



City of Rochester, NH
Preamble for May 19, 2020 City Council Public Hearing
Special Meeting and Committee of the Whole Budget Workshop

Good Evening, as Chairperson of the (City Council, Planning Board, Police Commission, ZBA, etc), I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

a.) **Providing public access to the meeting by telephone:** At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. Some meetings will allow live public input, however you must have pre-registered online, otherwise, the meeting will be set to allow the public to "listen-in" only, and there will be no public comment taken during the meeting. [Public Input Registration](#)

Phone number: 857-444-0744

Conference code: 843095

b.) **Public Access Troubleshooting:** If any member of the public has difficulty accessing the meeting by phone, please email PublicInput@RochesterNH.net or call 603-332-1167.

c.) **Public Input:** Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, when permitted, with the City Council (Public Hearing and/or Workshop settings) are encouraged to do so by the following methods:

- **Mail:** City Clerk/Public Input, 31 Wakefield Street, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
- **email** PublicInput@rochesternh.net (*must be received no later than 4:00 pm of meeting date*)
- **Voicemail** 603-330-7107 (*must be received no later than 12:00 pm on said meeting date in order to be transcribed*)

Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

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City Clerk's Office

d.) **Roll Call:** Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name (and/or ward), also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. (Additionally, Council members are required to state their name and ward each time they wish to speak.)

**City Council Public Hearing
May 19, 2020
Council Chambers
6:30 PM**

Agenda

- 1. Call to Order**
- 2. Resolution Authorizing and Approving Fiscal Year 2020 – 2021 Capital Budget for the City of Rochester and Authorizing Borrowing in Connection Therewith P. 9**
- 3. Resolution Approving Fiscal Year 2020 – 2021 Operating Budget for the City of Rochester P. 11**
- 4. Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Department of Public Works (DPW) Sewer Capital Improvements Plan (CIP) Fund for National Pollution Discharge Elimination System (NPDES) Permit Technical and Legal Assistance in an amount not to exceed \$600,000.00 P. 13**
- 5. Adjournment**

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City Clerk's Office

**City Council Special Meeting
May 19, 2020
Council Chambers
*Immediately following the Public Hearing***

Agenda

- 1. Call to Order**
 - 2. Roll Call**
 - 3. Resolution Authorizing Transfer from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund in the amount of \$1,664,787.00 *second reading and consideration for adoption* P. 19**
 - 4. Adjournment**
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**Rochester City Council Workshop
May 19, 2020
Council Chambers
*Immediately following the Special Meeting***

Agenda

- 1. Call to Order**
- 2. Public Input**
- 3. Communications from the City Manager**
- 4. Communications from the Mayor**
- 5. Debt Service Update**
- 6. CIP Budget Presentations (Continued)**
 - 6.1. Department of Public Works**
 - 6.2. Fire Department**

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City Clerk's Office

7. **Discussion:** Budget Adjustments
8. Department Reports P. 25
9. Other
10. Non-Public/Non-Meeting
 - 10.1. Non-Public Session – Land, RSA 91-A:3, II (d)
11. Adjournment

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City Clerk's Office

Resolution Authorizing and Approving Fiscal Year 2020-2021 Capital Budget for the City of Rochester and Authorizing Borrowing in connection therewith

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

That the capital budget for the City of Rochester for fiscal year 2020-2021 (July 1, 2020 to June 30, 2021) in the total amount specified in **Exhibit A** annexed hereto, be, and hereby is, authorized and appropriated, and, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, is hereby authorized to arrange borrowing to finance a portion of said capital budget appropriation as identified on **Exhibit A** annexed hereto.

The aforementioned borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter. The useful lives of the capital projects for which borrowing is authorized by this resolution shall be more particularly set forth in the "City of Rochester, New Hampshire, Proposed CIP Budget, Fiscal Year 2021 (July 1, 2020 – June 30, 2021), as amended.

PROPOSED 2020-2021 CAPITAL BUDGETS-EXHIBIT A**CAPITAL BUDGET SUMMARY****Proposed Capital Appropriations:**

City	\$	8,567,000
School	\$	2,179,500
Water Works	\$	1,675,000
Sewer Works	\$	1,960,000
Arena	\$	-
Community Center	\$	-
Tax Incremental Financing Districts	\$	-
Total Appropriations	\$	14,381,500

Source of Revenues**General Fund**

Bonding and/or other Borrowing	\$	8,874,500
Operating Budget	\$	1,845,000
Other Sources	\$	27,000
Subtotal General Fund Revenues	\$	10,746,500

Enterprise Funds & Tax Incremental Financing Districts

Bonding and/or other Borrowing	\$	3,170,000
Operating Budget	\$	465,000
Subtotal Enterprise Funds & Tax Incremental Financing Revenues	\$	3,635,000

Total Revenues

\$	14,381,500
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**Resolution Approving Fiscal Year 2020-2021 Operating Budget for the
City of Rochester**

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

That a twelve (12) month operating budget for the City of Rochester be, and hereby is, approved and appropriated for the period beginning July 1, 2020 and ending June 30, 2021 in the amounts and for the purposes more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2021 (July 1, 2020 - June 30, 2021), as amended, the provisions of which are incorporated herein by reference thereto by attached **Exhibit A**.

This budget may be reconsidered before the tax rate is set if City, School and/or County revenues are changed by the State of New Hampshire or by the Federal Government. The budget appropriations contained in this Resolution are predicated upon projected revenues as more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2021 (July 1, 2020 - June 30, 2021), as amended, the provisions of which are incorporated herein by reference thereto.

PROPOSED 2020-2021 OPERATING BUDGET-EXHIBIT A**OPERATING BUDGET SUMMARY****Proposed Appropriations:**

City	\$	33,076,916
City Grants & Special Revenues	\$	70,000
Community Center	\$	889,241
County Tax	\$	6,941,353
Overlay *	\$	350,000
Estimated Veteran's Credits *	\$	675,125
State Property Tax	\$	5,160,517
School	\$	72,715,554
School Federal Grants	\$	3,210,000
School Lunch	\$	1,900,000
Water Works	\$	6,760,052
Sewer Works	\$	8,356,303
Arena	\$	408,531
Tax Incremental Financing Districts	\$	1,218,358
Sub Total	\$	141,731,950

Proposed Revenues:

City	\$	10,548,884
Use of Fund Balance	\$	1,000,000
City Grants and Donations	\$	70,000
Community Center	\$	889,241
School	\$	39,212,470
School Federal Grants	\$	3,210,000
School Lunch	\$	1,900,000
Water Works	\$	6,760,052
Sewer Works	\$	8,356,303
Arena	\$	408,531
Tax Incremental Financing Districts	\$	1,218,358
Amount to be Raised by Taxes *	\$	68,158,111
Sub Total	\$	141,731,950

**Resolution for Supplemental Appropriation and Authorizing Borrowing Authority
Pursuant to RSA 33:9 to the Department of Public Works (DPW) Sewer Capital
Improvements Plan (CIP) Fund for National Pollution Discharge Elimination System
(NPDES) Permit Technical and Legal Assistance in an amount not to exceed \$600,000.00**

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

That the Mayor and City Council of the City of Rochester hereby appropriate an amount not to exceed Six Hundred Thousand Dollars (\$600,000.00) to the DPW Sewer CIP Fund for the purpose of paying costs associated with procuring technical and legal assistance related to the NPDES Permit, and further;

In accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby is authorized to borrow the sum of Six Hundred Thousand Dollars (\$600,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate

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

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City Clerk's Office



05/14/2020

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

AGENDA BILL - FUNDING RESOLUTION**EXHIBIT**Project Name: Date: Fiscal Year:

Fund (select):

GF Water Sewer Arena CIP Water CIP Sewer CIP Arena CIP Special Revenue Fund Type: Lapsing Non-Lapsing **Deauthorization**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From
To

If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

Resolution Authorizing Transfer from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund in the amount of \$1,664,787.00

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

Pursuant to New Hampshire RSA Chapter 34, that One Million Six Hundred Sixty Four Thousand Seven Hundred Eighty Seven Dollars (\$1,664,787.00) be, and hereby is, transferred from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund, which was created by the City Council by way of Resolution on December 15, 2015.

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

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City Clerk's Office



05/14/2020

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 Supplemental Appropriation - School Building Capital Reserve Fund

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☒ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	03/03/2020		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	01/31/2020		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

COMMITTEE SIGN-OFF

COMMITTEE	NA
CHAIR PERSON	NA

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE DEPARTMENT APPROVAL	
SOURCE OF FUNDS	General Fund Unassigned Fund Balance
ACCOUNT NUMBER	17040051-593011-205xx
AMOUNT	\$1,664,787.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Council Action Required
Public Hearing Required

RSA 34:1 (Capital Reserve Funds) and School Building Fund resolution adopted by City Council on December 15, 2015.

SUMMARY STATEMENT

Transfer of funds from the City's General Fund "Unassigned Fund Balance" to the City's School Building Capital Reserve Fund.

The General Fund Unassigned Fund Balance "surplus" for Fiscal Year 2019 was \$4,742,193 as confirmed by the Independent Auditor and set forth on page 46 of the FY19 audited financial statements.

The School Building Fund stipulates "The City Council ... may ... transfer to such fund ...not more than 1/2 of its ... surplus ... after the annual audit presentation by the independent auditor ..."

1/2 of the Fiscal Year 2019 surplus is \$2,371,096.

RECOMMENDED ACTION

Council authorization to transfer \$1,664,787 from the General Fund Unassigned Fund Balance to the City's School Building Capital Reserve Fund.

AGENDA BILL - FUNDING RESOLUTION**EXHIBIT**Project Name: Date: Fiscal Year:

Fund (select):

GF ☒ Water ☐ Sewer ☐ Arena ☐CIP ☐ Water CIP ☐ Sewer CIP ☐ Arena CIP ☐Special Revenue ☒ ***School Building Capital Reserve Fund***Fund Type: Annual Lapsing ☒ Multi-year Non-Lapsing ☐**Deauthorization**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	17040051	593011	205xx	-	-	1,664,787.00
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	11081	406101		-	-	1,644,787.00
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From
To

If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced ☐Funds will be returned ☐

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City Clerk's Office

April Department Reports:

- 8.1 Assessor's Office P. 27**
- 8.2 Building, Zoning, and Licensing Services P. 29**
- 8.3 City Clerk's Office P. 33**
- 8.4 Department of Public Works P. 37**
- 8.5 Economic & Community Development P. 45**
- 8.6 Finance Office P. 53**
- 8.7 Planning & Development Department P. 63**
- 8.8 Recreation & Arena P. 67**
- 8.9 Rochester Fire Department P. 69**
- 8.10 Rochester Police Department P. 73**
- 8.11 Rochester Public Library P. 87**
- 8.12 Tax Collector's Office P. 89**
- 8.13 Welfare Department P. 91**

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City Clerk's Office



City of Rochester, New Hampshire

Assessor's Office

19 Wakefield Street

Rochester, New Hampshire 03867-1915

(603) 332-5109

Email: assessor@rochester.net

Web Site: www.rochesternh.net

May 12, 2020

To: City Manager/Council

From: Jonathan Rice, Assessing

Subject: April Council Report

Revenue Received/Collection Warrants issued:

Property Record Cards & Map Copies	\$ 0
Timber Tax Warrant	\$ 763.16

- Building permit related inspections have been completed for first issue tax billing.
- Abatement applications continue to be reviewed and processed.
- All exemption and credit for first issue tax billing have been processed. Since the application deadline for exemptions and credits was extended from April 15, 2020 to June 15, 2020, we will continue to process additional applications for second issue tax billing.
- All preliminary (first issue) tax bill assessing data (CAMA, exports, reports, etc.) were shared with the Finance Department for billing on April 30, 2020. The CAMA was shared 2 weeks earlier than what is typically requested. There have been a few software glitches along the way but we are collectively working through these challenges. We anticipate a preliminary tax bill warrant to be processed in May.
- Remote assessing operations continue in response to the ongoing pandemic and requirement for social distancing.
- Field inspections are being conducted from the street only, unless owner approval is granted for exterior only inspections.
- We continue to work with the City Manager to prepare our building, operations and department for a targeted May 27, 2020 opening to the public.

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City Clerk's Office

End of Month Council Report

05/14/2020

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 April 2020 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	April 2020	Year to Date
Building Permits	\$11,639.00	\$268,895.80
Electrical Permits	\$6,738.00	\$36,641.00
Gas Permits	\$0.00	\$0.00
Plumbing Permits	\$1,231.00	\$14,270.00
Zoning Permits	\$507.95	\$3,403.75
FireSuppression Permits	\$0.00	\$337.00
FireAlarm Permits	\$145.00	\$3,314.00
Sprinkler Permits	\$397.00	\$8,704.00
Mechanical Permits	\$3,809.00	\$36,096.00
Food_Milk Licenses	\$200.00	\$6,276.50
Taxi Licenses	\$0.00	\$800.00
General Licenses	\$0.00	\$3,280.00
Net Revenue	\$24,666.95	\$382,018.05

End of Month Council Report

05/14/2020

Building Permit Detail

New Permits		April 2020		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	4	\$608,500.00
	Addition - Residential	0	\$0.00	6	\$279,000.00
	Alteration - Residential	7	\$44,387.00	67	\$1,766,940.00
	Alterations- Non Residential	0	\$0.00	22	\$1,982,932.00
	Apartment	0	\$0.00	10	\$8,056,022.00
	Barn	0	\$0.00	3	\$180,000.00
	Building - Non-Residential	0	\$0.00	5	\$34,284,738.00
	Condo	0	\$0.00	0	\$0.00
	Deck	2	\$8,300.00	59	\$344,340.00
	Demolition	2	\$4,500.00	25	\$152,190.00
	Fence	5	\$14,798.00	42	\$199,291.61
	Footing/ Foundation	5	\$13,000.00	46	\$307,421.00
	Garage	1	\$16,120.00	17	\$455,420.00
	Impact Fees	0	\$0.00	0	\$0.00
	Manufactured Home	1	\$231,000.00	15	\$1,241,662.00
	New Home	1	\$150,000.00	36	\$6,174,287.00
	Other	1	\$11,600.00	11	\$249,856.00
	Pool - Above Ground	0	\$0.00	5	\$46,750.00
	Pool - In Ground	0	\$0.00	3	\$92,350.00
	Repair/Replace - Non-Residential	2	\$36,257.00	10	\$1,548,957.00
	Repair/Replace - Residential	5	\$39,400.00	33	\$282,341.17
	Roofing	15	\$460,082.00	94	\$2,011,872.00
	Shed	4	\$13,500.00	35	\$114,554.50
	Siding	1	\$1,500.00	11	\$70,248.92
	Sign	3	\$63,232.00	19	\$147,997.00
	Windows	6	\$25,913.00	41	\$307,331.00
Electrical Permits	Electrical Underground	0	\$0.00	4	\$422,200.00
	Generator	1	\$9,300.00	21	\$146,033.00
	Low Voltage	0	\$0.00	4	\$81,000.00
	Meters	5	\$9,900.00	9	\$86,400.00
	Service	3	\$3,325.00	28	\$356,132.97
	Solar Electric System	2	\$29,110.00	15	\$235,498.00

End of Month Council Report

05/14/2020

	Temp Service	0	\$0.00	0	\$0.00
	Wiring	19	\$360,785.00	288	\$3,901,751.96
FireAlarm Permits	Fire Alarm Permit	0	\$0.00	20	\$278,020.00
FireSuppression Permits	Fixed Fire Suppression System	0	\$0.00	2	\$23,600.00
Mechanical Permits	Air Conditioning	7	\$77,053.00	46	\$467,867.00
	Furnace/Boiler	11	\$180,810.00	172	\$1,909,894.00
	Gas Line	0	\$0.00	21	\$21,970.00
	Gas Piping	4	\$24,140.00	50	\$149,249.00
	Heating	4	\$91,898.00	51	\$1,159,334.00
	Hot Water Heater	0	\$0.00	21	\$60,324.00
	Mechanical Underground	0	\$0.00	1	\$900.00
	Other	0	\$0.00	8	\$363,200.00
	Pressure Testing	0	\$0.00	16	\$6,100.00
	Propane Tank	3	\$2,200.00	97	\$47,307.00
	Sheet Metal Work	0	\$0.00	0	\$0.00
	Tank Installation	2	\$675.00	54	\$119,348.08
	Ventilation	0	\$0.00	11	\$77,620.00
Plumbing Permits	Plumbing	11	\$124,703.00	134	\$1,599,852.00
	Water Heater	2	\$1,813.00	11	\$20,233.00
Sprinkler Permits	Fire Sprinkler Systems	0	\$0.00	30	\$660,913.00
	Total Permit Issued	135	\$2,049,301.00	1733	\$73,099,748.21



City of Rochester, New Hampshire

Department of Building, Zoning & Licensing Services

ZONING MONTHLY REPORT - APRIL 2020

New Cases:

Z-20-05 Norman & Stacia Vetter applicants seeks a *Special Exception* from section 23(2)(a)(1) of the Zoning Ordinance to permit a detached accessory apartment.

Location: 19 Sheepboro Rd, Rochester, NH 03867, MLB 0234-0033-0000 in the Agriculture zone.

Special Exception was APPROVED

Motion to Rehear:

Z-20-01 717 Rochester Holdings, LLC applicant seeks *Variance* from section 5.5(b)(3) and 5.5(c)(3) of the Zoning Ordinance to permit off-street parking spaces in the front yard of property in the NMU Zone.

Location: 717 Columbus Ave, Rochester NH 03867, MLB 0131-0007-0000 in the NMU Zone.

Motion to Rehear was APPROVED



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 April 2020

Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 86 initial copies of vital records, and 116 subsequent copies of vital records in the month of April. The City Clerk's staff issued 7 Marriage Licenses.

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

- 11 births were reported in Rochester during the month of April, 6 of these children were born to Rochester residents.
- 31 resident deaths were reported in Rochester.
- 3 couples celebrated their wedding ceremony in Rochester during the month of April.

Revenue – Vital Records/Marriage Licenses

	2019		2020	
	State	City	State	City
Initial/Subsequent copies:	\$3,175	\$2,870	\$1,268	\$1,182
Marriage Licenses:	\$609	\$98	\$301	\$49
Total:	\$3,784	\$2,968	\$1,569	\$1,231

The Clerk's office has seen a great reduction in requests for vital records over the past month. Although City Hall is closed to walk-in business, we are still able to issue vital records using our online portal [Vital Records](#), through email, or through the mail. Marriage licenses can still be obtained as well. For couples looking to apply for their marriage license, the Clerk's office will accommodate these requests via email and over the phone before the final paperwork is signed in person.

Dog Licensing

The City Clerk's office licensed 1,770 dogs during the month of March. There were \$25 in Civil Forfeiture fees collected.

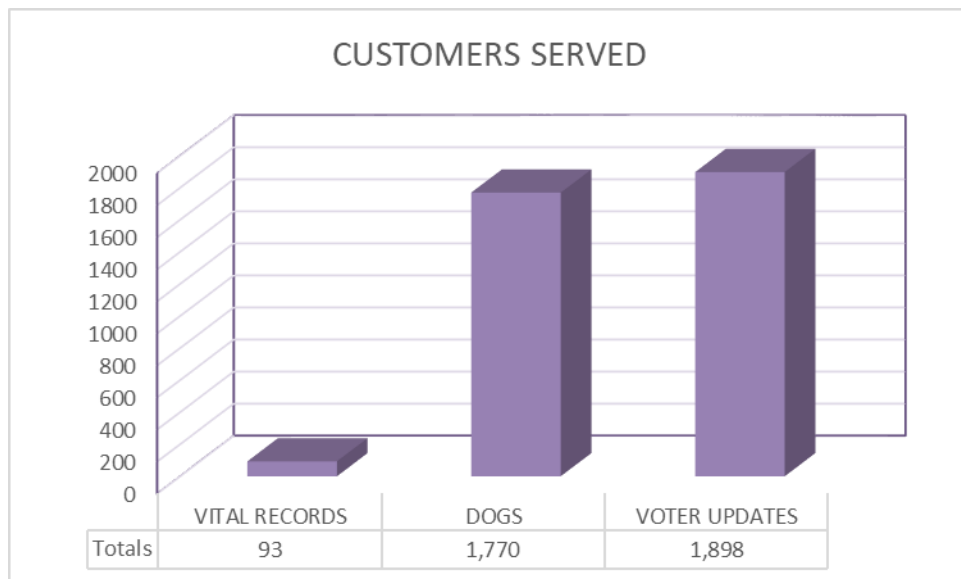
All Rochester residents owning dogs are required to have their dog updated on rabies vaccination and have their dog licensed with the City by April 30, 2020 as mandated by RSA 466:1. The State of NH has announced that there will be no extension of the dog licensing deadline due to COVID-19.

The fiscal year 2020 dog tags are now available in the City Clerk's office. With City Hall being closed to walk-in business, residents can license their dogs by one of three methods:

- Visit our online dog licensing portal [Dog Licensing](#) for payment via credit card or ACH
- Send check or money order to the City Clerk's office
- Licensing over the phone via credit card during office hours Monday through Friday 9 am – 5pm

The Clerk's Office staff will be processing all orders and mailing the licenses and tags directly to dog owners.

Customers Served during the month of April 2020



Elections

In a memo issued on April 10, 2020 by Secretary of State William Gardner, it was stated that due to the Covid-19 crisis and the continued need for social distancing and protecting public safety, “all voters have a reasonable ground to conclude that “physical disability” exists within the meaning of RSA 657:1. Therefore, all voters may request an absentee ballot on that basis.”

With the uncertainty surrounding the duration of coronavirus restrictions as well as the understandable concern felt by the public in regards to heavily attended gatherings, the City Clerk’s office is anticipating a significant increase in requests for absentee ballots for both the September 8 state Primary and the November 3 General election.

City Clerk Kelly Walters is maintaining close contact with the State as well as neighboring communities in order to make every effort possible to stay up to date with the ever-changing situation and how it will effect local elections. Ms. Walters and Deputy City Clerk Cassie Givara will be attending remote meetings hosted by the Select Committee on 2020 Emergency Election Support in order to develop a plan for operation of elections during Covid-19.

Voter registration summary by party as of April 30, 2020:

Ward	Democrats	Republicans	Undeclared	Totals
1	1,159	1,192	1,404	3,755
2	1,088	1,145	1,536	3,769
3	1,196	1,266	1,302	3,763
4	1,011	835	1,566	3,412
5	1,039	1,142	1,369	3,550
6	1,177	850	1,189	3,216
Totals:	6,669	6,429	6,366	21,464

Respectfully submitted,

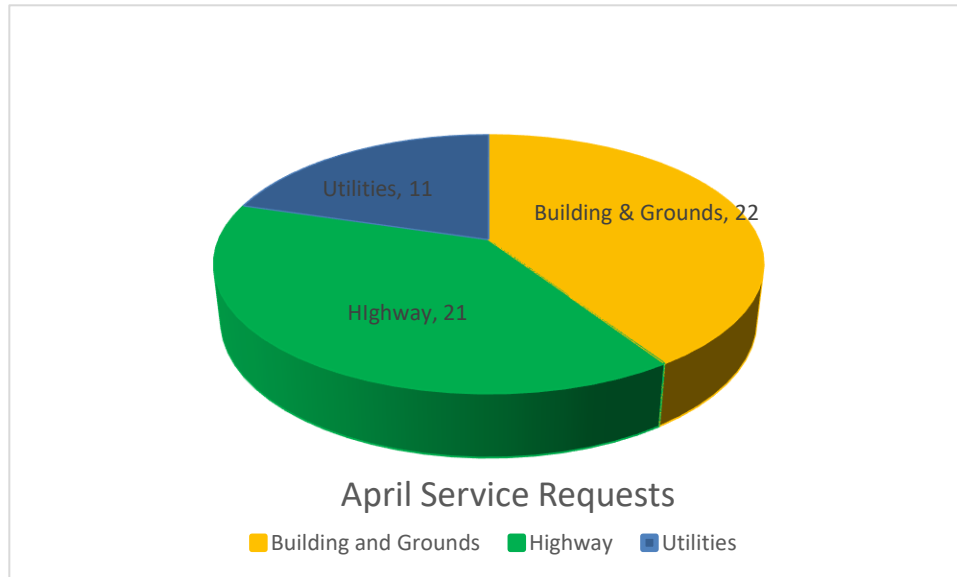
Cassie Givara
Deputy City Clerk

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City Clerk's Office

ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT APRIL 2020

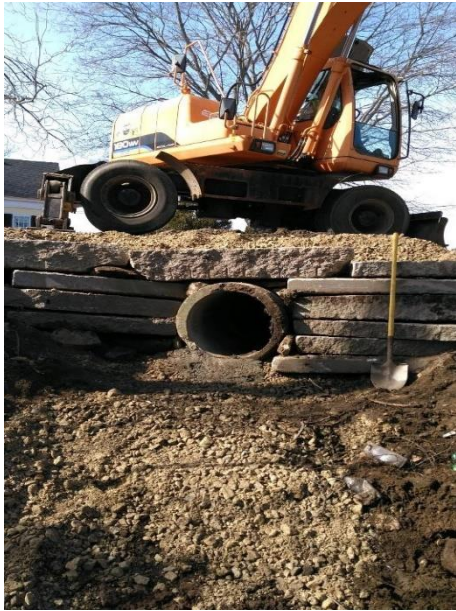
In addition to the scheduled work performed, the Department of Public Works responded to approximately 54 requests for service in the month of April. The Highway Division had 21 requests that ranged from pothole repairs, traffic light maintenance, clean storm drains repair street signs, repair mailboxes from plow damage during winter snow maintenance. The Utilities Division responded to 11 requests including sewer concerns, water and sewer inspections, daily digsafes mark outs and discolored water complaints. Buildings and Grounds Department completed 22 service requests including street-light repairs, filling janitorial supply orders for departments and cleaning and disinfecting buildings. Due to the Covid-19 pandemic staff has been rotating hours and city buildings have not been open to the public, the service requests have been down this month due to that.



HIGHWAY & FLEET MAINTENANCE WORK COMPLETED:

- Patched pot holes
- Repaired 4 catch basins thought out the city
- Cleaned 35 catch basins
- Sweep streets in the city
- Repaired mail boxes
- Sweep sidewalks
- Removed some wings and sanders
- Open storm drain for rain event
- Grade all dirt roads
- Started to paint crosswalks
- Clean yards from winter maintenance
- Finished GIS all street signs
- Repaired and installed street signs thought the City
- Brush trimming though the city
- Repaired wing tower on six wheel dump #18
- Replaced battery's on pick up #2
- Repaired front breaks on one ton dump #23
- Replaced two axles on sewer plant generator
- Repaired hopper on street sweeper #13
- Repaired pitman arm on service truck #42
- Lube, oil and filters service on 12 generators

- Small repairs some small generators
- Lube, oil and filter service on 4 vehicles
- Minor repair on several vehicles



Salmon Falls Road



Tree Trimming

UTILITIES DIVISION

Utilities Division completed 11 service requests which included performing monthly maintenance on sewer cleaning in problematic areas. In addition to daily utility mark outs for digsafes, staff responded to emergency sewer backups and had some water discoloration calls. Yearly sewer siphon cleaning was performed by Jack Berry Corporation out of Maine. River Street, Old Dover Rd and Gonic Mills siphons were cleaned and found to be in good condition. Sleeve for Granite State Business Park/Shaw Drive water line was installed successfully under the railroad tracks at the end of Shaw Drive. Repaired water service line on Thomas Street and repaired a sewer service on McDuffee Street.



Sleeve for Granite State Business Park/Shaw Drive Water Line



BUILDING AND GROUNDS DIVISION

Building and Grounds Division completed 22 work requests including street-light repairs, filling janitorial supply orders for departments, staff has been adding additional protective measures to city buildings with additional disinfecting and have been busy building safety shields for all departments in preparation for reopening of the city buildings. They have

05/14/2020

also been working on spring cleanup and installing mulch at city properties, operating the portable shower 2 days a week. They have been getting the city pools ready for startup and installed eye wash stations at each pool. The installation of the handicap lift is complete at City Hall, we are currently waiting on the state inspection. The City Hall entry way has been completed. Work at Gonic Pool has started up again, the structure is due in on May 15th currently grading and installing loam. The Playground at The Commons is installed and waiting on the surfacing.



Safety Shields at the Annex



Eye Wash Stations at City Pools



Gonic Pool Project



City Hall Entry Way Doors





Playground at the Commons



Hand Sanitizer Dispenser Installed



City Hall Lift

WASTEWATER TREATMENT DIVISION

During the month of April the Wastewater Treatment Facility continued to work with a number of watershed communities in response to EPA's Draft Great Bay Estuary Total Nitrogen Permit, comments must be submitted by May 8th. Dewatering and Chemical Storage facilities continue to move forward – concrete works still dominates and contractor continues to work at full -time/full staff. River Street pump station is moving along – flow meter pit, pig launcher/bypass pumping station, force main and connector plug valves have been installed and retaining wall has been poured. Completed Route 11 pump station upgrade review of 90% drawings – submitted to consultant to incorporate into final design. COVID-19, we continue to work half crew/full days until stay at home order has been lifted – full crew is available in the event of an emergency. NHDES has cancelled all State sponsored training classes due to COVID-19 stay at home order – training and certification exams will resume in the summer. The City's proactive outreach and education efforts have helped to minimize the amount of non-flushable items entering the sewer system – kudos to the sewer users and thank you for your support! Working with industries on various issues. Started annual maintenance on emergency standby generators. Repairs were made on the fire alarm system at Front Street pump station. Completed annual employee performance evaluations. Staff performed preventative and corrective maintenance on equipment, machinery and instrumentation at the WWTF and 29 pump stations. All required testing for the EPA and NHDES has been completed and submitted. Average effluent flow for the month was 4.597 Million Gallons per Day (MGD). Percent of design flow = 91.4%. Percent of design flow for 2020 = 78.4%. Precipitation for the month = 6.6". Precipitation for 2020 = 15.52"



Dewatering Buildings



River Street Pump Station Upgrade

WATER TREATMENT DIVISION

Treated water volume for the month of April was approximately 45.3 million gallons from the surface water treatment facility and 10.3 million gallons from the well for a total 55.6 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. The Consumer Confidence (Water Quality) Report was published this month.

Watershed inspections were conducted at Round Pond, Rochester Reservoir, Berry Pond, Tufts Pond, and the diversion dam/pipelines. Snowmelt and ice out is complete; all reservoirs are filled to capacity and staff have commenced active level management and watershed sampling. Inspections of Tufts Pond dam noted partial log jams and Septage at the spillway. Instruments recorded 5 inches of rainfall at the reservoir and over 530 cubic feet per second of flow in Berry River. The Kristy Lane discharge level is above instrument range.

Equipment and grounds maintenance was performed at the plant, well and tanks/stations. We are proceeding with repairs to a single VFD at Washington Street BPS. Maintenance at the well included cleaning of the clearwell and flushing of the raw and finish pipelines, inspections of the exhaust louvers for the generator room and spring cleanup.

Maintenance at the WTF included chemical cleaning of the sand filter bed and basin, bridge alignment checks, eductor repairs and fluidization rate adjustments. Laser turbidimeters were installed for the filter systems to provide improved measurement accuracy; the original units will be repurposed for backwash waste monitoring. Fuel tanks were set for the propane conversion project.

Pandemic response measures involving exposure control and prevention protocols have been initiated. Staff have been participating in NHDES operator conference calls with regulators for collaboration and support, and to ensure compliance with safe drinking water standards.

Staff are reviewing project documents for the hydrosolids attenuation tank.



Propane Tank Installation

ENGINEERING

- Asset Management:** The City continues to work with the selected vendor for the new Asset Management software for implementation; the software is now available for use by staff and a formal “go live” date will likely be set in the coming months. Efforts continue to improve the GIS data layers for City infrastructure, including the City’s stormwater network and catchment areas, which are required by the MS4 Permit. Recent updates have been made to our inventory of signs throughout the City. 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 completed in April 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 about half of the homes have been 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 includes: Chapman, Huckins, Jonathan, and portions of Columbus, Cross, and Salmon Falls; paving work is anticipated to begin on these streets in late summer/early fall of 2020 and be completed by mid-2021.
- 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:** NHDOT has responded to the revised traffic impact analysis study of November 2019 and has requested further revisions. Further discussion with NHDOT and Waterstone in the coming months will direct the development of a design package for bidding of the public infrastructure to be constructed with TIF funds per the Developers Agreement. Construction is currently anticipated in 2021.
- Granite State Business Park Water Main Interconnection:** Construction of the water main in Shaw Drive began in January 2020. Installation of the water main was completed in April; and, testing, acceptance and water service installation work are anticipated in May.

- **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 has begun. 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. Installation of steel piles to support the foundations of the two buildings was completed in January 2020. Pouring of concrete foundation walls is expected to continue into early June. Construction will continue through 2020 into 2021, with Final Completion anticipated in March 2021.
- **River Street Sewer Pump Station Upgrade:** Construction has begun and is expected to be completed within one year.
- **Route 11 Sewer Pump Station Upgrade:** The 90% design documents have been reviewed. This project is expected to be ready for bid advertisement in the next couple of months. Construction duration is anticipated to be one year.
- **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, and Programmable Logic Controllers (PLC) Replacement. All of these projects are expected to be completed in 2020. Standby Power Interconnection for Aeration Blowers was completed in March 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):** In January 2020, USEPA Region 1 published in the Federal Register a draft General Permit for total nitrogen (TN) loading in the Great Bay Estuary watershed. This draft permit would add a TN load limit to the WWTF effluent, require a Nitrogen Optimization Plan, and require contribution to the cost of a monitoring program in the estuary, as well as an optional non-point source/stormwater point source reduction pathway. Comments on the draft general permit are due to EPA by May 8, 2020. A new draft individual 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.
- **New DPW Facility:** The construction contract was awarded in January 2020 and a pre-construction meeting is scheduled for early May. Construction of the facility is anticipated to continue through June 2021.

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City Clerk's Office

Economic & Community Development



4/30/2020

MANAGEMENT REPORT



Economic Development Report, Written by Mike Scala, Jenn Marsh, and Julia Libby

Community Development Report, Written by Julian Long



ECONOMIC DEVELOPMENT DEPARTMENT

MICHAEL SCALA, DIRECTOR OF ECONOMIC DEVELOPMENT

PROJECTS IN THE PIPELINE

Director Scala and Specialist Marsh continue to attend weekly economic development update meetings coordinated by Strafford Regional Planning where Seacoast ED groups discuss strategies and programs beneficial to local businesses during the current crisis.

MICROLOAN PROGRAM

The CC approved the resolution to utilize money from the ED Fund to capitalize a Microloan Program that will provide a loan of up to \$5000 for working capital to local businesses. The program was released on April 6th. Loan closings took place on April 30 with 13 local businesses being approved for loans totaling \$59,000.

SCENIC/SALINGER

Dirigo Architectural and Engineering has been chosen for the Project Management of the demolition of the two buildings. Demolition bids are expected to go out by the end of May with an estimated demolition start time of the end of June. Chinburg continues the permitting and approval process on their end with planned attendance of the May PB and HDC meetings.

GRANITE RIDGE DEVELOPMENT DISTRICT – WATERSTONE PROPERTIES GROUP, PHASE II

Director Scala continues to discuss Phase II with Waterstone Properties Group, including future tenant and infrastructure needs.

WAYFINDING RFP

Advantage Signs met with Economic Development and Public Works to finalize placement for the new Wayfinding Signs. The group walked through downtown to determine which signs and poles to replace and the locations for any new signs to be installed. The downtown Wayfinding Signs are still on schedule to be installed in the next month. The Route 16 sign will have some minor delays due to unexpected issues from COVID-19.

GRANITE STATE BUSINESS PARK

LDI and the City have stepped back from the original structure of this project to reevaluate the costs. A new proposal was presented to the CC at the April Workshop NP meeting.

Director Scala continues to work with another company interested in purchasing land and constructing a building in the GSBP. Norway Plains and DPW continue to discuss road layout and infrastructure needs for this project.

JENN MARSH, ECONOMIC DEVELOPMENT SPECIALIST

TECHNICAL REVIEW GROUP

Staff held their first online Technical Review meeting which was a success. Those projects will go to the Planning Board in May for approvals. Staff is also working closely with a Rochester business and the State Business and Economic Affairs Department that is looking expand in order to produce essential PPE. That business will be attending the June planning board meeting.

ROCHESTER MAIN STREET

Rochester Main Street is continuously working with the Economic Development Department and Greater Chamber of Commerce to support our local downtown businesses. Executive Director Mills is keeping in contact with staff regarding the ability to hold upcoming events as we move into summer and is very active on social media. Board Members met at Studley's to prepare the outdoor flower pots that go downtown. Once Studley's feels the weather is good enough for these plants to survive they will deliver them to their downtown locations.

MICROLOAN PROGRAM

Specialist Marsh worked closely with each business that applied for the microloan. She and Director Scala prepared the loan documents and worked with the loan committee on these approvals.

LOCAL CONNECTIONS

Economic Development, SBA, Greater Rochester Chamber of Commerce, Rochester Main Street, UNH, SRPC and other have been holding weekly meeting to discuss State, Federal and local programs to help assist businesses. During the meetings the local Economic Developers are able to share helpful information on the ever changing guidelines and resources available for our businesses and work together to prepare for the re-opening.

ROCHESTER FARMERS MARKET

Market Manager Poland has been working with the EOC to determine how to open the market for the second Tuesday in June. As of now the team is awaiting permission for the use of some property that will give the market more room for setup to ensure all State and City guidelines are followed and that customers and vendors feel safe while making transactions. Poland also meets with a group of local market managers to discuss best practices. Right now the plan is to move forward and open on June 9th.

JULIA LIBBY, EXECUTIVE SECRETARY

EMERGENCY OPERATIONS CENTER

Julia has been working in the Emergency Operations Center, reporting to Chief Klose for the month of March, April and until further notice. Her role in the EOC is to keep a log of all activity, collect data, and keep in touch with different businesses, restaurants, at-risk populations, schools, and daycares to keep a record of their status and operations during the COVID19 pandemic. She updates the Emergency Operations Team with a daily SITREP and anything else that is asked of her.

VIEWPIONT CLOUD – SOFTWARE IMPLEMENTATION

Julia continues to work with View Point Cloud to set up and implement the new version of the City's permitting and licensing software. She met with the City's Customer Success Manager from View Point on a weekly basis to review progress in the software set up.

Julia has met with staff in other departments over the last month to show them how to administer the program as well as to ensure their specific needs will be met. This month she has been working with Planning to get their documents set up.

OTHER

Secretary Julia has been responding to colleagues in Economic Development to assist with posting documents on the website related to the COVID19 pandemic, sending out a few e-mails to businesses throughout Rochester on behalf of Economic Development and the EOC for outdoor dining and other useful information regarding the phased opening of the economy. Julia helped put through checks and paper work for the Microloan program. She is also assisting with anything else that she can while working in the Annex as everyone else is working remotely.

JULIAN LONG, CDBG COORDINATOR & GRANTS MANAGER

COORDINATOR REPORT

Prepared by the Community Development Coordinator

CDBG PROGRAM

COVID-19: There are a number of weekly conference calls organized by HUD, national homeless coalitions, and other organizations about the ongoing response to the COVID-19 pandemic. The Community Development Coordinator has been attending these calls and forwarding guidelines and resources to Rochester CDBG subrecipient and other regional social services providers. The Community Development Coordinator has also been tracking potential funding opportunities for both the city and regional social services providers.

FY 2021 CDBG Projects: The Community Development Coordinator has been conducting environmental reviews for the approved FY 2021 projects and preparing draft contracts for the grantees to sign. The

Community Development Coordinator has also drafted a grant application for the CDBG-CV (CARES Act) funds and sent out the grant application to interested non-profit agencies. The grant application is due May 29th. The Community Development Coordinator has also discussed with the Deputy City Manager the availability of CDBG-CV funds for the City of Rochester's COVID-19 response expenses.

Riverwalk Committee Kayak Launch: The contract for this project has been signed. The project is anticipated to be completed by the end of the program year.

Rochester Child Care Center – Fire Sprinkler Upgrades: The project has been delayed but is anticipated to begin in June. The project is anticipated to be completed in early FY 2021.

Rochester Opera House Chairlift: The installation of the second-floor chairlift has been continuing and is anticipated to be completed by the end of the program year.

Historic District Commission Façade Improvements Project: The Historic District Commission has approved a new grant for a downtown business, and the Community Development Coordinator is working with Senior Planner Michelle Mears on the payment process.

HUD Site Monitoring: HUD has sent a formal letter informing the City of Rochester that all corrective action items have been closed out as resolved except for some final revisions to draft policies and procedures that are still in review and revisions.

NON-CDBG ACTIVITIES

Federal and State COVID-19 Grants: The Community Development Coordinator has been tracking COVID-19 grant opportunities and sharing information with relevant city departments. The Community Development Coordinator has also been working with Deputy City Manager Katie Ambrose on the city's grant applications for FEMA and state GOFERR funds.

Emergency Management Performance Grant (EMPG Grant): The Community Development Coordinator drafted and submitted a change in scope request for the EMPG grant so that the funds could be shifted to COVID-19 pandemic response, but this request was denied by the NH Department of Safety. The Community Development Coordinator also drafted and submitted the quarterly performance report for this grant.

Certified Local Government (CLG) Grant: The City of Rochester has been awarded a \$20,000 Certified Local Government grant for the updating of the National Register of Historic Places inventory and survey. The Community Development Coordinator is working on submission of the required grant approval paperwork.

REPORT ATTACHMENTS

HUD August 2019 Site Visit Corrective Action Close-out Letter – ***attached***

05/14/2020



U.S. Department of Housing and Urban Development

**MASSACHUSETTS STATE OFFICE, NEW ENGLAND AREA
Office of Community Planning and Development
Thomas P. O'Neill, Jr. Federal Building
10 Causeway Street - Fifth Floor
Boston, Massachusetts 02222-1092**

April 15, 2020

Michael Scala, Director of Economic Development
Office of Economic & Community Development
City Hall
31 Wakefield Street
Rochester, NH 03867

Dear Mr. Scala:

Thank you for your response(s) to HUD's FY2019 monitoring. HUD conducts reviews to ensure programs are carried out efficiently and in compliance with applicable laws, regulations, and established policy. These reviews are also intended to assist grantees in improving their performance.

Our FY2019 monitoring on August 7-8, 2019, focused on the City's administration of the Community Development Block Grant (CDBG). In general, we found the city staff administered the program effectively. Our monitoring did result in 3 findings with 7 corrective actions. The following provides an update on the status of the findings; although all 3 findings remain open, we have closed 4 of the 7 corrective actions.

Should you have any questions or desire assistance concerning this letter, please contact your CPD Representative, Tricia Manning at patricia.a.manning@hud.gov.

Sincerely,

Robert D. Shumeyko,
Regional Director

cc: Julian Long

**2019 On-Site Monitoring – Community Development Block Grant (CDBG)
Grants: 2017 B-17-MC-33-00044 & 2018 B-18-MC-33-0044**

Finding 1: Lack of adequate documentation to support the national objective for the city's housing rehabilitation program.

Recommended Corrective Action 1: The city is advised to provide documentation in support of national objective sufficient to demonstrate that 51 percent of the units in the structure were initially occupied by low- and moderate-income households for the multifamily property at 4 Autumn Drive. In addition, the city should ensure that a written agreement between the city and the landlord or developer is executed. The city should submit this information to HUD for review.

HUD Response: This corrective action is closed. HUD reviewed the documentation received, which included the tenant application, income verification and rent amounts. This information verified that more than 51% of the units were occupied by low and moderate households. The city could not produce a written agreement between the city and the landlord, however this finding will be closed with the understanding that going forward the city will only perform rehabilitation on single family owned homes. Should the city decide to undertake multi-unit rental housing, a written agreement with the landlord or developer receiving CDBG assistance will be required.

Recommended Corrective Action 2: The City is advised to develop policies and procedures for determining annual income for its CDBG housing rehabilitation program and submit to HUD for review.

HUD Response: This corrective action remains open. The draft City of Rochester's CDBG Housing Rehabilitation Policy is currently under review by HUD.

Finding 2: Inadequate Documentation of National Objective Compliance for Low- and Moderate-Income Area Benefit (LMA) Activities

Recommended Corrective Action 1: The city is advised to submit documentation to support the national objective of Low/Moderate Income on an area basis for the Tennis Court IDIS activity 574. Documentation should include a service area determination narrative, clear and distinct boundaries of the service area and support to demonstrate the area served by the activity is primarily residential where at least 51% of the residents are low and moderate-income persons. The city should submit this documentation to HUD for review.

HUD Response: This corrective action is closed. The city provided HUD with a revised service area determination narrative along with a block census map using the ACS data set in effect beginning April 1, 2019. However, since the activity funding date for the project was September 29, 2017 the city should have utilized the ACS data in effect beginning July 1, 2014. Going forward, we expect the city to utilize the ACS data in effect at the time of project funding. A comprehensive service area justification report was given which included several types of area maps and explained boundary determinations.

Recommended Corrective Action 2: The city is advised to develop draft policies and procedures for documenting and determining national objective of low moderate-income area benefit in accordance with CDBG requirements and submit the draft to this office for review.

HUD Response: This corrective action remains open. The draft City of Rochester's CDBG National Objectives and Eligibility Policy is currently under review by HUD.

Finding 3: Financial Management - Lack of Adequate Source Documentation to Support the Request for Payment of CDBG funds.

Recommended Corrective Action 1: The city is advised to develop draft policies and procedures for Financial Management that require source documentation to support requests for payment. The city should submit the draft policy and procedure to HUD for review.

HUD Response: This corrective action remains open. The draft City of Rochester's Financial Management Policy is currently under review by HUD.

Recommended Corrective Action 2: The city is advised to provide the application/underwriting for the loan and source documentation to support the disbursement of CDBG funds for the working capital drawdowns associated with IDIS activity 584 and submit to HUD for review.

HUD Response: This corrective action is closed. The city provided HUD with the flexographic loan application and corresponding documents which included balance sheets, profit/loss report and city manager's meeting notes. Wage reports were received from the loan recipient verifying the amount to support the disbursement of the CDBG funds for working capital drawdowns. The city could not produce underwriting documentation; however, this finding will be closed with the understanding that going forward all loans utilizing CDBG funds will be required to be underwritten in accordance with the city's underwriting policies.

Recommended Corrective Action 3: The city is advised to and request the monthly accounting reports as required by terms and conditions stated in the RLF loan agreement and submit to HUD for review.

HUD Response: This corrective action is closed. HUD received documentation, which included a balance sheet from the loan recipient reflecting months Jul-Sept 2019. The city has not requested monthly reports after this time period, as they have deemed it unnecessary. Therefore, on March 2, 2020 an amendment to the agreement was signed in regard to the loan terms and conditions. This amendment removes the condition that the economic development staff will meet with the business monthly to review the progress of the business and discuss any concerns. This was reviewed and verified by HUD.

FINANCE COMMITTEE

Agenda Item

05/14/2020

Agenda Item Name: Monthly Financial Statements Summary – as of April 30, 2020

For the full detail report, click here: [April 2020 Financial Detail Report](#)

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

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

Meeting Date Requested: May 12, 2020

Issue Summary Statement

The April 30, 2020 financial summary reports are attached. We are approximately 85% through fiscal year 2020. General Fund expenses and revenues are both trending slightly above budget 89%. April 30th provides essentially two months of revenues in the Covid-19 environment. It is still too early to determine the exact level of impact. However, there are signs of softening revenues in some of the categories that are sensitive to economic changes.

Motor Vehicle Registrations: A softening is beginning to occur. March-20 revenues down 14% from March-19, and April-20 revenues down 36% from April-19. April-20 revenues are down 15% from March-20 revenues.

Waste Management Host Fees: The final revenue check for FY20 was received, and the FY20 revenue is \$3,558,793. The School Department did not need the \$878k allocation in FY20 so all the revenue remains on the City side. This is once again a strong revenue similar to FY19 & FY18. However, we need to keep in mind that all of this revenue was prior to Covid-19, the payments are made based on the prior quarters. The next payment to be received in July-20 will be for the period Apr-20 to Jun-20, not sure what to expect.

Building Permits: Similar to Motor Vehicles this revenue is trending downward. March-20 revenues are down 30% from March-19, and April-20 revenues are down 45% from April-19. However, April-20 revenues are up 26% from March-20. Close watch needs occur on this revenue as the values of the permits collected equate to the Net New Construction value that will be used in the fiscal year 2022 Tax Cap calculation.

Interest Income: Anticipating decline through FY20, and substantial decline in FY21. Interest income rate was over 2.2 % now floating around 1 %, anticipating rates to decline to .50%. April-20 calculations and revenue recording have not occurred as of this memo.

Interest on Delinquent Taxes: Overall FY20 revenues collected are significantly down from FY19. The recent lien process was delayed by several weeks this latest cycle, and the City is not pursuing deeded properties at this time. The FY20 revenue of \$400,000 will likely not be met. This is a revenue category that will continued to be watched.

State of NH Rooms & Meals: Anticipating a substantial decline of 36% in December 2020, FY21, payment. Again, too early to determine final impact cannot find updated revenue postings on NH DRA Rooms & Meals website for the period of March-20 & April-20

Water-Sewer User Fee payment: Water User Fee payments are showing signs of softness as well. March-20 collection were an increase of 14% over March-19, however April-20 collections are down 12% from April-19. Further, April-20 collections are down 27% from March-20. Still anticipating a 15% decline while under Covid-19 environment.

Highway Block Subsidy: The stay at home orders are significantly reducing roadway traffic, and motor fuel sales. The FY20 budget is 80% collected and we are pending the final revenue payment for FY20. This payment usually occurs first week of May, and is typically in the \$125,000 range. It's not unreasonable to anticipate payment being in the \$75,000 to \$100,000 range.

Summary: The budget freeze has been extended for another 30 days until May 20th. Finance did execute the April-20 bond issue and received proceeds of \$20 million. At this point in the Covid-19 crisis our cash reserves remain strong. The preliminary tax bill process is underway, and is being processed in Munis. Anticipated property tax bill mail date is first week of June-20. The preliminary tax billing generates approximately \$33 million in property tax revenues. However, it's not unreasonable to anticipate some level of decline in timely receipt of payments. Diligent monitoring will be required until Covid-19 crisis subsides, and community returns to a sense of normalcy. A continued conservative approach to use of cash outlays, as well as new appropriations using general fund unassigned fund balance as the funding source, is still recommended.

Charts: Attached are FY18-FY20 revenue collections by month on Motor Vehicle Permits, Water User Fees, and Building Permits. This charts can provide a sense of scale and reference when discussing revenues. The May-20 and June-20 amounts in the charts are forecasts based on the current trends.

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 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
1000 GENERAL FUND						
11011 ECONOMIC DEVELOPMENT REVENUE	0	1,000	1,000	2,602.25	-1,602.25	260.2%
11031 CITY CLERK REVENUE	105,920	0	105,920	91,078.91	14,841.09	86.0%
11051 ASSESSORS REVENUES	0	0	0	220.50	-220.50	100.0%
11061 BUSINESS OFFICE REVENUE	350,000	0	350,000	450,212.07	-100,212.07	128.6%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	.01	999.99	.0%
11071 TAX COLLECTOR REVENUE	32,271,384	531,787	32,803,171	32,710,245.75	92,925.25	99.7%
11072 TAX COLLECTOR REVENUE	0	3,308	3,308	.00	3,308.00	.0%
11081 GENERAL OVERHEAD REVENUE	4,080,748	5,647,508	9,728,256	4,417,454.97	5,310,801.11	45.4%
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	6,523.97	-6,523.97	100.0%
11101 PLANNING	16,250	0	16,250	33,460.27	-17,210.27	205.9%
11201 REV LEGAL OFFICE	50,000	0	50,000	42,602.55	7,397.45	85.2%
12011 POLICE CITY REVENUE	325,400	0	325,400	261,645.13	63,754.87	80.4%
12021 FIRE CITY REVENUE	25,500	0	25,500	24,232.23	1,267.77	95.0%
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	356,500.05	37,674.95	90.4%
13011 PUBLIC WORKS REVENUE	33,700	0	33,700	27,135.39	6,564.61	80.5%
13012 STATE HIGHWAY SUBSIDY	634,612	14,563	649,175	519,340.37	129,834.63	80.0%
14011 WELFARE REVENUE	2,500	0	2,500	5,781.24	-3,281.24	231.2%
14021 RECREATION REVENUE	120,000	0	120,000	109,113.73	10,886.27	90.9%
14031 LIBRARY REVENUE	14,200	0	14,200	7,803.77	6,396.23	55.0%
TOTAL GENERAL FUND	40,076,174	6,212,240	46,288,414	41,318,162.86	4,970,251.22	89.3%
5001 WATER ENTERPRISE FUND						
510001 WATER WORKS REVENUE	6,607,310	0	6,607,310	2,822,053.88	3,785,256.12	42.7%
TOTAL WATER ENTERPRISE FUND	6,607,310	0	6,607,310	2,822,053.88	3,785,256.12	42.7%
5002 SEWER ENTERPRISE FUND						
520001 SEWER WORKS REVENUE	8,017,640	0	8,017,640	3,709,031.62	4,308,608.38	46.3%
520002 SEWER WORKS REVENUE	411,989	0	411,989	68,364.00	343,625.00	16.6%
TOTAL SEWER ENTERPRISE FUND	8,429,629	0	8,429,629	3,777,395.62	4,652,233.38	44.8%

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 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
<hr/>						
5003 ARENA ENTERPRISE FUND						
<hr/>						
530001 ARENA REVENUE	402,865	0	402,865	396,776.46	6,088.54	98.5%
TOTAL ARENA ENTERPRISE FUND	402,865	0	402,865	396,776.46	6,088.54	98.5%
6000 COMMUNITY CENTER SP REV FUND						
<hr/>						
600001 COMMUNITY CENTER REVENUE	861,466	0	861,466	633,076.30	228,389.70	73.5%
TOTAL COMMUNITY CENTER SP REV FUND	861,466	0	861,466	633,076.30	228,389.70	73.5%
GRAND TOTAL	56,377,444	6,212,240	62,589,684	48,947,465.12	13,642,218.96	78.2%

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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
1000 GENERAL FUND							
11000051 CITY MANAGER	470,894	0	470,894	357,011.81	18,748.22	95,133.97	79.8%
11012351 ECONOMIC DEVELOPMENT	510,030	1,000	511,030	402,025.28	16,328.85	92,675.87	81.9%
11020050 IT SERVICES	797,462	-8,800	788,662	625,946.67	43,034.11	119,681.22	84.8%
11030051 CITY CLERK	334,803	-9,300	325,503	261,714.37	34,457.46	29,331.17	91.0%
11040050 ELECTIONS	54,479	0	54,479	40,304.49	1,553.32	12,621.19	76.8%
11050070 ASSESSORS	569,498	0	569,498	453,937.39	2,672.87	112,887.74	80.2%
11060051 BUSINESS OFFICE	543,461	0	543,461	433,291.51	3,593.07	106,576.42	80.4%
11063151 HUMAN RESOURCES	213,071	10,000	223,071	185,072.99	11,560.81	26,437.20	88.1%
11070070 TAX COLLECTOR	382,295	0	382,295	303,597.26	5,218.11	73,479.63	80.8%
11080050 GENERAL OVERHEAD	1,021,733	-369,258	652,475	434,304.40	174,266.28	43,904.32	93.3%
11090050 PB CITY WIDE 50	668,503	16,664	685,167	529,326.49	52,939.60	102,900.91	85.0%
11090051 PB CITY HALL 51	66,066	0	66,066	60,911.99	4,009.28	1,144.73	98.3%
11090052 PB OPERA HOUSE 52	48,551	0	48,551	31,068.33	11,140.14	6,342.53	86.9%
11090054 PB CENTRAL FIRE 54	10,979	0	10,979	9,285.51	838.00	855.49	92.2%
11090055 PB GONIC FIRE 55	10,594	0	10,594	7,503.51	615.00	2,475.49	76.6%
11090056 PB LIBRARY 56	18,893	0	18,893	16,757.50	818.51	1,316.99	93.0%
11090057 PB DPW GARAGE 57	11,874	0	11,874	9,931.97	820.00	1,122.03	90.6%
11090059 PB ER FIRE STATION 59	775	0	775	164.45	.00	610.55	21.2%
11090061 PB HISTORICAL MUSEUM 61	1,520	0	1,520	396.34	631.00	492.66	67.6%
11090063 PB HANSON POOL 63	5,100	0	5,100	1,839.38	1,270.84	1,989.78	61.0%
11090064 PB GONIC POOL 64	2,900	0	2,900	928.88	299.53	1,671.59	42.4%
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	4,398.71	.00	7,761.29	36.2%
11090069 PB DOWNTOWN 69	17,000	0	17,000	8,330.42	946.00	7,723.58	54.6%
11090070 PB REVENUE BUILDING 70	22,331	0	22,331	18,556.22	4,112.26	-337.48	101.5%
11090071 PB PLAYGROUNDS 71	3,000	0	3,000	898.29	.00	2,101.71	29.9%
11090075 PB NEW POLICE STATION	24,252	0	24,252	17,965.24	2,154.00	4,132.76	83.0%
11090077 PB ANNEX	4,260	0	4,260	1,569.70	1,340.04	1,350.26	68.3%
11102051 PLANNING	433,139	-25,000	408,139	336,198.25	3,592.55	68,348.20	83.3%
11200051 LEGAL OFFICE	597,718	-37,000	560,718	435,868.28	4,518.73	120,330.99	78.5%
12010053 PD ADMINISTRATIVE SERVICES	1,976,055	1,000	1,977,055	1,576,694.24	97,358.58	303,002.18	84.7%
12012453 PD PATROL SERVICES	4,951,564	-51,000	4,900,564	3,915,550.24	.00	985,013.76	79.9%
12012553 PD SUPPORT SERVICES	4,425,815	0	4,425,815	3,270,009.52	.00	98,805.48	76.8%
12020054 FIRE DEPARTMENT	4,669,781	19,000	4,688,781	3,977,714.37	54,466.41	656,600.22	86.0%
12020055 FIRE DEPT 55 GONIC SUBSTAT	28,735	0	28,735	17,476.64	3,036.88	8,221.48	71.4%
12020754 CALL FIRE	31,373	-9,000	22,373	7,220.78	1,627.67	13,524.55	39.5%
12023354 EMERGENCY MANAGEMENT	41,812	50,000	91,812	8,184.94	21,993.84	61,633.22	32.9%
12030153 DISPATCH CENTER	882,328	0	882,328	662,474.21	2,152.19	217,701.60	75.3%
12040051 CODE ENFORCEMENT	606,553	0	606,553	475,439.29	13,964.56	117,149.15	80.7%
12050050 AMBULANCE	61,832	0	61,832	30,916.04	30,916.05	-.09	100.0%

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CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13010057 PUBLIC WORKS	2,301,219	82,284	2,383,503	1,804,627.16	318,224.92	260,650.92	89.1%
13010957 WINTER MAINTENANCE	518,492	0	518,492	458,657.28	7,814.80	52,019.92	90.0%
13020050 CITY LIGHTS	218,000	0	218,000	141,679.38	48,989.07	27,331.55	87.5%
14010051 WELFARE	469,070	0	469,070	367,243.57	10,375.44	91,450.99	80.5%
14022072 RECREATION ADMINISTRATION	650,242	-2,800	647,442	548,773.48	2,475.82	96,192.70	85.1%
14022150 RECREATION PLAYGROUNDS/CAM	98,951	0	98,951	87,969.10	990.50	9,991.40	89.9%
14022250 RECREATION POOLS	83,588	2,800	86,388	66,211.56	3,929.35	16,247.09	81.2%
14030056 LIBRARY	1,299,148	23,410	1,322,558	1,062,106.47	27,793.14	232,658.39	82.4%
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	4,057,107.97	.00	102,227.03	97.5%
17030050 OVERLAY	92,000	455,495	547,495	127,685.28	.00	419,809.72	23.3%
17040051 TRANSFER TO CIP & OTHER FU	3,040,340	5,958,339	8,998,679	8,998,679.08	.00	.00	100.0%
TOTAL GENERAL FUND	40,076,174	6,212,240	46,288,414	40,423,861.11	1,047,587.80	4,816,965.17	89.6%
5001 WATER ENTERPRISE FUND							
51601057 WATER WORKS EXPENSE	5,294,828	0	5,294,828	3,522,791.86	20,946.70	1,751,089.44	66.9%
51601073 WATER TREATMENT PLANT	1,250,396	0	1,250,396	892,206.63	101,082.43	257,106.94	79.4%
51601570 WATER REVENUE OFFICE	62,086	0	62,086	53,938.84	42.50	8,104.66	86.9%
TOTAL WATER ENTERPRISE FUND	6,607,310	0	6,607,310	4,468,937.33	122,071.63	2,016,301.04	69.5%
5002 SEWER ENTERPRISE FUND							
52602057 SEWER WORKS EXPENSE	4,513,071	0	4,513,071	4,275,987.12	10,237.64	226,846.24	95.0%
52602074 SEWER TREATMENT PLANT	3,855,328	0	3,855,328	1,312,384.38	279,875.48	2,263,068.14	41.3%
52602470 SEWER REVENUE OFFICE	61,230	0	61,230	53,781.90	42.50	7,405.60	87.9%
TOTAL SEWER ENTERPRISE FUND	8,429,629	0	8,429,629	5,642,153.40	290,155.62	2,497,319.98	70.4%
5003 ARENA ENTERPRISE FUND							
53603060 ARENA EXPENSE	402,865	0	402,865	336,567.47	13,745.54	52,551.99	87.0%
TOTAL ARENA ENTERPRISE FUND	402,865	0	402,865	336,567.47	13,745.54	52,551.99	87.0%
6000 COMMUNITY CENTER SP REV FUND							

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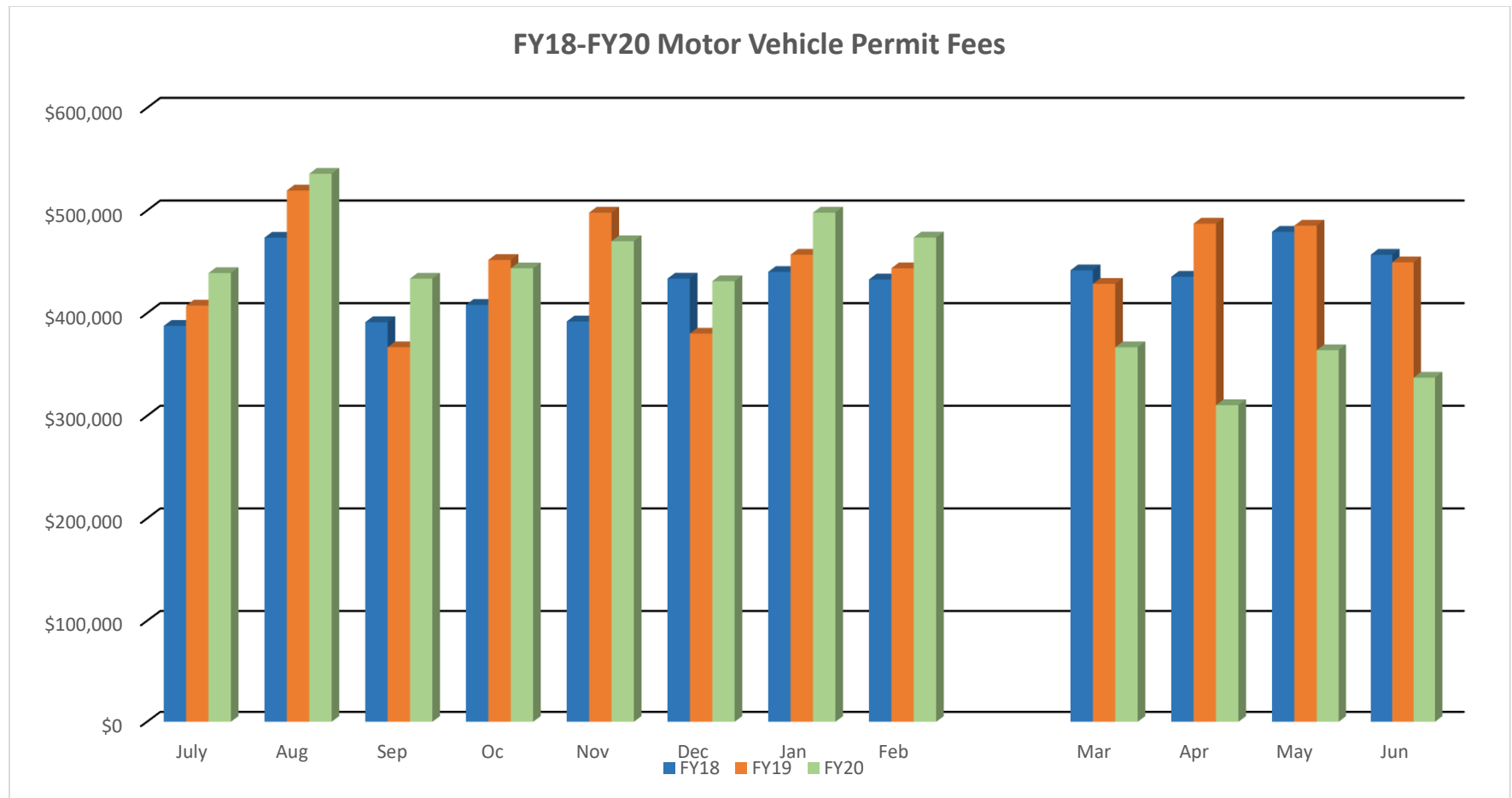
 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

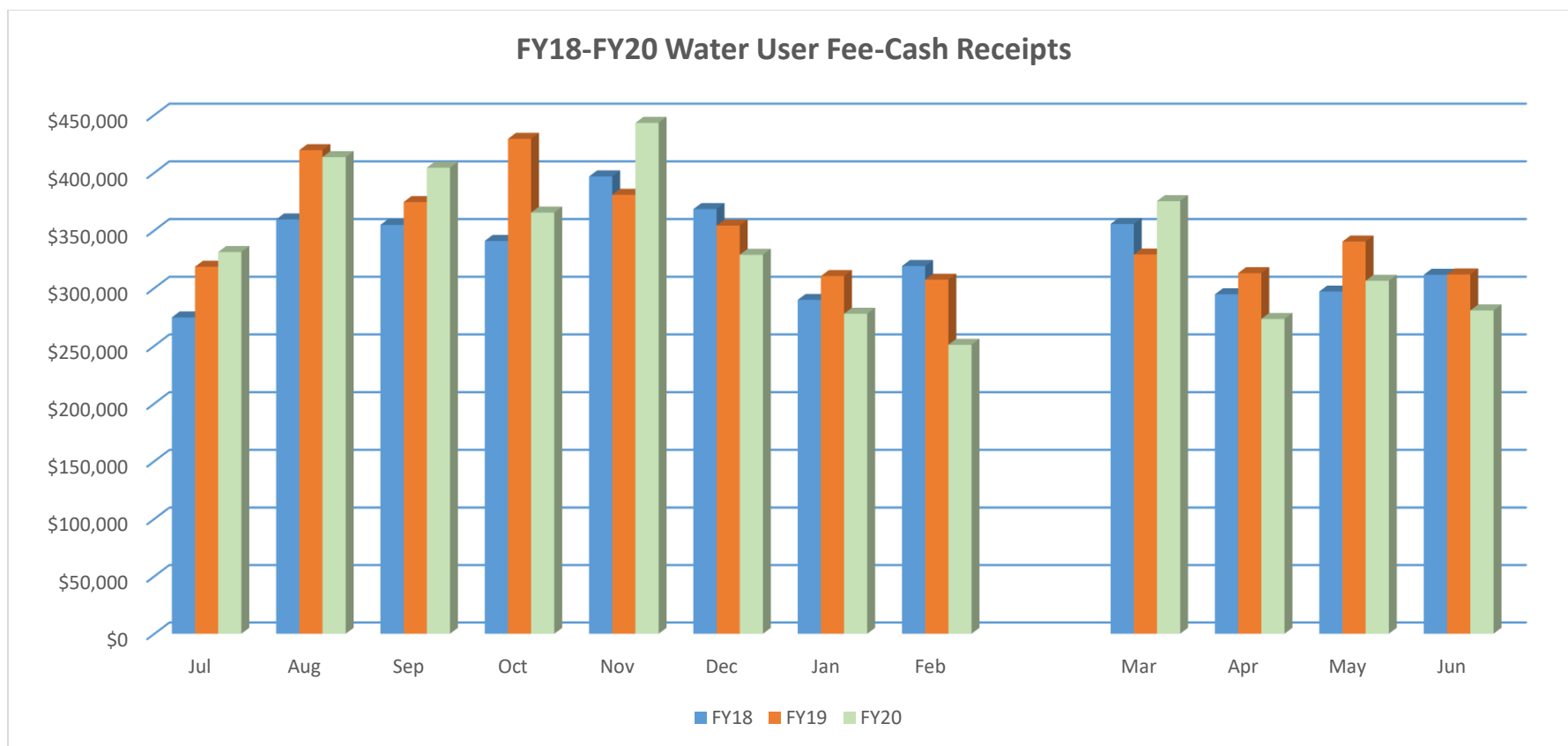
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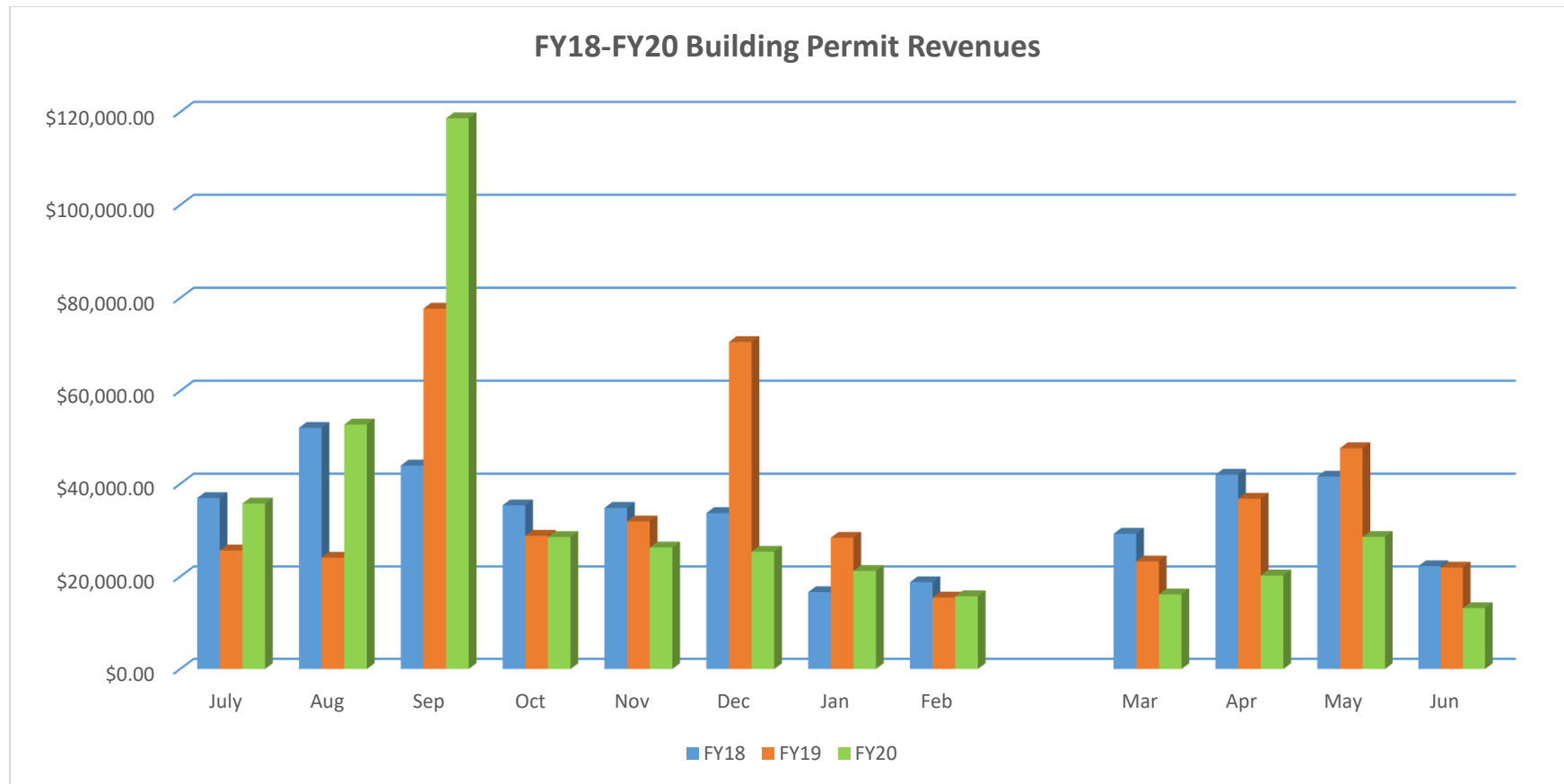
FOR 2020 12

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	603,416.40	95,836.30	162,213.30	81.2%
	TOTAL COMMUNITY CENTER SP REV FUND	861,466	0	861,466	603,416.40	95,836.30	162,213.30	81.2%
	GRAND TOTAL	56,377,444	6,212,240	62,589,684	51,474,935.71	1,569,396.89	9,545,351.48	84.7%

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Planning Board
Conservation Commission
Historic District Commission
Arts & Culture Commission

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 & DEVELOPMENT DEPARTMENT MONTHLY REPORT FOR APRIL 2020

The Planning Board, Conservation Commission, and Historic District Commission held their regular meetings in March. The Arts & Culture Commission did not meet in April. You will find the summaries of the agendas and discussions further down in this report. The Planning Board canceled their regular meeting scheduled for April 6, 2020 but held it on April 20, 2020, so the Board did hold a workshop meeting in April. It was their first virtual meeting and it went well despite having such a long agenda.

The Planning & Development Department remains busy and we are working from home. We are not holding any in-person meetings with citizens, developers, or applicants. We are still processing new applications and applications we had received as the pandemic was taking hold. We continue to receive project narratives and will process those as they come in. Some are able to be handled administratively but others need to go to the Planning Board. All interactions have been virtual, which is taking some time for everyone to become acclimated. We continued to work on the Downtown Master Plan Chapter with staff and hoping to wrap things up with the consultants as soon as possible. We will be bringing the next draft to the Steering Committee in as soon as we are able. After that, the plan will go to the City Council for a presentation and then to the Planning Board for adoption. I continued my participation in the monthly meetings of the Leadership Committee for the Economic Development Division of the American Planning Association, which I am a member. Since the members are from all over the country this meeting was a virtual meeting as it always is, so it was business as usual. I attended the monthly COAST Board meeting as the representative for the City as well as the COAST Legislative Policy Committee, which I am a member. I also attended the TAC meeting with the Strafford Municipal Planning Organization (MPO). Again, all meetings have been virtual.

This will most likely be my last monthly report for the City of Rochester. As you have heard, I have accepted a position with Charles County, MD as their next Planning Director. I am therefore tendering my resignation as Director of Planning & Development with the City of Rochester. My last official day with the City will be at the end of May. This was a tough decision and one that did not come lightly. I have enjoyed my time with the City of Rochester immensely. I would like to thank the City Council, past and present, for all of their support over the years. Your support of the Planning & Development Department will pay off for years to come and I urge you to continue that support into the future.

APPLICATIONS REVIEWED BY THE PLANNING BOARD

D.R. Lemieux Builders, Inc., 114 Rochester Hill Road (Bruton & Berube) Request for waiver of impact fees associated with the construction of the 102 multi-family units.

GRANTED

SDJ Development of Rochester, LLC, Fillmore Boulevard Request for an extension to meet precedent conditions to an approved modification.

Case# 237 – 3&8 – PUD – 20 **GRANTED**

Glenn Davids Integrity Auto, Inc., 415 North Main Street Request for an extension to meet precedent conditions to an approved site plan to expand vehicle sales and service.

Case# 114 – 4&5 – HC – 19 **GRANTED**

Donald & Bonnie Toy, 418 Old Dover Road Request for an extension to meet precedent conditions to an approved 14-unit expansion of a mobile home park.

Case# 256 – 54-1 – A – 19 **GRANTED**

Robert & Denise Higgins, 28 Western Avenue (by Norway Plains Assoc.) 2-Lot subdivision. Case# 120 – 185 – R1 – 20 **APPROVED**

John & Elizabeth Neer, 104 Chesley Hill Road (Berry Surveying & Engineering) 3-Lot subdivision. Case# 246 – 25 – R1 – 20 **APPROVED**

Tropic Star Development, LLC, 717 Columbus Avenue (by Greenman-Pedersen, Inc.) Site plan and conditional use permits to construct a 4,350 sf convenience store and retail motor fueling facility. Case# 131 – 7 – NMU – 20 **CONTINUANCE REQUEST TO 6/1/2020**

Kelmar Investments, LLC, Kelmar Drive & Fresian Drive (by Berry Surveying & Engineering) Amendment to adjust the subdivision lot lines, road length, and update to current AoT standards for drainage design and construction. Case# 203 – 25 – A – 20 **CONTINUANCE REQUEST TO 5/18/2020**

Golden Oaks Development, LLC, Freedom Drive (by Norway Plains Assoc.) 17-Lot subdivision and Conditional Use Permit. Case# 110 – 10, 10-2 thru 10-18 – R1 – 20 **APPROVED**

Cornerstone VNA, 178 Farmington Road (by Norway Plains Assoc.) Site plan and Conditional Use Permit to construct a 4,394 s.f. building addition. Case# 208 – 9 – GRD – 20 **APPROVED**

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

The Conservation Commission met on April 22, 2020. This was the Commission's first ever online meeting, and it went great, and even included digital presentations by developer's agents.

The meeting entailed the following items:

1. Minutes: The meeting minutes of February 26, 2020 were reviewed and approved.

2. Conservation Overlay District: The following Conditional Use Permit applications were discussed and approved:

a) Kelmar Dr – Planning Staff spoke to this application; the application revolves around proposed drainage amendments to an approved subdivision, and the related proposed wetland buffer impacts. The Commission voted to approve the application as presented.

b) Freedom Dr- The applicant's agent presented the proposed subdivision and its related wetland/wetland buffer impacts. The Commission questioned culvert sizing, wetland functions and values, stormwater treatment, etc... The Commission voted to approve the application.

c) Ten Rod Rd/Innovation Drive – Planning Staff presented this application for a new industrial development and its proposed wetland buffer impacts. The Commission approved the application with conditions.

3. NH DES Wetland/Shoreland Applications.

a) Rochester DPW –Woodman Area Improvements – Planning Staff presented this project, and reminded the Commission they had reviewed a similar proposal a year or two ago, but the project wasn't started. The Commission decided they would like DPW present so that drainage and erosion control questions could be addressed.

4. Non-Public Session pursuant to RSA 91-A:3 II (d): Discussion of acquisition of real property and/or recent site walks LACE Sheets was had.

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission held a virtual Teams meeting on April 15, 2020. The Commission approved the 45 Hanson Street, Certificate of Approval for demolition. Case# HDC 120-383– DTC – 20. Wright Pierce presented the Woodman Project Improvements: Congress, Charles, Myrtle, Woodman, Liberty Streets, Elan and Beaudoin Courts. The Commission was in support of the Department of Public Works project. The Planning Department has received the Certified Local Government grant to hire a consultant to update the National Registry properties. This CLG grant will be going to City Council for approval in May.

ARTS AND CULTURE COMMISSION ACTIVITIES

The Arts and Culture Commission did not meet in April due to COVID-19. The Commission looks forward to planning for the Rochester Arts Awards.

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

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City Clerk's Office

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

From: Lauren Krans, Asst. Director Recreation & Arena
Date: May 13, 2020
Re: April Monthly Report

Staying Connected & Informed

Our team is committed to staying connected to the professional organizations that guide best practices in the recreation sector. Staff is staying informed of updates, trends and forecasts related to COVID19



NH Recreation & Park Association
Get out and enjoy life!

and its impact on local and national recreation. Team members participate in two weekly NHRPA (New Hampshire Recreation & Parks Association) meetings, biweekly NRPA (National Recreation & Parks Association) meetings/forums and weekly NEISMA (North East Ice Skating Managers Association) meetings. Recently staff members attended a webinar hosted by a UNH Recreation Management Professor on the anticipated impact COVID19 will have on youth sports. We continue to work closely with the City Manager's Office and the Emergency Operations Center as we navigate this new normal and continue to adapt our department operations.

Summer Program Updates

Much of the month of April was spent researching, brainstorming and learning about the anticipated guidelines and best practices related to operations of recreation programs and facilities during the summer. Some expected program changes and cancellations were communicated to our users. As new information and guidelines are forthcoming each day, by the time this report is read, we expect we will have more detailed updates on our programs, including Summer Camps and Pools.

Community Engagement

Technology remains a consistent tool to stay connected with our community members.



Our yoga and fitness instructors continue to provide us with quality, custom classes for our Rochester audience. Each yoga/fitness video averages 1,000 Facebook "engagements" or interactions, with customers. Recently our fitness instructor Heidi received an email from a student who used to physically attend her classes. "You have always made it fun and your caring ways kept us coming back," says the student, who goes on to detail how Heidi's online workout videos get her moving and motivated in the morning. She also mentions that she participates weekly in Heidi's online classes "with" her friends, who virtually participate at the same time. Although it's not the same as being together in the same room, the friendly faces of our instructors help to bring our community members a sense of normalcy, routine and of course, exercise!

Other community engagement initiatives include #LilacCityShines and Bathroom Karaoke. The Lilac City Shines initiative encourages everyone to decorate their homes with holiday lights and stars to honor our community "stars" during this challenging time. Bathroom Karaoke is a weekly sing along with Rec Supervisor Art while (you guessed it!) he sits in his bathroom. Sure, it sounds silly, but Bathroom Karaoke has achieved the exact goal we hoped it would-thousands of our community members are laughing, talking and sharing in a funny experience together. A funny, simple initiative that keeps our community ties, and sense of humor, strong!



Check out our Facebook and Instagram pages for a reason to smile!

Like us on Facebook!



Rochester NH
Recreation & Arena



Instagram



rochester_rec

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City Clerk's Office



ROCHESTER FIRE DEPARTMENT

TIM WILDER
ASSISTANT CHIEF OF DEPARTMENT



37 Wakefield Street

Rochester NH, 03867
www.rochfd.org

Tel (603) 335-7545

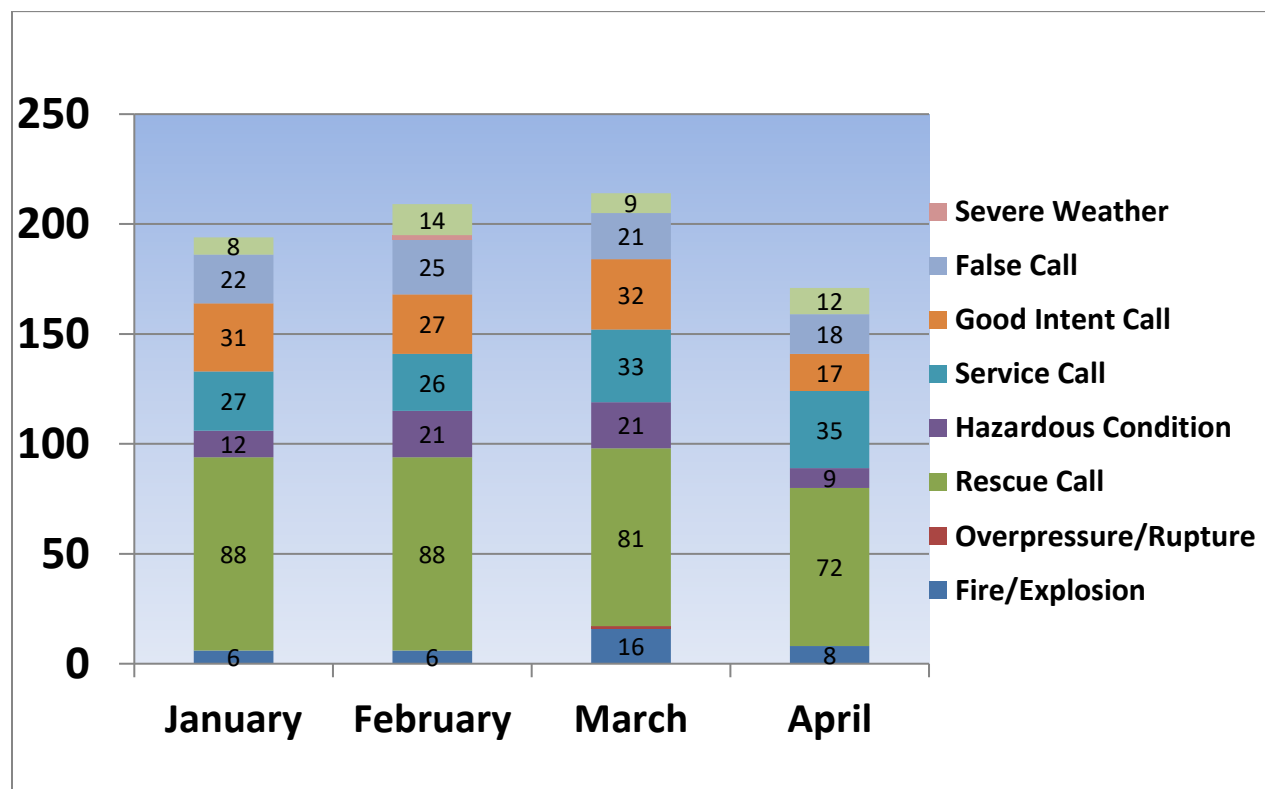
To: Blaine Cox, City Manager

From: Tim Wilder, Assistant Fire Chief

Date: May 1, 2020

Ref: Monthly Report for April 2020

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 April's data shown individually with their respective totals. For the month of April there were **171** calls for service. Rochester Fire has responded to a total of **2000** calls for Fiscal Year 2020.

FIRE DEPARTMENT OPERATIONS

Managed shift coverage assignments

Managed and organized equipment and supply purchases as needed

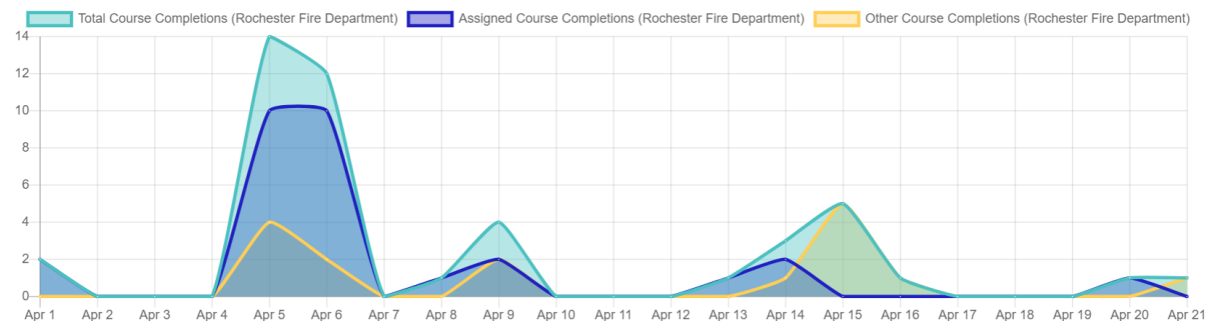
Managed apparatus repairs as needed

Managed COVID PPE distribution to members of the department

FIRE PREVENTION BUREAU

With COVID-19 Fire Prevention has had a significant decrease in inspection requests. During the month of April inspection requests have been for new construction only at the request of the contractors. The Prevention Office continues to work with the NH State Fire Marshal's Office on various cases. Deputy Chief Hughes has been assigned to the EOC since March 16th. The EOC has been working with the State to provide a supply chain for the City's essential workers, working with local businesses and care facilities to meet the challenges of operating during COVID-19, responding to Citizens' complaints and questions, educating and enforcing the Governors Emergency orders and working with City's departments to assist them with meeting the various current and future needs during COVID-19.

Since going to the online only burn permit system through NH Division of Forest & Lands on March 13th, Rochester has issued 548 burn permits. In the month of April, 360 were issued.

TRAINING DIVISION**Course Completions**

Total Hours of Training Completed in IMC: 159

Total Hours Completed in FR1: 52

Continued to develop standard lesson plans for RFD

Continued to review/edit SOG's, and GO's for RFD

Plan/Organize/Conduct/Deliver 2 hours of practical training for members to evaluate the SCOTT SCBA Mask with integrated Thermal Imaging Camera

Plan/Organize/Conduct/Deliver RFD's 2020 FF Candidate Process to 26 applicants over 3 days

Plan/Organize 2020 RFD Promotional Exam (Currently postponed due to Pandemic)

DEPARTMENT INFORMATION:

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

- 2 Shifts at 9 Firefighters (1 Captain, 1 Lieutenant and 7 Firefighters)
- 2 Shifts at 7 Firefighters (1 Captain, 1 Lieutenant and 5 Firefighters)
- Manning Station 1 and Gonic Station

PERSONNEL:

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

Captain Mark Avery retired on April 1 after over 27 years of service to the City of Rochester.

There were 2 resignation letters presented to Chief Klose.

We have two members on active duty military assignments.

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

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

RESPONSE ACTIVITY:

April 1st – Berwick, ME – Building Fire. Engine 5, Chief 2 and Chief 3 responded to Berwick for a building fire. Crews were assigned to supply water to a South Berwick ladder and Berwick Engine. Crews also assisted with a secondary search of the building. Crews released and returned to the City.

April 1st – Berwick, ME – Building Fire. Engine 5 and Engine 7 responded to Berwick for a building fire. Crews assisted the interior crew with fire attack and checked for extension. Fire was knocked down. Crews released and returned to the City.

April 8th – Rochester – Building Fire. Engine 5, Engine 2, and Truck 1 responded to a building fire on May Street. A Box Alarm was transmitted for a working building fire. Chief 1, Chief 2, Chief 3, Chief 5, Dover Fire, Farmington Fire, Barrington Fire, Somersworth Fire, Milton Fire, Dover Car 2, Rochester Engine 1, Rochester Engine 7, Rochester Utility 1 and Somersworth Air Trailer all arrived on scene. Lines were stretched and searches were performed. Once the fire was extinguished, overhaul was performed. State Fire Marshal's Office was called to the scene. Scene was turned over to Chief 5 (K-1) for investigation.

April 11th – Somersworth – Structure Fire. Engine 2, Utility 1, Chief 2 and Chief 3 responded to Somersworth for a reported structure fire. Crews were assigned to RIT and to check for extension. Crews were released by Command and returned to the City.

April 12th – Barrington – Structure Fire. Engine 2 responded to Barrington for a structure fire. Arrived on scene and assisted with overhaul. Crews were released by Command and returned to the City.

April 17th – Rochester – Motor Vehicle Accident. Engine 5, Engine 2, and Rescue 1 responded to a motor vehicle accident. Both drivers were en trapped. Fire provided a driver for EMS. MVA resulted in 1 fatality.

April 17th – Rochester – Vehicle Fire. Engine 2, Engine 1 and Engine 7 responded to Brock Street for a vehicle fire. Upon arrival, crews found a fully involved SUV. Extinguished fire and returned to their stations.

April 27th – Farmington – CO Activation. Engine 5 and Engine 7 responded to Farmington, NH for a CO activation. Engine 5 was assigned to checking the first floor and assisting Farmington with ventilation. Once task was completed, crews were released by Farmington and returned to the City.

EMERGENCY MANAGEMENT

The City of Rochester Emergency Operations Center (EOC) was opened on March 16th and has been operating since. This is due to the onset of COVID-19. Chief Klose has transitioned to the Emergency Management Director, while Assistant Chief Tim Wilder is Acting Fire Chief. Deputy Chief of Fire Prevention, Adam Hughes, has transitioned to a role within the EOC, as well. The EOC was moved to the Annex Building.

Since April 1, access to the second floor EOC is closed. The National Guard/Metropolitan Medical Response Team is setting up a testing site on Brock Street. Testing began on April 29. Frisbie Memorial Hospital will be setting up outpatient testing at the Surgical Center across from Airport Drive with drive-up service.

All City buildings remain closed to the public and non-essential personnel. Schools remain closed and remote learning will be continued for the remainder of the school year. The school department is handing out approximately 350-400 bagged breakfasts and lunches daily.

As of April 30, there were 2,054 cases of COVID-19 in NH. The current cases as of April 30 were 1,008.

Respectfully submitted,

Tim Wilder

Tim Wilder, Assistant 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
"Dedication, Pride, Integrity"

POLICE COMMISSION

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

May 11, 2020



TO: City Manager Blaine Cox

RE: Monthly Report – April 2020

OPERATIONS: All ward meetings are on hold during the pandemic.

The investigations bureau had 29 cases submitted for review. There are currently 77 cases assigned. There were four detective call outs, (2 Deaths, 1 robbery, 1 fire.]There were three compliance checks for sex offenders. There were 300 pieces of evidence logged in, and 20 items returned to owners.

CEO/ COMMUNITY ENGAGEMENT OFFICER: POP Officers Robinson and Seager were reassigned to patrol this period. They will resume POP duties May 4. Officer Danie and Sgt. Babine have been assisting Detectives and Patrol getting information out to patrol. They are maintaining a downtown presence and completing business checks, incorporating bike and foot patrols. They distributed a flyer to local auto dealerships regarding a recent string of motor vehicle thefts.

COMPSTAT: The report for the month of March 2020 reflects an impact due to the COVID-19 pandemic. The first part of the month did not have any quarantine orders in place; however, the Governor did put an order in place during the second half of the month.

As expected, Field Activities drastically decreased during the month due to the reduction of proactive enforcement because of the quarantine and limited contact with citizens for officer safety. Crashes were down 23%, which is expected due to the reduced number of vehicles on the road. The number of DWI's was down for the month, 5, compared to 10 in February. Of the five, two were from crashes.

Burglaries were up from the previous months, but it is important to point out they remain consistent with 2019 numbers. The previous two months had a low number of burglaries, which was the trend in 2019 as well. There were no trends related to burglaries for the month with one exception. A vacant house, under reconstruction, was burglarized twice in the same week. The other burglaries were not related, nor do they appear to have similar MO's—all still under investigation.

Other theft related cases appear to be consistent with the effect the pandemic restrictions had on Field Activities. There was a slight increase in Shoplifting over the previous month however, that total number for the year is lower than 2019. No other category of theft cases appear to be related, or have similar trends that would lead one to believe they are related.

There is a significant change this year, trending upward, in vandalism related cases. Many of these are DV related while others seem to be burglary/theft related. There does not appear to be an increase in random destructive acts rather these vandalism cases are part of specific isolated incidents.

Drug related activity remained consistent throughout the month. Most of the possession cases were the result of search incident to arrest, or vehicle searches. The number of overdose related calls officers responded to decreased slightly in most categories with the exception of fatalities. There were 4 fatalities during the month—all still under investigation. Officers continue to promote rehabilitation and recovery services.

Overall, the city has experienced consistent levels of activity in all categories during the month of March. There does not appear to be any trends or crime series connecting different property crimes. The assaults appear to be committed by persons known to the victims.

COMMUNICATIONS: We are working to cover upcoming maternity leaves for three dispatchers. Our new dispatcher is now 8 weeks into training. She will be transitioning over to police dispatching.

Trainings were cancelled this month because of the COVID-19 pandemic.

The Center celebrated Telecommunicator Week this month spotlighting each dispatcher with a little profile that went out to the Police Dept and the Fire Dept along with posting on the FB page. We received a lot of positive feedback from the public and it was nice for the staff to hear how much they were appreciated. We really appreciate all their hard work especially during this trying time.

The dispatchers have been diligent at cleaning the center and maintaining social distance. The backup Center is still at the Gonic Station in case we need to decontaminate the one at the Police Department.

DIVERSION: April and May Teen nights were canceled due to Covid risks. On average there were 214 youth attending per event during this year. Teen Travel for the summer has been canceled, but conversations will be held as to providing opportunities for the teens to connect over the summer should COVID circumstances change.

Nicole continues to work on the Juvenile Probation Transformation Certificate Program with the State team. There have been some delays in our rollouts due to COVID circumstances. Overall, the plan is still in place with a roll out of an assessment tool developed to direct cases into diversion or probation prior to any court filings. The team is hopeful that activities will take place in the fall, starting with the statewide Summit that's in planning.

Nicole held the first virtual Intake and Diversion Panel hearing this month. Many programs across the State have continued services through this model allowing Departments an effective and timely tool in juvenile justice.

As NHJCD Network's Board Chair, Nicole has worked with the Diversion Network partners in establishing programs for Coos County, Rockingham County and firming up the program in Carroll County. As of the end of April, there will be Diversion programs overseeing the entire State of NH- the first time ever that RSA 169B:10 can be the option to every youth in NH!

Nicole has been working with the NHJCD Network's Evaluator on establishing NH's diversion programs as Evidence-based and currently as a promising practice. This process will roll out over the next year, but will produce a replicable program manual so we will be able to create more programs in NH and shared nationally.

Nicole has completed all necessary trainings and paperwork for recertification as a Certified Recovery Support Worker (CRSW), allowing Staff to continue services to the PD as needed.

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

FINANCIAL/PURCHASING: We are approximately 83% of the way through FY20 and overall our operating budget is very good shape. Our O&M lines are currently spent to 70%. The budget freeze enacted on March 19th by the finance office has been extended into May.

We have received authorization to draw down on the JAG grant and have moved forward with ordering of the new outer load bearing carriers. We will need to have the vendor come for sizing of all personnel.

The radio replacement project is continuing to move forward. The staging of our equipment is complete and the design approved. We released our second payment to Motorola. We continue to work with 2-Way on work that needs to be scheduled in our building.

We have picked up one of our new frontline cruisers. The second is on the lot at the dealership. After we strip emergency equipment from the car we are trading, we will go and pick it up. We will need to schedule installation of said emergency equipment into the new cars with our vendor.

Purchases of \$5000 or more which would require a signature from the commission this month.

- Purchase order for outer carriers
- Second payment to Motorola for the radio replacement.

FORFEITURE SPENDING: There was no forfeiture spending this period.

HIRING: Certified Officer Matt Kimball will start employment on April 27th. He will be assigned to field training after some in house training. This leaves us with one full time patrol opening, with another vacancy on the horizon.

HONOR GUARD: The C.H.a.D. football game in June 2020 has been canceled due to CVOID-19. The Honor Guard has been requested to participate in the Memorial Day Parade and ceremony, but we are waiting to see if permits will be granted.

HOUSING: We had 36 Police related calls for service this month. Officer Blair has adjusted his operations to comply with COVID-19, but is still patrolling and being a presence at the various buildings. Officer Funk remains out of work due to injury. Marsh View had reports of a transient person getting to the building and breaking in to the coin operated laundry machines. Maintenance repaired a broken door and that activity has ceased.

Following reports of a resident letting people into the building at Wyandotte, Housing put up notices of no visitors during the Covid pandemic. This is not easily enforced. Officer Blair, Officer Danie and Sgt. Babine have stepped up presence at that location.

There were only two background checks completed for new residents.

K-9: This month the Rochester K9 Unit responded to five calls for service. All of the calls were for tracks, and they were all in Rochester. Officer MacKenzie and Phlirt did some foot beats in the downtown area. They are checking in to the after-hours hot spots such as Cumberland Farms and Walgreens. Walgreens has become less active since they started closing at night.

PROSECUTION - ADULT: Due to limitations in operations being imposed/mandated by the Court, adult prosecution has been working in a reduced capacity.

PROSECUTION - JUVENILE: These numbers are not typical but are a result of the reduction in cases presented by the Court. Juvenile prosecution had 16 petitions, and 1 CHINS. Most cases were

canceled during the pandemic. The following were resolved telephonically: 1 arraignment, 4 review hearings, 1 dispositional hearing and 1 trial resolved by plea. Lt. Gould worked on a project for the City Attorney.

RENTAL PROPERTY OWNERS ASSOCIATION: The April and May meetings were canceled. They are exploring doing a Zoom meeting for May.

SCHOOL RESOURCE OFFICERS: **COVID-19 school closures went into effect March 18th. SRO Jackson and SRO Porfido have been assigned to Patrol during the closure while SRO Deluca has been assisting the schools with helping families in need of services get food and other items needed during the closure.**

Middle School Highlights: Sgt. Deluca continues to assist the Middle School with student attendance and schoolwork issues as well as joining in on online classes. He and Officer Porfido, and with the truancy officer and the Assistant Superintendent have been checking in on students who have not checked in with the on line learning. Sgt. Deluca has been attempting different activities with as many students as possible such as hosting a 6th grade trivia meeting where 25 kids joined. He is still attending all the school meetings via Zoom teleconferencing. He has been assisting with organizing and dispersing the food bags to families.

Explorer Post: No meetings were held this period.

TRAINING: The Academy was interrupted by Covid-19. Officers' Colson and Knox transitioned to remote learning and both successfully passed their final exam and received certification. They will move into field training.

Officer Bilodeau was released to solo patrol. Officer Alexander, who has been deployed with the military for over a year, has returned to duty. He will have a short field-training program, some in house training on policies, and qualifications, before being released to solo patrol.

With the Covid pandemic, all outside trainings were canceled. We are continuing on line training courses through the Policeone Academy. We are completing some of our long arms training at the range, which we normally do in November. These efforts will have most officers in compliance with annual training requirements from Police Standards ahead of schedule.

Respectfully Submitted,

Paul R. Toussaint
Chief of Police

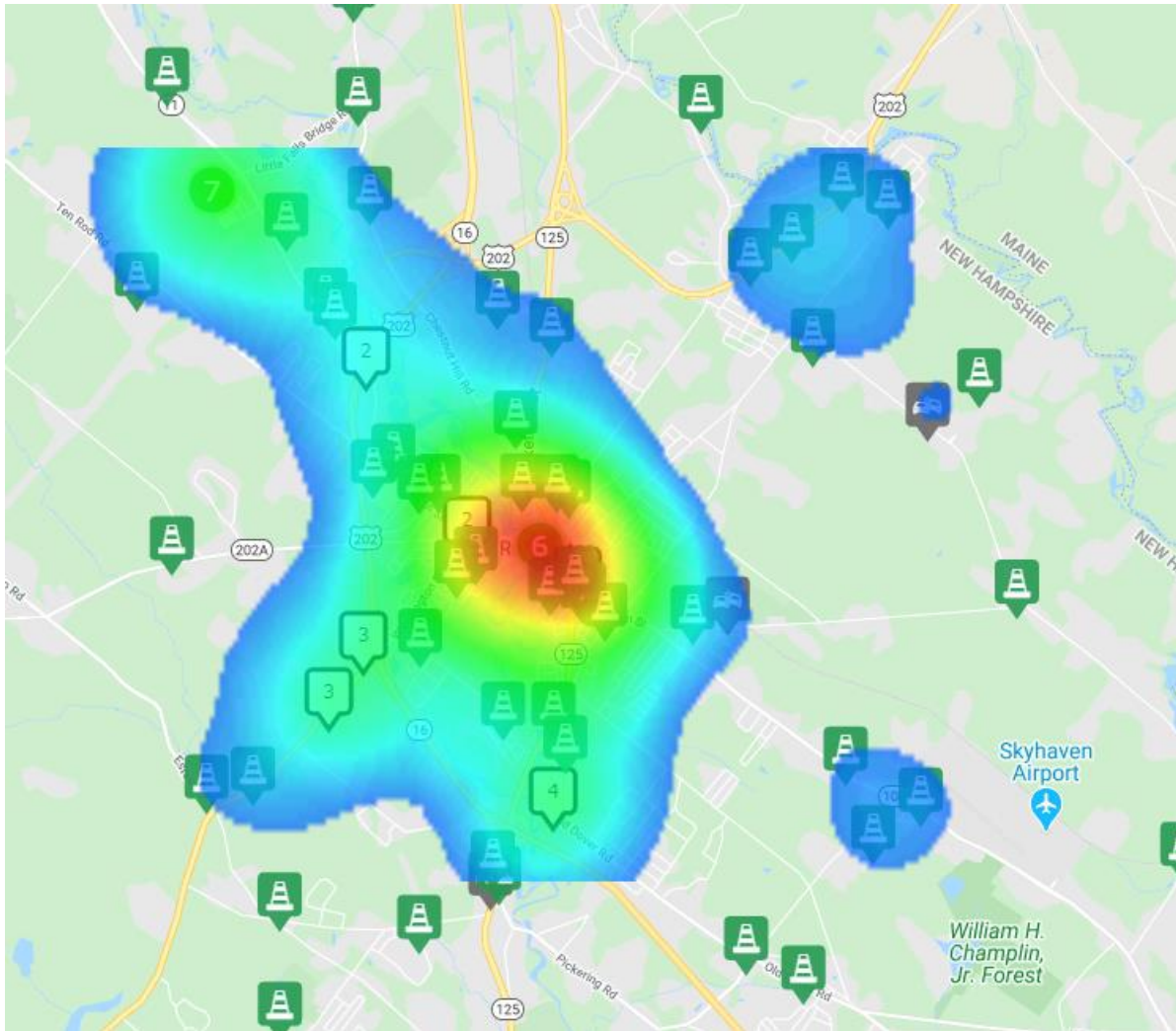
Rochester Police Department

March 2020 Comp Stat Report



Field Activities

Specific Crimes	Mar-20	Mar-19	% Change	Feb-20	% Change	Jan-20	YTD 20	YTD 19	% Change	YTD 18
Traffic Stops	309	733	-58%	612	-50%	549	1161	1360	-15%	2953
Arrests from Stops	5	17	-71%	14	-64%	25	39	60	-35%	89
Summons	11	27	-59%	36	-69%	12	48	52	-8%	171
Warnings	287	657	-56%	551	-48%	500	1051	1203	-13%	2602
No Action	5	28	-82%	8	-38%	10	18	40	-55%	68
Accidents	62	61	2%	81	-23%	81	162	224	-28%	260
Summons from ACs	0	2	-100%	3	100%	0	3	6	-50%	9
Arrests from ACs	2	1	100%	5	-60%	5	10	12	-17%	19
Field Interviews	8	7	14%	8	0%	8	16	12	33%	14
DWI	5	10	-50%	10	-50%	3	13	17	-24%	20
<i>Narcotics</i>	1	3	-67%	2	-50%	2	4	7	-43%	4
<i>Alcohol</i>	4	7	-43%	8	-50%	1	9	10	-10%	16
DWI from Accidents	2	4	-50%	2	0%	2	4	2	100%	9



Motor Vehicle Crashes

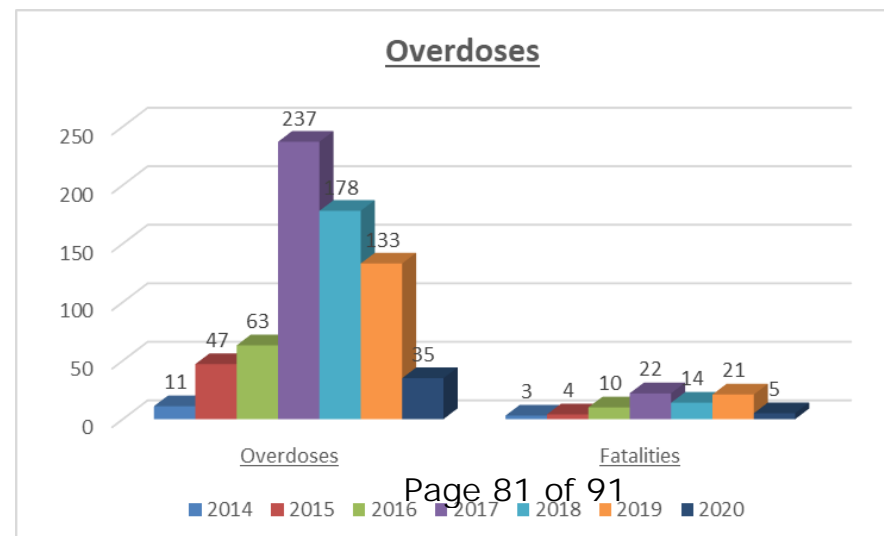
- 62 total crashes
- 2 reported crashes that resulted in DWI arrests, both alcohol related.
- Continued trend of parking lot accidents at many of the stores around town.
- Map depicts “hot spots” depicting locations of crashes. Red area contains highest density of crashes, (downtown), graduating to blue (higher than single incidents).

Property Crimes

All Incident Reports												
Specific Crimes	Mar-20	Mar-19	% Change	Feb-20	% Change	Jan-20	YTD-20	YTD 19	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Burglary	10	10	0%	4	150%	4	18	18	0%	6%	15%	22
Shoplifting	17	15	13%	12	42%	23	52	73	-29%	87%	82%	66
Theft from a Building	13	8	63%	12	8%	17	42	40	5%	31%	28%	43
Theft from M/V (including Parts)	7	10	-30%	6	17%	4	17	27	-37%	12%	4%	29
All Other Theft	17	5	240%	9	89%	8	34	16	113%	12%	7%	26
M/V Theft	1	5	-80%	2	-50%	2	5	12	-58%	40%	18%	5
Vandalism	39	22	77%	34	15%	27	100	75	33%	30%	28%	82
Total Property	104	75	39%	79	32%	85	268	261	3%	35%	28%	273
Arrests												
Specific Crimes	Mar-20	Mar-19	% Change	Feb-20	% Change	Jan-20	YTD-20	YTD 19	% Change			YTD 18
Burglary	0	3	-100%	0	0%	1	1	7	-86%			2
Shoplifting	7	23	-70%	5	40%	33	45	75	-40%			51
Theft from a Building	6	4	50%	1	500%	6	13	12	8%			9
Theft from M/V (including Parts)	1	0	100%	1	0%	0	2	2	0%			1
All Other Theft	0	1	-100%	1	-100%	3	4	2	100%			0
M/V Theft	0	1	-100%	0	0%	2	2	2	0%			1
Vandalism	8	8	0%	8	0%	14	30	31	-3%			22
Total Property	22	40	-45%	16	38%	59	97	131	-26%			86

Drug Incidents

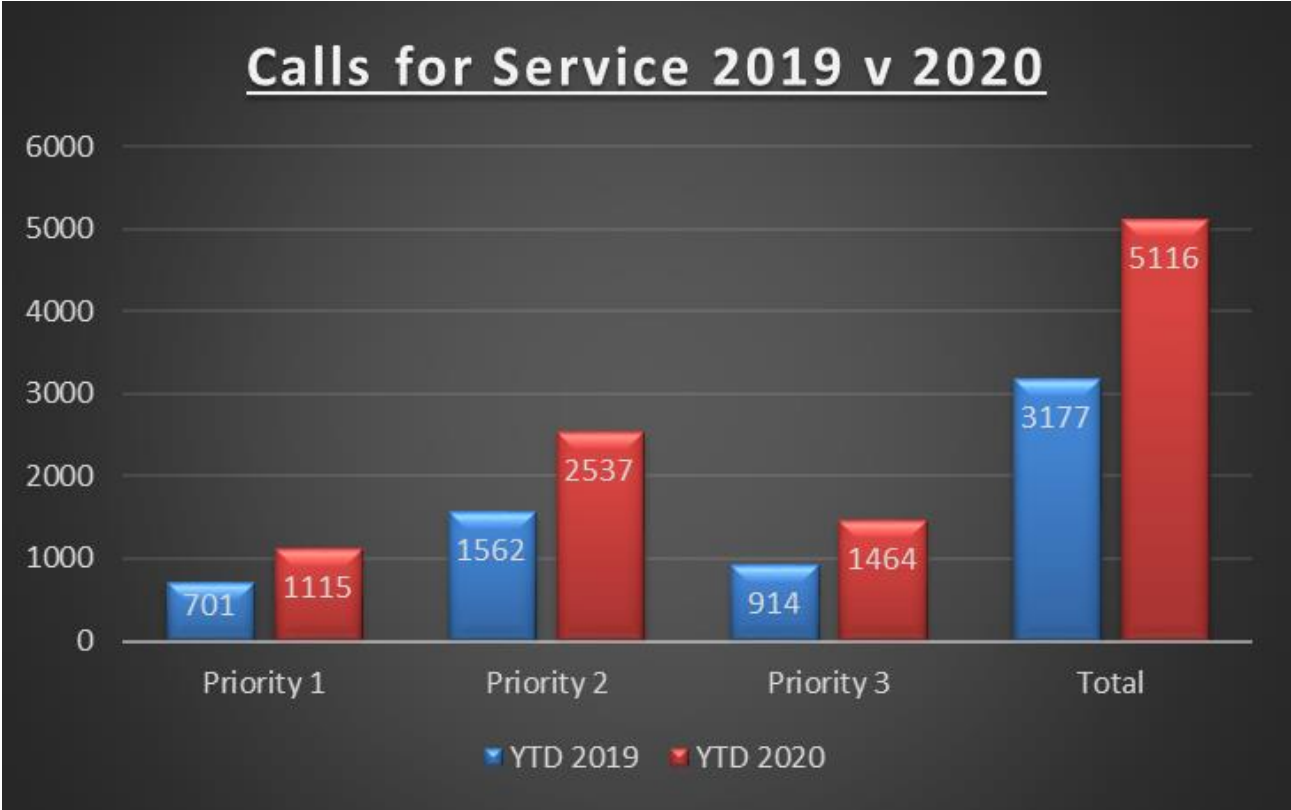
All Incident Reports												
Specific Crimes	Mar-20	Mar-19	%Change	Feb-20	%Change	Jan-20	YTD-2020	YTD 2019	%Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Possession	16	10	60%	10	60%	17	43	24	79%	60%	121%	30
Drug Events	4	15	-73%	21	-81%	14	39	39	0%			N/A
Overdoses	13	12	8%	13	0%	9	35	21	67%			41
Fatal	4	0	400%	1	100%	0	5	1	400%			4
Total Drug	20	25	-20%	31	-35%	31	82	63	30%			71
Arrests												
Specific Crimes	Mar-20	Mar-19	%Change	Feb-20	%Change	Jan-20	TYD-20	YTD 19	%Change			YTD 18
Possession	8	11	-27%	6	33%	12	26	29	-10%			12



Violent Crimes

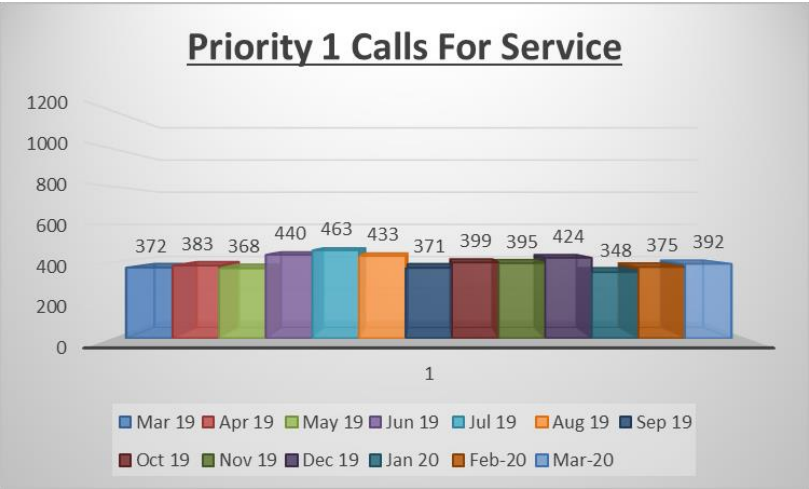
All Incident Reports												
Specific Crimes	Mar-20	Mar-19	%Change	Feb-20	%Change	Jan-20	YTD 20	YTD 19	%Change	YTD 2020 Closure Rate	YTD 2019Closure Rate	YTD 18
Homicide	0	0	0%	0	0%	0	0	0	0%	0%	0%	0
Robbery	1	0	0%	1	0%	1	3	2	50%	0%	150%	4
Aggravated Assault	3	3	0%	3	0%	2	8	11	-27%	38%	64%	15
<i>from DV*</i>	2	0	200%	1	100%	1	2	3	-33%	100%	100%	8
Simple Assault	37	33	12%	34	9%	32	103	92	12%	29%	41%	120
<i>from DV*</i>	23	15	53%	18	28%	14	32	45	-29%	59%	76%	61
Total Violent	41	36	14%	38	8%	35	114	105	9%	17%	64%	139
Arrests												
Specific Crimes	Mar-20	Mar-19	%Change	Feb-20	%Change	Jan-20	YTD 20	YTD 19	%Change			YTD 18
Homicide	0	0	0%	0	0%	0	0	0	0%			0
Robbery	0	0	0%	0	0%	0	0	3	-300%			2
Aggravated Assault	2	2	0%	1	100%	2	3	7	-57%			12
<i>from DV*</i>	2	0	200%	1	100%	1	2	3	-33%			7
Simple Assault	18	22	-18%	12	50%	16	30	38	-21%			40
<i>from DV*</i>	13	14	-7%	9	44%	10	19	34	-44%			38
Total Violent	20	24	-17%	13	54%	18	31	48	-35%			54

Calls for Service 2019 v 2020

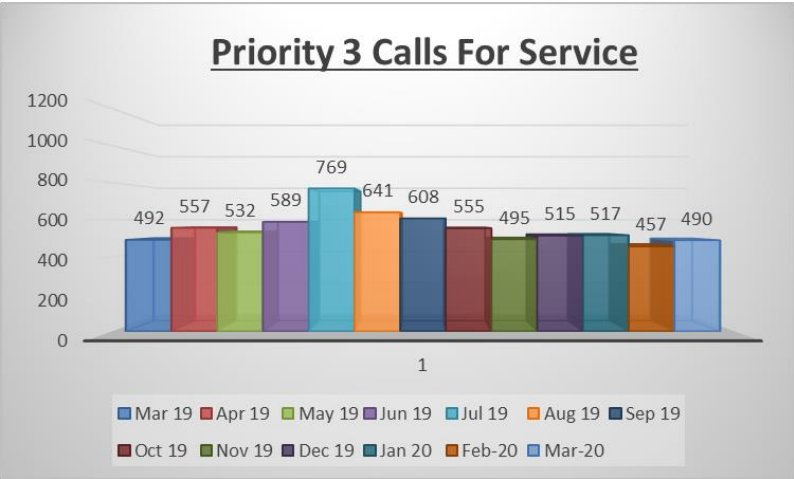


Calls for Service by Priority

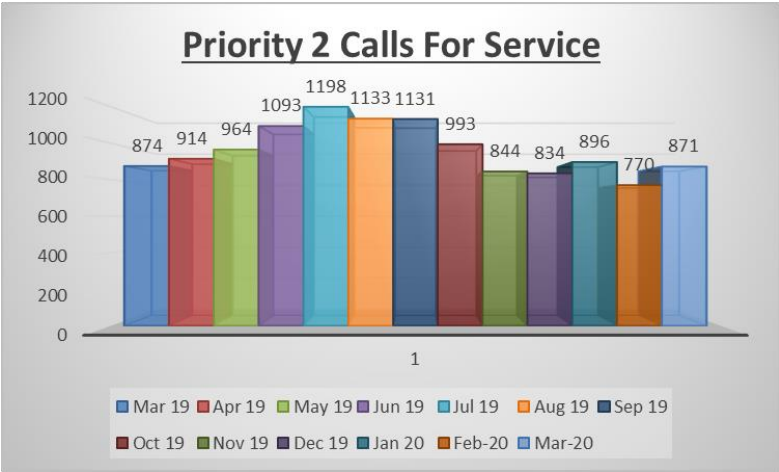
Priority 1 Calls For Service



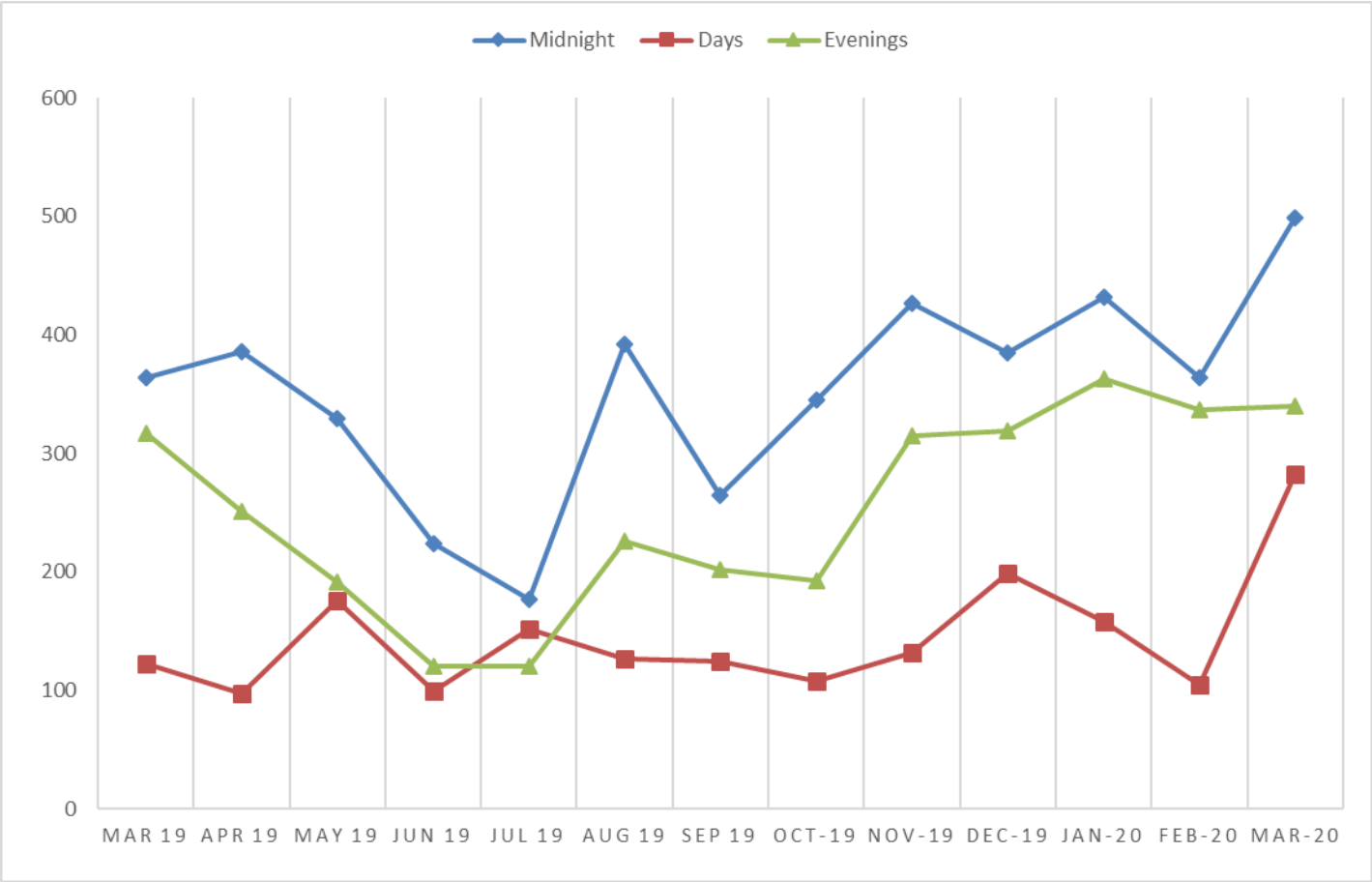
Priority 3 Calls For Service



Priority 2 Calls For Service



Proactive Hours by Shift



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City Clerk's Office



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

05/14/2020

Reference: 335-7550
Children's: 335-7549
Fax: 335-7582
www.rpl.lib.nh.us

Main Desk: (603) 332-1428

MONTHLY REPORT April 2020

The Library staff is posting interactive content to social media pages and the library's website daily. New reading lists for children and teens have also been posted to the website.

The Children's Room staff are posting fun crafts with instructions on social media for patrons with children.

Guided Meditation & Home Yoga Practice videos by Naomi Kaplan are posted weekly on the library website.

Common Threads, a group of patrons that met weekly at the library to work on their individual needlework projects while socializing and sharing a wealth of creative knowledge has gone virtual. Common Threads meets every Monday from 10-11am through a Webex link on the library website.

Digital copies of the Library's collection of WWII propaganda posters are being posted online for the public to access.

The library began issuing virtual library cards during National Library Week, April 19 - 25. A virtual card provides access to all of the Library's online offerings and databases, this is provided free to residents of Rochester who request one. Requests are taken online and by phone.

The Library is also offering to curate reading lists from the material available online on request. Residents fill out a short form and library staff will send them a list of books they can check out that we think they'd enjoy.

Library staff have been adding records to the Library's card catalog for open access eBooks, which are available on the internet for free and do not need to be checked out or returned.

Stephanie Piro-Nolan, an adult circulation desk librarian began writing a weekly column in Fosters Daily Democrat promoting these services and other new projects the Library is working on for patrons.

Three hundred and twenty-five of our library patrons downloaded 1,674 e-books to media devices through the library's web site this month. The RPL website also enabled 23 patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 835 digital downloads from Hoopla.

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City Clerk's Office

City of Rochester Tax Collector's Office
April 30, 2020

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2019	Warrant	66,169,796	64,715,730.00	97.80%	1,454,066.00	2.20%
2018		63,834,824	63,137,141.62	98.91%	697,682.38	1.09%
2017		60,524,791	60,195,503.68	99.46%	329,287.32	0.54%
2016		58,196,003	58,037,343.65	99.73%	158,659.35	0.27%
2015		56,938,119	56,828,015.01	99.81%	110,103.99	0.19%
2014		55,068,779	54,998,569.86	99.87%	70,209.14	0.13%
2013		53,324,262	53,263,667.07	99.89%	60,594.93	0.11%
2012		50,952,912	50,917,782.01	99.93%	35,129.99	0.07%
2011		48,856,892	48,823,018.08	99.93%	33,873.92	0.07%
2010		47,308,832	47,281,482.34	99.94%	27,349.66	0.06%
2009		46,898,827	46,872,092.30	99.94%	26,734.70	0.06%
2008		46,522,769	46,508,664.34	99.97%	14,104.66	0.03%
2007		42,964,450	42,952,684.42	99.97%	11,765.58	0.03%
2006		40,794,160	40,787,509.45	99.98%	6,650.55	0.02%
2005		38,024,453	38,019,001.03	99.99%	5,451.97	0.01%
2004		36,065,496	36,059,946.10	99.98%	5,549.90	0.02%
2003		33,310,579	33,306,755.65	99.99%	3,823.35	0.01%
2002		29,725,878	29,722,554.10	99.99%	3,323.90	0.01%
2001		26,943,136	26,940,170.75	99.99%	2,965.25	0.01%
2000		25,415,248	25,413,243.68	99.99%	2,004.32	0.01%
1999		22,973,308	22,971,980.41	99.99%	1,327.59	0.01%
1998		30,592,529	30,590,734.68	99.99%	1,794.32	0.01%
1997		29,835,914	29,834,230.90	99.99%	1,683.10	0.01%
1996		27,726,424	27,724,777.67	99.99%	1,646.33	0.01%
1995		27,712,029	27,711,835.43	100.00%	193.57	0.00%
					3,065,975.77	

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	\$ 895,412.34	645
Feb	\$ 233,759.07	426
Mar	\$ 254,442.89	546
Apr	\$ 137,878.37	541
May		
June		
Totals	\$ 3,079,228.71	4974

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 April 2020.

DATE: May 4, 2020

This office reported 79 formal case notes for the month of April.

Voucher amounts issued were as follows:

	10 <u>Families</u> 3 new	9 <u>Single</u> 3 new
Burial	650.00	1,300.00
Dental00	.00
Electricity00	.00
Food.....	.00	.00
Fuel heating00	.00
Mortgage00	.00
Prescriptions00	.00
Rent	500.00	1,295.00
Temporary Housing.....	3,203.00	1,095.00
Transportation	<u>.00</u>	<u>.00</u>
TOTAL	\$4,353.00	\$3,690.50

General Assistance above represents an average cost per case/family of \$435.30 and case/Individual of \$410.00 for this month.

Total vouchers issued: \$8,043.50

There was a decrease of \$3,779.15 in assistance issued this month compared to April 2019. There was a decrease of \$1,465.45 in vouchers issued this month compared to last month.

We received reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaling \$.00

NOTES

April budget impact includes the Covid-19 Pandemic situation, including Governor Sununu's executive orders regarding temporary prohibition on evictions, foreclosures and utility disconnects resulting in less assistance inquires. Also, expanded unemployment and stimulus money. Homeless shelters ending new entries has increased temporary housing (motels) assistance.