



**City of Rochester, NH**  
**Preamble for December 15, 2020 City Council Public Hearing**  
**Special Meeting, and Workshop**

Good Evening, as Chairperson of the City Council, 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.) **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](mailto: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).*

In addition to the above listed public access information, the City Council will be allowing the public to enter Council Chambers and speak in person during the Public Input portion of this meeting. In an effort to adhere to CDC guidelines: enter only at the front Wakefield Street entrance and exit on the side closest to the police department and adhere to 6-foot social distancing while inside. Hand sanitizer and facemasks will be available at the Wakefield Street entrance. Participants will be admitted into Council Chambers one at a time to speak, and will exit directly thereafter. Please note; the seating in Council Chambers will not be available for the public during meetings.

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At this time, I also welcome members of the public accessing this meeting by phone. The public can call-in to the below number using the conference code. This meeting will be set to allow the public to "listen-in" only, and there will be no public comment taken via conference line during the meeting.

Phone number: 857-444-0744      Conference code: 843095

b.) **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.)

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**City Council Public Hearing  
December 15, 2020  
Council Chambers  
31 Wakefield Street and  
Remotely via Microsoft Teams  
6:30 PM**

**Agenda**

- 1. Call To Order**
- 2. Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal Year 2021 P. 9**
- 3. Fiscal Year 2022 CDBG Annual Action Plan P. 17**
- 4. Resolution Authorizing the Change of Funding Sources and De-authorizing Previous Appropriations of the Department of Public Works EDA Salmon Falls Road Capital Improvement Plan Project and Supplemental Appropriation from General Fund Unassigned Fund Balance in an amount not to exceed \$17,674.28 P. 21**
- 5. Resolution Authorizing a Supplemental Appropriation in the Amount of \$270,000.00 for the Purchase of 8 Amarosa Drive and 0 Milton Road P. 31**
- 6. Adjournment**

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**City Council Special Meeting  
December 15, 2020  
Council Chambers  
31 Wakefield Street and  
Remotely via Microsoft Teams  
*Immediately following the public hearing***

**Agenda**

- 1. Call to Order**
- 2. Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal Year 2021 *second reading and consideration for adoption***
- 3. Resolution Authorizing the Rochester Police Department (RPD) to accept a \$25,634.00 United States Department of Justice (USDOJ) Justice Assistance Grant (JAG) *first reading and consideration for adoption***
- 4. Adjournment**

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**City Council Workshop  
December 15, 2020  
Council Chambers  
31 Wakefield Street and  
Remotely via Microsoft Teams  
*Immediately following the special meeting***

**Agenda**

- 1. Call to order**
- 2. Public Input**
- 3. Communications from the City Manager**
- 4. Communications from the Mayor**

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5. **Presentation:** Water Audit and Demand Analysis (Director Nourse, Department of Public Works) P. 47
6. **Department Reports P. 69**
7. **Rochester Economic Development Commission Annual Report P. 133**
8. **Other**
9. **Adjournment**

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**DRAFT – CITY OF ROCHESTER FY 21 CDBG ACTION PLAN SECOND  
AMENDMENT**

**Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal  
Year 2021**

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

WHEREAS, the City of Rochester has received additional Community Development Block Grant (CDBG) funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act;

WHEREAS, the Mayor and City Council of the City of Rochester desire to program these additional funds into other worthwhile activities;

THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby adopt the allocation of One Hundred Forty Six Thousand Five Hundred Seventy Six Dollars (\$146,576.00) for activities related to the CARES Act CDBG grant: Three Thousand Dollars (\$3,000.00) for COAST/Alliance for Community Transportation, Five Thousand Dollars (\$5,000.00) for Community Partners, Five Thousand Dollars (\$5,000.00) for the Homeless Center for Strafford County, Ten Thousand Dollars (\$10,000.00) for the Rochester Opera House, Five Thousand Dollars (\$5,000.00) for Strafford Nutrition Meals on Wheels, Seven Thousand Dollars (\$7,000.00) for New Generation, One Thousand Five Hundred Dollars (\$1,500.00) for Court Appointed Special Advocates of New Hampshire, Twenty Five Thousand Dollars (\$25,000.00) for My Friend's Place, Six Thousand Dollars (\$6,000.00) for MY TURN, Nineteen Thousand Seventy Six Dollars (\$19,076.00) for Easter Seals, Forty Thousand Dollars (\$40,000.00) for the Community Action Partnership of Strafford County, and Twenty Thousand Dollars (\$20,000.00) for HAVEN.

FURTHER, that the funds necessary to fund the above appropriation shall be drawn in their entirety from the above-mentioned CARES Act CDBG grant funds that the City of Rochester has received from the federal government.

FURTHER STILL, 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 and to establish special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded.

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City Clerk's Office

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12/10/2020

## City of Rochester Formal Council Meeting

### AGENDA BILL

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

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



**CARES Act Round 3 Grant Applications**

***COAST/Alliance for Community Transportation***

Free and low-cost rides for elderly residents and residents with disabilities

Request: \$6,000.00

Round 1 Funding Received: \$0.00

***Community Partners***

Technology and staff for Zoom classes for adults with mental illness and developmental disabilities

Request: \$10,000.00

Round 1 Funding Received: \$0.00

***Homeless Center for Strafford County***

Purchase of apartment building to use for quarantine shelter

Request; \$20,000.00

Round 1 Funding Received: \$3,000.00

***Tricity Coop***

Ineligible for CARES Act funding

***Rochester Opera House***

In-person learning supports for youth impacted by in-person school closures

Request: \$20,000.00

Round 1 Funding Received: \$0.00

***Strafford Nutrition Meals on Wheels***

Increased number of meals for people who are quarantining/isolating

Request: \$5,000.00

Round 1 Funding Received: \$10,000.00

***New Generation***

Increased homeless women and children clients due to COVID-related job losses

Request: \$10,000.00

Round 1 Funding Received: \$0.00

***Court Appointed Special Advocates of NH***

Funding to train one new advocate to represent Rochester children who have been neglected/abused

Request: \$1,500.00

Round 1 Funding Received: \$0.00

***My Friend's Place***

Funding for hazard pay for staff

Request: \$30,000.00

Round 1 Funding Received: \$20,000.00

***MY TURN***

Supportive services and vocational services for out-of-school youth and unemployed young adults

Request: \$10,000.00

Round 1 Funding Received: \$0.00

***Easter Seals***

Increased costs for running adult day programs due to COVID-19 safety procedures

Request: \$25,000.00

Round 1 Funding Received: \$0.00

***Strafford CAP***

Emergency cold weather shelter operating expenses

Request: \$40,000.00

Round 1 Funding Received: \$25,000.00

***HAVEN***

Additional funding for hotel stays and staffing to support domestic violence survivors

Request: \$30,000.00

Round 1 Funding Received: \$30,000.00

***TOTAL REQUESTED: \$207,500.00***

***TOTAL AVAILABLE: \$146,576.00***

Name of organization	Amount requested	Project summary	Round 1 CARES Act funding
COAST/Alliance for Community Transportation	\$6,000.00	Free and low-cost rides for elderly residents and residents with disabilities	\$0.00
Community Partners	\$10,000.00	Technology and staff for Zoom classes for adults with mental illness and developmental disabilities	\$0.00
Homeless Center for Strafford County Tricity Coop	\$20,000.00	Purchase of apartment building to use for quarantine shelter Ineligible for CARES Act funding	\$3,000.00
Rochester Opera House	\$20,000.00	In-person learning supports for youth impacted by in-person school closures	\$0.00
Strafford Nutrition Meals on Wheels	\$5,000.00	Increased number of meals for people who are quarantining/isolating	\$10,000.00
New Generation	10,000.00	Increased homeless women and children clients due to COVID-related job losses	\$0.00
Court Appointed Special Advocates of NH My Friend's Place	1,500.00 30,000.00	Funding to train one new advocate to represent Rochester children who have been neglected/abused Funding for hazard pay for staff	\$0.00 \$20,000.00
MY TURN	10,000.00	Supportive services and vocational services for out- of-school youth and unemployed young adults	\$0.00
Easter Seals	25,000.00	Increased costs for running adult day programs due to COVID-19 safety procedures	\$0.00
Strafford CAP	40,000.00	Emergency cold weather shelter operating expenses	\$25,000.00
HAVEN	30,000.00	Additional funding for hotel stays and staffing to support domestic violence survivors	\$30,000.00
<b>TOTAL REQUESTED:</b>	<b>207,500.00</b>		
<b>TOTAL AVAILABLE:</b>	<b>146,576.00</b>		



12/10/2020

## City of Rochester Formal Council Meeting

### AGENDA BILL

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

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

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**Resolution Authorizing the Change of Funding Sources and De-authorizing Previous Appropriations of the Department of Public Works EDA Salmon Falls Road Capital Improvement Plan Project and Supplemental Appropriation from General Fund Unassigned Fund Balance in an amount not to exceed \$17,674.28**

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

I. CIP FUND 1501 – Department of Public Works (Highway Division)

WHEREAS, by virtue of various resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated the sum of One Million One Thousand Five Hundred Dollars (\$1,001,500.00) to the Department of Public Works Capital Improvement Plan EDA Salmon Falls Road project # 13551 of the City of Rochester, all as more particularly set forth in Exhibit A annexed hereto; and

WHEREAS, the Mayor and City Council of the City of Rochester have determined that the best interests of the City are served by changing the funding sources for the EDA Salmon Falls Road project # 13551 referenced in Exhibit A.

NOW THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby change the funding sources for the EDA Salmon Falls Road project # 13551 referenced in Exhibit A.

FURTHER, the Mayor and City Council of the City of Rochester, hereby de-authorize the sum of Twenty Eight Thousand Nine Hundred Sixty Three and 33/100 Dollars (\$28,963.33) of previously appropriated funds from the EDA Salmon Falls Road project # 13551.

FURTHER STILL, in accordance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter, the Mayor and City Council of the City Rochester, hereby withdraw borrowing authority in the amount of Thirty Four Thousand Three Hundred Twenty Four and 05/100 Dollars (\$34,324.05).

II. WATER CIP FUND 5501 – Department of Public Works (Water Division)

WHEREAS, by virtue of various resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated the sum of One Million Eighty Thousand Two Hundred Dollars (\$1,080,200.00) to the Department of Public Works Water Fund 5501 Capital Improvement Plan EDA Salmon Falls Road project budgets of the City of Rochester, all as more particularly set forth in Exhibit A annexed hereto; and

WHEREAS, the Mayor and City Council of the City of Rochester have determined that the best interests of the City are served by changing the funding sources for the EDA Salmon Falls Road project referenced in Exhibit A.

NOW THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby change the funding sources for the EDA Salmon Falls Road project referenced in Exhibit A.

FURTHER, the Mayor and City Council of the City of Rochester, hereby de-authorize the sum of One Hundred Nine Thousand Two Hundred Seventy Nine and 48/100 Dollars (\$109,279.48) of previously appropriated funds from the EDA Salmon Falls Road project # 13551.

FURTHER STILL, in accordance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter, the Mayor and City Council of the City of Rochester, hereby withdraw borrowing authority in the amount of Two Hundred Seven Thousand Five Hundred Seventy Seven and 53/100 Dollars (\$207,577.53).

### III. SEWER CIP FUND 5502 – Department of Public Works (Sewer Division)

WHEREAS, by virtue of various resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated the sum of Two Million Seven Hundred Eighty Five Thousand Five Hundred Dollars (\$2,785,500.00) to the Department of Public Works Sewer Fund 5502 Capital Improvement Plan EDA Salmon Falls Road projects # 13551 and # 18549 of the City of Rochester, all as more particularly set forth in Exhibit A annexed hereto; and

WHEREAS, the Mayor and City Council of the City of Rochester have determined that the best interests of the City are served by changing the funding sources for the EDA Salmon Falls Road projects referenced in Exhibit A.

NOW THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby change the funding sources for the EDA Salmon Falls Road projects referenced in Exhibit A.

FURTHER, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby de-authorize \$16,181.96 of previously appropriated funds for the EDA Salmon Falls Road project #18549 and repurpose the Sewer Fund retained earnings funding source for said project to the EDA Salmon Falls Road project #13551.

FURTHER, the Mayor and City Council of the City of Rochester, by adoption of this Resolution,

hereby de-authorize Nineteen Thousand Eight Hundred Two and 54/100 Dollars \$19,802.54 of previously appropriated funds for the EDA Salmon Falls Road project # 13551.

FURTHER STILL, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby authorize a supplemental appropriation in the amount of Seventeen Thousand Six Hundred Seventy Four and 28/100 Dollars (\$17,674.28) for the purpose of fully funding the completed EDA Salmon Falls Rd project # 13551. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund unassigned fund balance.

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

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12/10/2020

**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 Resolution Authorizing the Change of Funding Sources and De-authorizing Previous Appropriations of the Department of Public Works EDA Salmon Falls Road Capital Improvement Plan (CIP) Project and Supplemental Appropriation from General Fund Unassigned Fund Balance in an amount not to exceed \$17,674.28.

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	12/01/2020		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	11/11/2020		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

**COMMITTEE SIGN-OFF**

COMMITTEE	Finance
CHAIR PERSON	Mayor McCarley

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	
CITY MANAGER	

**FINANCE & BUDGET INFORMATION**

FINANCE DEPARTMENT APPROVAL	
SOURCE OF FUNDS	General Fund Unassigned Fund Balance
ACCOUNT NUMBER	17040051-593003
AMOUNT	\$17,674.28
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

**LEGAL AUTHORITY**

City Council Action Required  
Public Hearing Required

**SUMMARY STATEMENT**

This request is to fund the remaining unfunded amount and to close out the EDA Salmon Falls Road CIP Project as summarized below and more particularly set forth in Exhibit A annexed hereto:

1. Change of funding sources
2. De-authorization of prior appropriations
3. Withdrawal of bond authority
4. Supplemental Appropriation from the General Fund not to exceed \$17,674.28

**RECOMMENDED ACTION**

Council authorization to change the funding sources, de-authorize previous appropriations, withdraw unneeded bond authority, and appropriate \$17,674.28 from the General Fund unassigned fund balance for the purpose of closing out the EDA Salmon Falls Road CIP project.

**Resolution Changing Funding Sources of the EDA Salmon Falls Rd Project and Supplemental Appropriation**  
**Exhibit A**

<b>Fund - Proj</b>	<b>Original Funding Source</b>	<b>Revised Appropriation</b>	<b>Funding Change</b>	<b>Final Appropriation</b>	<b>Comment</b>
1501 - 13551	ED Fund Unassigned Fund Balance	174,970.77	-	174,970.77	
	U.S. Department of Commerce - Economic Development Administration	393,250.00	6,396.22	399,646.22	
	Private Donations (Market Basket)	101,035.50	(1,035.50)	100,000.00	
	Bond (Repurposed from the GSBP Unused Bond Proceeds)	117,243.73	-	117,243.73	
	Bond (August 2018 Series A)	215,000.00	(34,324.05)	180,675.95	Withdraw Bond Authority of \$34,324.05
	<b>Subtotal</b>	<b>1,001,500.00</b>	<b>(28,963.33)</b>	<b>972,536.67</b>	<b>De-authorize \$28,963.33</b>
5501 - 13551	ED Fund Unassigned Fund Balance	157,232.14	-	157,232.14	
	U.S. Department of Commerce - Economic Development Administration	353,600.00	99,146.55	452,746.55	
	Private Donations (Market Basket)	90,848.50	(848.50)	90,000.00	
	Bond (Repurposed from the GSBP Unused Bond Proceeds)	105,519.36	-	105,519.36	
	Bond (August 2018 Series A)	373,000.00	(207,577.53)	165,422.47	Withdraw Bond Authority of \$207,577.53
	<b>Subtotal</b>	<b>1,080,200.00</b>	<b>(109,279.48)</b>	<b>970,920.52</b>	<b>De-authorize \$109,279.48</b>
5502 - 13551	General Fund Unassigned Fund Balance	527,678.43	17,674.28	545,352.71	Supplemental Appropriation of \$17,674.28
	U.S. Department of Commerce - Economic Development Administration	1,199,250.00	(105,542.78)	1,093,707.22	
	Private Donations (Market Basket)	308,116.00	51,884.00	360,000.00	
	Bond (Repurposed from the GSBP Unused Bond Proceeds)	363,455.57	-	363,455.57	
	Bond (August 2018 Series A)	277,000.00	-	277,000.00	
	Sewer Fund Retained Earnings	-	16,181.96	16,181.96	Repurpose \$16,181.96 from Project 18549
	<b>Subtotal</b>	<b>2,675,500.00</b>	<b>(19,802.54)</b>	<b>2,655,697.46</b>	<b>De-authorize \$19,802.54</b>
5502-18549	Sewer Fund Retained Earnings	110,000.00	(16,181.96)	93,818.04	
	<b>Subtotal</b>	<b>110,000.00</b>	<b>(16,181.96)</b>	<b>93,818.04</b>	<b>De-authorize &amp; Repurpose \$16,181.96 to Project 13551</b>
	<b>Project Total</b>	<b>4,867,200.00</b>	<b>(174,227.31)</b>	<b>4,692,972.69</b>	<b>Total Expenditures</b>



12/10/2020

## City of Rochester Formal Council Meeting

### AGENDA BILL

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

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

## CIP FUND 1501 PROJECTS READY FOR DE-AUTHORIZATION

Account Number	Project Name	Revised Budget	Expended	Deauthorize			Total De-authorization	To Be Bonded	Comment
				Cash	Bond	Grant/other			
15013010-771000-20533	Portland St Roadway/underdrain	\$ 220,000.00	\$ 59,247.30		\$ 160,752.70		\$ 160,752.70	\$ 59,247.30	Project completed under budgeted amount
15013010-772000-17551	Community Center Fac Reno	\$ 100,000.00	\$ 68,356.00		\$ 180.00		\$ 180.00	\$ -	Org appropriation was borrowing, funding source change to fund balance for expended amount. Left this \$180 as funding bond funding source
15011090-772000-20509	Gonic Fire Kitchen Reno/drainage	\$ 40,000.00	\$ 28,299.78	\$ 11,700.22			\$ 11,700.22		Completed Cash Project
15011090-772000-20510	Gonic Pool Improvements	\$ 50,000.00	\$ 34,898.00	\$ 15,102.00			\$ 15,102.00		Completed Cash Project
15011090-772000-20511	N.Main St Cemetary Fence	\$ 20,000.00	\$ 11,794.00	\$ 8,206.00			\$ 8,206.00		Completed Cash Project
15011090-772000-20512	Commons Playground	\$ 220,000.00	\$ 209,424.00		\$ 10,576.00		\$ 10,576.00	\$ -	APR 2020 Bond
15011090-772000-20513	Hanson Pines Playground	\$ 250,000.00	\$ 209,351.00		\$ 40,649.00		\$ 40,649.00		APR 2020 Bond
15011090-772000-20565	AC Recreation Office	\$ 35,000.00	\$ 27,180.00	\$ 7,820.00			\$ 7,820.00		Completed Cash Project
							\$ -		
							\$ -		
				\$ 42,828.22	\$ 212,157.70	\$ -	\$ 254,985.92	\$ 59,247.30	

**Resolution Authorizing a Supplemental Appropriation**  
**in the Amount of \$270,000.00 for the Purchase of 8 Amarosa Drive and 0 Milton Road**

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

That the amount of Two Hundred Seventy Thousand Dollars (\$270,000.00) is hereby appropriated as a supplemental appropriation for the purpose of paying costs associated with the purchase of 8 Amarosa Drive and 0 Milton Road. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.

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

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12/10/2020

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

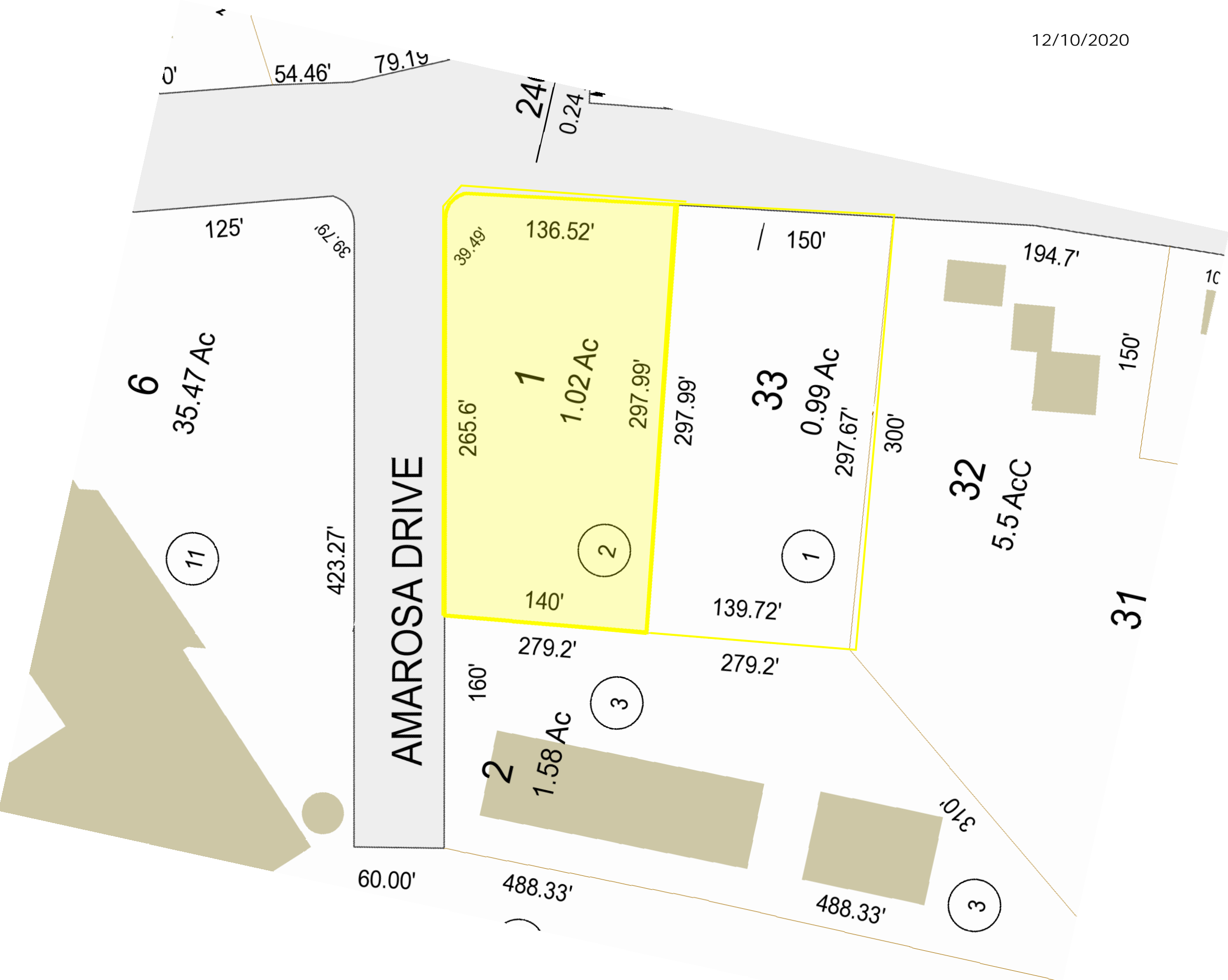
FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**



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City Clerk's Office

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**DRAFT – CITY OF ROCHESTER FY 21 CDBG ACTION PLAN SECOND  
AMENDMENT**

**Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal  
Year 2021**

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

WHEREAS, the City of Rochester has received additional Community Development Block Grant (CDBG) funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act;

WHEREAS, the Mayor and City Council of the City of Rochester desire to program these additional funds into other worthwhile activities;

THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby adopt the allocation of One Hundred Forty Six Thousand Five Hundred Seventy Six Dollars (\$146,576.00) for activities related to the CARES Act CDBG grant: Three Thousand Dollars (\$3,000.00) for COAST/Alliance for Community Transportation, Five Thousand Dollars (\$5,000.00) for Community Partners, Five Thousand Dollars (\$5,000.00) for the Homeless Center for Strafford County, Ten Thousand Dollars (\$10,000.00) for the Rochester Opera House, Five Thousand Dollars (\$5,000.00) for Strafford Nutrition Meals on Wheels, Seven Thousand Dollars (\$7,000.00) for New Generation, One Thousand Five Hundred Dollars (\$1,500.00) for Court Appointed Special Advocates of New Hampshire, Twenty Five Thousand Dollars (\$25,000.00) for My Friend's Place, Six Thousand Dollars (\$6,000.00) for MY TURN, Nineteen Thousand Seventy Six Dollars (\$19,076.00) for Easter Seals, Forty Thousand Dollars (\$40,000.00) for the Community Action Partnership of Strafford County, and Twenty Thousand Dollars (\$20,000.00) for HAVEN.

FURTHER, that the funds necessary to fund the above appropriation shall be drawn in their entirety from the above-mentioned CARES Act CDBG grant funds that the City of Rochester has received from the federal government.

FURTHER STILL, 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 and to establish special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded.

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City Clerk's Office

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12/10/2020

## City of Rochester Formal Council Meeting

### AGENDA BILL

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

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

**Resolution Authorizing the Rochester Police Department (RPD) to accept a \$25,634.00  
United States Department of Justice (USDOJ) Justice Assistance Grant (JAG)**

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

That the RPD is hereby authorized to accept a Twenty Five Thousand Six Hundred Thirty Four Dollar (\$25,634.00) USDOJ JAG Grant which the Council had previously authorized the RPD to apply for.

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

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City Clerk's Office

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12/10/2020

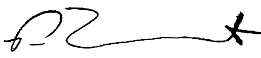
## City of Rochester Formal Council Meeting

### 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

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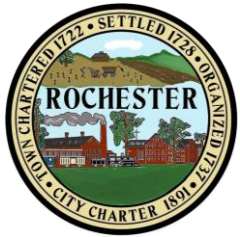
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# Drinking Water Supply and Demand Study

Rochester, NH

NOVEMBER 2020

Rick Davee, PE



1

**Water Audit – understanding current usage, natural inefficiencies, and where room for improvement**

2

**Supply Capacity – existing and how it can be improved**

3

**Demand/Consumption – now and in the future**

- **Previous studies:**
  - Existing supply impoundment reservoirs will be insufficient to supply future need.
  - Raising water elevation of Round Pond Reservoir will help meet area's need for drinking water.
- **Ground water has been used to augment supply, but drawbacks:**
  - Use during high demand season is not allowed.
  - Additional well exploration has not been productive.
- **Looking 40 years out to 2060**
  - Large infrastructure needs advance planning.

- **Firm Yield (drought-resilient) capacity of water supply reservoir system will be exceeded in 10 years.**
- **Population growth is forecast to create higher demand and per capita usage**
- **It is difficult to track data for supply-demand system evaluation (vs billing) purposes.**



- Examines Consumption
- How water is used
- You can't control what you don't measure

# AWWA Water Audit Results

12/10/2020

<b>System Input Volume</b> (Corrected for Known Master Meter Errors)  772.068 100%	<b>Authorized Consumption</b>  629.605 82%	<b>Billed Authorized</b>  576.050 75%	Billed Metered Consumption 576.050, 75%	<b>Revenue Water</b>  576.050 75%
			Billed Unmetered Consumption 0.000 0%	
		<b>Unbilled Authorized</b>  (53.555) 7%	Unbilled Metered Consumption (15.390), 2%	<b>Non-Revenue Water</b>  (196.018) 25%
			Unbilled Unmetered Consumption (38.165), 5%	
	<b>Water Losses</b>  (142.463) 18%	<b>Apparent Losses</b>  (7.111) 0.9%	Unauthorized Consumption (1.930), -0.25%	
			Customer Metering Inaccuracies (3.740), 0.48%	
			Systematic Data Handling Errors (1.440), 0.19%	
		<b>Losses</b> Unavoidable Real Loss: (59.16) (8%) + Real Loss: ( 76.192) (10%)  = (135.353) 18%	Main Line Leakage	
			Storage Tank Overflow	
			Service Line Leakage up to Service Meter	

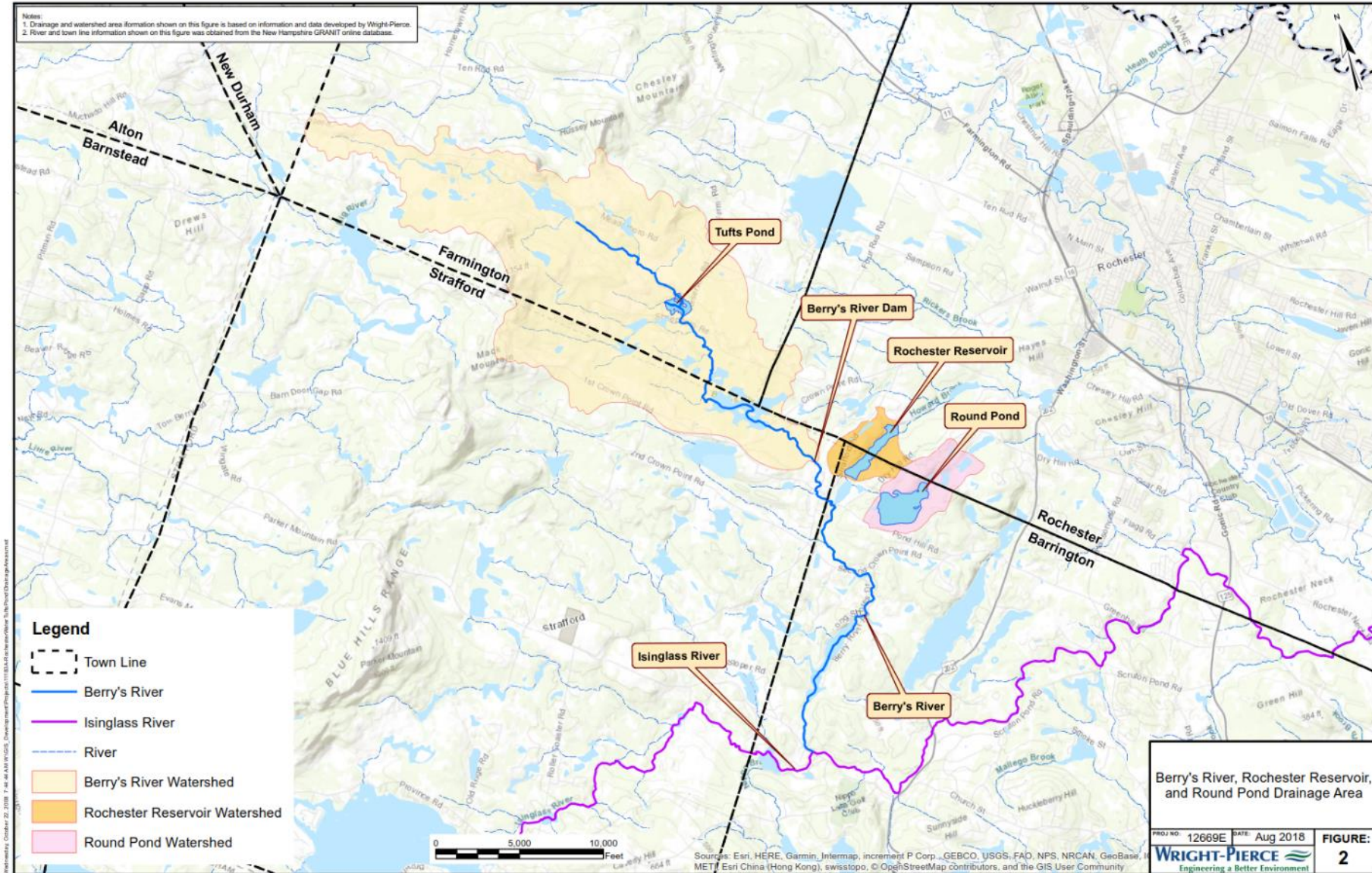


# Audit Results Comparisons: Rochester 2011 & 2020, and Other Audits 12/10/2020

Category	2011 Rochester Audit Result		2020 Rochester Audit Result		Example AW Audits (3 examples)
	Vol. (MG/Year)	% of Water Supplied	Vol. (MG/Year)	% of Water Supplied	% of Water Supplied
<u>Water Supplied</u> (adjusted for meter error and import/export)	780.04	99.6%	772.068	99.6%	89.5% - 96.1%
<u>Authorized Consumption</u> (metered & unmetered, billed & unbilled)	652.05	83.6%	629.60	81.5%	68.5% - 79.2%
<u>Water Losses</u> (water supplied – authorized consumption = apparent losses + real losses)	127.99	16.4%	142.46	18.5%	20.8% - 31.5%
Apparent Losses	17.27	2.2%	7.11	0.9%	1.2% - 8.2%
Real Losses	110.72	14.2%	135.35	17.5%	19.6% - 27.7%
<u>Non-Revenue Water</u> (unbilled metered + unbilled unmetered)water	163.02	20.9%	196.02	25.4%	21.8% - 32.4%
The water supplied in 2020 is < 2011 most likely based on water conservation fixtures and leak detection. The higher percentage of Real Losses in 2020 is most likely attributed to increased water distribution flushing needed to maintain water distribution quality (disinfection by-products)					

# Berry's River Watershed

12/10/2020



- **Berry's River Dam Reservoir System:**
  - Rochester Reservoir (and water treatment plant).
  - Round Pond Reservoir feeds into Rochester Reservoir when water elevation drops.
  - Limited by minimum in-stream flow requirements, 1.3 MGD (2 cfs)
  - Supply Capacity (Firm Yield) – maximum amount of water that can be drawn to its lowest practical yield during the drought of record.
    - Meteorological, USGS stream flow data, watershed slope, soil characteristics, reservoir properties
    - Droughts becoming more frequent.
    - Droughts of record were 1964-1966, 1980, and 2002
    - Longest duration drought in NH lasted 47 weeks from 6/7/16 - 4/25/17.
    - An intense period of drought occurred the week of 10/6/20 affecting 21.99% of New Hampshire land.

- **Cocheco River Well:**
  - Use not allowed during warm weather months when demand for water is high
  - Not considered for this study

# Supply Capacities (Firm Yield) of Rochester's Reservoirs – Existing Elevations

12/10/2020

- Firm yields of Rochester's existing reservoirs (existing elevations) subject to minimum stream flow requirements

Reservoir	Full Pond Elevation	Firm Yield (mgd)
Tufts Pond Reservoir	482 ft.	1 mgd (no change)
Berry River Dam Impoundment	401 ft.	-0-
Rochester Reservoir	375 ft.	0.25 mgd
Round Pond Reservoir	390 ft.	1.0 mgd
TOTAL		2.25 mgd



# Supply Capacity (Firm Yields) of Rochester's Reservoirs – Round Pond Reservoir Elevation Increased

12/10/2020

- Firm yields of Rochester's reservoirs (Round Pond Reservoir elevation increased to 398 ft) subject to minimum stream flow requirements
- Increasing the water elevation Round Pond Reservoir to El 398 brings the Firm Yield of the surface Water Supply close to Firm Yield (4.40 MGD) w/out minimum stream flow requirements

Reservoir	Full Pond Elevation	Firm Yield (mgd)
Tufts Pond Reservoir	482 ft.	1 mgd (no change)
Berry River Dam Impoundment	401 ft.	-0-
Rochester Reservoir	375 ft.	0.25 mgd
Round Pond Reservoir	398 ft.	2.64 mgd
TOTAL		3.89 mgd

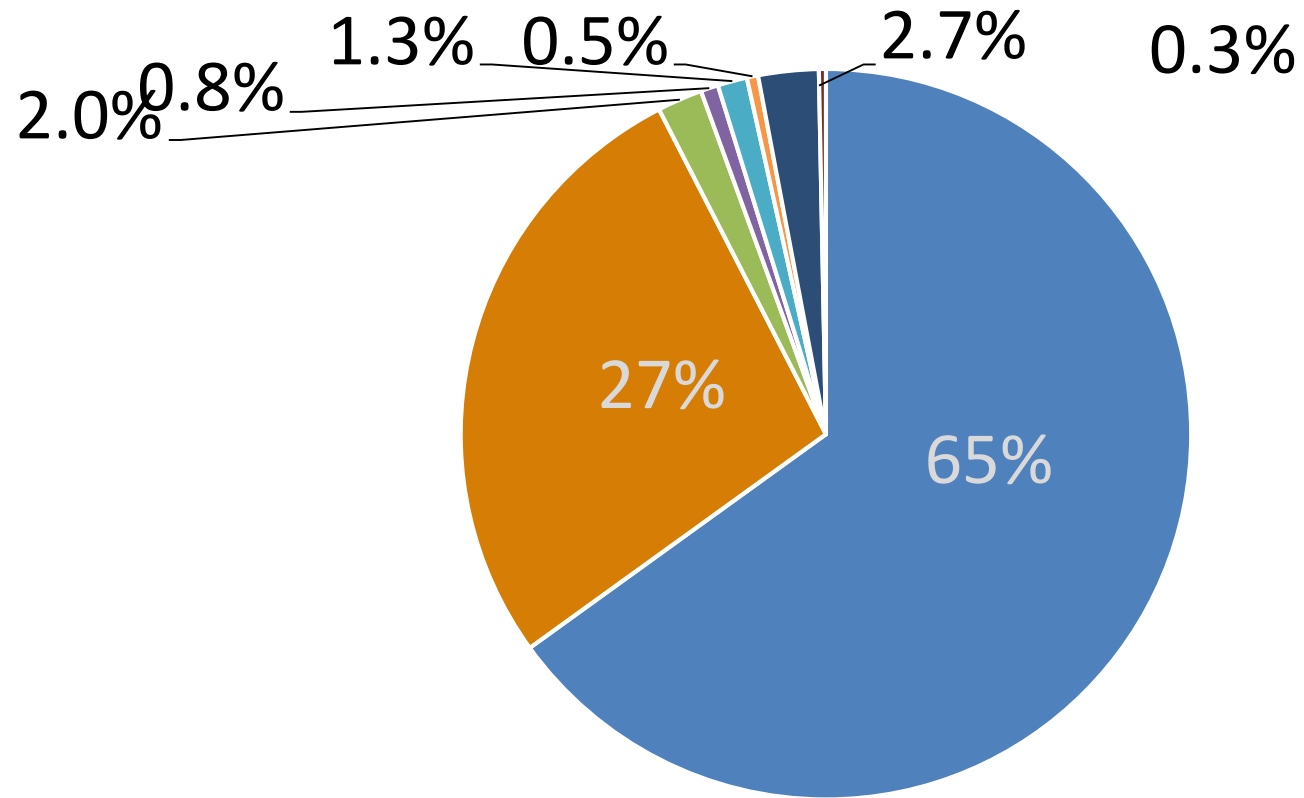


**Population and Economic Conditions**

**Efficiency of Water Usage - Audit**

# 2019 Percent Usage By Customer Classification

12/10/2020



■ Residential (65%)

■ Commercial (27%)

■ Industrial (2%)

■ Elderly (0.8%)

■ School (1.3%)

■ Governmental (0.5%)

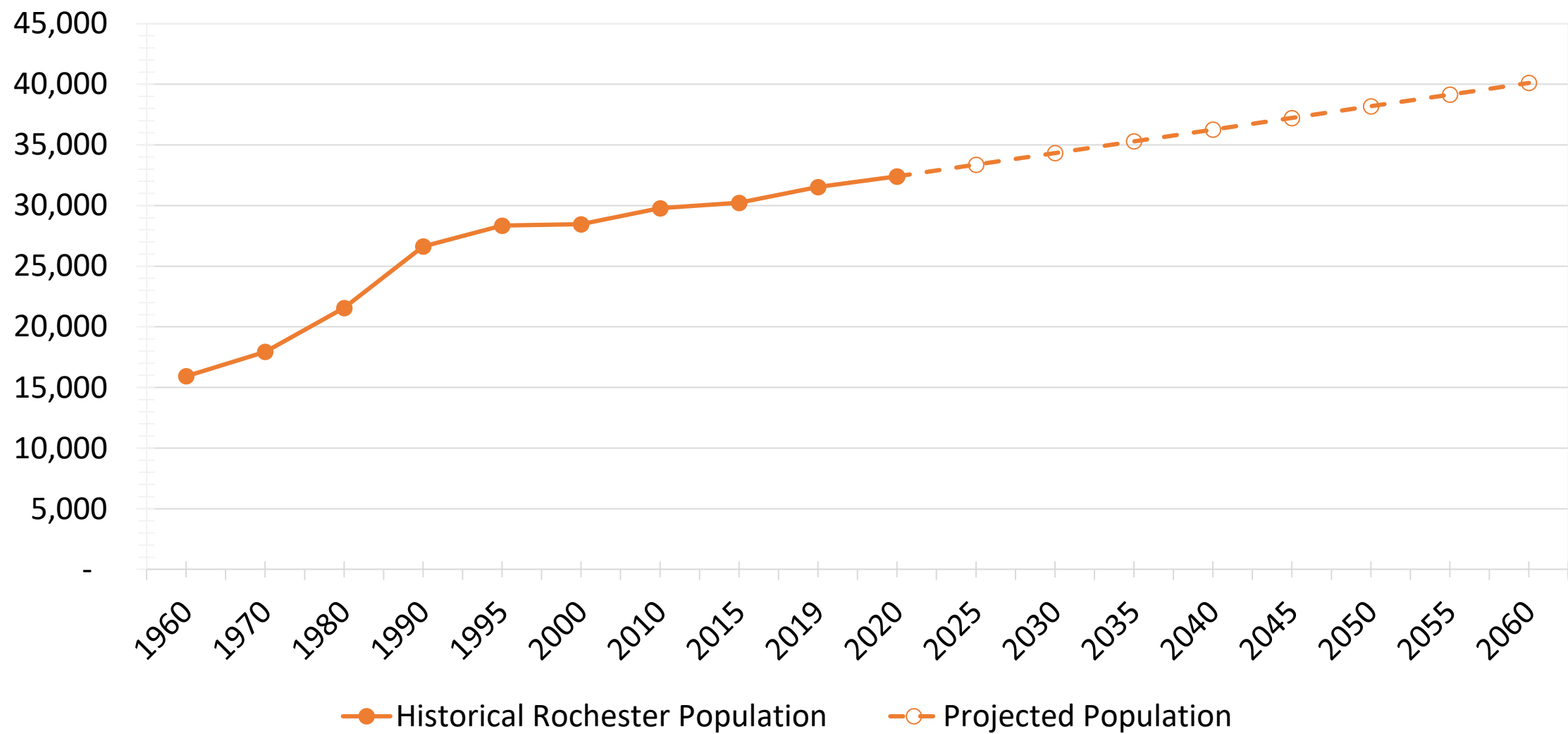
■ Non-Billed (2.7%)

■ Non-Profit (0.3%)



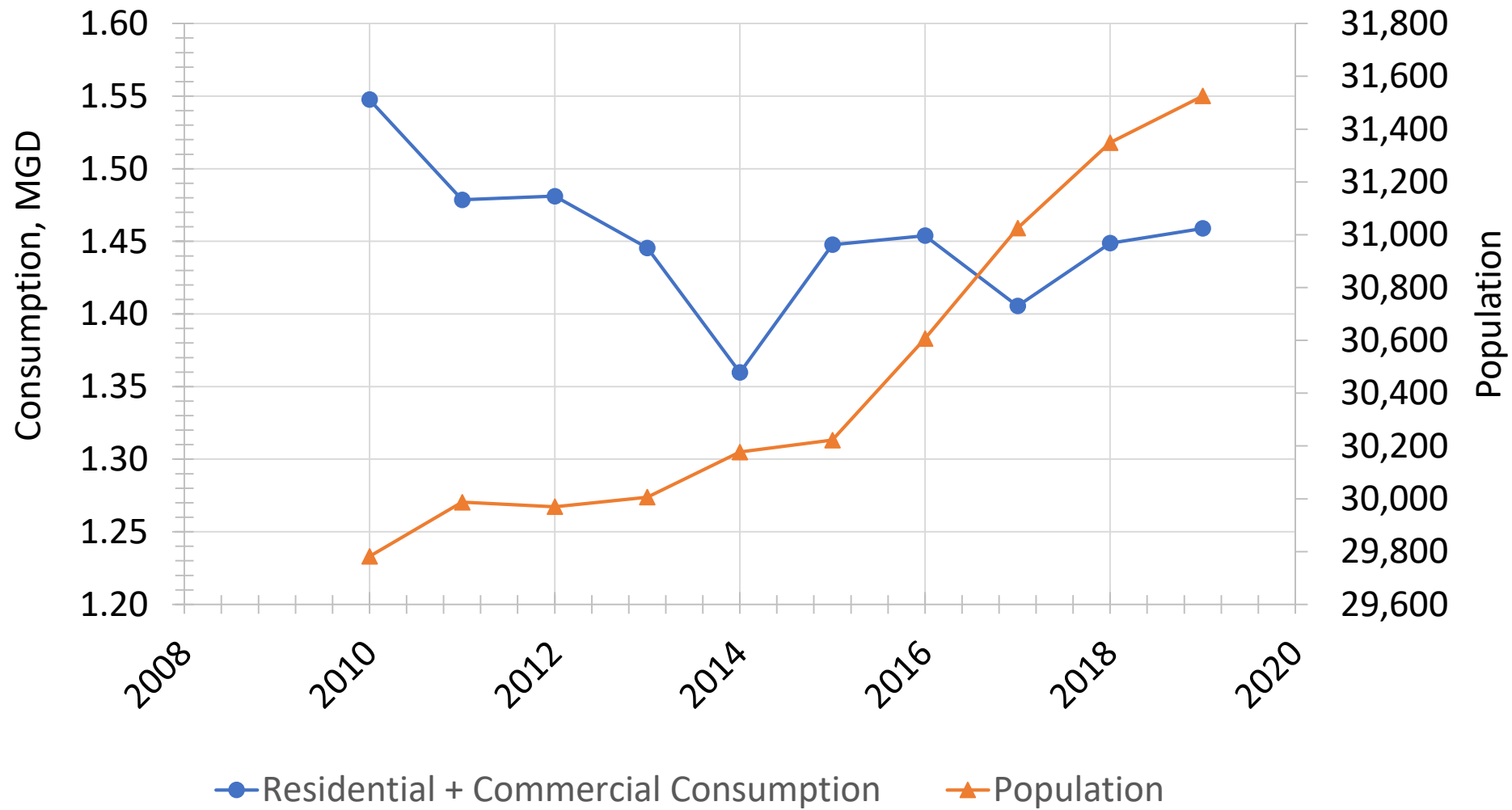
# Rochester Historical Population Trend and Projection to Year 2060

12/10/2020



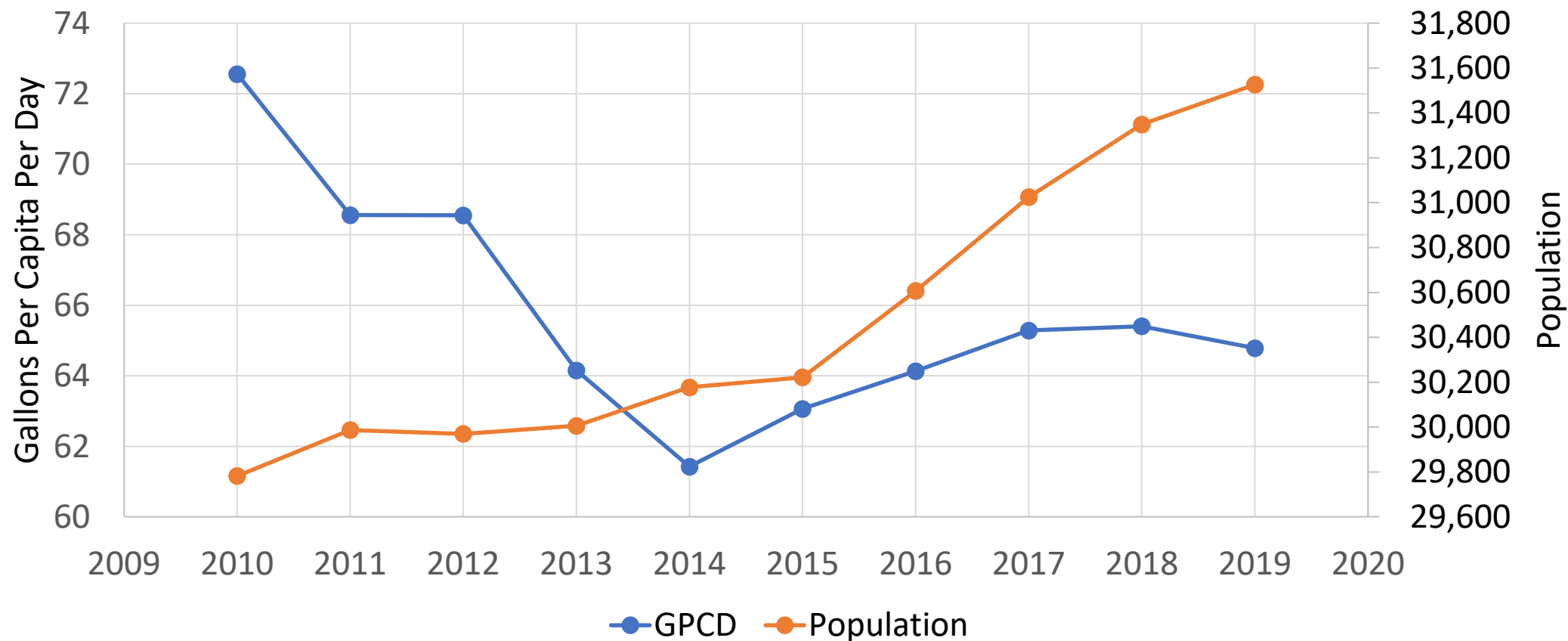
# Population & Residential + Commercial Consumption Over 10 Years

12/10/2020



# 1995-2019 Trend of Gallons per Capita per Day (GPCD)

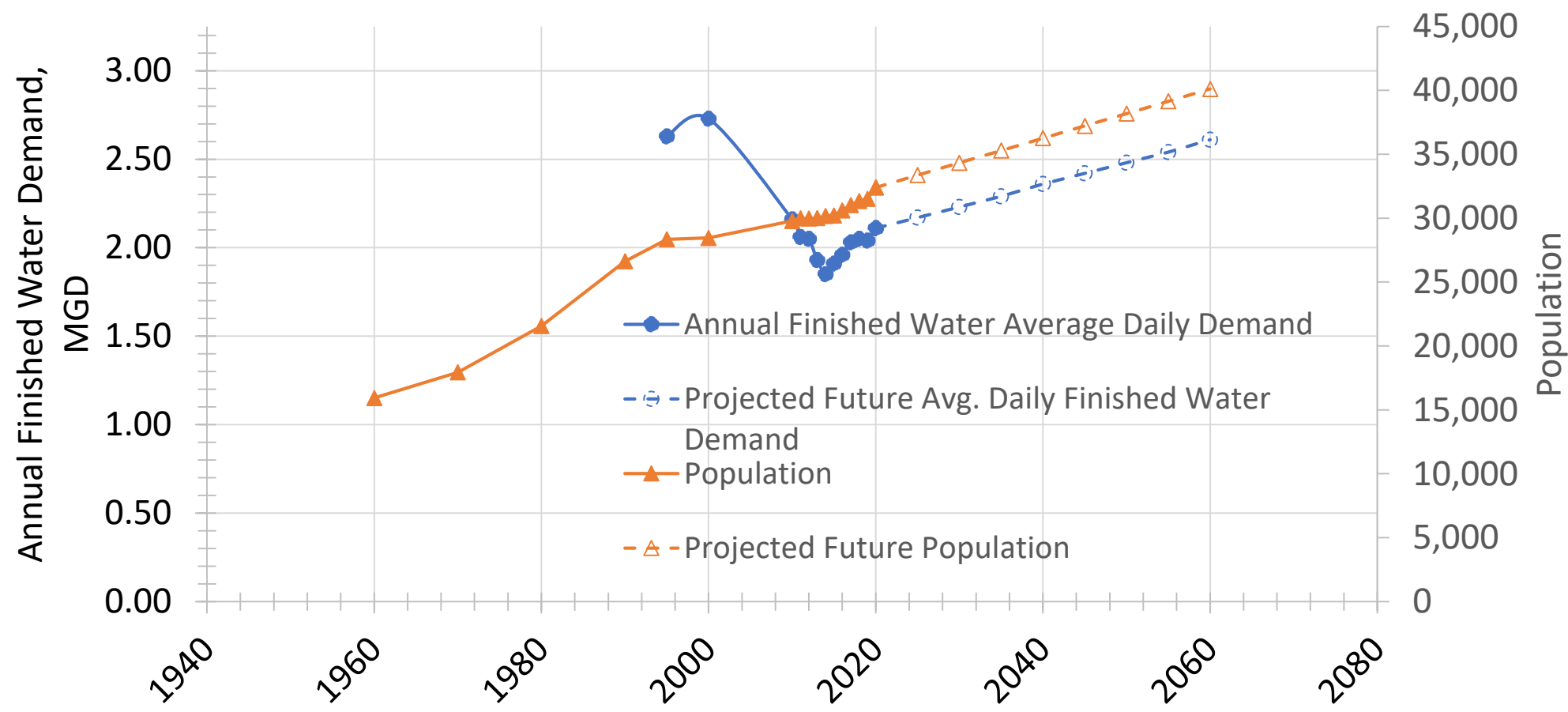
12/10/2020



Steep reduction in gallons per capita per day is related to conservation fixtures and continued Leak Detection

# Population and Production Trends with Projections

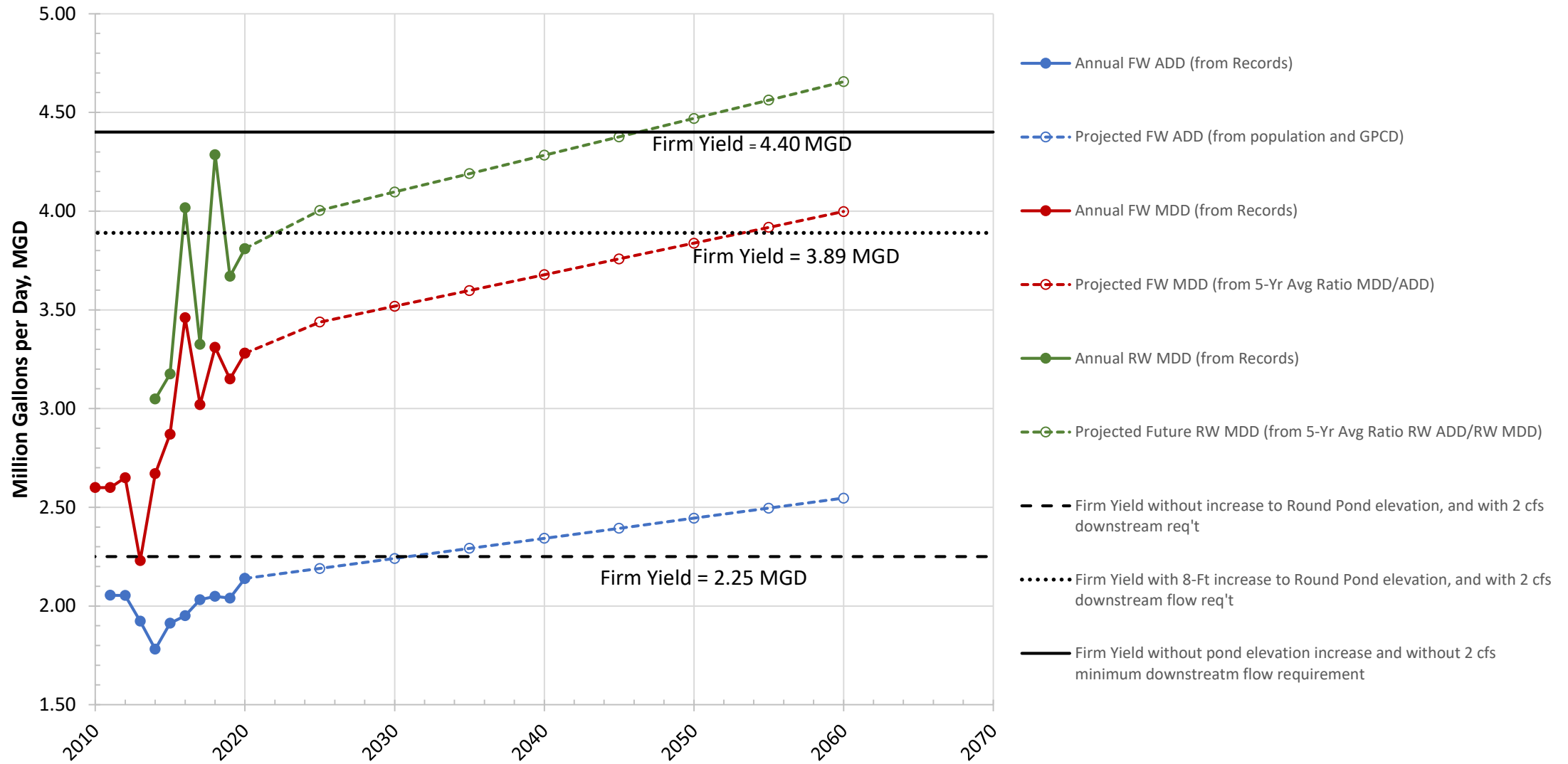
12/10/2020



Water use will continue to increase based on population growth, yet at a lower rate because of conservation fixtures and leak detection

# Existing & Projected 40-Year Demands with Alternative Firm Yields

12/10/2020



# Round Pond Reservoir - Useable Storage by Dam Elevation

12/10/2020

- Round Pond Reservoir

Full Pond Elevation	Useable Storage
390 ft. (existing)	320 MG
395 ft.	512 MG
398 ft.	642 MG
400 ft.	728 MG

## Supply Recommendations

- Raise level of Round Pond Reservoir
- Replace WTP Master Meter
- Conduct Master Meter Verifications for WTP and Cocheco Master Meters

## Demand (Consumption) Recommendations

- Improve on-going program of estimating Authorized Unmetered Unbilled Water
- Continue leak detection/repair program
- Continue replacing older, mechanical service meters
- Bench test several meters that are operating in good condition every year
- Radio read billing, monthly billing if feasible
- Investigate zero/ultra low usage accounts

# THANK YOU

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## ***November Department Reports:***

- 6.1 Assessor's Office P. 71**
- 6.2 Building, Zoning, and Licensing Services P.73**
- 6.3 City Clerk's Office P. 75**
- 6.4 Department of Public Works P.79**
- 6.5 Economic & Community Development P.85**
- 6.6 Finance Office P.91**
- 6.7 Planning & Development Department P. 97**
- 6.8 Recreation & Arena P. 99**
- 6.9 Rochester Fire Department P. 101**
- 6.10 Rochester Police Department P. 105**
- 6.11 Rochester Public Library P.127**
- 6.12 Tax Collector's Office P. 129**
- 6.13 Welfare Department P. 131**

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City Clerk's Office

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## *City of Rochester, New Hampshire*

ASSESSING DEPARTMENT

19 Wakefield Street, Rochester, NH 03867

(603) 332-5109    [Assessor@rochesternh.net](mailto:Assessor@rochesternh.net)

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

December 7, 2020

To:        City Manager/Council

From:     Jonathan Rice, Chief Assessor

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

#### Revenue Received/Collection Warrants issued:

No revenue collected.

- CAMA software conversion with Vision Government Solutions Inc., Live Database Transition is still ongoing.
- The preliminary ratio study for equalization has been completed and is under DRA review. The preliminary median ratio is estimated at 93.3%, COD 10.13, PRD 1.02.
- Darcy Freer was promoted to Deputy Assessor.
- Assessing department staff attended the annual NHMA's 3 day virtual conference and benefitted from the educational offerings.
- Nancy Miller and Jonathan Rice attended a two day virtual training on Power BI, a data analytics platform software.
- Jonathan Rice attended a 7-Hour USPAP update course.

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City Clerk's Office

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## End of Month Council Report

12/10/2020

**To the Honorable Mayor and City Council of the City of Rochester, the following is a summary of the revenue collected and the activities performed by the Department of Building, Zoning and Licensing Services for the month of November 2020**

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

### Department Revenue

Permit Type	September 2020
Building Permits	\$58,639.30
Electrical Permits	\$4,153.00
Plumbing Permits	\$1,344.00
Zoning Permits	\$426.95
FireSuppression Permits	\$0.00
FireAlarm Permits	\$0.00
Sprinkler Permits	\$0.00
Mechanical Permits	\$3,144.00
Food_Milk Licenses	\$160.00
Taxi Licenses	\$0.00
General Licenses	\$0.00
<b>Net Revenue</b>	<b>\$67,867.25</b>



# **City of Rochester, New Hampshire**

*Department of Building, Zoning & Licensing Services*

## **ZONING MONTHLY REPORT - NOVEMBER 2020**

**Meeting cancelled for November 2020**



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



## City Clerk's Report November 2020

### Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 179 initial copies of vital records, and 132 subsequent copies of vital records in the month of November. The City Clerk's staff issued 16 Marriage Licenses.

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

- 18 births were reported in Rochester during the month of October, 6 of these children were born to Rochester residents.
- 36 resident deaths were reported in Rochester.
- 2 couples celebrated their wedding ceremonies in Rochester during the month of November.

### Revenue – Vital Records/Marriage Licenses

	2019		2020	
	State	City	State	City
Initial/Subsequent copies:	\$2,199	\$2,001	\$2,092	\$1,913
Marriage Licenses:	\$473	\$77	\$688	\$112
<b>Total:</b>	<b>\$2,672</b>	<b>\$2,078</b>	<b>\$2,780</b>	<b>\$2,025</b>

The City Clerk's Office is open for walk-in business. Our office is open between the hours of 8:00 AM – 5:00 PM. We intend for the hours of 8:00AM – 9:00 AM to be reserved for seniors and high risk populations. We will be closed between the hours of 1:00 PM – 2:00 PM.

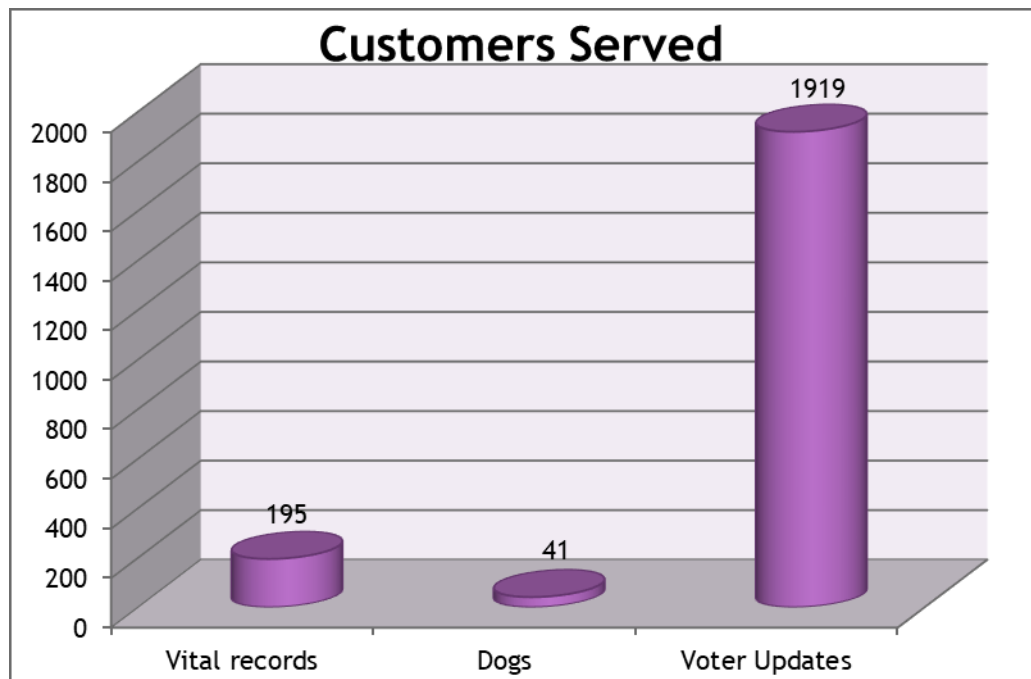
Those residents looking to obtain vital records without traveling to city hall can do so by ordering records either online [Vital Records Online Order](#) or by sending a request through the mail. More information on mail requests can be found on our website [Vital Records Mail Request](#)

### **Dog Licensing**

The City Clerk's office licensed 41 dogs during the month of November. There were \$375 in Civil Forfeiture and late fees collected for dogs unlicensed from the prior fiscal year. The Animal Control Officer began to serve court summonses to owners of dogs still unlicensed 7 months past the due date. For those residents receiving the summons, they must take care of the penalty fees and court process prior to licensing their dog.

Due to COVID preventing foot traffic in the City Clerk's office, we were unable to allow dog owners to vote for the shape of the next year's dog tag. The votes are normally tallied in December with the residents choosing the shape and the Animal Control officer choosing the color. This year, the Animal Control Officer will be choosing both shape and color, to be announced next month.

### **Customers Served during the month of November 2020**



### **Elections**

After months of preparation and a great deal of hard work and effort by city clerk staff and election officials, the State General election was held on Tuesday, November 3.

On Monday, November 2, a session was held with election officials from Ward 1 and Ward 6 to pre-process their wards' absentee ballots (a session with the other 4 city wards had been held on Saturday, October 31). These pre-processing sessions allowed the election officials to open the outer envelope of returned ballots to ensure that the ballot was enclosed, that it was sealed in the affidavit envelope, and that the affidavit was signed appropriately. If mistakes were discovered, effort was made to reach out to the voters to correct the issue and ensure that their vote was counted. The pre-processing sessions were



invaluable to election officials due to the great deal of time required to process the ballots which normally would have taken place at the busy polls on Election Day. It also allowed voters to correct mistakes which normally would not have been discovered until Election Day when there is no recourse for errors.

As anticipated, Election Day was very busy and well attended. Although Rochester received over 5000 requests for absentee ballots, there were even larger numbers of residents coming out to vote in person at the polls. Rochester saw an overall 70% voter turnout city wide, with a record number of Election Day voter registrations. 2382 new voters registered in Rochester on Election Day with just over 17,000 ballots being cast city wide, both absentee and in person.

Official vote returns can be viewed here: [Official Vote Returns - City of Rochester](#)

The State provided Rochester with a great deal of PPE; including gloves, face shields, masks, plexiglass partitions, and hand sanitizer. We were able to fully supply each of our six wards with plenty of protective gear and supplies to get them through the day. We were also supplied with an adequate numbers of pens in order to allow each voter to take their own as well as sanitary paper folders to hold their ballots and feed them into the ballot counting machine.

Although there were large numbers of in-person voters, the process at all six City wards seemed to go smoothly and without incident. The weather held out for the most part; holding at around a chilly 41 degrees, but without rain, wind or snow! Requirements for social distancing and limitations on the number of people allowed in buildings did necessitate lines being formed on the exterior of the polling locations; however the election officials were able to keep the lines moving smoothly and efficiently throughout the day.

**Voter registration summary by party as of November 30, 2020:**

Ward	Democrats	Republicans	Undeclared	Totals
1	1,234	1,296	1,574	4,104
2	1,109	1,210	1,517	3,836
3	1,288	1,432	1,560	4,280
4	1,067	889	1,762	3,718
5	1,115	1,263	1,617	3,995
6	1,189	904	1,402	3,495
<b>Totals:</b>	<b>7,002</b>	<b>6,994</b>	<b>9,432</b>	<b>23,428</b>

Respectfully submitted,

Cassie Givara,  
Deputy City Clerk

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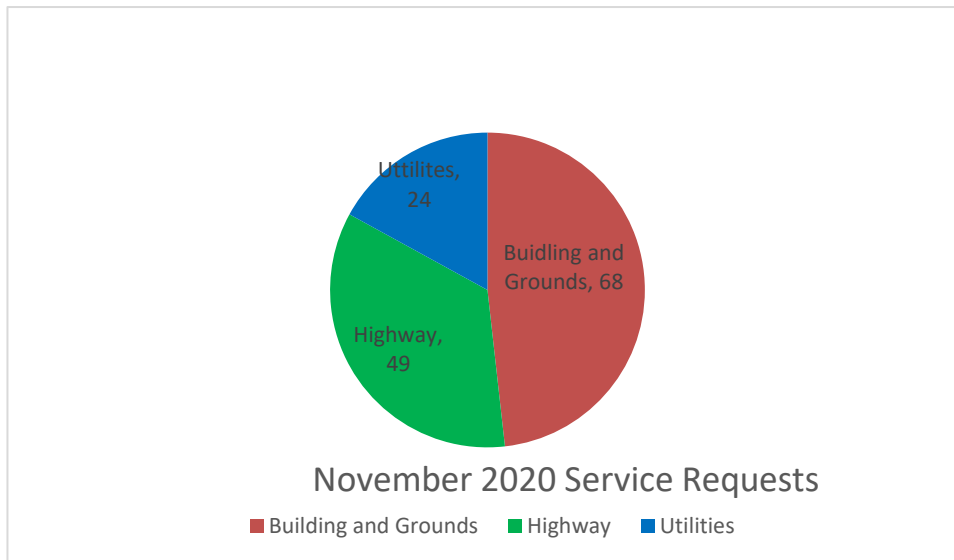
City Clerk's Office

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## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT NOVEMBER 2020

In addition to the scheduled work performed, the Department of Public Works responded to approximately 141 requests for service in the month of November. The Highway Division had 49 requests that ranged from pothole repairs, traffic light maintenance, clean storm drains, repair culverts, replace missing street signs and pick up trash and debris on the side of the road. The Utilities Division responded to 24 requests including sewer concerns, water and sewer inspections and daily dig safe mark outs. Buildings and Grounds Department completed 68 service requests including street light repairs, filling janitorial supply orders for departments, unclogging drains, taking tables down from voting, cleaning and disinfecting buildings and maintaining the city maintained grounds.



### HIGHWAY & FLEET MAINTENANCE WORK COMPLETED:

- Patched pot holes
- Repaired catch basins throughout the city
- Cleaned 30 catch basins
- Swept streets in the city
- Trimmed sides of roads with the flail mower
- Continue to paint stop bars
- Rebuild drain basin at 24 Hemlock Street
- Paint all handicap parking spots throughout the city
- Hauled in some winter sand
- Removed boat launch at the end of Pink Street
- Work around the yard in prep for winter
- Repaired sidewalk at 7 Logan Street
- Finished testing all preemption's and cross walk lights in the city
- Painted out 340 catch basins for winter maintenance
- Mill and pave bad spot at the bridge in Gonic
- Clean up ditch and side of roads throughout the city
- Put up Holiday tree and decorations
- Gravel sides of roads
- Grade a few dirt roads
- Repair and install Street signs throughout the City
- Brush trimming overhang though the City

Repair #38 flail mower and replace two bearings  
 Replaced 2 solenoids 2 new batteries and 2 speed sensors  
 Replaced rear seal on Vac truck #63  
 Replaced ceramics panels and seal on the hot box.  
 Replaced sender grates on ten wheel dump #12  
 Replaced starter and 4 broken ground wires on ten Wheel Dump #9  
 Replaced lasers on six wheel dumps #10,#20 and #54  
 Replaced 4 tires, front and rear brake pads and rotors on pick up #32  
 Replaced block heater and cord on six wheel dump truck #17  
 Four new tires on service truck # 34  
 Six new tires and brake pads and rotors on one ton dump #24  
 Replaced boom tie down strap on bucket truck #22  
 Replaced mirror on bucket truck #22  
 Replace hydraulic hoes on Cat loader #39  
 Replace muffler on Cat loader old #38  
 Small repairs some small generators  
 Replaced serpin belt on # 39 cat loader  
 Serviced five plows on one tons and pickups  
 Lube, oil and filter service on 6 vehicles  
 Several minor repair on serval vehicles  
 Several minor repair on serval small equipment

### **UTILITIES DIVISION**

Utilities Division completed 24 service requests which included performing monthly maintenance on sewer cleaning in problematic areas. There was 97 utility mark outs for dig safe, 3 emergency sewer backups. Staff completed winterization of all city owned hydrants and replaced multiple sewer manhole covers across the city. SUR Construction to begin tying over the remaining water services from 6" main to 12" main on Old Dover Road from Columbus Avenue to Exit 11. Staff mowed all city Right-of-Ways and easements including the former landfill on Old Dover Road.



**Mowing of city right-of –ways and Easements**

### **BUILDING AND GROUNDS DIVISION**

Building and Grounds Division completed 68 work requests including street light repairs, filling janitorial supply orders for departments, changing light bulbs and ballasts, unclogging drains, fixing leaky pipes, fixed

broken door locks, repaired ceiling tiles, fixed solar panel on DPW flag pole and assembled a shelf. Staff took down tables and voting booths. Staff continues to spray and disinfect work stations in city maintained buildings.

### **WATER TREATMENT DIVISION**

Treated water volume for the month of November was approximately 56.3 million gallons from the surface water treatment facility. Groundwater production was again offline for the month due to flow restrictions in the Cocheco River. 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. Unregulated Contaminant Monitoring Rule 4 sampling has been completed. Watershed inspections were conducted at all major ponds and conveyances. The Kristy Lane gage was repaired and the data manually updated. The Berry Pond drain valve was closed and the diversion structure gatehouse valve pit was cleaned and inspected. A shoreline and intake ring inspection of Round Pond Reservoir was performed at the beginning of the month before refilling procedures commenced. All other reservoirs are filled to capacity. Weather instruments recorded 4.6 inches of rainfall at the Rochester Reservoir. Equipment and grounds maintenance was performed at the plant, well, and tanks/stations. Generator maintenance was performed at Chesley Hill Tank. The Granite Ridge HMI (human-machine interface) was replaced. Maintenance at the well included pre-startup procedures in anticipation of reactivating the source in December. Maintenance at the WTF included cleaning and PMI at the bicarbonate silo; filter train repairs and wash water rate calibration; repairs to the permanganate feed system; third party flow meter calibration/verification; installation of the Iron and Manganese analyzers; repairs of the alum transfer pump; Fire System PMI; and SCADA System annual PMI. The floor resurfacing capital improvement projected resumed this month. The HVAC fuel conversion project is >95% complete. Staff continued review and discussion of the Water Audit and Demand Analysis, and Contract Engineering Services Proposals Staff attended the virtual NHWWA Annual & Technical Meeting this month.



**Iron and Manganese Analyzers**

### **ENGINEERING**

- **Asset Management:** The City continues to work with the selected vendor for the new Asset Management software for implementation. DPW is now “live” with the Service Request portion of the software and plans to go “live” with other portions in the coming months. Efforts continue as staff constantly improve City infrastructure information linked from our GIS software to our Asset Management software. In the future more detailed information, such as asset age, material, and condition as well as baseline information that has been developed related to our water, sewer, and stormwater systems' “level of service”, “likelihood of failure”, “consequence of failure”, and “life cycle cost analysis”, will be incorporated into our Asset

Management software. NHDES has recently awarded the City funding for wastewater asset management work from the CWSRF.

- **Colonial Pines Sewer Extension:** Phase 2, including a portion of Birch Drive, Juniper Street, Towle Street, Vinewood Lane, Susan Lane, Hickory Lane, Wildwood Lane, and a portion of Hillside Drive is now completed. Phase 3 of this multi-phased sewer extension program is anticipated to be advertised for bids during the winter months of early 2021. Construction of Phase 3 is anticipated to commence in spring 2021. Additional funding for a final phase of sewer extension and drainage improvements will be requested in the FY22 CIP budget.
- **Gonic Brickyard – Soil Remediation:** The NHDES Petroleum Reimbursement Fund is funding the soil remediation work at the city-owned Gonic Brickyard site on Pickering Road. The remediation work began in September and was substantially completed in November. Final clean-up of the site will occur in early December.
- **10-16 Wallace Street – Soil Remediation:** NHDES Brownfields grant funds are primarily funding the soil remediation work at the 10-16 Wallace Street – Former Advanced Recycling site. The contaminated soil was excavated and excavations were backfilled in September. Soil piles were removed from the site in November.
- **Four Rod Road Culvert Rehabilitation:** This 6'-11"x10'8" arched corrugated metal pipe was considered a "Red-Listed Bridge" by NHDOT and in need of repair. This rehabilitation project, which included the application of a geopolymer liner on the inside of the existing pipe, was completed in October. NHDOT has received project documentation and is scheduled to inspect the bridge by early December; removal from the "Red List" is expected.
- **Portland Street Twin Culvert Replacement:** This twin 36" corrugated metal pipe culvert was at end of life and in need of replacement. This culvert replacement project, which included replacing existing culvert pipes with twin 36" reinforced concrete pipes that are re-aligned with the stream and providing a widened shoulder for future sidewalk installation, was substantially completed in November. Some final work is anticipated in spring 2021, including milling and final overlay of pavement.
- **Pavement Maintenance & Rehabilitation:** The FY20 Paving list included: Chapman, Huckins, Jonathan, and portions of Columbus, Cross, and Salmon Falls. Paving work was completed in October.
- **Sidewalk Rehabilitation:** The FY20 Sidewalk Rehabilitation list included: portions of Portland St and Mill St in East Rochester. Sidewalk work was completed in October.
- **Strafford Square Roundabout:** Final design has been submitted to NHDOT for approval to bid. Bidding of the roundabout construction contract is now anticipated in 2021. Prior to that contract, and in preparation for that construction, a utility infrastructure contract is anticipated to be advertised for bids prior to the end of 2020.
- **Granite Ridge Development – Phase 2:** Waterstone has submitted to NHDOT a response to comments on the revised traffic impact analysis study of November 2019. Further discussion with NHDOT and Waterstone, as well as the Planning Board approval process, 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.
- **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 attenuation tanks. Design of the attenuation tanks 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. Construction is expected to continue through 2020 and into 2021.
- **River Street Sewer Pump Station Upgrade:** Construction has begun and is expected to be substantially completed in March 2021. Final completion is anticipated by June 2021.
- **Route 11 Sewer Pump Station Upgrade:** The 100% design documents have been transmitted to the City for review. This project is expected to be ready for bid advertisement in the next couple of months. Construction is projected to commence in spring 2021 and have a duration of 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.
- **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 November 2021, USEPA Region 1 published a final General Permit for total nitrogen (TN) loading in the Great Bay Estuary watershed. If Rochester chooses to “opt in” to this permit, a rolling seasonal average TN load limit of 198 lbs./day would apply to the WWTF effluent. The permit goes into effect on February 1, 2021. Rochester will have until April 1, 2021 to submit a Notice of Intent (NOI), if it decides to “opt in” to this permit.
  - As far as the City’s individual National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Facility (WWTF), a new draft permit has not yet been issued by USEPA Region 1.
  - And, 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 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 second annual report for the MS4 permit was submitted to EPA in September 2020.
- **New DPW Facility:** Site work is being completed and structural steel for the building began being installed in October. Construction of the facility is anticipated to continue through September 2021.

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# Economic & Community Development



11/30/2020

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.

#### SCENIC/SALINGER

Chinburg Properties has started selective demolition on the property in preparation for reception of their full building permit. Planning and DPW have been working with Chinburg to set up a Pre-Con meeting within the next few weeks.

#### 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 (Phase II)

Phase II has been delayed and will be completed during the spring of 2021. ED is working with a local building owner to rehab the old River's Camera Shop marquee to display a "Welcome to Downtown Rochester" display.

#### SIG SAUER - AMAROSA DRIVE

Sig Sauer and BFA received approval from the Governor and Council on November 18 to complete the loan transaction for the purchase of 7 Amarosa. We continue to work with Sig to finalize the MOU concerning infrastructure commitments for both parties. A hearing with the

Bureau of Land and Tax Administration is scheduled for Dec. 18 to review our PILOT with Sig.

## GRANITE STATE BUSINESS PARK

LDI continues to work on construction of their facility. The foundation is poured and structural steel will be on site soon.

Prep Partners is waiting for approval from DED for their AOT permit. A Pre-Con meeting is expected sometime in December.

Pella windows continues to work toward their Pre-Con.

Freneau Appraisal is working on an assessment of the land where the water and sewer connection will cross the PDA lot. The FAA requires a third-party appraisal before they will authorize an easement for the City.

## 55 MAIN (HOFFMAN BUILDING)

The Market Survey Study nears completion and is scheduled for delivery within the next two weeks.

## JENN MARSH, ECONOMIC DEVELOPMENT SPECIALIST

### RIVERWALK

The Riverwalk Committee met with a representative from the Strafford County Board of Realtors to talk about a potential grant opportunity. The committee also gained three new members in November and are excited to get started working on grants and other potential projects for the spring. Councilor Walker has stepped up as Acting Chair after past Chair Stacey Marchionni stepped down to spend more time on her downtown business due to COVID.

### TIF REPORTING

Both the GSBP and GRDD Advisory Boards met in November. The Advisory Boards review the financial and non-financial reports of the District and make recommendations for the City Council. Draft reports will be available for review soon.

### NEW BUSINESSES

Three new businesses opened in November 2020:

1. Metal Heads – 30 North Main Street
2. Forged Self Defense – 323 Gonic Road, Suite 2B

## Rochester Main Street

The Board of Directors has been working on revamping Main Street since the Executive Director left in mid-November. The website has been redone, social media has picked up and the Board is working on a raffle to replace the Festival of Trees this year. Jenn will send out an email with details on how win a downtown shopping spree. A few Board Members plan on attending the February workshop to talk about the enhancements to the program and events.

## JULIA LIBBY, EXECUTIVE SECRETARY

### OPENGOV (VIEWPOINT) PERMITTING SOFTWARE

During the month of November Julia worked with the Planning Department to revise some of their application and documents with in the software. She also did a training with the new Planner I. We also started brainstorming for a viewpoint 101 video to provide for new customers using the system.

### INTERVIEWS

Julia worked with HR on interviews for the Building, Zoning, and Licensing Secretary. She put together a practical test for the second round of interviews.

### DEVELOPERS HANDBOOK

Julia and the Economic Development team began to work on consolidating and fixing the Developers Handbook. This handbook would be a complete guide for applicants to use during the development or building process and is meant to assist them through the proper channels.

## JULIAN LONG, CDBG COORDINATOR & GRANTS MANAGER

### COMMUNITY DEVELOPMENT BLOCK GRANT (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 also continues to track potential funding opportunities for both the city and regional social services providers.

**Lead Remediation Program:** New Hampshire Housing Finance Authority has referred its first Rochester property to the Community Development Coordinator for consideration for matching funds. The Community Development Coordinator reviewed the application from the property

owner and has started the environmental review process. It is not anticipated that project work will begin before January 2021.

**Rochester Child Care Center – Fire Sprinklers Upgrade:** The Community Development Coordinator met with Rochester Child Care Center staff, the project engineer, the plumbing company, and Fire Department staff to discuss needed changes in project scope and budgeting. It has been decided that the sprinklers project will be phased so that the already-allocated CDBG funds can finally be expended.

**FY 2022 Public Outreach and Public Input:** The Community Development Coordinator has posted survey stations at the City Clerk's Office and the Tax Assessor's Office and has regularly monitored the stations to collect surveys and replace used pens. In addition, an online survey has been made available to the public at <https://www.surveymonkey.com/r/BTC7M9Y>. So far, there has been double-digit survey responses for both the hard-copy and online surveys.

**FY 2021-2022 Annual Action Plan:** CDBG and municipal funding grant applications were due November 20th. The Community Development Coordinator has reviewed the CDBG grant applications for CDBG eligibility. Also, the Community Development Coordinator has worked to draft the FY 2022 Annual Action Plan, which will be submitted to the Community Development Committee for first review at the January 2021 committee meeting.

**FY 2020 Consolidated Annual Performance and Evaluation Report:** HUD has accepted the revised FY 20 CAPER.

**HUD August 2019 Site Monitoring:** The Community Development Coordinator met with HUD staff via video conference to discuss the remaining open item from the site monitoring, which is the CDBG policies and procedures manual draft. During the meeting, it was agreed that further revisions would be restricted to only two items in the manual and that, once these revisions were completed, the manual would be accepted and the site monitoring closed out. The Community Development Coordinator anticipates these revisions to be completed and submitted to HUD the week of December 13th.

## 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 been working on the process to request reimbursement for municipal funds spent on COVID-related activities through FEMA grant funds.

**BJA JustGrants Trainings:** The Community Development Coordinator has continued to attend webinar trainings on the Bureau of Justice Assistance's new grant management system and to provide limited assistance to the Police Department in the system transition.

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# FINANCE COMMITTEE

## Agenda Item

12/10/2020

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

For the full detail report, click here: [November 30, 2020 Financial Detail Report](#)

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

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

**Meeting Date Requested:** December 8, 2020

### **Issue Summary Statement**

The November 30, 2020 financial summary reports are attached. November represents approximately 40% completion of FY21. Below is a summary of revenues & expenses that Finance continues to monitor,

### **Revenues:**

**Motor Vehicle Registrations:** Through five months of FY21 motor vehicle registrations remain strong at 61% collected, or \$2,438,834.

**Waste Management Host Fees:** The second quarterly has been received and totaled \$1,045,093, the highest quarterly ever received. Year to date total is \$1,907,532.

**Building Permits:** Building permits have seen a rebound, and this revenue is at 144% of the FY21 Adopted amount of \$200,000 at \$288,424.

**Interest Income:** Interest Income remains soft at 27% received, or \$68,708. Interest income rates remain low at approximately .50%

**Interest on Delinquent Taxes:** Continues to trend soft at 32% received, or \$112,935

**State of NH Rooms & Meals:** DRA final rate confirmed at \$1,568,269, same level as FY20.

**Water-Sewer User Fees:** Payments have seen a recovery, will continue to monitor.

**Highway Block Subsidy:** First two quarterly payments are \$370,491 slightly less than FY20.

**Cable Franchise Fees:** Only received the Atlantic Broadband payment of \$42,463, which is down approximately 16% from FY20. There re two Atlantic Broadband, and Comcast.

**Expenses:**

Overall General Fund salaries and benefits are trending to budget at 39.3% expended.

Fire Overtime is at 65.7% expended, or \$157,608. Same period FY20 was 64.6%

Police Overtime is 57.2% expended, or \$62,120. Same period FY20 was 54%

Welfare Direct Assistance is 17.8% expended, or \$32,125. Same period FY20 was \$87,120, or 50.4%

Total General Fund expenditures trending to budget at 35.6%. Same period FY20 was 38.5%

**Summary:** Cash position remains strong, and in a good position. Finance will monitor all FY21 revenue and expense activities.



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 CITY OF ROCHESTER  
 YEAR-TO-DATE BUDGET REPORT

 P 1  
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FOR 2021 05

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
<hr/> 1000 GENERAL FUND <hr/>						
11011 ECONOMIC DEVELOPMENT REVENUE	0	0	0	750.70	-750.70	100.0%
11031 CITY CLERK REVENUE	124,850	0	124,850	47,200.95	77,649.05	37.8%
11051 ASSESSORS REVENUES	0	0	0	10.00	-10.00	100.0%
11061 BUSINESS OFFICE REVENUE	250,000	0	250,000	68,709.50	181,290.50	27.5%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	.00	1,000.00	.0%
11071 TAX COLLECTOR REVENUE	33,409,885	28,053	33,437,938	17,373,223.93	16,064,714.07	52.0%
11072 TAX COLLECTOR REVENUE	3,308	0	3,308	2,971.00	337.00	89.8%
11081 GENERAL OVERHEAD REVENUE	3,460,991	0	3,460,991	2,175,236.51	1,285,754.49	62.9%
11082 GENERAL OVERHEAD REVENUE	2,186,077	0	2,186,077	692,217.92	1,493,859.08	31.7%
11101 PLANNING	18,250	0	18,250	14,093.88	4,156.12	77.2%
11201 REV LEGAL OFFICE	50,000	0	50,000	20,833.32	29,166.68	41.7%
12011 POLICE CITY REVENUE	363,479	0	363,479	127,915.30	235,563.70	35.2%
12021 FIRE CITY REVENUE	25,500	0	25,500	2,179.78	23,320.22	8.5%
12022 FIRE STATE REVENUE	41,812	0	41,812	3,375.00	38,437.00	8.1%
12031 DISPATCH CENTER	60,982	0	60,982	.00	60,982.00	.0%
12041 CODE ENFORCEMENT REVENUE	244,210	0	244,210	299,546.47	-55,336.47	122.7%
13011 PUBLIC WORKS REVENUE	35,400	0	35,400	16,060.63	19,339.37	45.4%
13012 STATE HIGHWAY SUBSIDY	519,175	0	519,175	370,491.44	148,683.56	71.4%
14011 WELFARE REVENUE	2,500	0	2,500	5,400.39	-2,900.39	216.0%
14021 RECREATION REVENUE	60,050	0	60,050	6,030.00	54,020.00	10.0%
14031 LIBRARY REVENUE	10,800	0	10,800	3,039.95	7,760.05	28.1%
TOTAL GENERAL FUND	40,868,269	28,053	40,896,322	21,229,286.67	19,667,035.33	51.9%
<hr/> 5001 WATER ENTERPRISE FUND <hr/>						
510001 WATER WORKS REVENUE	6,710,052	125,000	6,835,052	1,447,941.32	5,387,110.68	21.2%
TOTAL WATER ENTERPRISE FUND	6,710,052	125,000	6,835,052	1,447,941.32	5,387,110.68	21.2%
<hr/> 5002 SEWER ENTERPRISE FUND <hr/>						
520001 SEWER WORKS REVENUE	7,945,222	125,000	8,070,222	1,573,124.52	6,497,097.48	19.5%
520002 SEWER WORKS REVENUE	396,081	0	396,081	7,290.00	388,791.00	1.8%
TOTAL SEWER ENTERPRISE FUND	8,341,303	125,000	8,466,303	1,580,414.52	6,885,888.48	18.7%
<hr/> 5003 ARENA ENTERPRISE FUND <hr/>						

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 CITY OF ROCHESTER  
 YEAR-TO-DATE BUDGET REPORT

 P 2  
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FOR 2021 05

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
530001 ARENA REVENUE	416,031	0	416,031	39,686.67	376,344.33	9.5%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	39,686.67	376,344.33	9.5%
GRAND TOTAL	56,335,655	278,053	56,613,708	24,297,329.18	32,316,378.82	42.9%
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 CITY OF ROCHESTER  
 YEAR-TO-DATE BUDGET REPORT

 P 1  
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FOR 2021 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 GENERAL FUND							
11000051 CITY MANAGER	409,559	2,500	412,059	192,496.90	4,359.92	215,202.18	47.8%
11012351 ECONOMIC DEVELOPMENT	512,693	0	512,693	156,191.01	31,073.77	325,428.22	36.5%
11020050 IT SERVICES	897,327	0	897,327	347,195.54	60,428.78	489,702.68	45.4%
11030051 CITY CLERK	334,501	0	334,501	148,794.91	28,242.56	157,463.53	52.9%
11040050 ELECTIONS	70,168	0	70,168	70,552.90	7,378.82	-7,763.72	111.1%
11050070 ASSESSORS	570,520	37,000	607,520	228,832.04	39,167.72	339,520.24	44.1%
11060051 BUSINESS OFFICE	608,770	0	608,770	267,566.73	850.48	340,352.79	44.1%
11063151 HUMAN RESOURCES	225,528	1,250	226,778	90,766.32	18,746.67	117,265.01	48.3%
11070070 TAX COLLECTOR	379,761	0	379,761	169,744.29	3,552.50	206,464.21	45.6%
11080050 GENERAL OVERHEAD	1,169,916	-62,697	1,107,219	118,762.39	201,963.14	786,493.47	29.0%
11090050 PB CITY WIDE 50	687,246	0	687,246	268,341.38	7,952.13	410,952.49	40.2%
11090051 PB CITY HALL 51	65,698	0	65,698	26,822.55	32,851.93	6,023.52	90.8%
11090052 PB OPERA HOUSE 52	48,769	0	48,769	13,316.91	23,666.51	11,785.58	75.8%
11090054 PB CENTRAL FIRE 54	10,945	0	10,945	3,826.33	3,877.00	3,241.67	70.4%
11090055 PB GONIC FIRE 55	10,787	0	10,787	4,058.57	3,831.00	2,897.43	73.1%
11090056 PB LIBRARY 56	19,313	0	19,313	8,734.14	8,343.28	2,235.58	88.4%
11090057 PB DPW GARAGE 57	12,155	0	12,155	6,340.82	5,661.76	152.42	98.7%
11090061 PB HISTORICAL MUSEUM 61	1,320	0	1,320	423.34	875.00	21.66	98.4%
11090063 PB HANSON POOL 63	6,700	0	6,700	163.64	200.00	6,336.36	5.4%
11090064 PB GONIC POOL 64	1,100	0	1,100	48.18	100.00	951.82	13.5%
11090065 PB EAST ROCHESTER POOL 65	800	0	800	48.18	100.00	651.82	18.5%
11090068 PB GROUNDS 68	10,880	0	10,880	2,886.69	645.00	7,348.31	32.5%
11090069 PB DOWNTOWN 69	17,000	0	17,000	3,269.39	4,394.61	9,336.00	45.1%
11090070 PB REVENUE BUILDING 70	21,368	0	21,368	8,227.34	6,325.72	6,814.94	68.1%
11090071 PB PLAYGROUNDS 71	3,000	0	3,000	1,800.00	.00	1,200.00	60.0%
11090075 PB NEW POLICE STATION	24,066	0	24,066	9,780.20	8,712.64	5,573.16	76.8%
11090077 PB ANNEX	11,140	0	11,140	2,225.25	1,081.15	7,833.60	29.7%
11102051 PLANNING	427,669	0	427,669	147,128.01	3,216.33	277,324.66	35.2%
11200051 LEGAL OFFICE	611,159	0	611,159	228,051.37	7,456.58	375,651.05	38.5%
12010053 PD ADMINISTRATIVE SERVICES	2,076,031	0	2,076,031	800,175.47	98,704.14	1,177,151.39	43.3%
12012453 PD PATROL SERVICES	5,463,738	0	5,463,738	2,125,105.91	.00	3,338,632.09	38.9%
12012553 PD SUPPORT SERVICES	417,396	0	417,396	173,722.30	.00	243,673.70	41.6%
12020054 FIRE DEPARTMENT	4,991,261	0	4,991,261	1,996,283.79	56,241.22	2,938,735.99	41.1%
12020055 FIRE DEPT 55 GONIC SUBSTAT	28,592	0	28,592	6,986.77	6,561.70	15,043.53	47.4%
12020754 CALL FIRE	29,890	0	29,890	6,605.70	.00	23,284.30	22.1%
12023354 EMERGENCY MANAGEMENT	42,101	0	42,101	.00	.00	42,101.00	.0%
12030153 DISPATCH CENTER	869,310	0	869,310	370,063.84	10,506.85	488,739.31	43.8%
12040051 CODE ENFORCEMENT	593,170	0	593,170	232,305.99	5,960.69	354,903.32	40.2%
12050050 AMBULANCE	282,321	0	282,321	16,160.25	48,480.75	217,680.00	22.9%
13010057 PUBLIC WORKS	2,412,336	0	2,412,336	880,368.53	398,275.87	1,133,691.60	53.0%

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mark.sullivan

CITY OF ROCHESTER  
YEAR-TO-DATE BUDGET REPORT

P 2  
glytdbud

FOR 2021 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13010957 WINTER MAINTENANCE	530,920	0	530,920	8,652.12	95,489.18	426,778.70	19.6%
13020050 CITY LIGHTS	218,000	0	218,000	48,829.51	52,326.96	116,843.53	46.4%
14010051 WELFARE	480,831	0	480,831	130,925.01	13,643.56	336,262.43	30.1%
14022072 RECREATION ADMINISTRATION	671,686	3,000	674,686	264,702.91	-818.02	410,801.11	39.1%
14022150 RECREATION PLAYGROUNDS/CAM	101,305	-3,000	98,305	25,733.72	826.60	71,744.68	27.0%
14022250 RECREATION POOLS	94,924	0	94,924	63,626.65	9,211.74	22,085.61	76.7%
14030056 LIBRARY	1,342,026	0	1,342,026	536,571.16	67,950.51	737,504.33	45.0%
15000051 COUNTY TAX	6,941,353	0	6,941,353	.00	.00	6,941,353.00	.0%
17010051 TRANSFERS/PAYMENTS DEBT SV	4,471,220	0	4,471,220	1,459,130.00	.00	3,012,090.00	32.6%
17030050 OVERLAY	350,000	0	350,000	.00	.00	350,000.00	.0%
17040051 TRANSFER TO CIP & OTHER FU	1,290,000	50,000	1,340,000	1,490,000.00	.00	-150,000.00	111.2%
TOTAL GENERAL FUND	40,868,269	28,053	40,896,322	13,162,344.95	1,378,416.75	26,355,560.30	35.6%
5001 WATER ENTERPRISE FUND							
51601057 WATER WORKS EXPENSE	5,353,392	125,000	5,478,392	1,663,696.59	45,630.39	3,769,065.02	31.2%
51601073 WATER TREATMENT PLANT	1,287,559	0	1,287,559	394,595.25	106,330.32	786,633.43	38.9%
51601570 WATER REVENUE OFFICE	69,101	0	69,101	29,842.42	.00	39,258.58	43.2%
TOTAL WATER ENTERPRISE FUND	6,710,052	125,000	6,835,052	2,088,134.26	151,960.71	4,594,957.03	32.8%
5002 SEWER ENTERPRISE FUND							
52602057 SEWER WORKS EXPENSE	4,106,648	125,000	4,231,648	2,618,513.55	26,675.88	1,586,458.57	62.5%
52602074 SEWER TREATMENT PLANT	4,167,052	0	4,167,052	596,688.51	223,464.63	3,346,898.86	19.7%
52602470 SEWER REVENUE OFFICE	67,603	0	67,603	29,739.62	.00	37,863.38	44.0%
TOTAL SEWER ENTERPRISE FUND	8,341,303	125,000	8,466,303	3,244,941.68	250,140.51	4,971,220.81	41.3%
5003 ARENA ENTERPRISE FUND							
53603060 ARENA EXPENSE	416,031	0	416,031	144,708.33	78,941.33	192,381.34	53.8%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	144,708.33	78,941.33	192,381.34	53.8%
GRAND TOTAL	56,335,655	278,053	56,613,708	18,640,129.22	1,859,459.30	36,114,119.48	36.2%

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



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

Planning Board  
 Conservation Commission  
 Historic District Commission  
 Arts & Culture Commission

## PLANNING & DEVELOPMENT DEPARTMENT MONTHLY REPORT FOR NOVEMBER 2020

### APPLICATIONS REVIEWED BY THE PLANNING BOARD

**Tedeschi Contracting, LLC, 71 Estes Road** (by Stonewall Surveying) 2-Lot subdivision.  
 Case # 247 – 61 – A – 20 **APPROVED**

**Packy's Investment Properties, LLC, 17 Sterling Drive** (by Norway Plains Assoc.)  
 Preliminary site plan to construct a 22,500 s.f. self-storage facility with associated access  
 driveway. Case # 208 – 18 – GRD – 20 **PRELIMINARY**

**Waterstone of Rochester, 127 Marketplace Blvd.** (by Tighe & Bond) Modification to an  
 approved site plan to change retail space to a restaurant with drive-thru, with changes to an  
 existing parking lot. Case # 216 – 11 – GRD – 20 **CONTINUED TO 12/7/2020**

### APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

#### **Conservation Overlay District: Zaremba Program Development, LLC, 480 Gonic Road**

The applicant presented a plan to construct a 9,100 square foot General Dollar retail building with related parking and other site improvements. As proposed, there will be thousands of feet of wetland and wetland buffer disturbance.

The Commission had concerns with the amount of wetland and buffer impact, lack of stormwater treatment, and proximity to wetlands proposed to remain.

The Commission discussed conducting a site walk, possibly jointly with the Zoning Board of Adjustment, on either November 28<sup>th</sup> or December 5<sup>th</sup>. The Commission motioned to withhold taking action on the Conditional Use Permit until a site walk can be held and a discussion with the commission members be held. The motion passed unanimously by a roll call vote.

**APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION**

The Historic District Commission did not hold a meeting in the month of November.

**ARTS AND CULTURE COMMISSION ACTIVITIES**

The Arts and Culture Commission - which has not met since February - met this month to review the grant contract for the NH State Council on the Arts grant which was awarded in October. The grant scope includes a Downtown based Art Walk which would include between 7-10 designs with a community focus by different New Hampshire-based artists. This is a collaborative grant between the Rochester Museum of Fine Arts, the Rochester Arts and Culture Commission, Rochester Main Street, and the City of Rochester.

The Arts and Culture Commission also discussed the Mural's Ordinance that is currently in discussion at the Planning Board.

**PLANNING DEPARTMENT NEWS**

A big welcome this month from the Planning Department to our new Planner I, Nicolette Womack. Nicolette is originally from Franklin, Mass and has her degree in environmental planning from Utah State University. After graduating she worked for the City of Boise Idaho for 4 ½ years and then decided she wanted to move closer to home. Nicolette and her husband love to hike and look forward to checking out the seacoast's restaurant scene! Nicolette, in her Planner I position, will be the staff liaison to the Historic District Commission and she will be working closely with Downtown businesses on their growth and redevelopment as she reviews sign permits and Downtown Commercial District applications. Next time you are in the City Hall Annex stop by and say hi!

November was a very busy month as we worked with developers to either meet precedent conditions of approval to allow them to start construction or on as-builts and punch list items to facilitate the issuance of Certificate of Occupancy to allow residents to move in! Projects we have worked on in the month of November include, Highfields off of Washington Street, a new 56 lot subdivision off of Portland Street, and the Chinburg project to redevelop the Scenic and Salinger buildings. We have also worked with several commercial and light industrial projects such as Intec on Industrial Drive, Motor City on Farmington Road and Prep Partners on Innovation Dr.

Respectfully submitted,

Shanna B. Saunders,  
*Director of Planning & Development*



# Rec & Arena Monthly Report

12/10/2020

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

**From:** Chris Bowlen - Recreation & Arena Director  
**Date:** December 9, 2020  
**Re:** October/November 2020 Monthly Report

October/November Programs	Participants
Rec en Route 106/93 (Oct-Nov)	199
Senior Walks 10/4 (Oct-Nov)	14
Family Open Gym (Nov)	68
Halloween Event (Oct)	71
Give Thanks to Seniors (Nov)	56
<b>Program Participation</b>	<b>408</b>
<b>Social Media Presence</b>	
Post Reach	20704
(Number of people who saw our posts.)	
Post Engagement	2687
(Number of people who interact with our posts.)	
Video Engagement	3747
(Number of times our videos were played.)	

Like us on Facebook!



**Rochester NH  
Recreation & Arena**



rochester\_rec

## Start of the Fall and Winter Season

The beginning of the ice season at the Rochester Arena was halted after the first 2 ½ weeks of operations. The State of New Hampshire shutdown all rinks across the state for a period of 14 days in order to slow some outbreaks that had been identified with hockey programs around the state. This shutdown also allowed for a revision of the state guidelines for operations. The arena reopened on October 30<sup>th</sup> using these new and comprehensive guidelines.

The first indoor programs at the Community Center started with a new Covid-19 compliant offering called FOG -Family Open Gym, which allows families to book times and have open gym space to themselves. The program has been a hit and it being used by many Rochester families. Senior programs are still taking place using the good weather of this fall. Hiking trips to Pickering Ponds, Squamanagonic and other areas have been popular.

## Fall/Winter Programs – Cont'd

Staff remains informed on the latest information pertaining to guidance of indoor recreation facilities and safe re-opening plans.

Youth Basketball plans are being finalized with an expected start date in mid-January. This is a bit later than usual and the program itself will look different in order to implement all the guidelines and protocols. It will be nice to have one of our program staples back in action.

With safety of our community and staff always our first priority, our department will continue to take a proactive approach in putting together programs. Staff has been working diligently especially with the Health and EOC folks. Bob Veno and Adam Hughes have been a tremendous resource and have been instrumental in helping us guide our operations in so many ways. It is greatly appreciated!

## Recreation & Arena Advisory Commission

The Commission met in November using the Microsoft Teams format. Agenda and public input information is available on our website [www.RochesterRec.com](http://www.RochesterRec.com)



Otto Krans



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City Clerk's Office

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12/10/2020



## ROCHESTER FIRE DEPARTMENT

37 WAKEFIELD ST. ROCHESTER, NH 03867  
(603) 335-7545



To: Blaine Cox, City Manager  
From: Mark E. Klose, Fire Chief  
Date: December 3, 2020

### Ref: Monthly Report for November 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, projects and programs underway with the fire department.

#### DEPARTMENT INFORMATION:

- Manning Station 1 and Station 2 (Gonic)
- 3 Shifts at 9 firefighters (1 Captain, 1 Lieutenant and 7 Firefighters)
- 1 Shift at 10 (1 Captain, 1 Lieutenant and 8 Firefighters)

#### PERSONNEL:

- Ms Julia Libby, has joined the fire department as the new Executive Secretary
- The fire department has closed both stations to the public, as COVID cases have increased within the city limits.
- We've started the hiring process for the two new firefighter positions for January 2021 utilizing our current hiring list.
- FF Brian Snyder celebrated his 24<sup>th</sup> year of service with RFD
- Lt Sam Morrill celebrated his 7<sup>th</sup> year of service with RFD
- FF Matt Paker celebrated his 7<sup>th</sup> year of service with RFD
- FF Seth Wentworth celebrated his 4<sup>th</sup> year of service with RFD
- FF Duane Marsh celebrated his 3rd year of service with RFD
- FF Ryan Marden, passed his probationary year of employment with RFD
- Chief Klose earned his NH Fire Chief Officer II designation from the NH Association of Fire Chiefs.

#### COVID-19

- At the time of this report, No personnel has experienced COVID-19.
- Daily cleaning of the stations continue

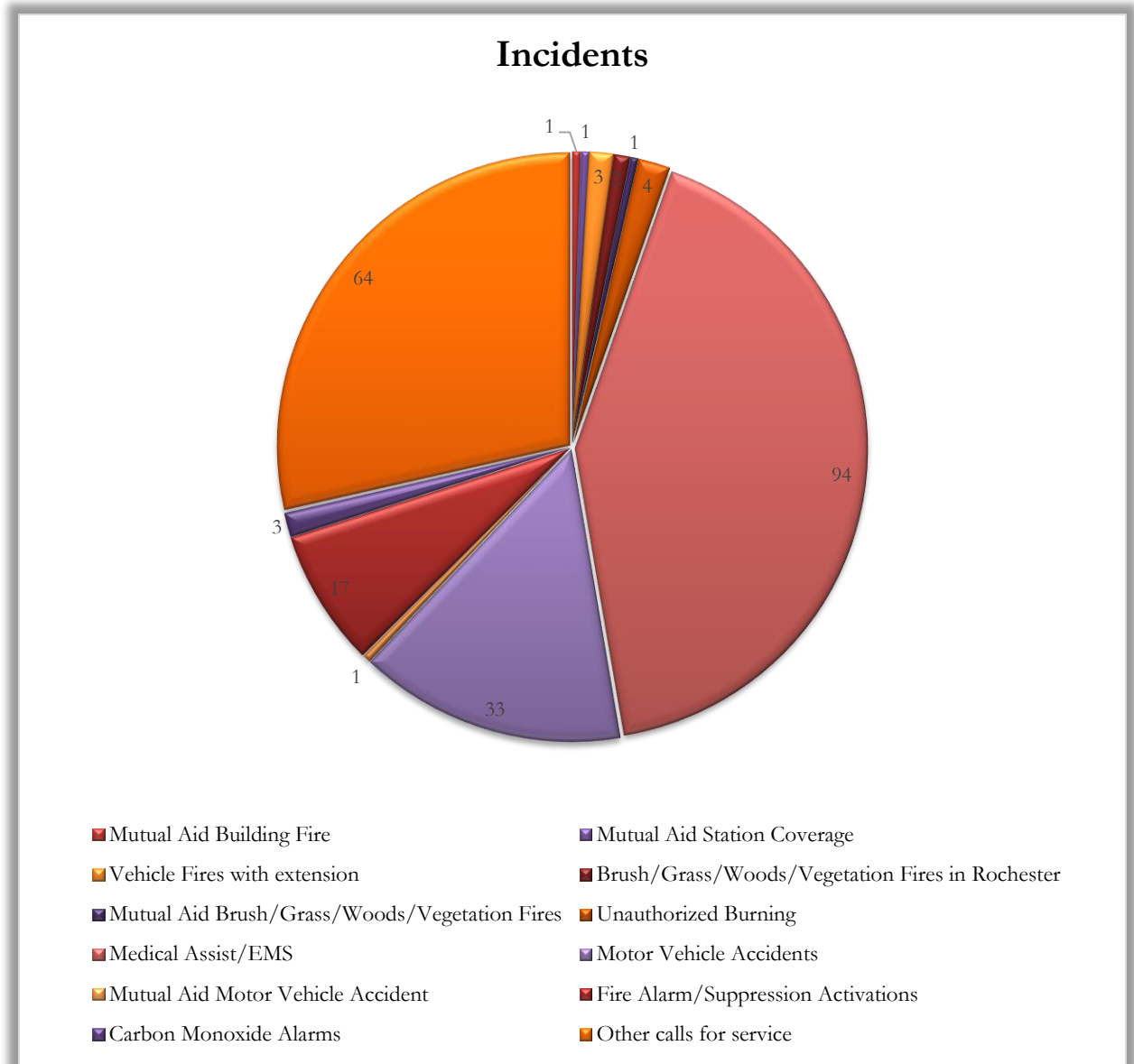


# ROCHESTER FIRE DEPARTMENT

37 WAKEFIELD ST. ROCHESTER, NH 03867  
(603) 335-7545



## OPERATIONS DIVISION:



### Incidents (Total 227)

- 3 Building fires in Rochester:
  - November 4, 2020, 23 Lafayette Street, Vacant property with a shed. The shed was on fire. This shed was known to host homeless individuals. On arrival companies had heavy fire conditions, No injuries reported
  - November 22, 2020, reported structure with people trap located at 17-19 River Street. Rochester FD responded to Barrington mutual aid for brush fire. Captain



## ROCHESTER FIRE DEPARTMENT

37 WAKEFIELD ST. ROCHESTER, NH 03867  
(603) 335-7545



Plante rounding onto Union Street had a large smoke column. He immediately “struck the box” (1<sup>st</sup> Alarm assignment, all Rochester FD equipment, all off duty RFD personnel and mutual aid to the scene). Rochester FD rescued two individuals off the roof of a porch on arrival.

- November 16, 2020, 130 South Main Street, Dryer fire with no extension.

### Apparatus

- Services and yearly inspections complete
- Rescue apparatus out of service until arrival of new apparatus in Spring
  - Estimated cost of repair over trade in value
  - Engine-3 is running in its place temporarily
- Tanker-7 out of service with pump seal failure. Parts ordered, estimate down time of 1-2 weeks depending on shipping delays
- Fire Department Administration is finalizing the bid proposals for the new Engine and Aerial apparatus with Finance, so the bids request can be released.

### Car-3





# ROCHESTER FIRE DEPARTMENT

37 WAKEFIELD ST. ROCHESTER, NH 03867  
(603) 335-7545



## FIRE PREVENTION DIVISION:

The Prevention Division continues to work within the community to accomplish various types of inspections and life safety follow-ups. Deputy Chief Hughes continues to work COVID-19 related issues as they arise within the City. He also has recently joined the New Hampshire Statewide Interoperability Executive Committee in an effort to address the challenges with the statewide interdisciplinary communications across multiple jurisdictions. During the month of November, Deputy Chief Hughes worked with the Property owner of 2 Spaulding Ave to address a significant fire suppression outage and investigated two fires. Of these two fires, he determined that the State Fire Marshal's office should be contacted and has turned over the investigation to them and a representative of ATF. Currently the City has three open fire investigations with the State Fire Marshal's office.

## TRAINING DIVISION:

### FireRescue1 Academy

Total Courses Completed from 11/1/20 thru 11/30/20: **22**

Hours of Training Completed from 11/1/20 thru 11/30/20: **24**

### Training Recorded to IMC

Total Credit Hours: **223.5**

### Blurbs-

- Continued to develop standard lesson plans for the RFD
- Organized/executed "New Hire Process"

### Car Seat Safety Program (FF Kaitlin Taatjes)

Car Seats Installed: **3**

FF Taatjes also participated in the weekly "Parent Group" training sessions sponsored by Frisbie Memorial Hospital. These sessions are intended to provide new parents with vital resources and training on the safest methods for installing car seats.



PAUL R. TOUSSAINT  
*Chief of Police*

## ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

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

POLICE COMMISSION

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

December 9, 2020



TO: City Manager Blaine Cox

RE: Monthly Report – November 2020

**OPERATIONS:** All ward meetings remain on hold during the pandemic.

The investigations bureau had 28 cases submitted for review. There are currently 60 cases assigned. There was one detective call out for a suspected overdose death. There was one polygraph conducted. There were two pawn shop compliance checks. There were 290 pieces of evidence logged in, and 39 items returned to owners. There were an additional 32 pieces destroyed.

**COMMUNITY ENGAGEMENT OFFICER/PROBLEM ORIENTED POLICING UNIT:** The CEO position has not been overly active with community events since the onset of Covid-19 and that continues to be the case this month as well. Officer Danie has been doing what he can to engage with the community, but during these times of social distancing it has been difficult. We met with Crime Line this period and hope to get this program operating again soon.

We have been vigilant and available in the downtown for interaction, however the downtown activity seems to be less with the onset of colder weather and absence of outdoor dining.

The POP Unit continues to work on many issues. Landlord engagement continues to be a major role in solving quality of life issues in our city. We continue to work with Fire and Code in this area. For the month we have conducted weekly night enforcement operations that have led to several drug arrests and information sharing. We have worked with other agencies during this time to include the State Police MET team, Somersworth Police, Strafford County and Rockingham County Sheriff's Offices.

Officers Seager and Robinson had the opportunity to visit Nashua Police POP unit to share information, which has been beneficial to the development of our unit. Lately our focus has been on drug sales, thefts from vehicles and the Felony Lane Gang. As always we offer services to combat addiction and help, not only to those that are homeless, but anyone we are able to.

**CompStat:** In Field activities we had 330 traffic stops, this is 106 less than last month, but 121 more than this same month last year. The stops conducted were in the compact area of the city downtown, and expanding out on the main roads. Though the traffic stops were down from the month prior, we did have more arrests from stops. We doubled the arrests from the prior month from 11 to 22. During this period we did have a situation where several officers were out on quarantine, and the midnight shift ran at minimum staffing for two weeks.

There were 81 traffic accidents; 10 less than last month. The main corridors in the City; Farmington Road, North Main, Wakefield, and Washington Streets had most accidents. There were 22 parking lot accidents and 10 hit and runs. All but one of the hit and runs were in parking lots. There were 8 total arrests from accidents with 5 of them being DWI's. The other 5 DWI arrests were from: 1 from a traffic stop, 4 from welfare checks. The locations and circumstances vary and there are no common factors.

With regard to property crimes, we had 4 burglary incidents this month with no trends or patterns. There was a rise in shopliftings, most of these are theft packet cases from Walmart. The theft from motor vehicles remains consistent with no major trends or common factors. We had 4 motor vehicle thefts. Most of these incidents appear to be unauthorized use situations with cars borrowed or rented and not returned. In vandalism, there were no notable incidents, or what would appear to be trends. A majority of these are from DV related incidents, but there was one isolated tagging incident. Property crimes are down 12% year to date.

With drug related incidents we had 17 possessions, this is down from 25 the prior month. We had 9 overdoses which is consistent with the month before and no fatal incidents during this past reporting period. Methamphetamine and opiates are still what we are seeing with drug related and overdose situations. Year to date we are down 5%.

In regard to violent crimes, we had 2 robberies, this is down from 6 the month prior. Arrests from robberies are up 80%. We had no aggravated assaults. Our simple assaults were up by 6 from the prior month. 15 of these were DV related.

**COMMUNICATIONS:** 2-Way has scheduled the final radio cut over with Police and Fire for December 16. We have ordered the Mobile Dispatch Center. We are still finalizing details for the Rapid SOS service. We recently implemented IMC Paging to Fire Command in calls such as Structure Fires; Fire Dept Mutual Aid requests or any Technical Rescues that may require a Deputy Chief. This has been very helpful in faster notifications to the Asst Chief's – allowing dispatch time to focus on the call itself.

The State has secured funding from the Government with COVID money to install Mutualink to the dispatch centers within the State. We are scheduled for install before December 31. This will help us to communicate with the area dispatch centers specifically when we are going mutual aid to another department or for a SWAT call out.

We are exploring the expansion of the third floor for the future dispatch center to accommodate the call volume our department takes in between Police, Fire and EMS.

**DIVERSION:** Nicole continues to work on the Juvenile Probation Transformation Certificate Program with the State team- the team is working on our legislation submission to align the work to funding and working on identifying partners for focus groups state-wide. Nicole has started to work with Farmington PD on developing their own Diversion program and setting up their jury panel and processes. Nicole also continues to work with Strafford County Diversion Program as they work on hiring a new Coordinator and transitioning services.

Nicole continues to work on an on-line training series for Diversion programs across the State and for our jurors. These modules will include cultural awareness and sensitivity pertaining to juvenile justice and juvenile law confidentiality and ethics.

Nicole has been participating in a “Cohort on Race and Racism” discussing NH’s position and responsibilities in changing the landscape. This is being run under the NH Children’s Behavioral Collaborative by the Carsey Institute and NH Listens.

Nicole has shared latest recidivism data for the program- note rates in 1 yr and 3 yr under crime reporting NOT violations as that reflects all violations that appear in court system incl: MV, tobacco, etc. Nicole was asked to sit on a State-wide Law Enforcement work group to represent the juvenile justice voice- this group is being funded under the Endowment for Health.

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

**FINANCIAL/PURCHASING:** We have received the second shipment of the external vest carriers; they were issued to the remaining officers. Overall feedback has been very positive. We are still working on the best options for jackets and shirts under the carriers moving forward.

New frontline cruisers are scheduled to arrive one each week during the first three weeks of December. The dealer will paint the doors and the vehicles are scheduled for equipment install thereafter.

Renovations for the Detective Bureau will be beginning November 27 and will end with installation of the new workspaces on December 10 & 11. Detectives will be working from different areas in the building during this time.

The Radio Replacement Project continues to move forward with the electricians working on the tower sites during the last two weeks of November. We have an anticipated cutover to the new system on December 15.

During the month of October, there were no purchases over the \$5000 threshold, which would require commission signatures.

We’ve had our first FY22 budget meeting. O&M budget increases must be no more than 2%. Any increases that would bring us above that mandate requires the use of the Issues and Options form to be submitted to the City Manager. All budget entries need to be completed for CIP by December 31 and O&M by January 8.

**FORFEITURE SPENDING:** There was no forfeiture spending this period.

**HOUSING:** There were 29 Police related calls for service for the month. There was nothing of major concern as the lower call volume at the housing complexes seems to be continuing. We believe this is directly contributed to the increased presence of Officer Mundy and Sgt. Babine at various hours in the day and night. We have been concentrating on night walkthroughs of the buildings to discourage transient populations from congregating in the stairwell.

There has been great interaction with residents who have a positive outlook on things despite the pandemic. We continue to work with managers, patrol and residents to solve issues and promote a positive quality of life. There were 4 housing background checks performed for potential new residents

**K-9:** This month the Rochester K9 unit responded to 4 calls for service. All 4 were for tracks in Rochester. Of the 4 tracks, K9 Gunnar located two subjects, one was not located, and the other call they were cancelled prior to arriving. There were no drug searches this month.

**PROSECUTION - ADULT:** Due to limitations in operations being imposed/mandated by the Court, adult prosecution has been working in a reduced capacity, however they have begun doing more in person.

**PROSECUTION - JUVENILE:** Juvenile prosecution had 20 petitions. There were 4 Diversions. There were 7 scheduled arraignments (3 set for trial, 4 resolved by plea). There was one trial resolved by plea. The following hearings were also held: 2 violation hearings, 1 show cause hearings, 1 Emergency placement, There was one motion to bring a diversion agreement forward for sentencing.

Lt. Gould covered hearings November 2, 16 and 19 for Attorney Mitrushi.

**RENTAL PROPERTY OWNERS ASSOC.:** Lt. Bossi attended the November meeting, and spoke about keeping an eye on vacant properties as cold weather approaches as sometimes individuals will gain entry to seek warmer shelter to avoid the elements. The majority of the meeting was about leases, terminology in leases, and lease structure. The RPOA will be planning to meet via Zoom until further notice. The next meeting will be on December 3<sup>rd</sup>.

### **SCHOOL RESOURCE OFFICERS:**

#### High School: Officer Jackson

- The staff and students present in the building is between 150-200 students per day. Officer Jackson is remaining in the schools until the Thanksgiving break to assess the need for an SRO in the school with the reduced number of students present during remote learning.
- Completed 2 Offense reports and 4 Arrest reports

#### Middle School: Sgt. Deluca

- The number to staff and students at the Middle School is similar to the High School.
- Sgt. Deluca worked with staff to help prepare for the transition to remote learning
- Sgt. Deluca checks in on the students/staff still in the building

#### Elementary School (9): Officer Porfido

- Officer Porfido was re-assigned to Patrol when the schools went to remote learning.
- Every Wednesday Officer Porfido still teaches LEAD at St. Elizabeth Seton School, as they are not remote, and spends the day visiting the other elementary schools as they still have a limited number of students and staff not doing remote learning.

#### Explorer Post: Officer Jackson

- No meetings with Explorers due to Covid-19 restrictions

**TRAINING:** Officer Rummo has now completed 13 weeks of the academy and is on track to receive his certification on December 18, 2020.

Throughout the month of November officers completed annual mandated use of force classes, which included refresher courses in defensive tactics, OC, MEB, and handcuffing. Officers reviewed NH RSA 627 and department policies covering both non-deadly and deadly use of force. Additionally, officers also took part in simunitions training scenarios. These scenarios are developed from actual service calls encountered by officers throughout the state.



Sgt. Cost has been working with vendors to host several training opportunities in the coming months at the department. We will be looking to host the following trainings in 2021;

- Taser Instructor certifications in January
- Integrating Communications Assessment and Tactics (ICAT) and train the trainer course designed around de-escalation and critical decision making in February.
- Remington 870 shotgun and AR-15/M4 Armorer course in June.

Respectfully Submitted,

Paul R. Toussaint  
Chief of Police

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City Clerk's Office

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# Rochester Police Department

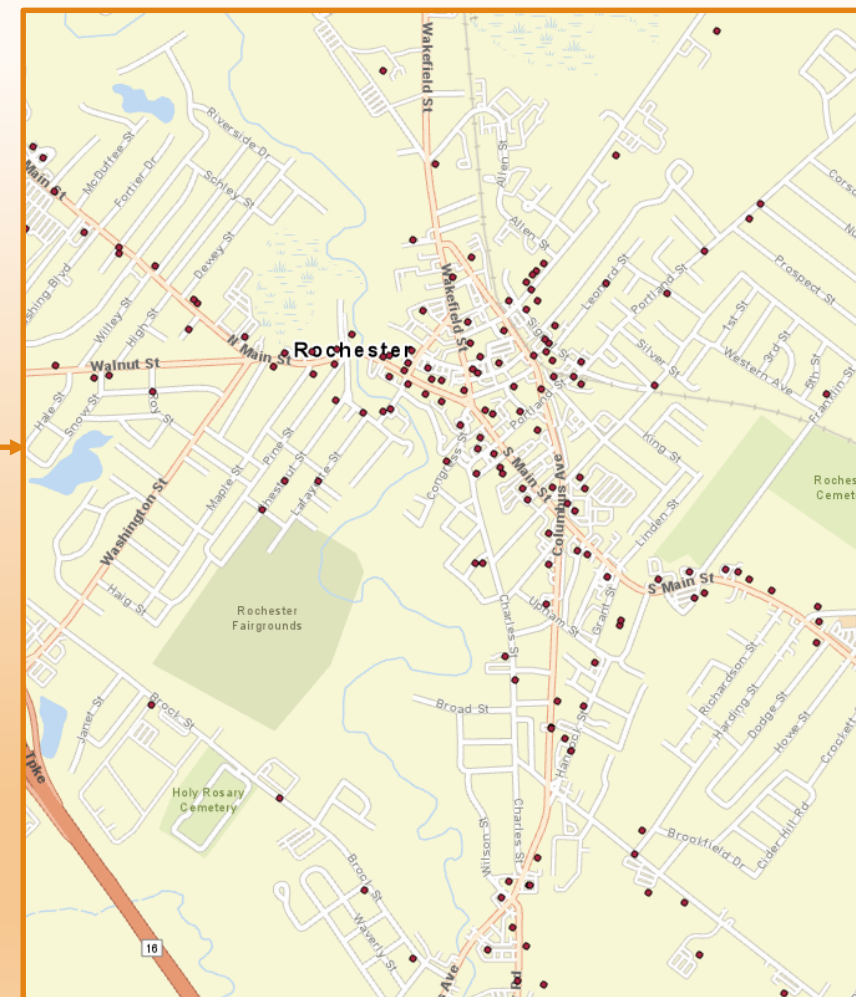
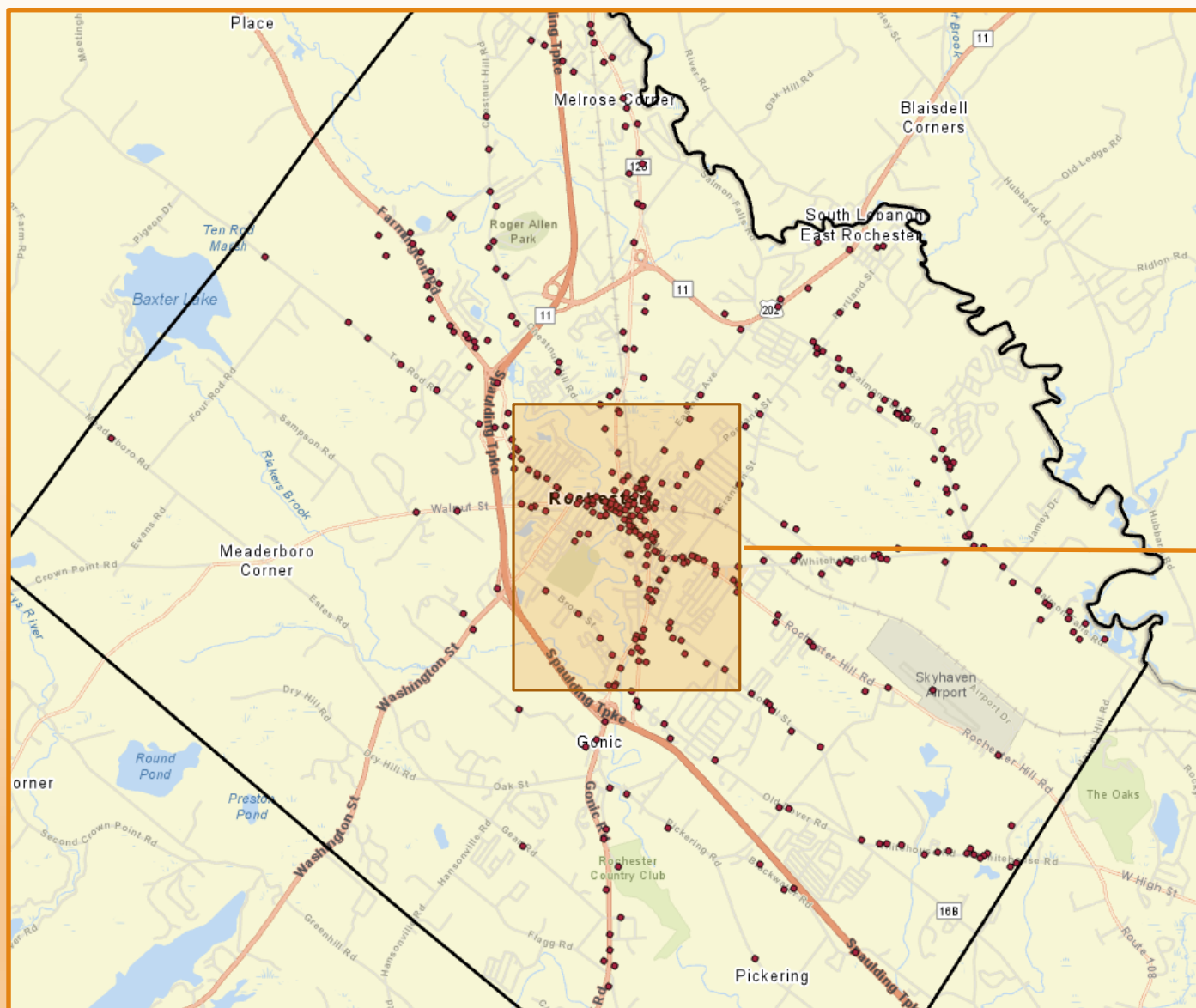
## November 2020 Comp Stat Report



# Field Activities

Specific Crimes	Nov-20	Nov-19	% Change	Oct-20	% Change	Sep-20	YTD 20	YTD 19	% Change	YTD 18
Traffic Stops	836	555	51%	330	153%	436	5030	4949	2%	7654
Arrests from Stops	35	32	9%	22	59%	11	194	252	-23%	311
Summons	24	9	167%	5	380%	8	180	204	-12%	470
Warnings	747	494	51%	294	154%	394	4501	3900	15%	6598
No Action	28	14	100%	8	250%	12	119	161	-26%	213
Accidents	73	102	-28%	81	-10%	91	907	1011	-10%	978
Summons from ACs	0	6	-100%	1	NULL	0	12	37	-68%	32
Arrests from ACs	3	6	-50%	8	-63%	4	54	52	4%	50
Field Interviews	8	3	167%	12	-33%	20	143	93	54%	129
DWI	7	13	-46%	10	-30%	11	78	103	-24%	72
<i>Narcotics</i>	2	4	-50%	3	-33%	6	30	28	7%	18
<i>Alcohol</i>	5	9	-44%	7	-29%	5	48	75	-36%	54
DWI from Accidents	4	5	-20%	5	-20%	5	30	34	-12%	24

# Traffic Stops



## Traffic Stop Breakdown

- 836 Total traffic stops
  - 35 Arrests
    - 27 – traffic offense related
    - 5 Capias/Bench Warrant related
    - 3 – On-view offense related
  - 24 - Summons
  - 747 - Warnings
  - 28 - No Action

## High Volume Roads/Days

12/10/2020

street	day	Total
SALMON FALLS RD	Tuesday	14
	Wednesday	14
	Monday	11
	Friday	10
	Saturday	10
	Sunday	7
	Thursday	3
SALMON FALLS RD Total		69
NORTH MAIN ST	Sunday	19
	Saturday	16
	Wednesday	8
	Tuesday	6
	Friday	6
	Monday	5
	Thursday	3
NORTH MAIN ST Total		63
SUMMER ST	Wednesday	21
	Friday	18
	Monday	6
	Sunday	5
	Thursday	4
	Saturday	2
	Tuesday	1
SUMMER ST Total		57
SOUTH MAIN ST	Wednesday	15
	Saturday	13
	Tuesday	11
	Monday	6
	Sunday	6
	Thursday	1
	Friday	1
SOUTH MAIN ST Total		53
WHITEHALL RD	Wednesday	14
	Saturday	9
	Thursday	6
	Monday	6
	Tuesday	5
	Friday	4
	Sunday	4
WHITEHALL RD Total		48



# Motor Vehicle Crashes

12/10/2020

- **73 total crashes**

Down slightly from the previous month

- **4 Arrests**

- 3 DWI arrests

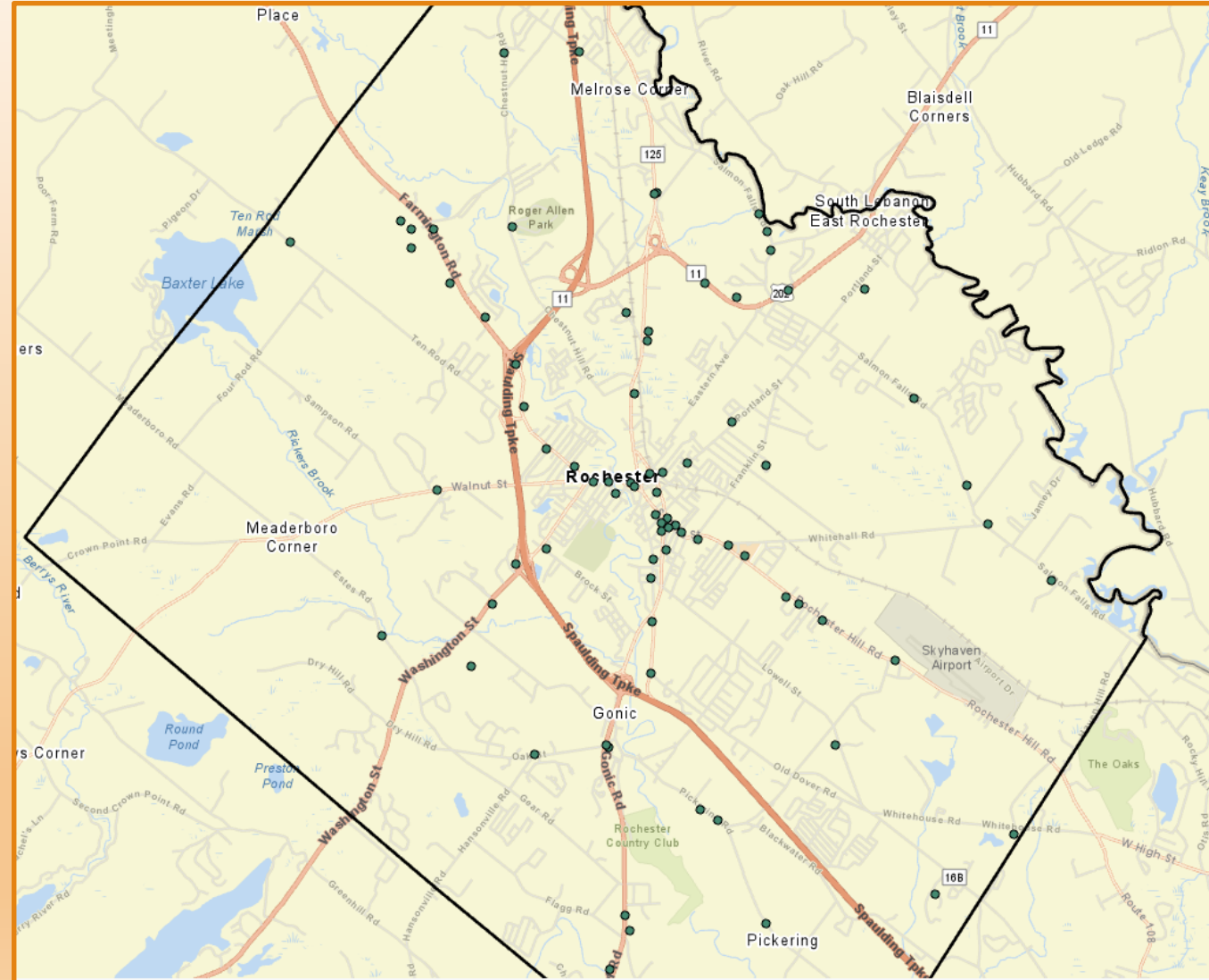
- 1 arrest other charge

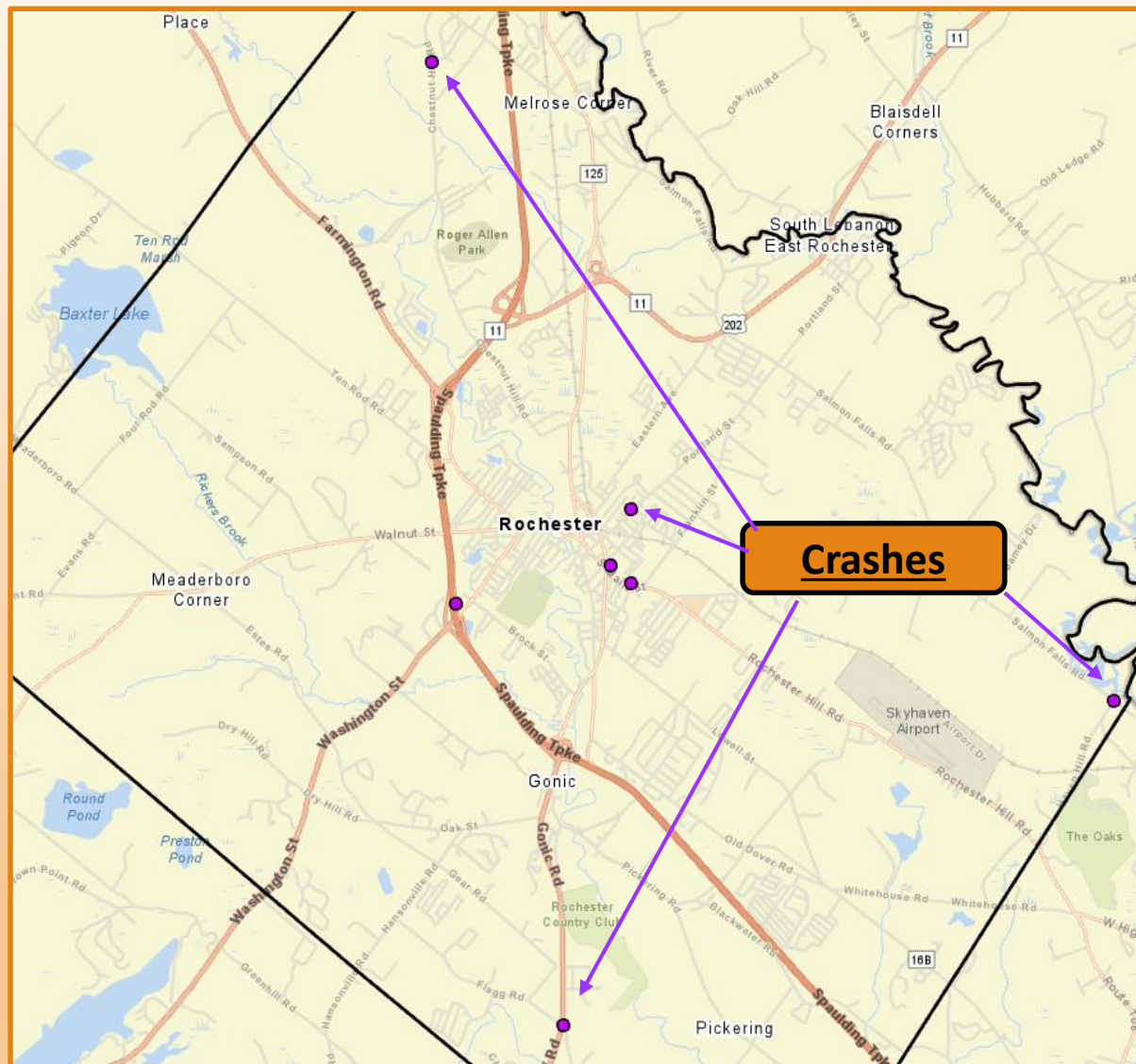
- 15 Parking lot crashes

- 21 Hit & Run crashes

## High Volume Roads/Days

Event Address	Day	Total
FARMINGTON RD	Friday	3
	Wednesday	3
	Monday	2
	Thursday	2
	Tuesday	1
	Saturday	1
	Sunday	1
FARMINGTON RD Total		13
SALMON FALLS RD	Saturday	3
	Sunday	2
	Monday	2
	Friday	1
	Tuesday	1
SALMON FALLS RD Total		9
SOUTH MAIN ST	Monday	2
	Thursday	2
	Wednesday	1
SOUTH MAIN ST Total		5
NORTH MAIN ST	Friday	2
	Wednesday	1
	Sunday	1
	Tuesday	1
NORTH MAIN ST Total		5
MILTON RD	Friday	2
	Wednesday	2
	Tuesday	1
MILTON RD Total		5
GONIC RD	Wednesday	2
	Monday	1
	Tuesday	1
GONIC RD Total		4





## DWI Incidents

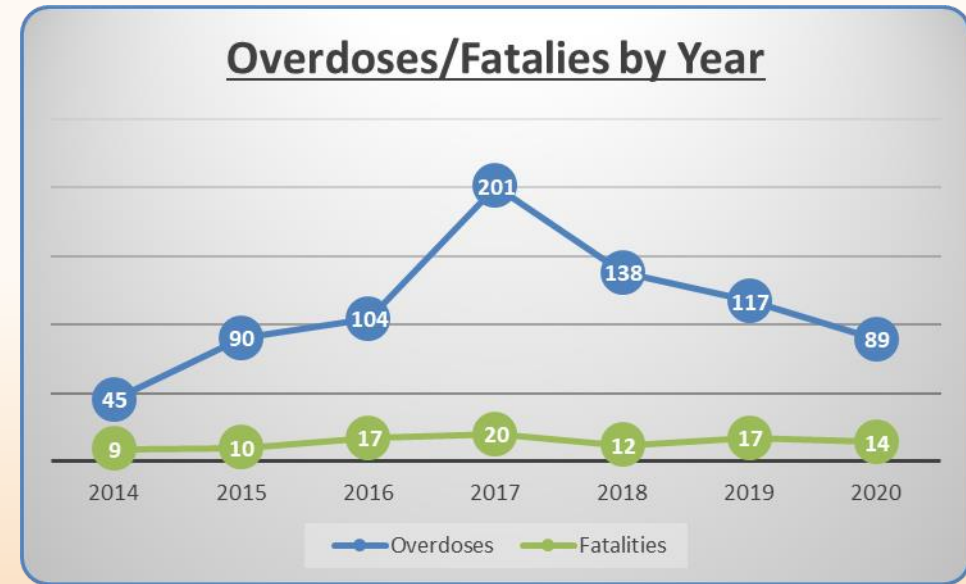
- 7 Total Incidents
  - 4 Crashes (3 Alcohol/1 Drug)
    - 2 Traffic Stops
    - 1 Welfare Check
- 2 Drug / 5 Alcohol related incidents
- 6 Arrests



# Property Crimes

All Incident Reports												
Specific Crimes	Nov-20	Nov-19	% Change	Oct-20	% Change	Sep-20	YTD-20	YTD 19	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Burglary	9	4	125%	4	125%	6	52	93	-44%	12%	15%	63
Shoplifting	59	11	436%	37	59%	27	259	189	37%	62%	82%	165
Theft from a Building	3	22	-86%	10	-70%	8	117	178	-34%	19%	28%	185
Theft from M/V (including Parts)	21	27	-22%	11	91%	12	107	227	-53%	0%	4%	104
All Other Theft	14	10	40%	25	-44%	22	178	164	9%	5%	7%	130
M/V Theft	7	2	250%	4	75%	10	48	32	50%	10%	18%	36
Vandalism	51	28	82%	39	31%	27	399	358	11%	22%	28%	338
<b>Total Property</b>	<b>164</b>	<b>104</b>	<b>58%</b>	<b>130</b>	<b>26%</b>	<b>112</b>	<b>1160</b>	<b>1241</b>	<b>-7%</b>	<b>20%</b>	<b>28%</b>	<b>1021</b>
Arrests												
Specific Crimes	Nov-20	Nov-19	% Change	Oct-20	% Change	Sep-20	YTD-20	YTD 19	% Change			YTD 18
Burglary	2	1	100%	0	0%	0	6	18	-67%			11
Shoplifting	45	10	350%	24	88%	7	161	186	-13%			151
Theft from a Building	0	12	-100%	0	0%	0	22	55	-60%			21
Theft from M/V (including Parts)	0	0	0%	0	0%	0	0	9	-100%			4
All Other Theft	1	0	0%	1	0%	0	9	9	0%			28
M/V Theft	1	0	0%	1	0%	0	5	6	-17%			8
Vandalism	9	10	-10%	7	29%	6	88	133	-34%			105
<b>Total Property</b>	<b>58</b>	<b>33</b>	<b>76%</b>	<b>33</b>	<b>76%</b>	<b>13</b>	<b>291</b>	<b>416</b>	<b>-30%</b>			<b>328</b>

# Drug Incidents



All Incident Reports												
Specific Crimes	Nov-20	Nov-19	% Change	Oct-20	% Change	Sep-20	YTD-2020	YTD 2019	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Possession	24	12	100%	17	41%	25	166	136	22%	49%	82%	158
Drug Events	15	4	275%	12	25%	18	103	117	-12%			52
Overdoses	5	7	-29%	9	-44%	9	89	111	-20%			138
Fatal Overdoses	3	3	0%	0	0%	1	14	17	-18%			12
<b>Total Drug</b>	<b>47</b>	<b>26</b>	<b>81%</b>	<b>38</b>	<b>24%</b>	<b>53</b>	<b>372</b>	<b>381</b>	<b>-2%</b>			<b>360</b>
Arrests												
Specific Crimes	Nov-20	Nov-19	% Change	Oct-20	% Change	Sep-20	TYD-20	YTD 19	% Change			YTD 18
Possession	11	9	22%	8	38%	16	82	112	-27%			141

# Violent Crimes

All Incident Reports												
Specific Crimes	Nov-20	Nov-19	% Change	Oct-20	% Change	Sep-20	YTD 20	YTD 19	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Homicide	0	0	0%	0	0%	2	4	0	NULL	0%	0%	2
Robbery	2	2	0%	2	0%	6	19	11	73%	53%	64%	15
Aggravated Assault	2	3	-33%	0	0%	1	25	55	-55%	56%	60%	69
<i>from DV*</i>	1	1	0%	0	NULL	0	13	18	-28%	85%	78%	35
Simple Assault	18	22	-18%	35	-49%	29	355	349	2%	47%	62%	432
<i>from DV*</i>	9	8	13%	15	-40%	11	178	172	3%	67%	74%	231
<b>Total Violent</b>	<b>22</b>	<b>27</b>	<b>-19%</b>	<b>37</b>	<b>-41%</b>	<b>38</b>	<b>403</b>	<b>415</b>	<b>-3%</b>	<b>39%</b>	<b>96%</b>	<b>518</b>
Arrests												
Specific Crimes	Nov-20	Nov-19	% Change	Oct-20	% Change	Sep-20	YTD 20	YTD 19	% Change			YTD 18
Homicide	0	0	0%	0	0%	0	0	1	-100%			0
Robbery	1	2	NULL	2	-50%	2	10	7	43%			8
Aggravated Assault	1	1	0%	0	0%	0	14	33	-58%			42
<i>from DV*</i>	1	1	0%	0	NULL	0	11	14	-21%			19
Simple Assault	8	12	-33%	11	-27%	12	166	215	-23%			211
<i>from DV*</i>	6	6	0%	9	-33%	8	119	127	-6%			113
<b>Total Violent</b>	<b>10</b>	<b>15</b>	<b>-33%</b>	<b>13</b>	<b>-23%</b>	<b>14</b>	<b>190</b>	<b>256</b>	<b>-26%</b>			<b>261</b>

# Domestic Violence Related Calls

## November 2020

Misdemeanor – 18

Felony - 3

90F\* - 16

## 2020 Monthly Comparison

### 2020 Monthly Comparison



\* denotes Domestic Disturbance

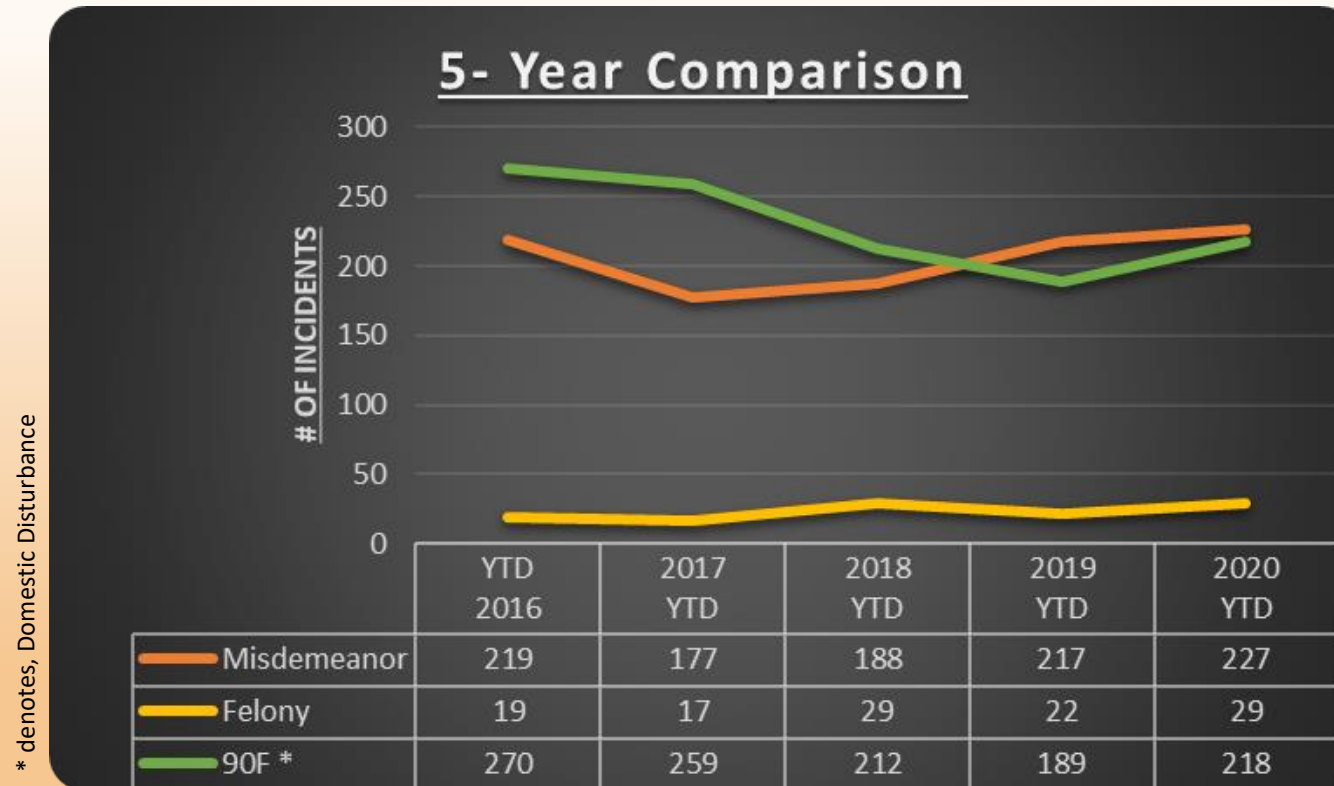
## 3-Year Comparison

### 3 Year Comparison



\* denotes Domestic Disturbance

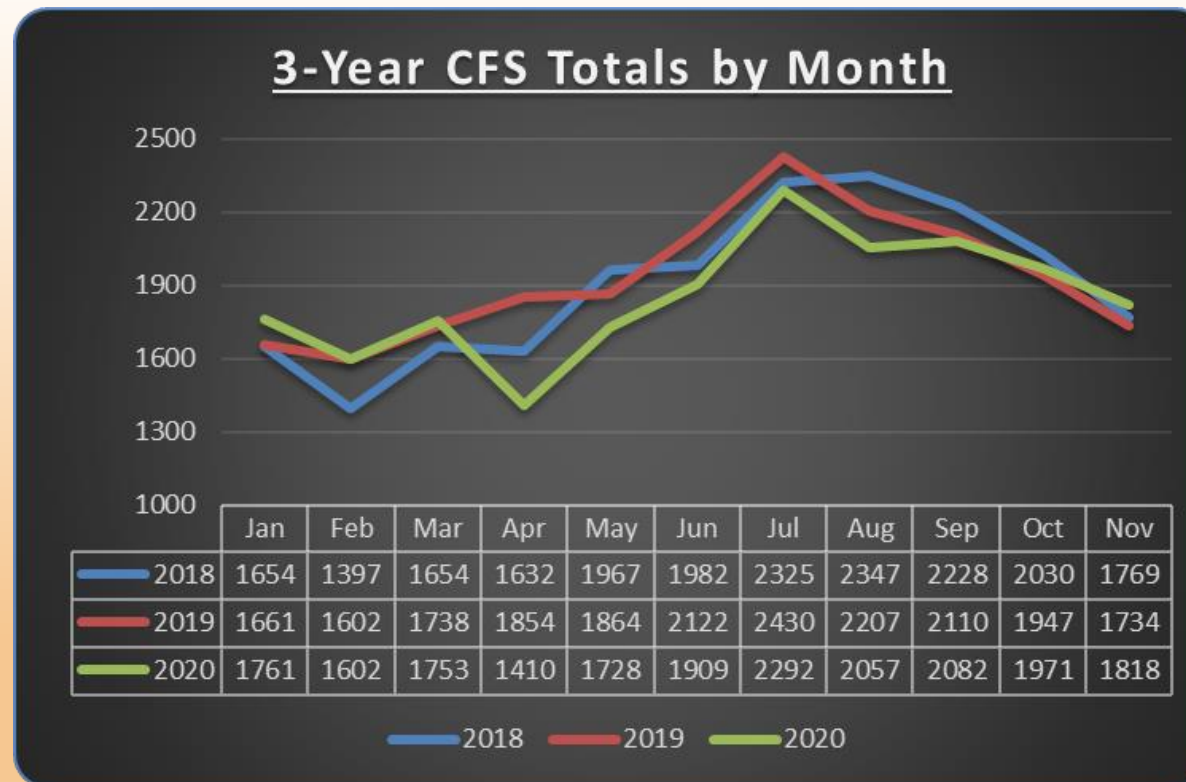
## Domestic Violence Related Calls, (cont.)



# Threshold

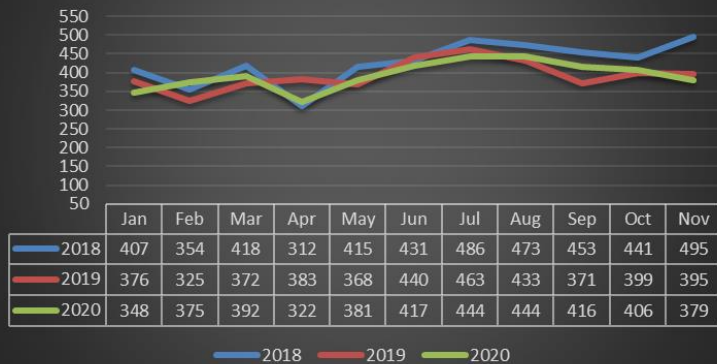
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	85	69-100	73	Normal
Traffic Stop	727	376-1079	836	Normal
DWI	7	5-10	7	Normal
Robbery	2	0-3	2	Normal
Aggravated Assault	5	3-8	2	Moderately Low
Simple Assault	38	29-46	18	Very Low
Burglary	8	4-12	9	Normal
Shoplifting	24	15-33	59	Very High
Theft from Building	17	10-24	3	Very Low
Theft from MV	15	7-24	21	Normal
MV Theft	3	1-5	7	Moderately High
Vandalism	35	27-43	51	Moderately High
Possession	16	10-21	24	Moderately High
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	45	35-55	22	Very Low
Property	120	92-148	164	Moderately High

# Calls for Service 2018 v 2020

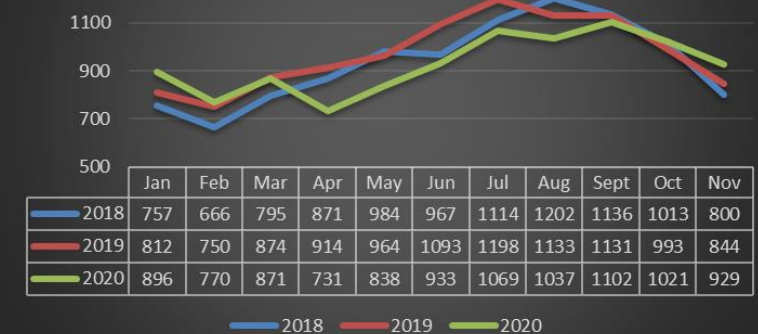


# Calls for Service by Priority

**Priority 1 CFS 3-Year Comparison by Month**



**Priority 2 CFS 3-Year Comparison by Month**



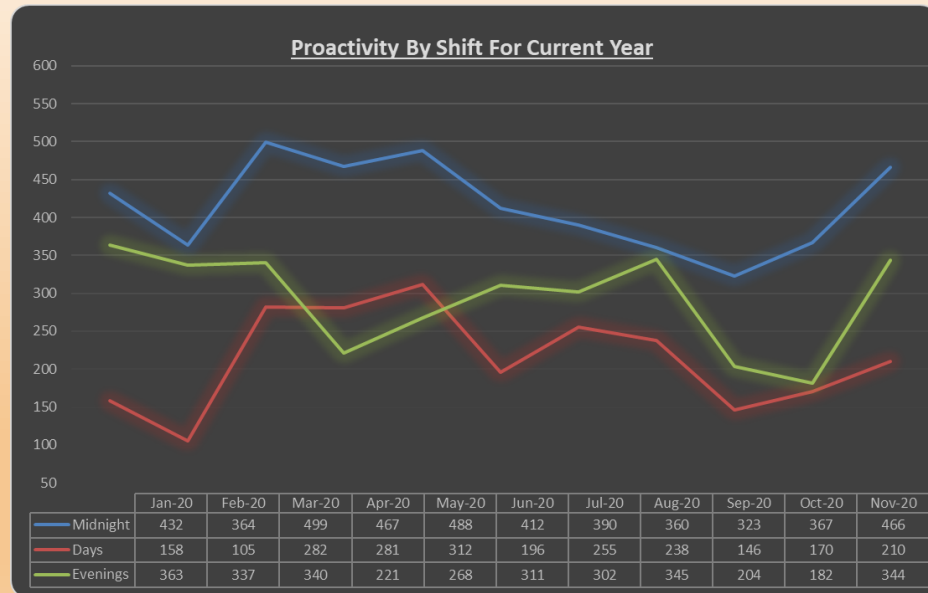
**Priority 3 CFS 3-Year Comparison by Month**



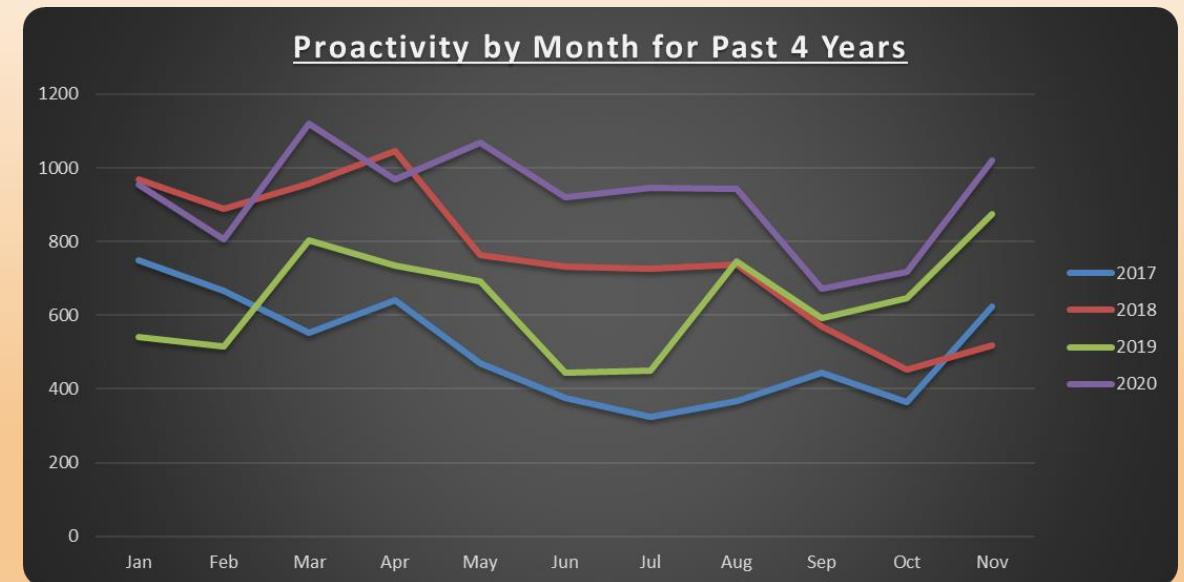


# Proactive Hours by Shift

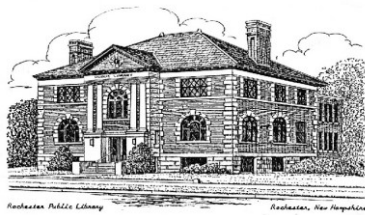
## November 2020



## 4-year Comparison by Month







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

12/10/2020

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

## **MONTHLY REPORT**

### **November 2020**

The Library staff continued throughout the month of November to post interactive content to social media pages and the library's website.

Beginning Saturday, November 7<sup>th</sup> through Friday, November 14<sup>th</sup> families were welcomed to pick-up "Squirrel Hat" craft kits for a Take It & Make It at home craft project. The kits were available during Library business hours on a cart at the Children's Room entrance.

"RPL to Go" continued throughout the month. Patrons selected items online, through email or over the phone and staff members checked-out these items and called with a designated pick-up time. Items were packaged in bags and a contactless pick-up was available in the ground floor lobby. Over 499 appointments for pick-up were made throughout the month of November.

The library computers, printers, photocopiers, and Wi-Fi were available to patrons by appointment in November. Over one hundred and sixty-five patrons took advantage of this service. Forty-seven were scheduled for 45 minutes of browsing through the library collection, one hundred and twenty-five were computer use, twenty-five were copier use and twenty-seven were for Wi-Fi use. There was a total of 7,459 items circulated from the library in the month of November.

Our Emerging Technologies Specialist, Jessica Carroll continues posting helpful technology tips on the library website under "Tech Tips". In the month of November, Jessica held seven appointments for one on one tech help for patrons with downloadable resource, phone, tablet, or laptop questions.

Two hundred and sixty-five of our library patrons downloaded 1,472 e-books to media devices through the library's web site this month. The RPL website also enabled 25 patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 444 digital downloads from Hoopla.

Trustees will be meeting in the library on November 15<sup>th</sup> at 6pm.

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City Clerk's Office

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# City of Rochester Tax Collector's Office

November 30, 2020

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2020	Semi Warrant	34,438,631.00	33,534,453.01	97.37%	904,177.99	2.63%
2019		66,169,796	65,321,490.94	98.72%	848,305.06	1.28%
2018		63,834,824	63,248,179.24	99.08%	586,644.76	0.92%
2017		60,524,791	60,247,677.63	99.54%	277,113.37	0.46%
2016		58,196,003	58,063,363.69	99.77%	132,639.31	0.23%
2015		56,938,119	56,840,740.34	99.83%	97,378.66	0.17%
2014		55,068,779	55,005,633.72	99.89%	63,145.28	0.11%
2013		53,324,262	53,274,047.99	99.91%	50,214.01	0.09%
2012		50,952,912	50,918,251.87	99.93%	34,660.13	0.07%
2011		48,856,892	48,823,018.08	99.93%	33,873.92	0.07%
2010		47,308,832	47,281,789.86	99.94%	27,042.14	0.06%
2009		46,898,827	46,876,428.49	99.95%	22,398.51	0.05%
2008		46,522,769	46,510,458.93	99.97%	12,310.07	0.03%
2007		42,964,450	42,953,323.48	99.97%	11,126.52	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	36,060,309.08	99.99%	5,186.92	0.01%
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	26,940,225.01	99.99%	2,910.99	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%
					3,137,026.64	

Tax Collector  
Doreen Jones, CTC

CSS Count FY 21		
Month	Total \$\$	# of Payments
July	\$ 365,434.21	659
Aug	\$ 190,384.98	596
Sept	\$ 139,331.29	507
Oct	\$ 140,164.30	547
Nov	\$ 172,533.78	640
Dec		
Jan		
Feb		
Mar		
Apr		
May		
June		
<b>Totals</b>	<b>\$ 1,007,848.56</b>	<b>2949</b>

#### Online Credit Card Payments (Citizen Self Service)

Doreen Jones, CTC  
Tax Collector

# Rochester, New Hampshire

## Inter office Memorandum

**TO: Blaine Cox**  
City Manager

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

**SUBJECT: Analysis of Direct Assistance for November 2020.**

**DATE: December 02, 2020**

This office reported 75 formal case notes for the month of November.

Voucher amounts issued were as follows:

	<u>4</u> <u>Families</u> <u>3 new</u>	<u>13</u> <u>Single</u> <u>5 new</u>
Burial .....	.00	650.00
Dental .....	.00	.00
Electricity .....	.00	.00
Food.....	.00	.00
Fuel heating .....	.00	.00
Mortgage .....	.00	.00
Prescriptions .....	.00	.00
Rent .....	1,875.00	2,975.00
Temporary Housing.....	.00	1,425.00
Transportation .....	<u>.00</u>	<u>.00</u>
<b>TOTAL</b>	<b>\$1,875.00</b>	<b>\$5,050.00</b>

General Assistance above represents an average cost per case/family of \$468.75 and case/Individual of \$368.46 for this month.

Total vouchers issued: \$6,925.00

There was a decrease of \$5,642.68 in assistance issued this month compared to November 2019. There was a decrease of \$1,617.65 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

November budget impact includes the Covid-19 Pandemic situation, including the availability of New Hampshire Housing Relief Program funds coordinated by Community Action, CDC Halt in Evictions Declaration and utility company payment flexibility.

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City Clerk's Office

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# ROCHESTER ECONOMIC DEVELOPMENT COMMISSION 2020 NEWSLETTER

The Rochester Economic Development Commission (REDC) sets yearly goals and priorities that align with the REDC's mission, the Economic Development Strategic Plan, as well as other plans adopted by the City of Rochester. One of the top goals for 2020 was the establishment of a Loan Committee and design a fund that would utilize the REDC's authority to lend. Another top goal was the repositioning of underperforming properties by utilizing incentives and relationships to encourage developers and land owners to invest in the city.



So, what projects has the REDC been involved in during 2020?

## Establishment of a Revolving Loan Fund:

The REDC has been discussing the possibility of establishing a revolving loan fund for the purpose of partnering with local lenders to provide gap financing that would target the development and expansion of Rochester businesses. The RLF would be capitalized through the use of both Business Finance Authority (BFA) and alternative funding. A presentation to the full City Council is planned for the spring of 2021.

## LDI Solutions

The REDC is the Authority being utilized for LDI Solutions' new building in Rochester. The REDC was instrumental in the success of the deal between the City of Rochester and the BFA. They will continue to work with the BFA, Rochester and LDI as the project continues.



LDI Solutions Groundbreaking Ceremony on October 22, 2020

## Hiring of OPM for the LDI Project:

At the start of the LDI Solutions Project, the need for an Owner's Project Manager (OPM) was identified. The OPM would represent the City, and is tasked to oversee and manage the project. REDC was instrumental in the selection and hiring of Dirigo Architectural and Engineering for this purpose.

## GSBP 3-Lot Subdivision:

The REDC also wrote a letter to the Planning Board stating their support for the proposed new 3-lot subdivision within the Granite State Business Park (GSBP). This serves as an example of one of the ways REDC can both

# ROCHESTER ECONOMIC DEVELOPMENT COMMISSION 2020 NEWSLETTER

advocate and review projects that they feel will benefit the City from an economic standpoint.

## COVID-19 Microloans:

The Economic Development Department leaned heavily on the expertise of the REDC board members when they created the microloan program during the beginning of the COVID crisis to assist local businesses. With the help of the City Manager, the ED department and REDC were able to create a loan program and committee to disperse these loans in a timely manner to support businesses and their financial needs during precedent times.

## ED Project Review:

The Economic Development Department relies on the REDC at their monthly meetings to review projects that the department is undertaking. Examples of that are the Wayfinding project, the Economic Development Strategic Plan, microloan program, and JOB Loan program.

## Business Retention:

In 2019 the REDC began a business retention plan for Rochester. This allowed the REDC to gather information about our local businesses to anticipate their business needs. The committee partnered with the Chamber and Main Street to conduct one on one business surveys within the city. The committee completed the surveys and reviewed the findings with staff reaching out to any

businesses that requested additional information. The response was very positive and the businesses were excited to have the REDC looking at new ways to assist if needed.



12/10/2020

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**