	\$0.00	3	\$92,350.00
	Repair/Replace - Non-Residential	2	\$145,000.00	6	\$199,350.00
	Repair/Replace - Residential	1	\$800.00	20	\$152,000.00
	Roofing	1	\$7,600.00	62	\$595,819.00
	Shed	0	\$0.00	26	\$85,435.00
	Siding	2	\$9,600.00	7	\$26,748.92
	Sign	1	\$565.00	12	\$75,145.00
	Windows	2	\$7,300.00	29	\$264,162.00
Electrical Permits	Electrical Underground	1	\$2,000.00	2	\$3,000.00
	Generator	4	\$28,650.00	15	\$103,585.00
	Low Voltage	0	\$0.00	3	\$79,000.00
	Meters	0	\$0.00	4	\$76,500.00
	Service	2	\$6,199.99	21	\$248,603.97
	Solar Electric System	3	\$60,606.00	12	\$204,388.00

# End of Month Council Report

01/16/2020

	Temp Service	0	\$0.00	0	\$0.00
	Wiring	17	\$1,560,330.00	155	\$2,473,706.99
FireAlarm Permits	Fire Alarm Permit	0	\$0.00	2	\$27,815.00
FireSuppression Permits	Fixed Fire Suppression System	0	\$0.00	0	\$0.00
Mechanical Permits	Air Conditioning	3	\$47,800.00	23	\$286,174.00
	Furnace/Boiler	13	\$148,965.00	101	\$1,226,702.00
	Gas Line	2	\$8,500.00	17	\$18,810.00
	Gas Piping	3	\$1,750.00	35	\$99,053.00
	Heating	6	\$586,350.00	38	\$840,893.00
	Hot Water Heater	2	\$5,200.00	10	\$39,734.00
	Mechanical Underground	0	\$0.00	0	\$0.00
	Other	1	\$257,000.00	5	\$282,200.00
	Pressure Testing	2	\$1,200.00	16	\$6,100.00
	Propane Tank	6	\$3,500.00	67	\$31,392.00
	Sheet Metal Work	0	\$0.00	0	\$0.00
	Tank Installation	6	\$25,550.00	50	\$109,863.08
	Ventilation	2	\$7,000.00	6	\$19,870.00
Plumbing Permits	Plumbing	6	\$167,050.00	89	\$1,173,025.00
	Water Heater	0	\$0.00	9	\$18,420.00
Sprinkler Permits	Fire Sprinkler Systems	1	\$2,700.00	6	\$98,735.00
	<b>Total Permit Issued</b>	110	\$3,822,015.99	1124	\$42,636,271.57

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City Clerk's Office

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# City of Rochester, New Hampshire

*Department of Building, Zoning & Licensing Services*

## **ZONING MONTHLY REPORT - DECEMBER 2019**

New Cases:

**2019-23** Christopher Lindsay applicant seeks a *Special Exception* according to table 18-A of the Zoning Ordinance to permit an accessory apartment in the R1 zone.

**Location:** 20 Quarry Drive, Rochester, NH 03867, MLB 0140-0050-0000 in the R1 zone.

*Special Exception was approved*

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City Clerk's Office

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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>



## City Clerk's Report December 2019

### Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 225 initial copies of vital records, and 151 subsequent copies of vital records in the month of December. The City Clerk's staff issued 5 Marriage Licenses.

The New Hampshire Division of Vital Records Administration generated the following report of statistics for the City of Rochester:

- 18 births were reported in Rochester during the month of December, 8 of these children were born to Rochester residents.
- 38 resident deaths were reported in Rochester.
- 3 couples celebrated their wedding ceremonies in Rochester during the month of December.

### Revenue – Vital Records/Marriage Licenses

	2018		2019	
	State	City	State	City
Initial/Subsequent copies:	\$2,429	\$2,236	\$2,555	\$2,330
Marriage Licenses:	\$516	\$84	\$215	\$35
<b>Total:</b>	<b>\$2,945</b>	<b>\$2,320</b>	<b>\$2,770</b>	<b>\$2,365</b>

### Dog Licensing

The City Clerk's office licensed 76 dogs during the month of December. There were \$50 in Civil Forfeiture fees collected.

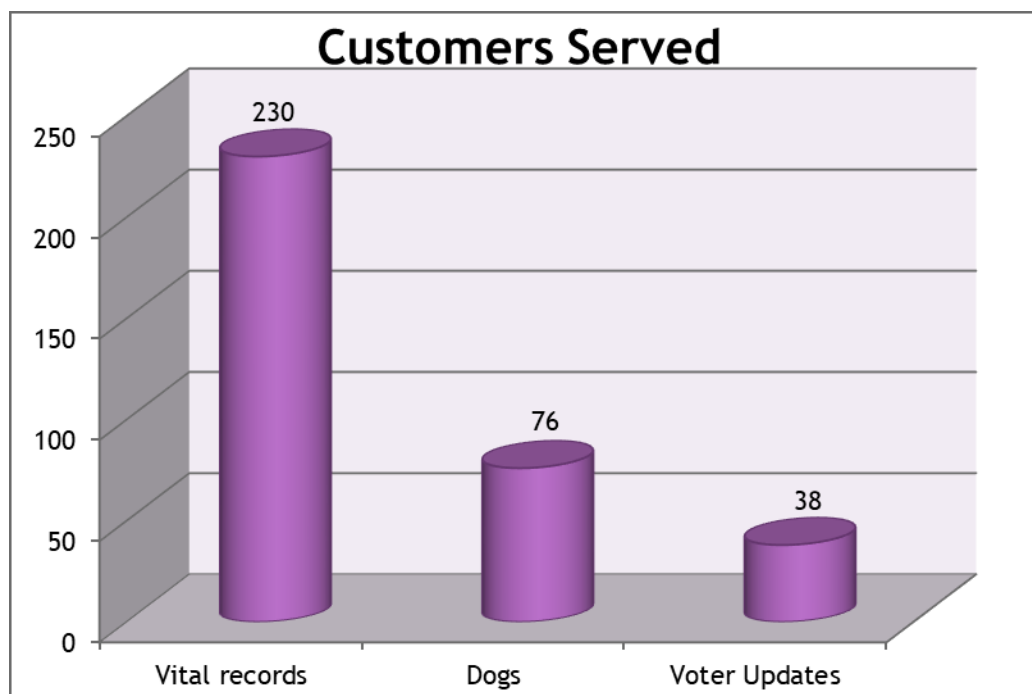
The votes have been tallied for the 2020 - 2021 dog tags and the winning shape is...The Fire Hydrant!



This year the color of the tags will be red as chosen by the Animal Control Officer. The new dog tags will be available in the City Clerk's Office starting late February or early March 2020.

All Rochester residents owning dogs are required to have their dog updated on rabies vaccination and have their dog licensed with the City by April 30, 2019.

### **Customers Served during the month of December 2019**



As shown on the chart above, voter updates include new voter registrations, name changes, ward and address changes. Updates may also include removals from the voter checklist for registered voters who have died or moved from the City. The voter checklist is currently closed for party affiliation changes. The State of NH has a cutoff 90-days prior to a primary election in order for a voter to change their party affiliation. For those voters wishing to change from their current party affiliation, they must wait until after the election on February 11, 2020.

**Voter registration summary by party as of December 31, 2019:**

<b>Ward</b>	<b>Democrats</b>	<b>Republicans</b>	<b>Undeclared</b>	<b>Totals</b>
<b>1</b>	<b>1,034</b>	<b>1,139</b>	<b>1,495</b>	<b>3,668</b>
<b>2</b>	<b>966</b>	<b>1,088</b>	<b>1,689</b>	<b>3,743</b>
<b>3</b>	<b>1,023</b>	<b>1,179</b>	<b>1,425</b>	<b>3,627</b>
<b>4</b>	<b>848</b>	<b>781</b>	<b>1,685</b>	<b>3,314</b>
<b>5</b>	<b>933</b>	<b>1,095</b>	<b>1,496</b>	<b>3,524</b>
<b>6</b>	<b>1,000</b>	<b>804</b>	<b>1,302</b>	<b>3,106</b>
<b>Totals:</b>	<b>5,804</b>	<b>6,086</b>	<b>9,092</b>	<b>20,982</b>

**Elections**

The City Clerk's office continues to prepare for the Presidential Primary which will take place on Tuesday February 11<sup>th</sup>, 2020. The sample ballots have been released and are available both online and in the City Clerk's Office. Absentee ballots are currently available in the City Clerk's office for registered voters who will be out of the City or will not be able to make it to the polls on Election Day.

Respectfully submitted,

Cassie Givara  
Deputy City Clerk

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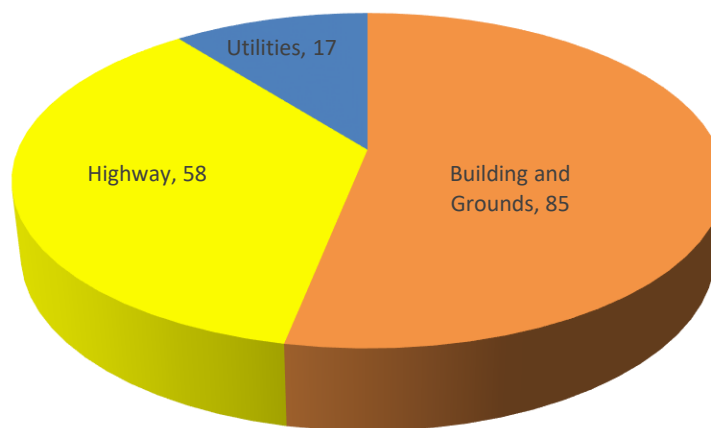
City Clerk's Office

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## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT DECEMBER 2019

In addition to the scheduled work performed, the Department of Public Works responded to approximately 160 requests for service in the month of December. The Highway Division had 58 requests that ranged from pothole repairs, traffic light maintenance, clean storm drains, remove graffiti from signs, repair mailboxes from plows damage during winter snow maintenance. The Utilities Division responded to 17 requests including sewer concerns, water and sewer inspections, daily digsafes mark outs and repairs to a fire hydrant. Buildings and Grounds Department completed 85 service requests including street-light repairs, flag replacement, filling janitorial supply orders for departments, replacing light covers, clean buildings, removing a water fountain, repairing a broken window, replace ceiling tiles and putting spring and summer maintenance equipment away for the season.



DECEMBER SERVICE REQUESTS

■ Building and Grounds   
 ■ Highway   
 ■ Utilities

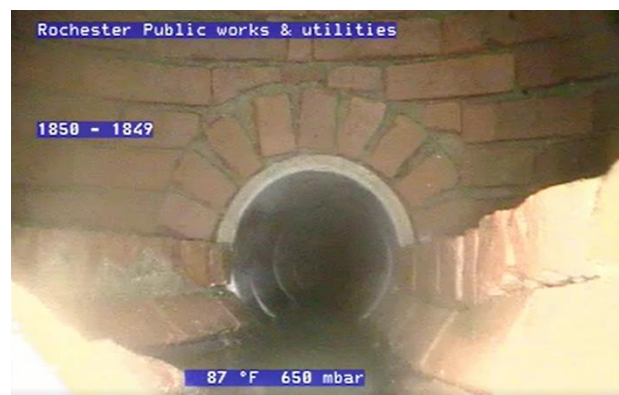
### HIGHWAY & FLEET MAINTENANCE WORK COMPLETED:

- Patched pot holes
- Repaired catch basins through-out the city
- Plow and treated 8 winter storm events
- Received 27 inches of snow and ice
- Finished holiday lights and tree
- Removed 3,100 yards of snow
- Finished installing snow fence
- Worked on GIS all street signs.
- Repair and install street signs through-out the City
- Brush trimming through-out the city.
- Replaced fuel pump and seals on six wheel dump #65
- Repaired block heater on ten wheel dump #9
- Changed plow and wing blades trucks # 9, 72, 12, and 15
- Repaired snow blower shoot on the Volvo blower
- Installed rubber snow deflectors plows #72 and #15
- Repaired sander wiring on one ton dump #24
- Repaired sander shoot on six wheel dump #8

- Replaced plow solenoid on one ton dump #103
- Replaced dump fuse solenoid and rear fuel tank sensor on one ton dump #24
- Replaced fuel return line on the Volvo loader
- Changed out blades on 4 plows
- Installed rubber snow defector on truck #55
- Replaced 4 tires on sidewalk tractor #4
- Lube, oil and filter service on 4 vehicles

### UTILITIES DIVISION

Utilities Division performed monthly maintenance on sewer cleaning in problematic areas. In addition to daily utility mark outs for digsafes, staff responded to multiple emergency sewer backups and did water and sewer inspections. Utilities Division assisted with the Highway Department with snowstorm operations and did snow removal from the fire hydrants. Staff continued to camera city sewer lines and manhole inspections to comply with CMOM (Capacity Management and Operations and Maintenance) requirement for new and upcoming wastewater treatment discharge permit.



### BUILDING AND GROUNDS DIVISION

Building and Grounds Division completed 85 work requests that included street-light repairs, flag replacement, filling janitorial supply orders for departments, cleaned buildings, replaced a broken window, changed light bulbs in various buildings, repaired sinks and faucets, removed a water fountain, replaced ceiling tiles and put spring and summer maintenance equipment away for the season. Staff painted stairwells in the library and fire department. The staff also cleaned all HVAC vents in the Library.

### WASTEWATER TREATMENT DIVISION

Best wishes from the staff at the Wastewater Treatment Facility. We hope that you all had a Merry Christmas and may you all have a wonderful New Year! The interview process has started for the open operator position. Items that were completed for the month of December were WWTF is continuing to work with the coalition of communities on related wastewater and Great Bay Estuary issues. Word from EPA legal council is that the publication in the federal registry of the draft Great Bay Estuary permit for total nitrogen limit is imminent. Staff attended meetings regarding NPDES permitting and Nutrient limits. Earthwork continues and piles installation for dewatering facility completed – mobilizing for plie installation for the chemical storage facility. NHDES conducted an Industrial Pretreatment Program Audit. Staff attended state sponsored training classes. Working on O&M and CIP budgets. Pilot testing chemicals for total phosphorous treatment alternatives for anticipation of new discharge permit limits. Continue to work with engineering consultants on WWTF and pump station upgrade projects. Staff performed preventative and corrective maintenance on equipment, machinery and instrumentation. All required testing for EPA and NHDES has been completed and submitted. Average effluent flow for the month was 3.798 Million Gallons per Day (MGD). Percent of design flow 75.5%. Percent of design flow for 2019 = 63.7%. Precipitation for the month = 8.87". Precipitation for the 2019 = 52.06"





**Stilagmites AB #1**



**Dewatering Project**

### **WATER TREATMENT DIVISION**

Treated water volume for the month of December was approximately 54.4 million gallons from the surface water treatment facility and 3.4 million gallons from the well for a total 57.8 million gallons delivered to our customers. All water quality testing and monitoring was completed in accordance with NHDES requirements. We are pleased to report that the City of Rochester again met all State and Federal standards for drinking water. Fourth quarter disinfection byproducts and PFAS results remained below compliance levels. Inspections were conducted at the upper watershed, Round Pond, Rochester Reservoir, and the diversion dam/pipelines. We are investigating a flow restriction in the upper transmission main. Monthly rainfall measured 4.16 inches at the Reservoir. Stream gage inspections were thwarted at two locations due to heavy rainfall and meltwater. Equipment and grounds maintenance was performed at the plant, well, and tanks/stations. Repair of a hydrant at Washington Street BPS was turned into a positive learning experience for some staff. Storm cleanup and preventative maintenance was conducted at all stations. Maintenance at the well included a comprehensive wellhead rehabilitation, new raw water pump installation, and flow/performance testing. Maintenance at the WTF included an inspection and chemical wash of the sand filter, which was observed by staff from our sister plant in Claremont in an effort to optimize their processes; cleaning and inspection of the chemical feed systems including bulk tank strainers; and low lift pump station punch list items. HVAC improvements at the surface water plant commenced this month. Municipal backflow device testing was completed this month. City Engineer Michael Bezanson and Chief Operator Ian Rohrbacher presented at the NHDES/NHWWA Training Session in Concord on the subject of Rochester's Cross Connection Program. Jim Martino joined the drinking water team, welcome aboard!



Original Raw Water Pump at the Cocheco



Casualty at Washington BPS

## ENGINEERING

- **Asset Management:** The City is working with the selected vendor for the new Asset Management software for implementation; a “go live” date is anticipated in early 2020. Efforts continue to improve the GIS data layers for City infrastructure, including the City’s stormwater network, which is required by the MS4 Permit. The City recently received information from SRPC regarding their sidewalk condition assessment effort in the City. In addition to inventory work, staff continue to populate more detailed information such as asset age, material, and condition on all of our assets and coordinate with our consultants to develop baseline information related to our water, sewer, and stormwater systems’ “level of service”, “likelihood of failure”, “consequence of failure”, and “life cycle cost analysis”.
- **Colonial Pines Sewer Extension:** Final paving of Railroad Avenue was postponed until until completed some planned gas main installation work; this paving work will be completed in spring 2020. Phase 2 includes extension of the sewer from Birch Drive across Old Dover Road to Juniper Street, Towle Street, Vinewood Lane, Susan Lane, Hickory Lane, and a portion of Hillside Drive. The scope of the Phase 2 construction has now been modified to include sewer on Wildwood Lane and a portion of Tingley Street, as well as drainage improvements within the project area. A majority of the sewer installation work has been completed and homes are now being connected to the new public sewer mains. Given the additional work, construction of Phase 2 will continue through the 2020 construction season. Funding for a future phase of this multi-phased sewer extension program has been approved in the FY20 CIP budget. Additional funding for a final phase of sewer extension and drainage improvements in future phases will be requested in upcoming CIP budgets.
- **Pavement Maintenance & Rehabilitation:** The City’s 2019 paving rehabilitation program is essentially complete, with only final minor work remaining, including some striping and painting to be completed in the spring of 2020. The FY20 Paving list has now been approved and includes: Chapman, Huckins, Jonathan, and portions of Columbus, Cross, and Salmon Falls; paving work is anticipated to begin on these streets in the spring of 2020.
- **Strafford Square Roundabout:** Final design continues. Bidding of the roundabout construction contract is now anticipated for late 2020. Prior to that contract, and in preparation for that construction, a utility infrastructure contract is anticipated to be bid and constructed in 2020. Right-of-way and easement negotiations are being completed in preparation for the construction contracts.
- **Granite Ridge Development – Phase 2:** A scoping meeting was held in July between the City, Waterstone, and NHDOT; as a result of this meeting, a revised traffic impact analysis study was completed in November 2019. Further meetings with NHDOT and Waterstone in early 2020 will direct the development of a design package for bidding of the public infrastructure to be constructed with TIF funds per the Developers Agreement.
- **Granite State Business Park Water Main Interconnection:** Actual construction work is anticipated to commence in January 2020.
- **Water Treatment Plant Residuals Disposal:** An evaluation of alternatives has determined that the most cost effective method of disposal of residuals generated at the Surface Water Treatment Plant is an upgrade of the existing pipeline and addition of an attenuation tank. Design of the attenuation tank is anticipated to begin in the coming months. Funds for the implementation of this upgrade have either been approved in CIP budgets previously or will be requested in upcoming CIP budgets over the next few years.
- **WWTF Biosolids Dewatering Facility & Carbon Storage and Feed Building:** Construction of this project commenced in October 2019. Construction is expected to continue through 2020 into 2021.
- **River Street Sewer Pump Station Upgrade:** The construction contract was awarded in November 2019. Construction is anticipated to be completed within one year of Notice to Proceed.
- **Route 11 Sewer Pump Station Upgrade:** This upgrade project is currently at 50% design. This project is scheduled to be advertised for bids during the winter of 2019/2020, with construction occurring in 2020.
- **WWTF Upgrades (various projects):** There are several projects on-going at the WWTF: Soda Ash System Replacement, Aeration System Automation, Aeration Basin Sidewall Blower Tie-in (Iris Valve) and Mechanical Mixers, Standby Power Interconnection for Aeration Blowers, and Programmable Logic



Controllers (PLC) Replacement. All of these projects are on schedule having already begun construction or scheduled to begin in early 2020.

- **Wastewater Interceptor Upgrades:** A Basis of Design Report has been received from the design consultant. This report summarizes alternatives and recommends a sewer collection system master plan before proceeding with final design. Funding for a Sewer System Master Plan was approved with the FY19 CIP Budget; consultant selection process will commence in the coming months.
- **NPDES Permits - Wastewater Treatment Facility & MS4 Permit (Stormwater):** A new draft National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Facility (WWTF) has not yet been issued by USEPA Region 1. As far as the Municipal Separate Storm Sewer System (MS4) NPDES General Permit for stormwater, the 2017 NH Small MS4 General Permit, issued by USEPA Region 1, became effective on July 1, 2018; on September 28, 2018, the City submitted a Notice of Intent (NOI) to comply with this MS4 General Permit; and, on June 12, 2019, the City was granted authorization by USEPA Region 1 to discharge stormwater from Rochester's MS4 under this permit. The first annual report for the MS4 permit was submitted to EPA in September 2019. USEPA Region 1 is also proposing an estuary-wide general permit structure for nutrient loading, specifically total nitrogen (TN), in the Great Bay Estuary, which presumably would have additional requirements for nitrogen load reduction beyond the MS4 Permit requirements and the expected NPDES Permit requirements for Rochester's WWTF. Regulators have stated that portions of this TN General Permit will likely be voluntary, and that a draft of the permit will be published in the Federal Register in January 2020.
- **New DPW Facility:** A review of RFQ responses resulted in a list of pre-qualified bidders being established in October 2019. The construction contract was advertised for bids in late October. Bids were received in November 2019. Additional funding needs to be authorized to award the construction contract. Construction of the facility is anticipated to begin in 2020 and continue through spring of 2021.

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City Clerk's Office

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# Economic & Community Development



12/31/2019

MANAGEMENT REPORT



*Economic Development Report, Written by Julia Libby*

*Community Development Report, Written by Julian Long*



## ECONOMIC DEVELOPMENT DEPARTMENT

MICHAEL SCALA, DIRECTOR OF ECONOMIC DEVELOPMENT

### PROJECTS IN THE PIPELINE

LDI deal is moving forward with the October approval on the resolution to create a fund, and expand the resources of the REDC as the Industrial Development Agency for the City.

Director Scala continues to work on the details of expanding resources and responsibilities of the REDC as the Industrial Development Agency for the city.

Director Scala, Director Campbell, Director Grant, and CM Cox continued work on the amendment to Chapter 275 of the Planning Code with a meeting for approval of the amendment planned for early November.

Director Scala, along with Specialist Marsh, meet with new real estate developers for Granite State Business Park and the downtown area business owners to discuss strategy, needs, and the current status of their enterprises.

### GRANITE RIDGE DEVELOPMENT DISTRICT – WATERSTONE PROPERTIES GROUP, PHASE II

Director Scala continued to discuss Phase II with Waterstone Properties Group, including the possible entertainment tenants, and the potential for residential housing options, which would support continued vitality of The Ridge and the entire Granite Ridge Development District.

Economic Development Department contracted with Bruce Mayberry, BMC Consulting, to update the TIF analysis to see if there was a market demand for housing and explore an amendment for the TIF to include housing. In August, Consultant Mayberry met with Economic Development and Planning staff to discuss the report's findings. Consultant Mayberry, stated, "The category of commercial was selected as a placeholder but very well could have been housing. The original ratio of commercial and retail didn't include housing because there wasn't much mixed use of retail centers fifteen years ago. But we are seeing this change from commercial to housing everywhere. This analysis does show there is a market for housing in this area. Many successful mixed use developments include housing; upscale, market rate or workforce options and lead to great retail revenue."

### WAYFINDING RFP

Director Scala approved Executive Aubin's Wayfinding RFP for the downtown signage project. We look forward to the responses.

## GRANITE STATE BUSINESS PARK

Director Scala, CM Cox, Director Nourse, Engineer Bezanson, Attorney O'Rourke, and Deputy Sullivan continue to work with Index Packaging and their plan to relocate to the GSBP.

## STAFF DEVELOPMENT

Director Scala attended IEDC Real Estate Development and Reuse in Indianapolis, ID, as part of the core competencies for a certified economic developer and to sit for the Certification Exam.

## JENN MARSH, ECONOMIC DEVELOPMENT SPECIALIST

### BUXTON

Mike and Jenn recently worked with Buxton to change up the yearly match reports to instead utilize a new product Buxton is offering. Buxton will create custom geo-fencing polygons around the city boundaries of Rochester as well as areas of interest (the "study areas"), including downtown, the commercial area, the Rochester opera house, and up to ten (10) entertainment venues within or outside of Rochester, NH, to be determined at project kick off. We will capture all unique device IDs that are observed within those polygons for a recent twelve-month (12) period to develop a visitor trade area for each geo-fenced location.

By identifying all unique device IDs that are observed within the polygons, Buxton will be able to determine the cross-visitation between the study areas. • In addition to identifying all unique device IDs that are observed within the polygons, Buxton will collect the location data created by those device IDs prior to and after being seen at one or more of the study areas. Buxton will append Mosaic segmentation information to the unique device IDs for which a home location in the United States can be identified. This will be used to develop the following profiles: Overall visitor profile, Downtown visitor profile, Commercial area visitor profile, Rochester opera house visitor profile Buxton will leverage the above data to determine the ratio of entertainment study area visits from within versus outside the city limits. This will help Rochester determine entertainment leakage and understand which categories of entertainment venues resonate most with Rochester's residents and visitors.

### MAIN STREET

Main Street (RMS) held multiple events in December including their biggest fundraiser of the year, the Festival of Trees. The event brought in more money than in the past and was very well attended. RMS also hosted the Chamber Business After Hours at RPAC which another very successful event and well attended. Chamber events are usually just attended by Chamber members however RMS reached out and invited groups, businesses and community members that have been a part of the revitalization of downtown which was a big success.

### NEW BUSINESSES IN 2019

Luxe Hair Salon, Stitches Alterations and Needleworks, Mitchell Hill BBQ, Ocean State Job Lots, Old Navy, Mattress Firm (relocation), Fallen Leaf Bistro,

### DOWNTOWN IN 2019

Moose Mural, Bee Mural and the creation of Rochester Rise Up

## ROCHESTER FARMERS MARKET

Rochester Farmers Market is partnering with the Rochester Recreation Department for “Beer in the Barn” event to be held on May 9, 2020. Plans are underway to host 30 craft brewers in the Rochester Ice Arena for a craft beer event. The plans are to have some of our downtown restaurants involved and selling food during the event. Tickets will be on sale the middle to end of January and 20 craft brewers are already secured. The event will go to pay for operating costs and help enhance the market with more special events during the 2020 season. Vicky Poland is the Market Manager and Rochester Main Street is the fiscal sponsor of the market.

## JULIA LIBBY, EXECUTIVE SECRETARY

### NEW EMPLOYEE

Julia Libby started as the Executive Secretary for the department on December 16<sup>th</sup> and has been getting herself comfortable in the new position. She will be attending some training to become familiar with Economic Development.

## JULIAN LONG, CDBG COORDINATOR & GRANTS MANAGER

### COORDINATOR REPORT

#### **Prepared by the Community Development Coordinator**

**December 2019**

### CDBG PROGRAM

FY 2020-2025 Consolidated Plan: The Community Development Coordinator has completed the consultation and drafting processes for the FY 2020-2025 Consolidated Plan. The plan will be due concurrent with the FY 2020-2021 Annual Action Plan in May 2021. The first public hearing for the Consolidated Plan was held on November 19, 2019. No comments were received at the hearing. The draft FY 2020-2025 Consolidated Plan is included with this report as an electronic attachment.

FY 2021 Annual Action Plan: The Community Development Coordinator has completed drafting the FY 21 Annual Action Plan, although there are a few final consultations left to be conducted. The first public hearing for the FY 21 Action Plan was held on November 19, 2019. No comments were received at the hearing. Grant applications for FY 21 CDBG funding were due by December 13, 2019 and have been uploaded to the city's SharePoint folders.

East Rochester Library Renovations: The foundation work and masonry repointing has been completed for this project.

Riverwalk Committee Kayak Launch: HUD has issued the Release of Funds for this project, which marks the official completion of the environmental review. The Community Development Coordinator has draft bid

documents and bid invitation for the project and submitted to the Riverwalk Committee for its review and approval. Per the state, construction on the project may not begin prior to May 15<sup>th</sup>.

Historic District Commission Facade Improvements Grant Program: The Community Development Coordinator has completed the environmental reviews and historic preservation consultations for the three approved project sites: Freedom Beauty Salon, RiverStones Custom Framing and Franklin Gallery, and Stitches Alterations and Needlework. The Community Development Coordinator is in the process of collecting the required documentation from the grantees to process the grant payments.

Rochester Child Care Center Fire Sprinklers: The Community Development Coordinator has coordinated with the Rochester Child Care Center's general contractor (Richard Bickford, the former Rochester school facilities director) to draft the bid invitation and bid documents for the fire sprinkler project. The project is now expected to go out to bid in January.

NH Community of Action for Lead Safety: The Rochester community of action team has proposed that \$50,000 of FY 2021 CDBG funds be set aside as matching funds for Rochester residents applying for state lead remediation funding with New Hampshire Housing Finance Authority.

Trainings: The Community Development Coordinator attended an affordable housing preservation training via webinar.

## NON-CDBG ACTIVITIES

NH Recreational Trails Program Grant: The Community Development Coordinator has researched grant opportunities to fund archaeological preservation work for the Hanson Pines footbridge project. This research has been forwarded to the Riverwalk Committee for its review and consideration. Per the Recreational Trails Program grant extension, the footbridge project must be completed by June 2020.

Census 2020 Preparation: The Community Development Coordinator is participating in the City of Rochester's Census 2020 committee that is seeking to encourage Rochester responses in the upcoming census, which is important as census data is used in federal grant applications and grant formulas. Outreach efforts have included a kick-off meeting in the autumn and upcoming census worker recruitment events in January 2020.

Home for All Coalition: The Home for All coalition (formerly the Greater Seacoast Coalition to End Homelessness) is drafting a letter of interest/grant application for the United Way Venture Grant opportunity to fund a landlord incentives program to encourage local landlords to accept lower-income tenants. As a member of the coalition's leadership team, the Community Development Coordinator has assisted in the drafting and revising of the application.

## OTHER

Income Inequality in New Hampshire: The New Hampshire Charitable Foundation recently posted an overview of recent trends in income inequality in the state. The blog post is included as an attachment to this report.

## REPORT ATTACHMENTS

Draft FY 2020-2025 Consolidated Plan – **electronic only** -

[https://www.rochesternh.net/sites/rochesternh/files/uploads/fy\\_20-25\\_cdbg\\_consolidated\\_plan\\_full\\_plan\\_draft1\\_0.pdf](https://www.rochesternh.net/sites/rochesternh/files/uploads/fy_20-25_cdbg_consolidated_plan_full_plan_draft1_0.pdf)

Draft FY 2021 Annual Action Plan – **electronic only** –

[https://www.rochesternh.net/sites/rochesternh/files/uploads/rochester\\_fy\\_20\\_aap\\_draft2\\_0.pdf](https://www.rochesternh.net/sites/rochesternh/files/uploads/rochester_fy_20_aap_draft2_0.pdf)

FY 2021 Grant Applications – **electronic only** -

[https://rochesternhnet.sharepoint.com/:f:/s/EconDev/Ega4jGsZMINli9jl7\\_aAKdlB2XzdDRjjfhPTir8s1JeqoA?e=XwEnxQ](https://rochesternhnet.sharepoint.com/:f:/s/EconDev/Ega4jGsZMINli9jl7_aAKdlB2XzdDRjjfhPTir8s1JeqoA?e=XwEnxQ)

FY 21 Grant Application Summaries

“Income Inequality in New Hampshire, Explained,” New Hampshire Charitable Foundation (November 21, 2019)



# FINANCE COMMITTEE

## Agenda Item

01/16/2020

**Agenda Item Name:** Monthly Financial Statements Summary – [as of December 31, 2019.](#)

**Name of Person Submitting Item:** Mark Sullivan Deputy Finance Director

**E-mail Address:** mark.sullivan@rochesternh.net

**Meeting Date Requested:** February 11, 2020

### **Issue Summary Statement**

The December 31, 2019 financial summary reports are attached. Note: The property tax revenue account (page 2) displays as a large Year-To-Date balance. Reason being is the School Department's portion of the December-19 property tax billing had not been reclassified to the School side as of 12-31-19. The entry will reflect in the January 31, 2020 financial reports.

01/10/2020 13:23  
 mark.sullivan

 CITY OF ROCHESTER  
 YEAR-TO-DATE BUDGET REPORT

 P 1  
 glytdbud

## FOR 2020 06

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
<hr/>						
1000 GENERAL FUND						
<hr/>						
11011 ECONOMIC DEVELOPMENT REVENUE	0	1,000	1,000	1,000.00	.00	100.0%
11031 CITY CLERK REVENUE	105,920	0	105,920	52,376.46	53,543.54	49.4%
11051 ASSESSORS REVENUES	0	0	0	139.00	-139.00	100.0%
11061 BUSINESS OFFICE REVENUE	350,000	0	350,000	305,045.93	44,954.07	87.2%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	.00	1,000.00	.0%
11071 TAX COLLECTOR REVENUE	32,271,384	531,787	32,803,171	50,481,654.90	-17,678,483.90	153.9%
11072 TAX COLLECTOR REVENUE	0	3,308	3,308	.00	3,308.00	.0%
11081 GENERAL OVERHEAD REVENUE	4,080,748	1,951,135	6,031,883	2,250,176.91	3,781,706.09	37.3%
11082 GENERAL OVERHEAD REVENUE	1,548,683	14,074	1,562,757	2,248,834.70	-686,077.70	143.9%
11091 PUBLIC BLDGS REVENUE	0	0	0	220.05	-220.05	100.0%
11101 PLANNING	16,250	0	16,250	21,787.57	-5,537.57	134.1%
11201 REV LEGAL OFFICE	50,000	0	50,000	25,289.89	24,710.11	50.6%
12011 POLICE CITY REVENUE	325,400	0	325,400	170,290.15	155,109.85	52.3%
12021 FIRE CITY REVENUE	25,500	0	25,500	3,206.94	22,293.06	12.6%
12022 FIRE STATE REVENUE	41,812	0	41,812	3,375.00	38,437.00	8.1%
12031 DISPATCH CENTER	60,290	0	60,290	.00	60,290.00	.0%
12041 CODE ENFORCEMENT REVENUE	394,175	0	394,175	298,237.30	95,937.70	75.7%
13011 PUBLIC WORKS REVENUE	33,700	0	33,700	11,584.10	22,115.90	34.4%
13012 STATE HIGHWAY SUBSIDY	634,612	14,563	649,175	389,505.28	259,669.72	60.0%
14011 WELFARE REVENUE	2,500	0	2,500	5,079.89	-2,579.89	203.2%
14021 RECREATION REVENUE	120,000	0	120,000	98,467.79	21,532.21	82.1%
14031 LIBRARY REVENUE	14,200	0	14,200	5,212.22	8,987.78	36.7%
TOTAL GENERAL FUND	40,076,174	2,515,867	42,592,041	56,371,484.08	-13,779,443.08	132.4%
<hr/>						
5001 WATER ENTERPRISE FUND						
<hr/>						
510001 WATER WORKS REVENUE	6,607,310	0	6,607,310	1,514,109.40	5,093,200.60	22.9%
TOTAL WATER ENTERPRISE FUND	6,607,310	0	6,607,310	1,514,109.40	5,093,200.60	22.9%
<hr/>						
5002 SEWER ENTERPRISE FUND						
<hr/>						
520001 SEWER WORKS REVENUE	8,017,640	0	8,017,640	1,776,453.09	6,241,186.91	22.2%
520002 SEWER WORKS REVENUE	411,989	0	411,989	47,580.00	364,409.00	11.5%
TOTAL SEWER ENTERPRISE FUND	8,429,629	0	8,429,629	1,824,033.09	6,605,595.91	21.6%

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 CITY OF ROCHESTER  
 YEAR-TO-DATE BUDGET REPORT

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FOR 2020 06

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
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5003 ARENA ENTERPRISE FUND						
<hr/>						
530001 ARENA REVENUE	402,865	0	402,865	178,182.69	224,682.31	44.2%
TOTAL ARENA ENTERPRISE FUND	402,865	0	402,865	178,182.69	224,682.31	44.2%
6000 COMMUNITY CENTER SP REV FUND						
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600001 COMMUNITY CENTER REVENUE	861,466	0	861,466	349,101.48	512,364.52	40.5%
TOTAL COMMUNITY CENTER SP REV FUND	861,466	0	861,466	349,101.48	512,364.52	40.5%
GRAND TOTAL	56,377,444	2,515,867	58,893,311	60,236,910.74	-1,343,599.74	102.3%

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YEAR-TO-DATE BUDGET REPORTP 1  
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FOR 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 GENERAL FUND							
11000051 CITY MANAGER	470,894	0	470,894	237,133.76	29,650.50	204,109.74	56.7%
11012351 ECONOMIC DEVELOPMENT	510,030	1,000	511,030	294,384.79	18,069.47	198,575.74	61.1%
11020050 IT SERVICES	797,462	6,200	803,662	396,581.26	57,428.31	349,652.43	56.5%
11030051 CITY CLERK	334,803	0	334,803	170,353.99	44,943.73	119,505.28	64.3%
11040050 ELECTIONS	54,479	0	54,479	22,512.70	5,887.89	26,078.41	52.1%
11050070 ASSESSORS	569,498	0	569,498	295,555.22	6,152.42	267,790.36	53.0%
11060051 BUSINESS OFFICE	543,461	0	543,461	288,769.25	2,976.86	251,714.89	53.7%
11063151 HUMAN RESOURCES	213,071	10,000	223,071	117,883.94	22,197.98	82,989.08	62.8%
11070070 TAX COLLECTOR	382,295	0	382,295	204,272.95	4,434.49	173,587.56	54.6%
11080050 GENERAL OVERHEAD	1,021,733	-73,930	947,803	265,867.73	89,174.90	592,760.37	37.5%
11090050 PB CITY WIDE 50	668,503	4,000	672,503	332,125.17	62,427.87	277,949.96	58.7%
11090051 PB CITY HALL 51	66,066	0	66,066	30,702.16	25,907.68	9,456.16	85.7%
11090052 PB OPERA HOUSE 52	48,551	0	48,551	20,868.16	20,298.31	7,384.53	84.8%
11090054 PB CENTRAL FIRE 54	10,979	0	10,979	6,060.72	3,940.36	977.92	91.1%
11090055 PB GONIC FIRE 55	10,594	0	10,594	5,017.09	3,008.93	2,567.98	75.8%
11090056 PB LIBRARY 56	18,893	0	18,893	12,160.50	5,303.51	1,428.99	92.4%
11090057 PB DPW GARAGE 57	11,874	0	11,874	7,594.72	3,072.25	1,207.03	89.8%
11090059 PB ER FIRE STATION 59	775	0	775	141.22	183.78	450.00	41.9%
11090061 PB HISTORICAL MUSEUM 61	1,520	0	1,520	274.34	753.00	492.66	67.6%
11090063 PB HANSON POOL 63	5,100	0	5,100	1,839.38	50.00	3,210.62	37.0%
11090064 PB GONIC POOL 64	2,900	0	2,900	928.88	.00	1,971.12	32.0%
11090065 PB EAST ROCHESTER POOL 65	2,600	0	2,600	928.88	.00	1,671.12	35.7%
11090068 PB GROUNDS 68	12,160	0	12,160	3,615.28	400.97	8,143.75	33.0%
11090069 PB DOWNTOWN 69	17,000	0	17,000	6,246.12	.00	10,753.88	36.7%
11090070 PB REVENUE BUILDING 70	22,331	0	22,331	10,896.03	10,328.18	1,106.79	95.0%
11090071 PB PLAYGROUNDS 71	3,000	0	3,000	.00	.00	3,000.00	.0%
11090075 PB NEW POLICE STATION	24,252	0	24,252	11,614.96	5,978.00	6,659.04	72.5%
11090077 PB ANNEX	4,260	0	4,260	841.22	1,925.52	1,493.26	64.9%
11102051 PLANNING	433,139	0	433,139	223,454.35	3,968.37	205,716.28	52.5%
11200051 LEGAL OFFICE	597,718	0	597,718	274,587.79	4,999.54	318,130.67	46.8%
12010053 PD ADMINISTRATIVE SERVICES	1,976,055	0	1,976,055	1,132,412.72	84,543.74	759,098.54	61.6%
12012453 PD PATROL SERVICES	4,951,564	0	4,951,564	2,457,666.85	.00	2,493,897.15	49.6%
12012553 PD SUPPORT SERVICES	4,425,815	0	4,425,815	202,489.11	.00	2,223,325.89	47.6%
12020054 FIRE DEPARTMENT	4,669,781	0	4,669,781	2,646,740.51	50,177.60	1,972,862.89	57.8%
12020055 FIRE DEPT 55 GONIC SUBSTAT	28,735	0	28,735	11,937.66	8,372.12	8,425.22	70.7%
12020754 CALL FIRE	31,373	0	31,373	6,799.01	1,627.67	22,946.32	26.9%
12023354 EMERGENCY MANAGEMENT	41,812	0	41,812	1,998.00	74.97	39,739.03	5.0%
12030153 DISPATCH CENTER	882,328	0	882,328	435,217.60	6,419.13	440,691.27	50.1%
12040051 CODE ENFORCEMENT	606,553	0	606,553	293,073.99	13,776.68	299,702.33	50.6%
12050050 AMBULANCE	61,832	0	61,832	15,458.02	46,374.07	-.09	100.0%

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CITY OF ROCHESTER  
YEAR-TO-DATE BUDGET REPORT

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13010057 PUBLIC WORKS	2,301,219	53,730	2,354,949	1,111,367.95	449,060.40	794,520.65	66.3%
13010957 WINTER MAINTENANCE	518,492	0	518,492	190,933.28	19,438.01	308,120.71	40.6%
13020050 CITY LIGHTS	218,000	0	218,000	75,371.27	21,573.73	121,055.00	44.5%
14010051 WELFARE	469,070	0	469,070	236,150.23	9,430.58	223,489.19	52.4%
14022072 RECREATION ADMINISTRATION	650,242	-800	649,442	344,452.78	13,096.74	291,892.48	55.1%
14022150 RECREATION PLAYGROUNDS/CAM	98,951	0	98,951	84,004.66	753.50	14,192.84	85.7%
14022250 RECREATION POOLS	83,588	800	84,388	65,254.35	4,488.28	14,645.37	82.6%
14030056 LIBRARY	1,299,148	0	1,299,148	703,211.63	43,348.38	552,587.99	57.5%
15000051 COUNTY TAX	6,610,000	104,406	6,714,406	6,714,406.00	.00	.00	100.0%
17010051 TRANSFERS/PAYMENTS DEBT SV	4,159,335	0	4,159,335	1,413,401.81	.00	2,745,933.19	34.0%
17030050 OVERLAY	92,000	455,495	547,495	14,564.58	.00	532,930.42	2.7%
17040051 TRANSFER TO CIP & OTHER FU	3,040,340	1,954,966	4,995,306	1,954,966.00	.00	3,040,340.00	39.1%
TOTAL GENERAL FUND	40,076,174	2,515,867	42,592,041	23,355,090.57	1,206,018.42	18,030,932.01	57.7%
5001 WATER ENTERPRISE FUND							
51601057 WATER WORKS EXPENSE	5,294,828	0	5,294,828	1,527,527.30	51,818.70	3,715,482.00	29.8%
51601073 WATER TREATMENT PLANT	1,250,396	0	1,250,396	577,670.95	82,273.04	590,452.01	52.8%
51601570 WATER REVENUE OFFICE	62,086	0	62,086	34,552.93	.00	27,533.07	55.7%
TOTAL WATER ENTERPRISE FUND	6,607,310	0	6,607,310	2,139,751.18	134,091.74	4,333,467.08	34.4%
5002 SEWER ENTERPRISE FUND							
52602057 SEWER WORKS EXPENSE	4,513,071	0	4,513,071	2,358,745.49	14,411.21	2,139,914.30	52.6%
52602074 SEWER TREATMENT PLANT	3,855,328	0	3,855,328	754,659.53	275,329.00	2,825,339.47	26.7%
52602470 SEWER REVENUE OFFICE	61,230	0	61,230	34,395.24	.00	26,834.76	56.2%
TOTAL SEWER ENTERPRISE FUND	8,429,629	0	8,429,629	3,147,800.26	289,740.21	4,992,088.53	40.8%
5003 ARENA ENTERPRISE FUND							
53603060 ARENA EXPENSE	402,865	0	402,865	212,029.45	56,596.92	134,238.63	66.7%
TOTAL ARENA ENTERPRISE FUND	402,865	0	402,865	212,029.45	56,596.92	134,238.63	66.7%
6000 COMMUNITY CENTER SP REV FUND							

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 CITY OF ROCHESTER  
 YEAR-TO-DATE BUDGET REPORT

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6000	COMMUNITY CENTER SP REV FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6070572	COMMUNITY CENTER EXPENSE	861,466	0	861,466	359,922.78	147,044.32	354,498.90	58.8%
	TOTAL COMMUNITY CENTER SP REV FUND	861,466	0	861,466	359,922.78	147,044.32	354,498.90	58.8%
	GRAND TOTAL	56,377,444	2,515,867	58,893,311	29,214,594.24	1,833,491.61	27,845,225.15	52.7%

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Planning & Development Department  
 City Hall Annex  
 33 Wakefield Street  
 ROCHESTER, NEW HAMPSHIRE 03867-1917  
 (603) 335-1338 - Fax (603) 330-0023  
 Web Site: <http://www.rochesternh.net>

Planning Board  
 Conservation Commission  
 Historic District Commission  
 Arts & Culture Commission

## PLANNING & DEVELOPMENT DEPARTMENT MONTHLY REPORT FOR DECEMBER 2019

The Historic District Commission (HDC) and the Arts & Culture Commission held their regular meetings in December. The Planning Board's regular meeting was canceled due to a snow storm and was continued to the Workshop meeting on December 16, 2019. The Board combined their regular and workshop meeting in December. You will find the summaries of the agendas and discussions further down in this report. The Conservation Commission did not meet in December. In addition to the applications listed below, the Board held a public hearing on the Transportation Master Plan and ultimately adopted the plan. In addition, they made a recommendation to the City Council on the Zoning Amendment for first floor apartment in the downtown, discussed the surety and inspection report for November, and approved two (2) surety release requests for completed projects.

The Planning & Development Department remains busy in general with many meetings with citizens, developers, applicants, and the processing of applications. In addition, we continued working with our consultants, VHB, on finalizing the Transportation Master Plan and gave the City Council a presentation on the draft plan in December. We continued working on the Downtown Master Plan Chapter with our consultants and are working on bringing the draft to the City Council for a presentation in February. I also participated in the monthly meeting of the Leadership Committee for the Economic Development Division of the American Planning Association, which I am a member. I attended the monthly COAST Board meeting as the representative for the City as well as the TAC meeting with the Strafford Municipal Planning Organization (MPO). Staff also participated in the TRG meetings, pre-construction meetings, and a Minor Site Plan Review meeting.

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### APPLICATIONS REVIEWED BY THE PLANNING BOARD

**Thomas & Diane Aubert, 828 Portland Street & 18 Carole Court** (by Berry Surveying & Engineering) Lot line revision. Case # 108 – 53 & 54-4 – R1 – 19 **APPROVED**

**R & J 90 North Main, LLC, 90 North Main Street** (by TF Moran) Amendment and Conditional Use Permit to construct an 884 s.f. addition. Case # 121 – 17 – DTC – 19 **APPROVED**

**NB & C for Eco-Site/T-Mobile, 144 Meaderboro Road** (by NB & C) Site plan and Conditional Use Permit to construct a telecommunication facility. Case # 232 – 16-3 – A – 19 **APPROVED**

**Real Estate Advisors, Inc., 24 Jeremiah Lane** (by Berry Surveying & Engineering) Amendment to an approved subdivision to change road length, stormwater management and configuration of lots. Case # 223 – 21 – A – 19 **APPROVED**

### **APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION**

The Conservation Commission did not hold a meeting in the month of December.

### **APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION**

The Historic District Commission meeting was December 11, 2019 at 7 pm. The HDC reviewed one application for Certificate of Approval. The application that was reviewed was 10 South Main Street for window additions and replacement, exterior repairs to brick, trim, headers, sills, and paneling. Case# HDC 120-392– DTC – 19. The HDC also reviewed the administrative approvals for the following signs:

- a. Historical Society Sign
- b. 16 North Main Luxe Hair Sign

### **ARTS AND CULTURE COMMISSION ACTIVITIES**

The Arts and Culture Commission met on December 18, 2019. The Commission reviewed the Arts and Culture Public Art Application. The only addition to the application will be a cover letter.

Respectfully submitted,  
James B. Campbell, *AICP*  
*Director of Planning & Development*



# Rec & Arena Monthly Report

**To:** Blaine Cox, City Manager  
Mayor McCarley  
Members of the City Council

**From:** Lauren Krans, Asst. Director Recreation & Arena  
**Date:** January 6, 2020  
**Re:** December Monthly Report

December Program	Participation
Adult Pick-Up Basketball	51
Adult Open Gym 30+	3
Adult Hockey League	98
Adult Volleyball	70
Advanced Senior Fitness	18
Wee Ones Playgroup	21
Collaborative Art	12
Community Coffee	8
King Pine Ski Program	39
Learn To Skate	24
Parent-Child Open Gym	86
Public Ice Skating	508
Senior Art	27
Senior Breakfast	91
Senior Dance Lessons	17
Senior Pickleball	21
Senior Power Hour	47
Senior Trip	12
Senior Yoga Chair	13
Senior Yoga Gentle	10
Zumba Gold	14
Skate with Santa	150
High School Open Gym	14
All Ages Pickleball	32
Teen Night	201
Youth Basketball Clinics	43
Youth Basketball	316
Christmas on the Common	CANCELLED
<b>MONTHLY TOTAL</b>	<b>2447</b>

## Rochester Arena-A Community Hub

The Rochester Arena was a buzz of community activity in December. Our 23<sup>rd</sup> Annual Skate With Santa event hosted over 150 guests and provided 9 large boxes of canned goods for Gerry's Food Pantry. Northeast Passage, Spaulding's GOST and Varsity Hockey players enjoyed a morning of adaptive skating together. The upstairs fitness room continues to be used by a parent led, free playgroup for children preschool and under called Wee Ones Playgroup. Rochester Youth Hockey also utilizes this space for dry land training.

## Senior Pickleball-Showing Off Rochester

Our 2<sup>nd</sup> Annual Senior Pickleball Holiday Tournament drew a large crowd from across the area, bringing in players from Dover, Wolfeboro, Milton and more! This group loves the Rochester Community Center and frequently coordinates group lunches at The Ridge after games!

## Community Collaboration

The Rec continues to connect people and organizations both inside and outside of the City. Recently the Rec hosted a meeting with the Share Fund and the Portsmouth based food pantry, Gather. The three organizations are now coordinating efforts to bring fresh, free produce to Rochester with several distribution plans at the Rochester Community Center.

## Christmas on the Common Cancelled

Unfortunately, Christmas on the Common was cancelled due to weather. The day of the event had downpours and flash flooding. The size of the event and pre-booked community events on other weekends made this too difficult to reschedule. We hope for better weather next year!

## Trauma Skilled Response Training

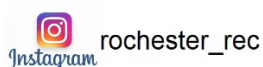
Bud Carlson Director Bryan Kelliher met with all full time Rec & Arena staff to teach us about their journey becoming a trauma skilled school. Our department learned about ACEs (Adverse Childhood Experiences) and how we can help support the diverse needs of students at BCA and in all of our programs. We look forward to continuing our education and training on this topic.

## Recovery Friendly Workplace Program

With the support of our Recreation & Arena Advisory Commission, our department submitted a letter of intent to become a certified Recovery Friendly Workplace with the State of New Hampshire. This program will provide services, supports and training for our staff so we can best support each other and our large customer base. Assistant Director Lauren will be attending an orientation in the month of January to kick start this program for Rec & Arena! More info available at [www.RecoveryFriendlyWorkplace.com](http://www.RecoveryFriendlyWorkplace.com).



Follow us on Instagram!



Like us on Facebook!



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City Clerk's Office

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# ROCHESTER FIRE DEPARTMENT

**MARK E. KLOSE**  
CHIEF OF DEPARTMENT

37 Wakefield Street

Rochester NH, 03867  
[www.rochfd.org](http://www.rochfd.org)

Tel (603) 335-7545



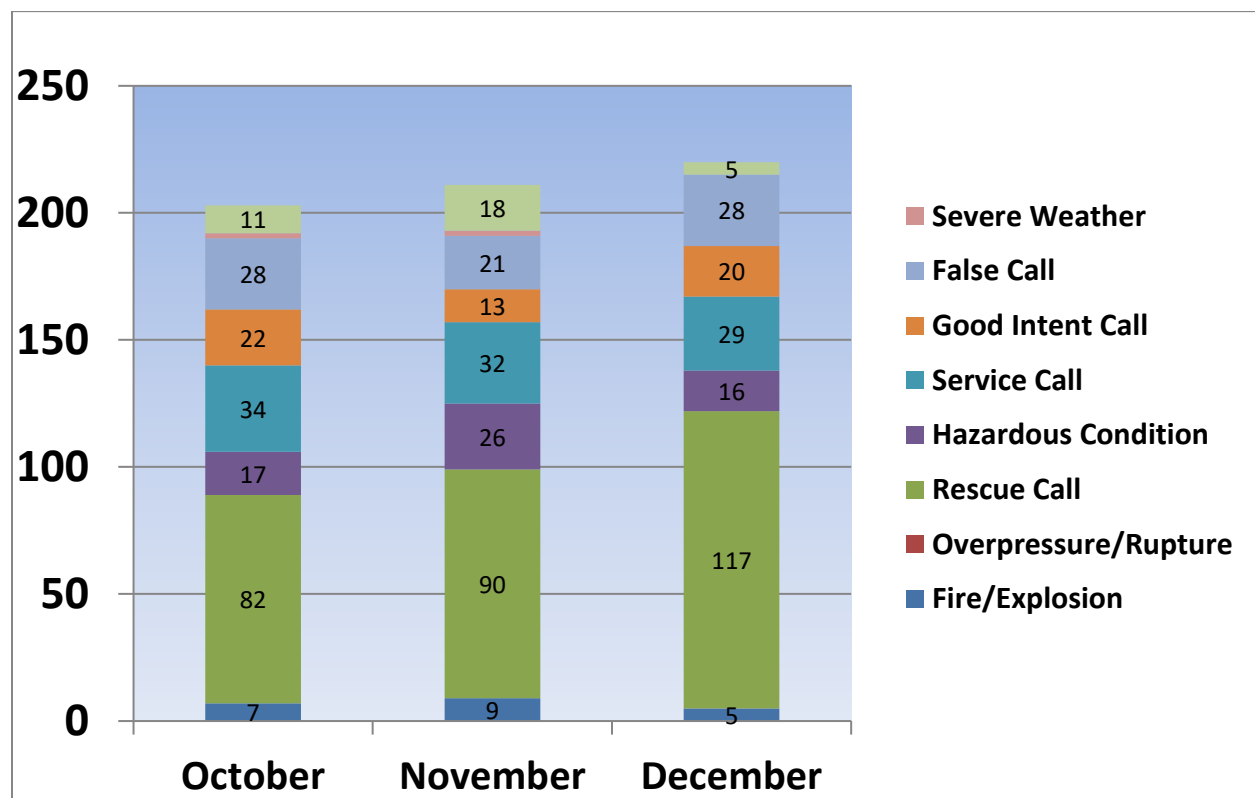
To: Blaine Cox, City Manager

From: Mark Klose, Fire Chief

Date: January 13, 2020

Ref: Monthly Report for December 2019

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



The above graph shows our runs for Fiscal Year 2020 with December's data shown individually with their respective totals. For the month of December there were **220** calls for service. Rochester Fire has responded to a total of **1212** calls for Fiscal Year 2020.

## **FIRE DEPARTMENT OPERATIONS**

Managed shift coverage assignments

Managed and organized equipment and supply purchases as needed

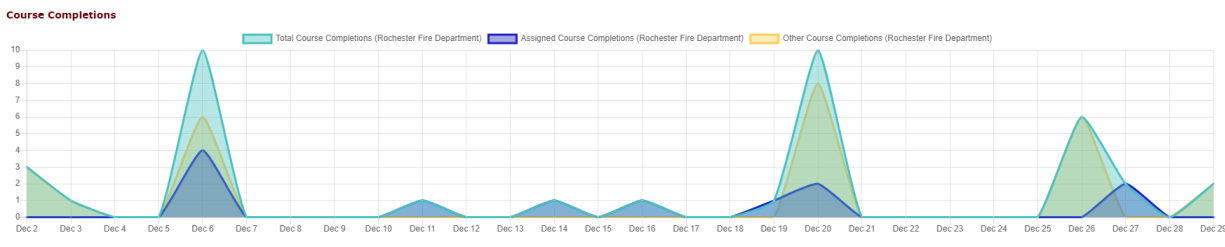
Fire Department members spent 1.5 hours each Friday mentoring a student from the Monarch School

Managed apparatus repairs as needed

## **FIRE PREVENTION BUREAU**

The Fire Prevention Office continues to be busy. December was met with several types of inspections given the growth and construction that Rochester is seeing. We continue to work with the community on Knox Box installations and key updates, Life Safety Inspections for various types of occupancies, Fire Alarm Inspections, Sprinkler Inspections, Certificates of Occupancy and Permits of Assembly. Two points of interest were the Spaulding High School Annual Christmas Village and the work that was done to create a guidance and permitting for temporary shelters within the City during cold weather emergencies.

## **TRAINING DIVISION**



Total Reports Completed in IMC: 106

Total Hours Completed in FR1: 32

Continued to develop standard lesson plans for RFD

## **DEPARTMENT INFORMATION:**

Administration completed necessary shift transfers to equal out shifts to help with overtime.

- 3 Shifts at 9 Firefighters (1 Captain, 1 Lieutenant and 7 Firefighters)
- 1 Shift at 7 Firefighters (1 Captain, 1 Lieutenant and 5 Firefighters[B Shift])
- Manning Station 1 and Gonic Station

Toyne has completed the build new Engine 2, Eastern Fire Apparatus is putting the finishing touches on it.

The Rescue Apparatus Committee has been meeting and working on the new Rescue apparatus

The gear washer/extractor has been installed.

The SCBA Compressor has been delivered. Installation date to follow.

## **PERSONNEL:**

Members of the department continue to attend advanced firefighter courses and leadership classes.

We have one member on an active duty military assignments and one member on TAD.

FF Taatjes is out on medical TAD

FF Berry is deployed on active duty with the United States Marine Corps

We have one member who has notified the department that he will be on an active duty military assignment, leaving in January.

**RESPONSE ACTIVITY:**

December 1<sup>st</sup> – Milton – RV Fire. Engine 5 responded to Milton for an RV fire. Once on scene, the crew stood by for assignment. Engine 5 returned to the City.

December 20<sup>th</sup> – Berwick – Structure Fire. Engine 5 and Car 2 responded to Berwick, ME for a structure fire. Once on scene, crews were assigned to the second floor to check for extension. No extension found. Helped clean up hose and equipment. Engine 5 and Car 2 returned to the City.

December 22<sup>nd</sup> – Lebanon – Structure Fire. Engine 7 and Engine 5 responded to Lebanon, ME for a structure fire. Canceled just prior to arrival. Engine 7 and Engine 5 returned to the City.

December 22<sup>nd</sup> – Rochester – Snowmobile Fire. Engine 3 and Engine 7 responded to Pickering Road for a snowmobile fire. Arrived on scene, snowmobile was well involved, no exposures. Fire was knocked down with 20lb dry chemical fire extinguisher and completely extinguished with the booster line.

Respectfully submitted,

*Mark E. Klose*

Mark E. Klose, Fire Chief

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City Clerk's Office

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PAUL R. TOUSSAINT  
*Chief of Police*

## ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127  
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[www.rochesterpd.org](http://www.rochesterpd.org)  
*"Dedication, Pride, Integrity"*

POLICE COMMISSION

DEREK J. PETERS  
*Chairman*  
DAVID R. STEVENS  
*Vice Chairman*  
LISA M. STANLEY  
*Commissioner*



January 8, 2020

TO: City Manager Blaine Cox

RE: Monthly Report – December 2019

**OPERATIONS:** None of the Wards met this period. All are scheduled to meet in January.

Ward 1: January 8 - 7 PM - City Hall Annex  
Ward 2 December - 23 - 7 PM - Frisbie Conference Center  
Ward 3 January 15 - 6:30 PM - Briar Ridge Estates  
Ward 4 January 14 – 6:30 PM – City Hall Annex  
Ward 5 January 15 – 6 PM - Community Center Conference Room 2  
Ward 6 January 22 - 7 PM - City Hall Annex

The investigations bureau had 38 cases sent up from patrol for review or investigation. There are currently 68 cases assigned. There were 32 cases presented to the Grand Jury all with true bills. There were three detective call outs, (2 OD Death Investigations and 1 Second Degree Assault). There were three polygraphs and three backgrounds completed. There were 3 compliance checks for sex offenders. There were 214 pieces of evidence logged in, 52 items returned to owners and an additional 28 pieces destroyed. We continue to work on filling the vacant evidence technician position.

**CEO/ COMMUNITY ENGAGEMENT OFFICER:** Officer Danie and Sgt. Babine continue to alter shifts for extra eyes during hours when thefts from vehicles are more prevalent. In addition to his normal duties, Officer Danie worked the tree lighting, attended a Christmas Party at the Children's Home and took part in shop with a cop. He is organizing the annual Skate with a Cop scheduled for February 1, 2020. He has been working with patrol on a disorderly residence on Summer Street, and has been assisting with the firearms training for new hires.

**COMP STAT:** Field activities have doubled since our prior reporting period and they are up significantly from this same month last year. Good proactive work was done with a search warrant on a vehicle where heroin and meth were located. Other arrests from stops included two marijuana cases and a couple drug related warrants as well as a Bench Warrant for prostitution.

There were 13 DWI arrests this period, two from proactive traffic enforcement. Tuesdays and Fridays between 2 and 4 PM reported the highest number of accidents. North Main, South Main and Farmington Road each had 9 reported accidents. There were 19 parking lot accidents.

Theft from motor vehicles is an on-going problem. All the vehicles have been unlocked, and most of the

items taken are not traceable. We have also tapped into the Neighborhood Ring app as a resource for attempting to identify people caught on Ring video in or around these incidents. We do have two suspects who were seen on a camera that we are looking for. Our POP Unit has adjusted hours to hit some of the areas at the times it is happening as well as attended neighborhood meetings. There were two garages broken into over the month, but these do not appear to be related. We solved and made an arrest in a business burglary case.

Drug Possession cases have been from accidents, warrants, DV arrests, Robbery arrests, kids at SHS, traffic stops, and DUI arrests. We have seen pills, heroin, meth, and marijuana in these cases. With OD's, they are still mostly what would appear to be opioid related. The two fatal situations are still waiting for toxicology to come back.

There were two robberies. One was at Service Credit Union and the other was drug related and not a random act. Arrests were made in both cases. Year to date the violent crimes are down 24%.

**COMMUNICATIONS:** The final specialist on Field training has been released to solo headset. We have one position to fill and a background is underway for that. The annual Project Good Morning event was held at Granite Steak and Grille. Their hospitality is very generous for this every year. The center is currently wear testing a wireless headset that seems to work very well and we will be ordering additional units.

**DIVERSION:** Teen night had 201 youth in December. Nicole is working with partners to bring a movie and conversation around the impact on youth of having incarcerated parents. This event is slated for February 21. It will allow service providers and community members to learn how best to help our youth, for the population of our community being raised by non-parental custodians.

Nicole continues to work with on the Juvenile Probation Transformation Certificate Program with the State team in developing the statewide plan be submitted January 10, 2020. This plan is to decrease the overutilization of probation and increase the amount of community based alternatives used to work with juveniles, including diversion. Staff will be working on this plan with the State over the next two years.

Staff met with Representative Gerri Cannon from Somersworth to provide information on what is and how juvenile court diversion works. Representative Cannon has submitted legislation to increase the utilization of diversion for first-time offenders and will be working with the State Juvenile Justice Transformation team to help champion that legislation.

**EMD USE:** Display and Deploy: One Display Only: One

**FINANCIAL/PURCHASING:** Our FY20 budget is overall in good shape in O&M lines. We have had to make transfers to the medical services line due to hiring this year. The cruiser maintenance line, typically one to watch, is in very good shape. The greater part of this month had been dedicated to the development of our FY21 operating and CIP budget. All of our entries are complete and in line with the mandate from the City Manager.

The online crime reporting software project remains on schedule and on track for a go-live date in March. We are still waiting for full council approval of the additional funding to complete the radio project, which the Finance committee approved in November. It is now scheduled for a vote on January 7<sup>th</sup>.



**HIRING:** We have just one full time police position remaining to be filled. The background is underway and expected to be completed in January.

**FORFEITURE SPENDING:** None

**HONOR GUARD:** The Honor Guard participated in the Annual Rochester Holiday Parade by providing a flag detail. The Honor Guard will also participate in the Battle of the Badges, C.H.a.D. game on March 15, 2020.

**HOUSING:** RPD and Rotary delivered holiday food boxes with Housing Staff. There were three resident Christmas breakfasts held as well. Several officers attended and mingled with housing residents. There were only 19 police related calls for service this month and 7 criminal background checks for new applicants.

**K-9:** This month the Rochester K-9 unit responded to five calls—four were tracks and one was a drug search. All of the tracks were in Rochester, and the drug search was at a school in Raymond.

**PROSECUTION - ADULT:** There were 289 new cases with 440 charges. There were 129 guilty pleas, 106 not guilty, 45 cases nol prossed. There were 120 who failed to appear, 12 found guilty by the court, 6 cases dismissed by the court and 4 cases placed on file.

**PROSECUTION - JUVENILE:** Juvenile prosecution had 10 petitions and five referred to diversion. There were 5 arraignments. There were twelve trials (9 pleas, 1 guilty, 2 failed to appear, or were continued). There were eleven hearings, (5 review, 4 violation, 1 show cause, 2 dispositional). One charge nol prossed for competency of juvenile. There were 15 Investigations or complaints /warrant for Bail Jumping from District Court, 1 Investigation or complaint/warrant for Theft from District Court, and 9 Motion to Impose suspended sentences or Motions to Bring case forward for trial.

Lt. Gould attended Teen Night and handled district court arraignments for Attorney Mitrushi on December 23. She attended a meeting related to the court pilot program for text messaging court dates.

**RENTAL PROPERTY OWNERS ASSOCIATION:** Lt. Bossi attended the Association meeting on December 5<sup>th</sup>. Lt. Bossi went over property crime information and numbers. He spoke about the increase in theft from motor vehicles in the month of November, and provided some crime prevention tips. Lt. Bossi informed them about the Ring Neighborhood app that allows them to see activity captured on Ring cameras in their neighborhoods, and answered some questions about cameras and providing video to the PD. Lt. Bossi spoke about the POP Unit and the types of things they will work on, and the benefits of the unit. The next meeting will be on January 9, 2020 at 8am at the Hellenic Center, 219 Long Hill Road in Dover.

**SCHOOL RESOURCE OFFICERS:** All of the School Resource Officers are teaching LEADS in their respective schools.

High School Highlights: Officer Jackson worked with the school regarding the surveillance cameras and addressing areas where the cameras need to cover. He provided a special needs student with a bicycle from the PD. He taught LEAD classes. He completed the monthly/daily security checks both inside and outside the building. He attended Teen night.

Middle School Highlights: Sgt. Deluca covered absences for the elementary school SRO for two weeks. He attended Teen night. He worked with specific students, teaching them common social ques, and worked with 12 different students regarding issues of interventions, stress issues for the students and ways to cope with it. Sgt. Deluca graduated 160 students from LEAD. He worked with the guidance department at the middle school on a fundraiser for underprivileged children for Christmas.

Elementary School Highlights: Off. Porfido has been working with McDonalds on a program to hand out gift cards to deserving students. He has been dealing with a couple of schools on issues involving students, including a student suspended. He has done school lunch consistently, and he has been working with a group of students to improve reading skills. He also assisted Patrol with a juvenile bullying matter that occurs when the student walks home after school.

Explorer Post: Officer Jackson

- Officer Jackson held 2 meetings this month. He has also started the process for re-chartering.

**TRAINING:** Officers' Miller, Bilodeau, and Flathers graduated from the NH Police Academy on 12/20/19. After some re-fresher in house training, they have started their field-training program. We expect them to finish their field training in early March. Recruits Colson and Knox have been working on several areas during their in house training prior to starting the academy on 1/6/20. Officer Marshall is in phase 2 of his field-training program and appears to be progressing positively through the program. While NH certified his experience was limited, therefore we are tailoring his training as if he had no prior experience to ensure we help him develop a solid foundation.

Respectfully Submitted,

Paul R. Toussaint  
Chief of Police

# Rochester Police Department

## November 2019 Comp Stat Report



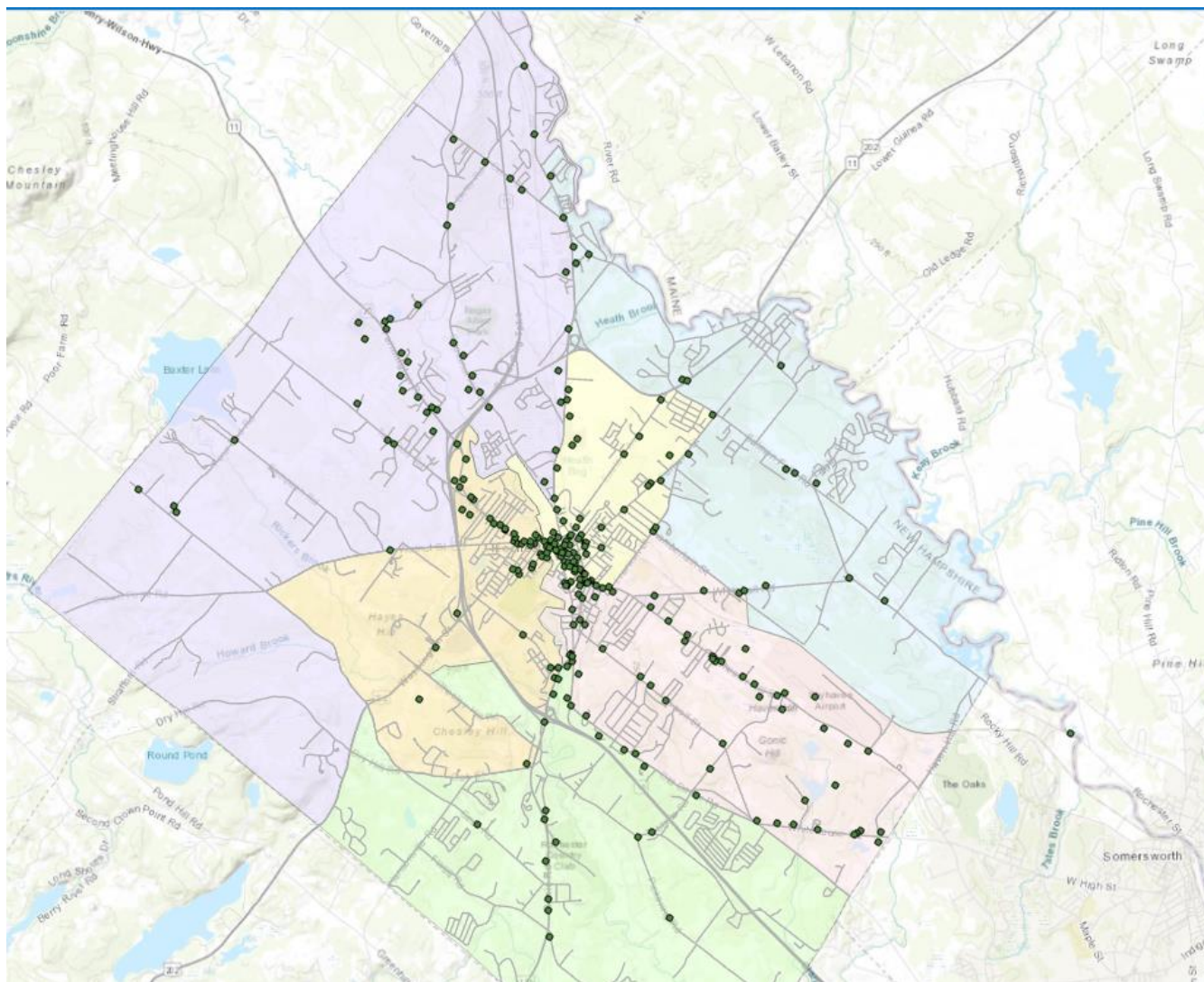
# Field Activities

Specific Crimes	Nov-19	Nov-18	% Change	Oct-19	% Change	Sep-19	YTD 19	YTD 18	% Change	YTD 17
Traffic Stops	555	306	81%	209	166%	345	4739	7246	-35%	5936
Arrests from Stops	32	20	60%	14	129%	20	240	295	-19%	207
Summons	9	7	29%	11	-18%	17	212	459	-54%	370
Warnings	494	267	85%	176	181%	294	4100	6254	-34%	5156
No Action	14	9	56%	5	180%	12	159	193	-18%	156
Accidents	102	111	-8%	93	10%	82	999	866	15%	1020
Summons from ACs	6	2	200%	6	0%	2	33	28	18%	29
Arrests from ACs	6	8	-25%	1	500%	3	49	42	17%	70
Field Interviews	3	2	50%	1	200%	9	99	122	-19%	161
DWI	13	8	63%	10	30%	9	89	57	56%	74
Narcotics	4	1	100%	4	0%	1	21	41	-49%	32
Alcohol	9	7	29%	6	50%	8	69	41	68%	42
DWI from Accidents	5	6	-17%	7	-29%	1	30	18	67%	28

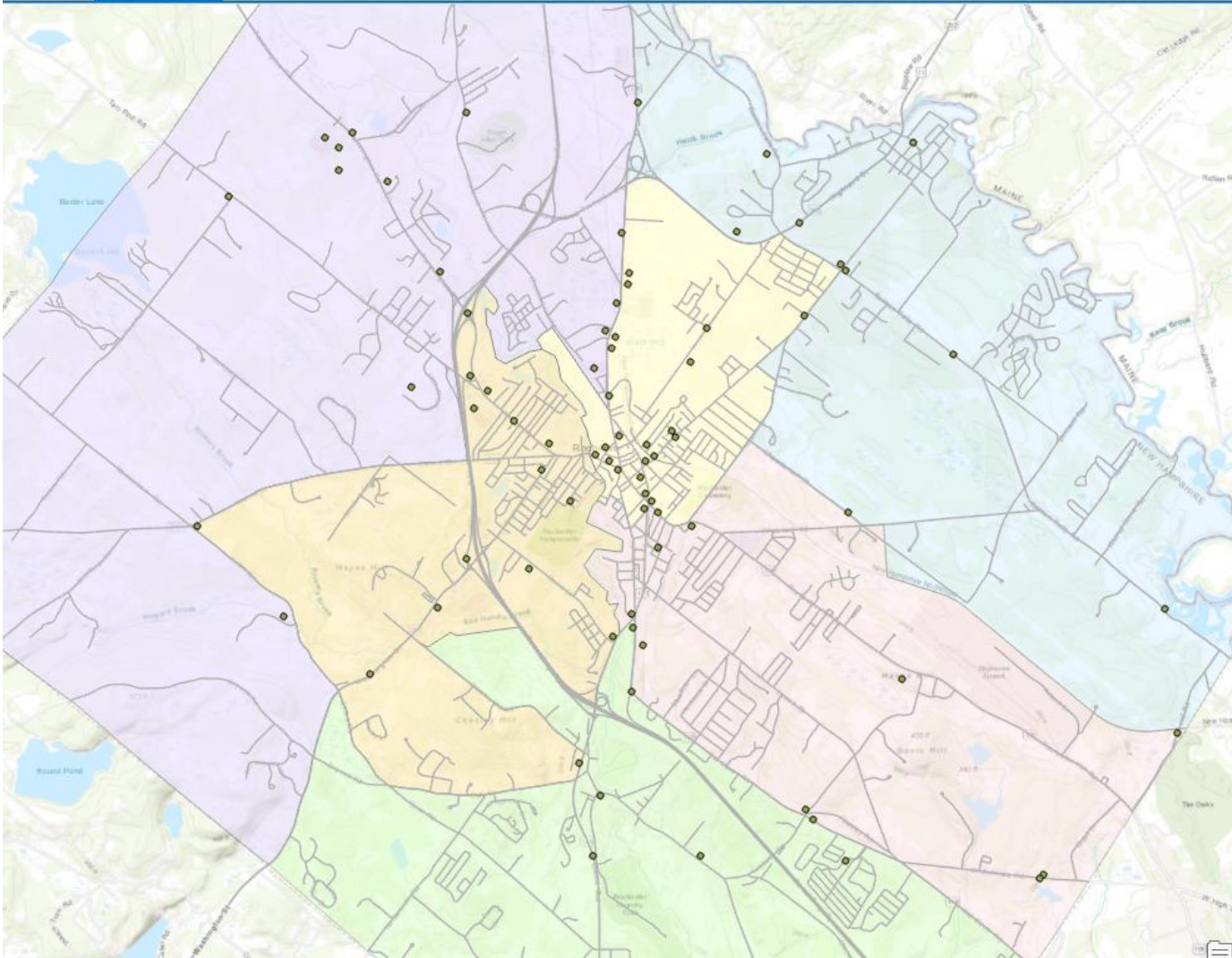
## Traffic Stops

- 555 Traffic Stops.
- 32 Arrests
- 9 Summons
- 494 Warnings

Continued trend of majority of traffic stops occurring in high density, downtown area.

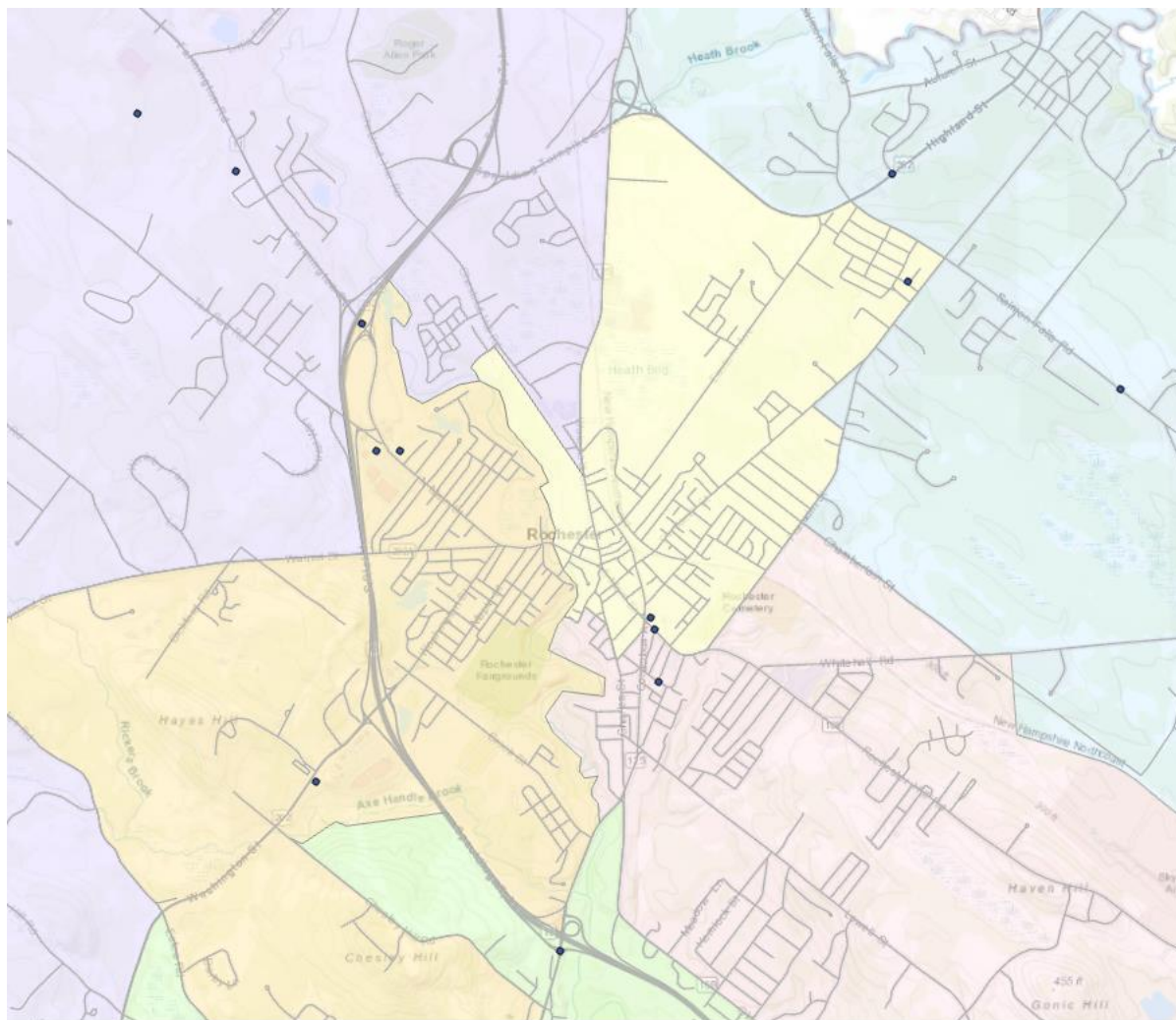






## Motor Vehicle Crashes

- 102 total crashes
- Several accidents involving struck deer  
none w/reported injuries (other than the deer)
- 5 reported crashes that resulted in DWI arrests.
- Continued trend of parking lot accidents at many of the stores around town.



### **13 DWI arrests**

- 7 arrests result of welfare check
- 4 arrests result of traffic accident
- 2 arrest result of motor vehicle stop
- No identifiable trend
- 1 individual claimed she was drinking at 99 Restaurant in Dover. She was located during a welfare check.
- 1 individual claimed she was drinking at Smokey's, her incident resulted in a crash.
- 1 individual had been drinking at home and drove to McDonalds where he was apprehended after a welfare check.

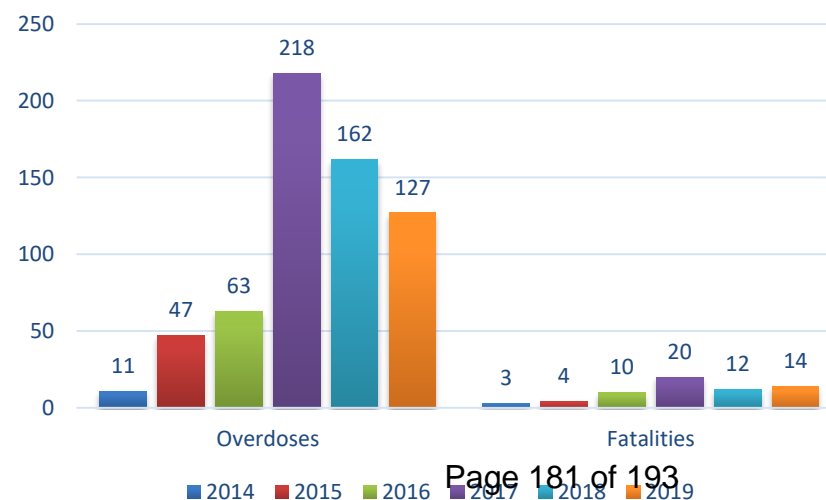
# Property Crimes

All Incident Reports												
Specific Crimes	Nov-19	Nov-18	% Change	Oct-19	% Change	Sep-19	YTD 19	YTD 18	% Change	YTD 2019 Closure Rate	YTD 2018 Closure Rate	YTD 17
Burglary	4	6	-33%	4	0%	8	97	75	29%	16%	15%	102
Shoplifting	11	17	-35%	17	-35%	18	200	203	-1%	93%	84%	241
Theft from a Building	22	13	69%	19	16%	10	191	198	-4%	27%	13%	200
Theft from M/V (including Parts)	27	9	200%	13	108%	16	240	178	35%	4%	4%	203
All Other Theft	10	12	-17%	20	-50%	19	182	142	28%	7%	10%	135
M/V Theft	2	1	100%	3	-33%	2	34	47	-28%	18%	26%	26
Vandalism	28	24	17%	31	-10%	39	392	401	-2%	28%	32%	398
<b>Total Property</b>	<b>104</b>	<b>82</b>	<b>27%</b>	<b>107</b>	<b>-3%</b>	<b>112</b>	<b>1336</b>	<b>1244</b>	<b>7%</b>	<b>29%</b>	<b>28%</b>	<b>1305</b>
Arrests												
Specific Crimes	Nov-19	Nov-18	% Change	Oct-19	% Change	Sep-19	YTD 19	YTD 18	% Change			YTD 17
Burglary	1	0	0%	1	0%	0	16	11	45%			15
Shoplifting	10	12	-17%	10	0%	11	186	171	9%			150
Theft from a Building	12	5	140%	3	300%	7	52	25	108%			39
Theft from M/V (including Parts)	0	2	-100%	0	0%	0	9	7	29%			11
All Other Theft	0	1	-100%	0	0%	3	12	14	-14%			16
M/V Theft	0	1	-100%	0	0%	0	6	12	-50%			6
Vandalism	10	8	25%	13	-23%	8	110	129	-15%			118
<b>Total Property</b>	<b>33</b>	<b>29</b>	<b>14%</b>	<b>27</b>	<b>22%</b>	<b>29</b>	<b>391</b>	<b>369</b>	<b>6%</b>			<b>355</b>



# Drug Incidents

All Incident Reports												
Specific Crimes	Nov-19	Nov-18	% Change	Oct-19	% Change	Sep-19	YTD 19	YTD 18	% Change	YTD 2019 Closure Rate	YTD 2018 Closure Rate	YTD 17
Possession	12	15	-20%	13	-8%	13	124	158	-22%	84%	89%	179
Drug Events	14	N/A	N/A	64	-78%	52	354	N/A	N/A			N/A
Overdoses	9	9	0%	8	13%	10	118	162	-27%			218
Fatal	2	2	0%	0	0%	2	10	12	-17%			20
<b>Total Drug</b>	<b>35</b>	<b>24</b>	<b>46%</b>	<b>77</b>	<b>-55%</b>	<b>65</b>	<b>478</b>	<b>320</b>				<b>417</b>
Arrests												
Specific Crimes	Nov-19	Nov-18	% Change	Oct-19	% Change	Sep-19	YTD 19	YTD 18	% Change			YTD 17
Possession	9	15	-40%	9	0%	12	104	141	-26%			167



# Violent Crimes

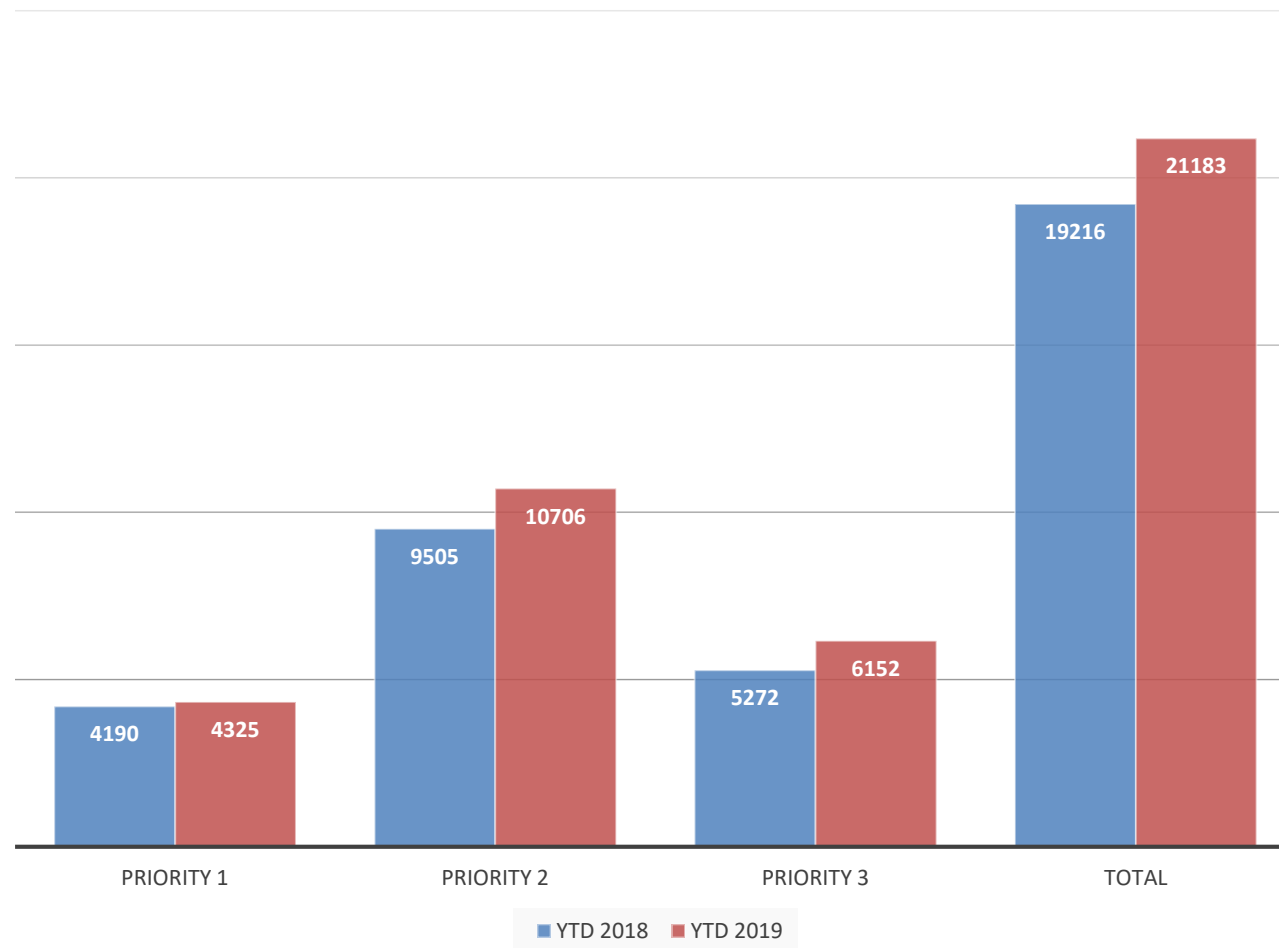
All Incident Reports												
Specific Crimes	Nov-19	Nov-18	% Change	Oct-19	% Change	Sep-19	YTD 19	YTD 18	% Change	YTD 2019 Closure Rate	YTD 2018 Closure Rate	YTD 17
Homicide	0	0	0%	0	0%	0	0	2	-100%	0%	0%	0
Robbery	2	1	100%	2	0%	1	9	15	-40%	44%	53%	24
Aggravated Assault	3	10	-70%	4	-25%	4	50	69	-28%	58%	61%	70
<i>from DV*</i>	1	8	-88%	3	-67%	1	17	34	-50%	82%	44%	32
Simple Assault	22	34	-35%	38	-42%	39	339	435	-22%	62%	49%	444
<i>from DV*</i>	8	17	-53%	23	-65%	29	185	234	-21%	71%	48%	198
<b>Total Violent</b>	<b>27</b>	<b>45</b>	<b>-40%</b>	<b>44</b>	<b>-39%</b>	<b>42</b>	<b>398</b>	<b>521</b>	<b>-24%</b>	<b>41%</b>	<b>41%</b>	<b>538</b>
Arrests												
Specific Crimes	Nov-19	Nov-18	% Change	Oct-19	% Change	Sep-19	YTD 19	YTD 18	% Change			YTD 17
Homicide	0	0	0%	0	0%	0	1	0	0%			0
Robbery	2	1	100%	0	0%	0	4	8	-50%			9
Aggravated Assault	1	6	-83%	3	-67%	1	29	42	-31%			46
<i>from DV*</i>	1		0%	3	-67%	1	14	15	-7%			21
Simple Assault	12	24	-50%	22	-45%	22	210	211	0%			203
<i>from DV*</i>	6		0%	16	-63%	19	132	113	17%			103
<b>Total Violent</b>	<b>15</b>	<b>31</b>	<b>-52%</b>	<b>25</b>	<b>-40%</b>	<b>23</b>	<b>244</b>	<b>261</b>	<b>-7%</b>			<b>258</b>

# 2019 Threshold

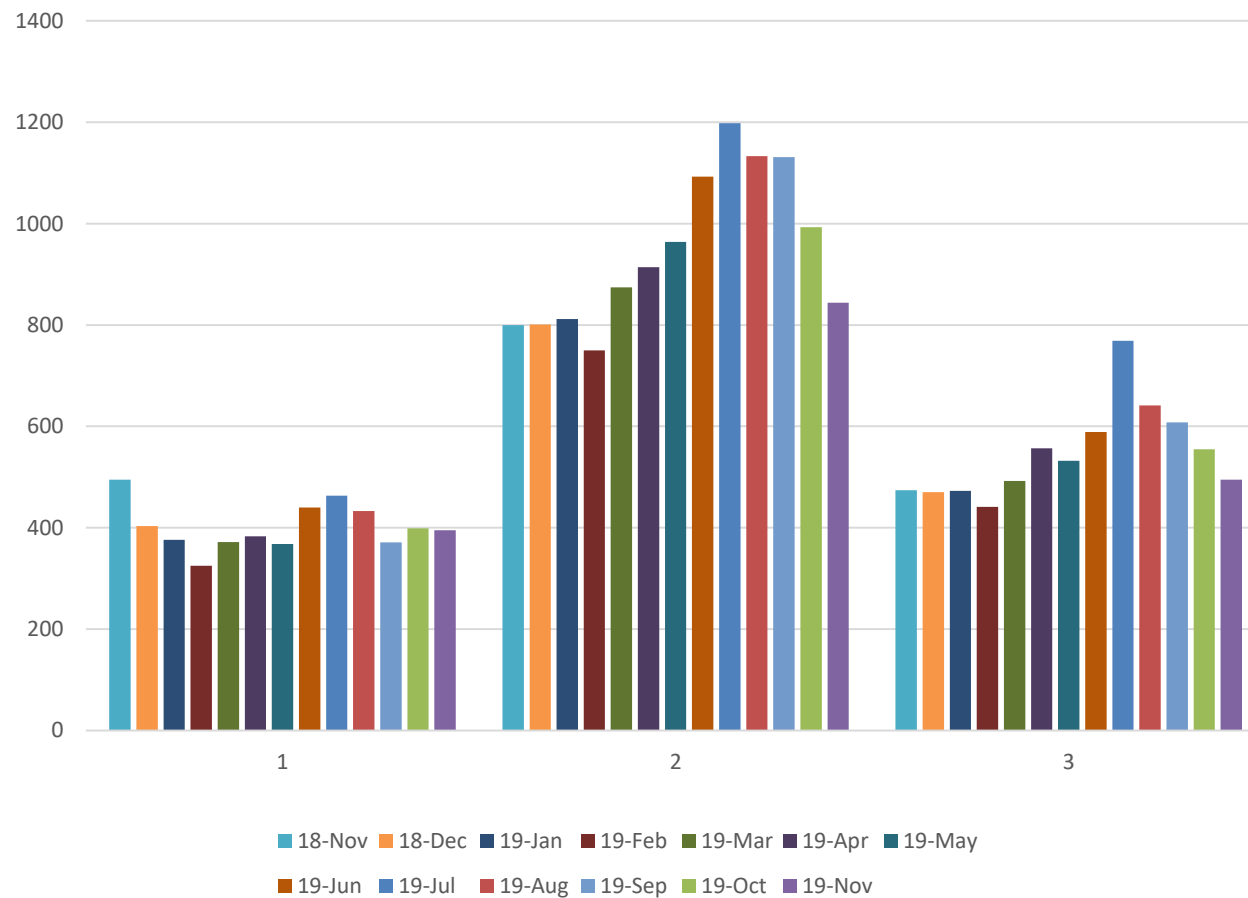
01/16/2020

Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	86	72-100	102	Slightly High
Traffic Stop	772	426-1118	555	Normal
DWI	7	5-10	13	Slightly High
Robbery	2	0-3	2	Normal
Aggravated Assault	6	3-8	3	Normal
Simple Assault	39	30-47	22	Low
Burglary	9	5-13	4	Slightly Low
Shoplifting	24	17-31	11	Low
Theft from Building	18	11-25	22	Normal
Theft from MV	16	7-25	24	Normal
MV Theft	3	1-5	3	Normal
Vandalism	35	27-43	28	Normal
Possession	16	10-21	12	Normal
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	46	36-56	27	Low
Property	123	94-151	102	Normal

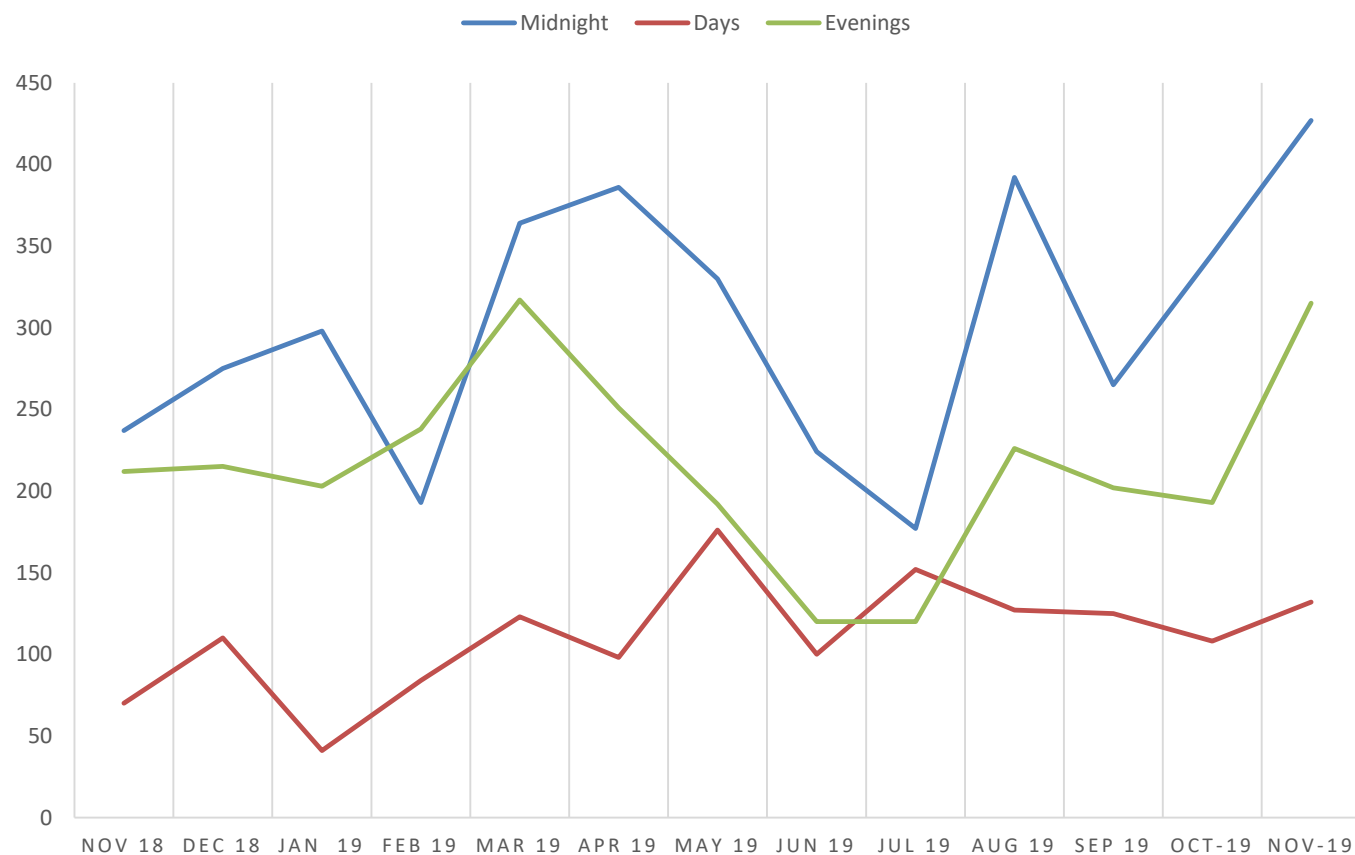
## Calls for Service 2018 v 2019



# Calls for Service by Month 2019



# Month 2019 Proactive Hours by Shift



## DV COMPSTAT

### November 2019

#### Breakdown of Domestic Violence cases for the month of November:

Misdemeanor Arrests: 15. Of those 15, two cases involved non-arrest calls for service in the preceding 12 months. Both were intimate partner cases.

Felony Arrests: 3. Of those 3, one involved a non-arrest call for service in the preceding 12 months. This was a familial case (adult brothers).

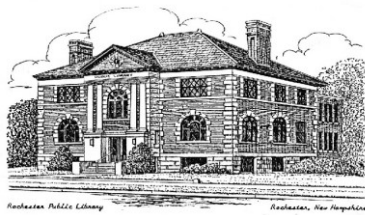
No-arrest: 11.

Total Cases: 29



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

01/16/2020

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**

### **December 2019**

There were a total of 12,609 items circulated with 10,455 people visiting the library in the month of December. One hundred twenty-eight patrons used the library's Internet computers for 366 hours. Current number of patron registrations is 39,590. Interlibrary loan activity included 80 materials borrowed from other libraries and 192 loaned to other libraries.

The Children's Room was happy to host Santa for 118 excited children. Santa was available for a quick chat and photo-op for all in attendance. To make the wait to see Santa a little more fun, the crafty children's room staff helped 103 children create Wood Bead Snowman Ornaments to bring home and put on their trees.

On December 13<sup>th</sup>, after the library closed for the day the Children's Room was pleased to host a Sensory Friendly Santa Visit. This program was designed for families that include individuals with autism spectrum disorders or other special needs. Attendance was made by appointment. Dimmed lights, no music and low-key activities while waiting to meet Santa made for a successful event.

On December 7<sup>th</sup>, the library was pleased to present Yoga for Transitions with yoga instructor Naomi Kaplan. This workshop helped patrons become prepared to transition into the cooler, darker months of the year. Focusing on finding light and cultivating change, participants practiced yoga on and off the mat leaving them with the tools to practice anywhere.

December 11<sup>th</sup>, the library hosted an adult "Make It & Take It" program with healthy lifestyle coach Cindy Simon. Participants learned about the healing properties of essential oils, made an aromatherapy healing face mask, and a soothing foot cream. Oils included a wide variety to calm, heal, energize, de-stress, help with dry, mature, blemished or fatigued skin, and achy feet. Participants went home with their own home-made lotions.

Library patrons and staff collected 28 bags of food for Gerry's Food Pantry in December.

In addition to the print versions of available books, 273 of our library patrons downloaded 1,337 e-books to media devices through the library's web site this month. The RPL website also enabled 14 patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 298 digital downloads from Hoopla.

Trustees meet on January 21<sup>st</sup> in the Rose Room of the library at 6pm.

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City Clerk's Office

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**City of Rochester Tax Collector's Office**  
**December 31, 2019**

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2019	Warrant	66,169,796	45,340,764.28	68.52%	20,829,031.72	31.48%
2018		63,834,824	63,076,531.67	98.81%	758,292.33	1.19%
2017		60,524,791	60,049,220.83	99.21%	475,570.17	0.79%
2016		58,196,003	57,999,545.91	99.66%	196,457.09	0.34%
2015		56,938,119	56,810,741.53	99.78%	127,377.47	0.22%
2014		55,068,779	54,990,085.62	99.86%	78,693.38	0.14%
2013		53,324,262	53,258,869.96	99.88%	65,392.04	0.12%
2012		50,952,912	50,913,810.17	99.92%	39,101.83	0.08%
2011		48,856,892	48,819,300.06	99.92%	37,591.94	0.08%
2010		47,308,832	47,277,537.27	99.93%	31,294.73	0.07%
2009		46,898,827	46,869,637.88	99.94%	29,189.12	0.06%
2008		46,522,769	46,506,149.20	99.96%	16,619.80	0.04%
2007		42,964,450	42,950,728.26	99.97%	13,721.74	0.03%
2006		40,794,160	40,785,526.57	99.98%	8,633.43	0.02%
2005		38,024,453	38,017,139.15	99.98%	7,313.85	0.02%
2004		36,065,496	36,058,043.14	99.98%	7,452.86	0.02%
2003		33,310,579	33,305,001.65	99.98%	5,577.35	0.02%
2002		29,725,878	29,720,692.63	99.98%	5,185.37	0.02%
2001		26,943,136	26,937,802.91	99.98%	5,333.09	0.02%
2000		25,415,248	25,411,043.45	99.98%	4,204.55	0.02%
1999		22,973,308	22,969,992.33	99.99%	3,315.67	0.01%
1998		30,592,529	30,587,901.82	99.98%	4,627.18	0.02%
1997		29,835,914	29,831,457.52	99.99%	4,456.48	0.01%
1996		27,726,424	27,722,073.99	99.98%	4,350.01	0.02%
1995		27,712,029	27,709,191.61	99.99%	2,837.39	0.01%
1994		26,989,803	26,987,206.62	99.99%	2,596.38	0.01%
1993		25,611,050	25,608,622.48	99.99%	2,427.52	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>22,770,217.53</b>	

Tax Collector  
Doreen Jones, CTC

CSS Count FY 20		
Month	Total \$\$	# of Payments
July	\$ 832,265.53	656
Aug	\$ 86,735.97	451
Sept	\$ 133,727.95	391
Oct	\$ 99,634.76	446
Nov	\$ 55,408.66	288
Dec	\$ 349,963.17	584
Jan		
Feb		
Mar		
Apr		
May		
June		
<b>Totals</b>	<b>\$ 1,557,736.04</b>	<b>2816</b>

#### Online Credit Card Payments (Citizen Self Service)

Doreen Jones, CTC  
Tax Collector

## Rochester, New Hampshire Inter office Memorandum

**TO:** Blaine Cox  
City Manager

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

**SUBJECT:** Analysis of Direct Assistance for December 2019.

**DATE:** January 8, 2020.

This office reported 163 formal interview notes for the month of December.

Voucher amounts issued were as follows:

	<u>36</u> <u>Families</u> <i>8 new</i>	<u>21</u> <u>Single</u> <i>10 new</i>
Burial.....	.00	1,300.00
Dental.....	.00	.00
Electricity.....	1,508.86	411.43
Food .....	.00	.00
Fuel heating.....	.00	127.95
Mortgage.....	.00	.00
Prescriptions .....	.00	5.86
Rent.....	7,100.00	4,695.00
Temporary Housing .....	5,514.00	350.00
Transportation.....	<u>12.00</u>	<u>.00</u>
<b>TOTAL</b>	<b>\$12,626.00</b>	<b>\$6,478.81</b>

This represents an average cost per case/family of \$350.72 and case/Individual of \$308.51 for this month.

Total vouchers issued: \$19,754.81

There was an increase of \$7,172.46 in assistance issued this month compared to December 2018. There was an increase of \$6,513.49 in vouchers issued this month compared to last month.

We received reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaling \$0

### NOTES

Increased Rochester market rental costs and decreased family homeless shelter availability has resulted in increased rental and temporary housing assistance (motels.) The Welfare Department continues to work internally to minimize outside factor increases.