



**Rochester City Council Workshop  
July 17, 2018  
Council Chambers  
7:00 PM**

**Agenda**

- 1. Call to Order**
- 2. Public Input**
- 3. Communications from the City Manager**
- 4. Communications from the Mayor P. 3**
  - 4.1. Certificate of Appreciation – Kristine Connor**
- 5. Presentation: SOS Recovery, John Burns**
- 6. Department Reports P. 5**
- 7. Other**
- 8. Non-Meeting/Non-Public**
- 9. Adjournment**

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

# *Certificate of Appreciation*

**KRISTINE CONNOR**

*With sincere thanks for your tireless efforts  
and commitment to the betterment of the  
Rochester community, dated this 17th day of July 2018.*

---

*Mayor  
Rochester, New Hampshire*

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



***June Department Reports:***

- 6.1 Assessor's Office P. 7**
- 6.2 Building, Zoning, and Licensing Services P. 9**
- 6.3 City Clerk's Office P. 17**
- 6.4 Department of Public Works P. 21**
- 6.5 Economic & Community Development P. 31**
- 6.6 Finance Office P. 57**
- 6.7 Planning & Development Department P. 59**
- 6.8 Recreation & Arena P. 63**
- 6.9 Rochester Fire Department P. 65**
- 6.10 Rochester Police Department P. 66**
- 6.11 Rochester Public Library P. 86**
- 6.12 Tax Collector's Office P. 88**
- 6.13 Welfare Department P. 90**

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



## City of Rochester, New Hampshire

Assessor's Office

19 Wakefield Street

Rochester, New Hampshire 03867-1915

(603) 332-5109

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

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

July 12, 2018

To: City Manager/Council

From: Theresa Hervey, Assessing

**Subject: June Council Report**

Revenue Received/Collection Warrants issued:

Timber Tax Warrants	\$ 2,981.96
Property Record Cards, Maps & Copy Revenue	\$ 12.50

- The Field Assessors are verifying property data on a systematic, lot-by-lot basis and they are verifying sales that occurred from 10/1/2017 to present.

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

# End of Month Council Report

07/12/2018

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 June 2018 with the fiscal Year to Date

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

## Department Revenue

Permit Type	June 2018	Year to Date
Building Permits	\$16,692.30	\$301,377.30
Electrical Permits	\$1,521.00	\$36,633.00
Gas Permits	\$0.00	\$0.00
Plumbing Permits	\$657.00	\$18,641.00
Zoning Permits	\$459.76	\$5,136.12
FireSuppression Permits	\$0.00	\$720.00
FireAlarm Permits	\$538.00	\$4,838.00
Sprinkler Permits	\$862.00	\$6,303.00
Mechanical Permits	\$2,620.00	\$43,253.00
Food_Milk Licenses	\$10,232.50	\$29,277.50
Taxi Licenses	\$10.00	\$1,240.00
General Licenses	\$100.00	\$4,300.00
<b>Net Revenue</b>	<b>\$33,692.56</b>	<b>\$451,718.92</b>

# End of Month Council Report

07/12/2018

## Building Permit Detail

New Permits		June 2018		Fiscal Year to Date	
Permit Type	Permit For	Permits Issued	Estimated Construction Value	Permits Issued	Estimated Construction Value
Building Permits	Addition - Non-Residential	1	\$12,500,000.00	8	\$15,584,702.00
	Addition - Residential	3	\$37,300.00	20	\$412,322.77
	Alteration - Residential	2	\$98,000.00	66	\$1,240,283.00
	Alterations- Non Residential	2	\$114,600.00	27	\$3,113,343.00
	Apartment	2	\$865,200.00	6	\$2,549,400.00
	Barn	0	\$0.00	2	\$144,800.00
	Building - Non-Residential	3	\$153,696.00	12	\$4,927,176.00
	Condo	0	\$0.00	0	\$0.00
	Deck	6	\$19,400.00	70	\$451,568.25
	Demolition	12	\$36,100.00	53	\$183,088.00
	Fence	16	\$69,256.30	75	\$293,625.75
	Footing/ Foundation	2	\$0.00	89	\$271,132.00
	Garage	7	\$165,000.00	38	\$1,007,850.00
	Manufactured Home	8	\$553,500.00	54	\$4,279,512.00
	New Home	9	\$1,124,870.00	94	\$12,217,187.00
	Other	1	\$3,300.00	48	\$2,219,003.30
	Pool - Above Ground	3	\$18,300.00	9	\$52,115.00
	Pool - In Ground	1	\$33,360.00	4	\$117,140.00
	Repair/Replace - Non-Residential	0	\$0.00	10	\$1,604,912.00
	Repair/Replace - Residential	2	\$28,600.00	36	\$498,913.81
	Roofing	13	\$164,637.00	126	\$2,077,182.25
	Shed	10	\$36,275.11	56	\$186,359.06
	Siding	3	\$24,698.00	21	\$310,932.45
	Sign	3	\$31,000.00	39	\$288,030.19
	Windows	3	\$17,552.45	33	\$222,335.91
Electrical Permits	Electrical Underground	3	\$5,000.00	26	\$44,700.00
	Generator	0	\$0.00	34	\$220,319.50
	Meters	0	\$0.00	25	\$59,550.99
	Service	7	\$15,320.00	57	\$248,829.99
	Solar Electric System	0	\$0.00	13	\$334,532.02
	Temp Service	1	\$950.00	2	\$1,450.00

# End of Month Council Report

07/12/2018

	Wiring	46	\$141,369.96	353	\$3,113,831.87
FireAlarm Permits	Fire Alarm Permit	2	\$14,685.00	31	\$329,561.10
FireSuppression Permits	Fixed Fire Suppression System	0	\$0.00	6	\$69,050.00
Mechanical Permits	Air Conditioning	8	\$79,223.00	38	\$687,008.00
	Furnace/Boiler	11	\$59,550.00	139	\$1,481,824.00
	Gas Line	3	\$2,500.00	42	\$97,727.00
	Gas Piping	5	\$26,510.00	73	\$275,525.73
	Heating	9	\$53,800.00	105	\$1,171,716.96
	Hot Water Heater	0	\$0.00	9	\$19,030.00
	Mechanical Underground	0	\$0.00	0	\$0.00
	Other	3	\$6,345.00	27	\$67,306.00
	Pressure Testing	1	\$700.00	20	\$16,041.00
	Propane Tank	11	\$6,300.00	47	\$42,164.05
	Sheet Metal Work	0	\$0.00	0	\$0.00
	Tank Installation	7	\$32,012.00	145	\$322,740.00
	Ventilation	1	\$1,250.00	7	\$53,102.00
Plumbing Permits	Plumbing	26	\$166,950.00	251	\$1,754,475.00
	Water Heater	3	\$5,300.00	35	\$55,363.00
Sprinkler Permits	Fire Sprinkler Systems	4	\$54,605.00	38	\$566,623.00
	<b>Total Permit Issued</b>	263	\$16,767,014.82	2519	\$65,285,384.95

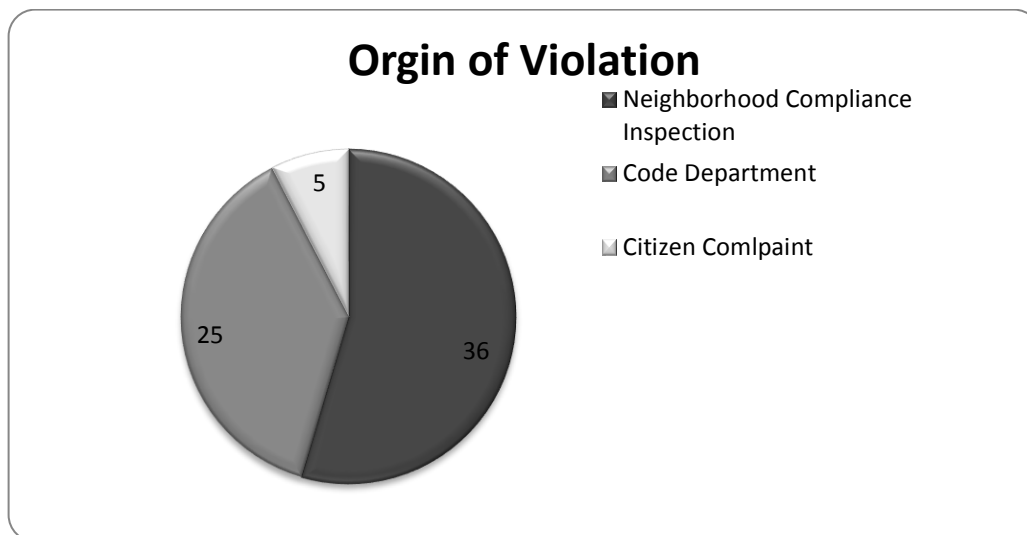
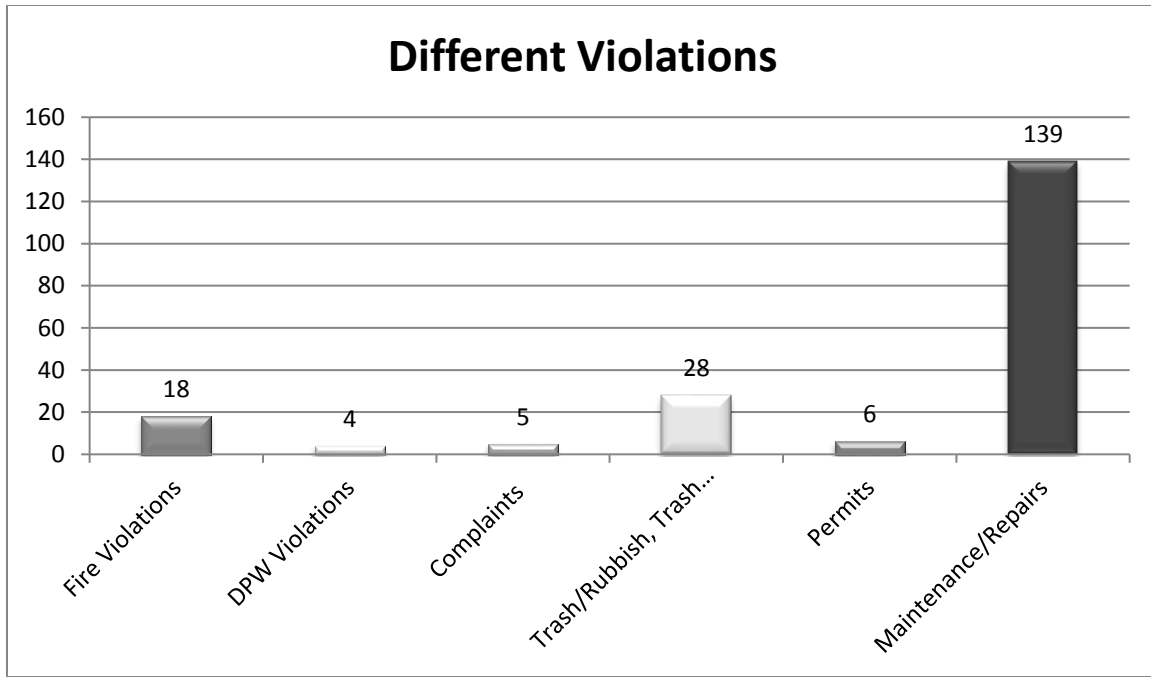
# June 2018 Code Compliance

## Monthly Report

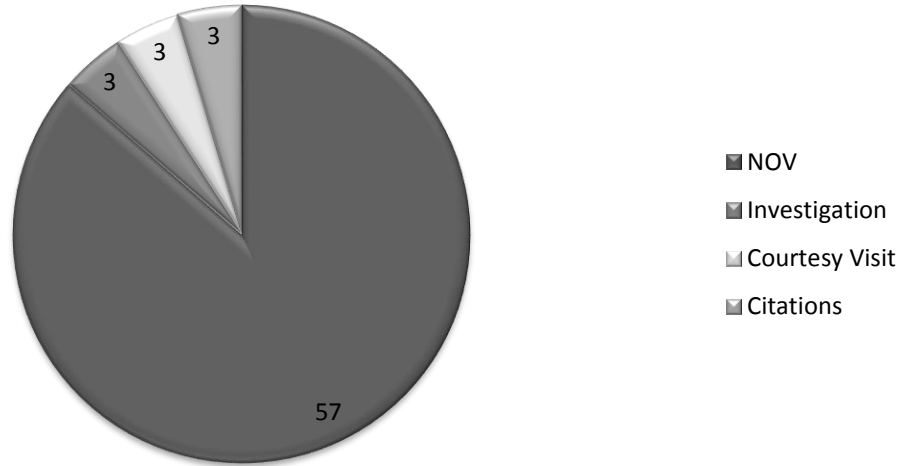
For the month of June, Code Compliance dealt with 66 properties with a total of 200 documented compliance or zoning issues. All property owners in these cases have been notified and received Notice of Violations, Citations or Courtesy Visits asking for them to bring their property into compliance. 36 of these properties were part of a Neighborhood Compliance Inspection. Of the other 30 properties, 18 of them have been closed and have been brought into compliance and 12 of them are still pending. Of the 9 properties with pending issues from May, 4 of them have been closed and brought into compliance and 5 are still being investigated.

Building, Zoning, & Licensing services is starting a new program called Neighborhood Compliance Inspections (NCI) in an attempt to make major impacts in our neighborhoods. Essentially, we are using the “Broken Windows Theory” that houses that are in disrepair and not in compliance lead to suppressed values for nearby homes and blighting issues of neighborhood development and revitalization. When we remove the negative blight through the enforcement of municipal building codes, we can unlock the value of surrounding properties and assist in revitalizing the neighborhood. So starting in June and continuing throughout the summer, we are picking streets in Rochester that have ongoing code complaints and issues. Staff will then physically walk them in an attempt to identify all violations that may exist. Some examples of violation that are observed are garbage and trash, rotting wood along roof, broken fences, unregistered cars, and missing house numbers. We then will be working with the owners to get these properties into code compliance. It is our hope this proactive response will generate a great response from the property owners and citizens of Rochester to have a positive impact on our city.

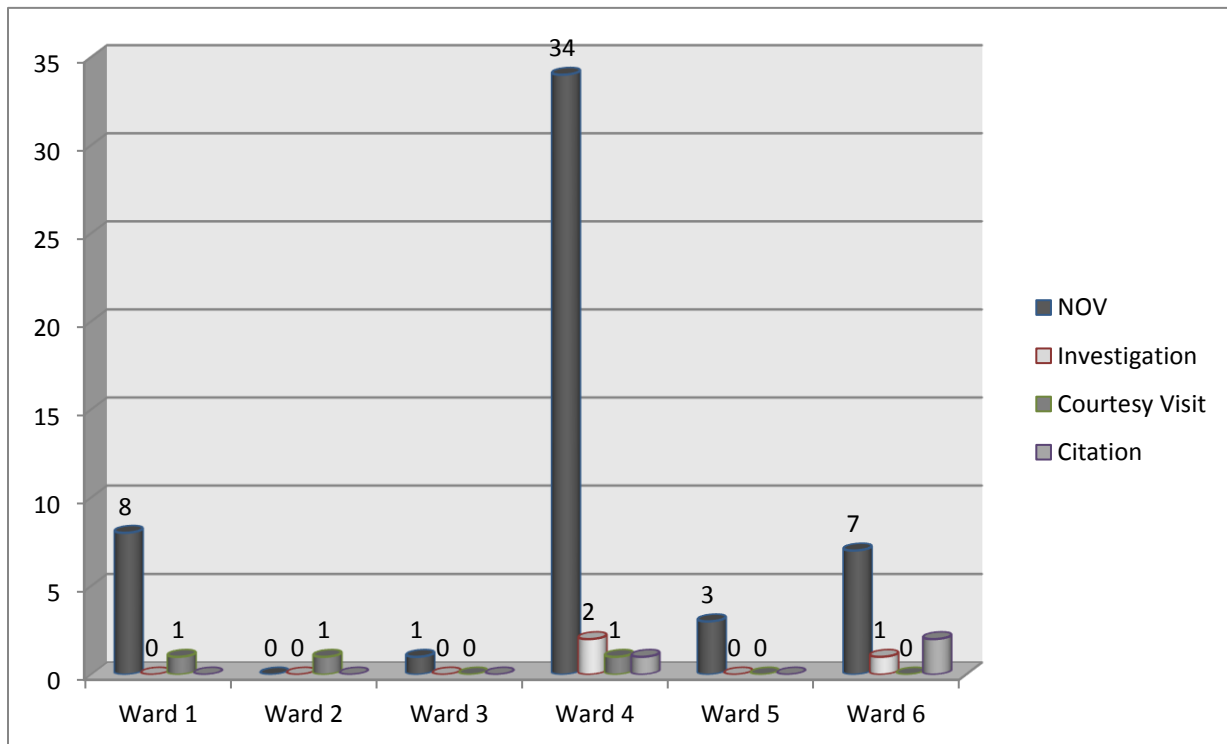




## Type of Correspondence



## Breakdown by Ward's



Respectfully Submitted,

Joseph Devine

Compliance Officer



**City of Rochester, New Hampshire**  
**Department of Building, Zoning & Licensing Svcs**  
33 Wakefield Street \* Rochester, NH 03867  
(603) 332-3508 \* Fax (603) 330-0023  
Website: [www.rochesternh.net](http://www.rochesternh.net)

## **Zoning Monthly Report**

### **June 2018**

#### **Cases:**

**There were no new cases for June 2018**

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



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 June 2018

### Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 288 initial copies of vital records, and 159 subsequent copies of vital records. The City Clerk's staff issued 30 Marriage Licenses.

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

- 21 births were reported in Rochester during the month of June, 8 of which were born to Rochester residents.
- 28 resident deaths were reported in Rochester.
- 17 couples celebrated their wedding ceremonies in Rochester during the month of June.

### Revenue – Vital Records/Marriage Licenses

	2017		2018	
	State	City	State	City
Initial/Subsequent copies:	\$2,511	\$2,264	\$3,103	\$2,811
Marriage Licenses:	\$1,419	\$231	\$1,290	\$210
<b>Total:</b>	<b>\$3,930</b>	<b>\$2,495</b>	<b>\$4,393</b>	<b>\$3,021</b>

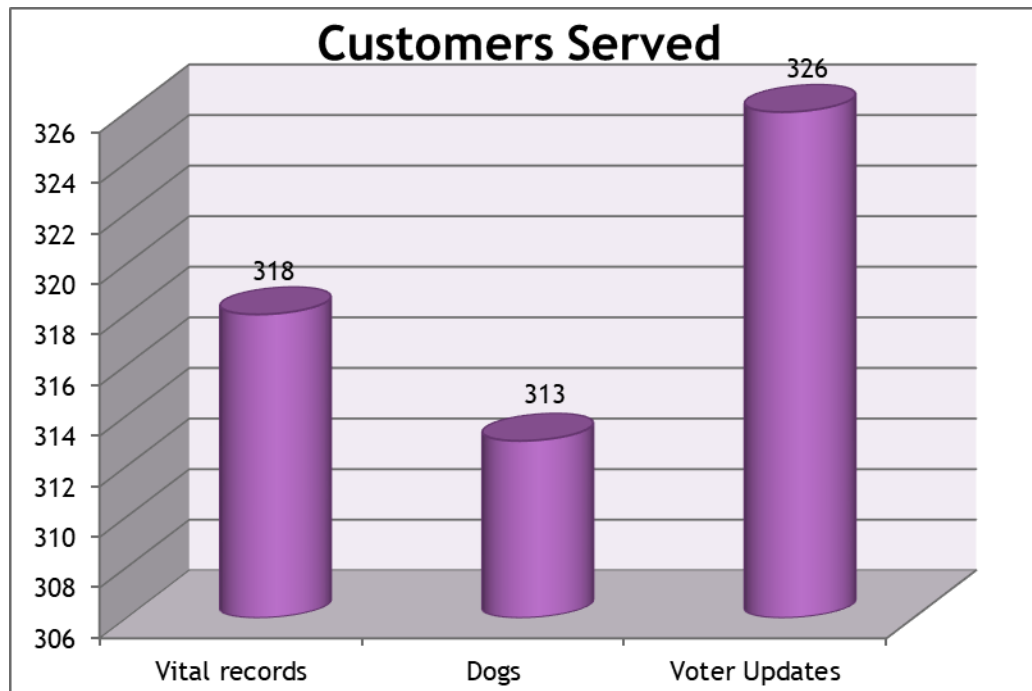
### Dog Licensing

The City Clerk's office licensed 313 dogs during the month of June. There were no fees collected for prior civil forfeitures.

The deadline for licensing dogs with the City of Rochester was April 30<sup>th</sup>, 2018. A \$1 penalty for late licensing was issued as of June 1, 2018. The Animal Control Officer issued the dog license warrant on June 5<sup>th</sup> for all Rochester residents with unlicensed dogs, and the Civil Forfeiture notices

will be issued at the beginning of July. It is recommended that if you have not licensed your dog to do so immediately to avoid the additional \$30 incurred from a Civil Forfeiture.

### **Customers Served during the month of June 2018**



### **Voter registration summary by party as of June 30, 2018:**

Ward	Democrats	Libertarians	Republicans	Undeclared	Totals
1	1,023	2	1,154	1,399	3,576
2	930	0	1,081	1,601	3,612
3	991	3	1,195	1,374	3,560
4	821	1	776	1,612	3,209
5	934	0	1,108	1,354	3,396
6	1,009	0	840	1,214	3,063
<b>Totals:</b>	<b>5,708</b>	<b>6</b>	<b>6,154</b>	<b>8,554</b>	<b>20,416</b>

### **Elections**

The filing period for the State Primary election was held June 6 through June 15. The Clerk's office received filing paperwork for 22 candidates for state representative and/or delegate. The State Primary election will be held on Tuesday September 11, 2018. Please all the City Clerk's Office for information on polling locations and voter registration.

The Supervisors of the Checklist held a session on Tuesday June 5<sup>th</sup> at 7:00 PM at City Hall, 31

Wakefield Street in Rochester. The Supervisors accepted changes to the voter checklist at this session including voter removals due to death or moving, changes in party affiliation, and new voter registrations.

The City Clerk's office is looking to fill several vacancies for Election officials in Ward 3 and Ward 4. If you are interested in learning more about being an election official or to fill out a statement of interest, please stop by the City Clerk's Office at 31 Wakefield Street.

Respectfully submitted,

Cassie Givara  
Deputy City Clerk

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

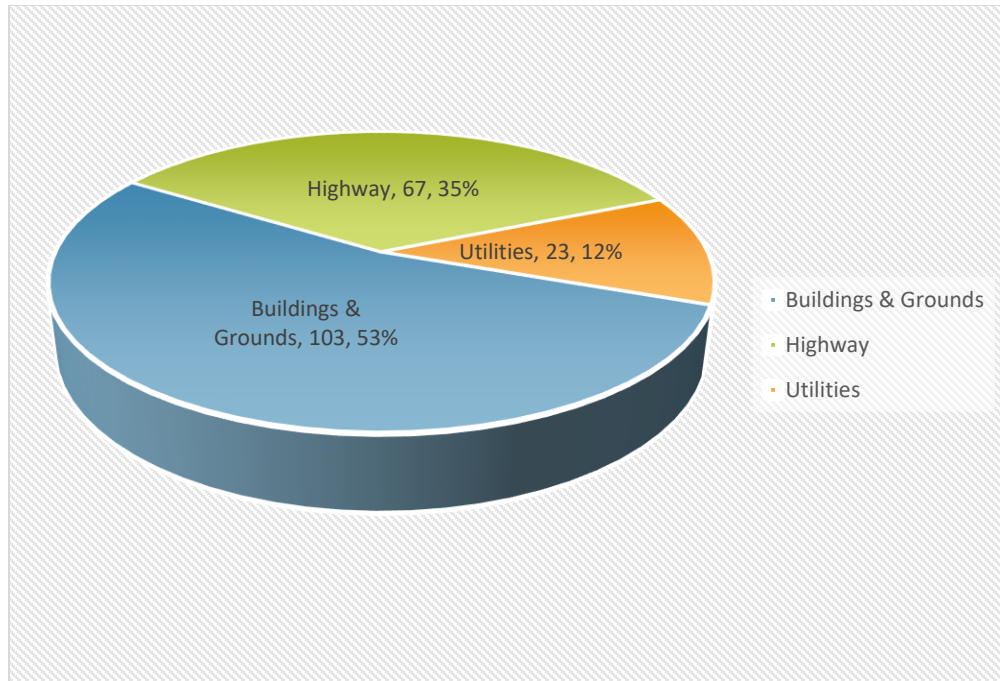


## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT JUNE 2018

The Department of Public Works responded to approximately 193 requests for service in the month of June, in addition to their other scheduled tasks and responsibilities. The Highway Division had 67 requests that ranged from brush trimming to pavement patching. The Utilities Division responded to 23 requests that included questions about hydrant flushing to water pressure concerns and other miscellaneous concerns. The Buildings and Grounds Division had 103 service requests, which included HVAC concerns, plumbing repair requests and supply requests. The DPW worked with the Rolling Thunder Veterans' Organization and the Rochester Veteran's Council to dedicate a POW MIA display which included a POW MIA chair, donated by the Rolling Thunder, and a "table set for one". The ceremony took place on Thursday, June 21, 2018 and was well attended by city officials and employees, the Rolling Thunder Veteran's Organization and the Rochester Veteran's Council.



POW MIA Display at City Hall



JUNE 2018 SERVICE REQUESTS

**HIGHWAY & FLEET MAINTENANCE WORK COMPLETED:**

- Pothole patching
- Repaired 3 catch basins.
- Assisted in the setup and pickup of the Wings and Wheels Event.
- Continued cleaning catch basins.
- Loamed and hydroseeded
- Repaired fences and stonewalls damaged over the winter.
- Continued sweeping city streets.
- Painted crosswalks, lines, and turning arrows in roads.
- Graded dirt roads
- Paved Pickering Rd., Estes Rd., and Shady Hill Dr.
- Repaired and installed street signs.
- Trimmed back brush and foliage throughout the City.
- Performed shop cleaning and general maintenance.
- Replaced steering box on Vac-con truck #47.
- Repaired rear lights and dump body on ten wheel dump truck #12.
- Replaced body on BZLS truck #61.
- Replaced struts on BZLS car #63.
- Repaired frame on one-ton truck #24.
- Replaced brakes on truck #106.
- Replaced wheel bearings on Vac-Con truck #67.
- Repaired several light post for public buildings.
- Repaired flair mower hoses.
- Repaired gravel box and built new shoot on gravel box for paving.
- Performed service maintenance on BZLS car #63, trucks #102, #57, #34, #51, #24, #48, #32, #67, #27, and #14.





Highway Division Paving on Estes Road





Highway Division Paving on Shady Hill Drive

#### UTILITIES DIVISION WORK COMPLETED:

- Daily Safe mark-outs of City Utilities
- Water Meter Reading
- Completed Spring Hydrant Flushing
- 5 Water Inspections
- 5 Sewer Inspections
- 7 Curb-stop Repairs
- 7 New Water Meter Installations
- 2 New Sewer Deduct Meter
- 1 Water Meter Replacements
- 1 Hydrant Repairs
- 2 Hydrant Installation
- 17 Pressure or Quality Inquiries
- 25 No Payment – Water Shut-Offs
- Cut & Cap Water Main
- Separate the gravity feed from the high pressure zone (Regency Court)
- Monthly Jetting and Vacuuming of Problematic Gravity Systems (*Monthly*)
- 4 Sewer Blockages
- 2 New sewer stubs installed
- Historical sewer manhole castings are being abated from the City's Sewer Collection System and replaced with new leak tight ductile iron castings-6 Castings replaced.

**BUILDINGS AND GROUNDS DIVISION WORK COMPLETED:**

- Performed installation of a new flag pole at the public library.
- Performed installation of new exterior parking lights at the Community Center.
- Preparation and painting of the air handler frame at City Hall is complete.
- Performed installation of new carpet in the Revenue Building and Community Center
- Pool start up and opening is complete.
- Concrete repair of exterior steps at City Hall has been completed.
- Complete painting of the City Manager's office was complete.
- 



Pool Start up-Gonic





**Newly installed flag pole**

### **WASTEWATER TREATMENT DIVISION**

Items that were completed during the month of June: We continue to work with the coalition of communities on related wastewater and Great Bay Estuary issues. WWTP worked with industries on various issues. The installation of equipment continues for the automation project. Staff attended state sponsored training classes. Operational control strategies continue in an effort to reduce total nitrogen concentrations. Hoist repairs were completed. Summer permit limits started on June 1. City staff worked with electricians and Eversource personnel to replace the main service power lines (pole to breaker) and transformers at the headwork's site. The generator service and maintenance bid walk-through was conducted. Staff performed preventative and corrective maintenance on equipment, machinery and instrumentation. Average effluent flow for the month was 2.568 million gallons per day (MGD). Percent of design flow = 51.1%. Percent of design flow for 2018 = 63.9%. Precipitation for the month = 4.58". Precipitation for 2018 = 19.60"

### **WATER TREATMENT DIVISION**

Treated water volume for the month of June was approximately 58.2 million gallons from the surface water treatment facility and 18.8 million gallons from the well.

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 and exceeded all State and Federal standards for drinking water. Watershed inspections were conducted within the Rochester Reservoir, Round Pond, Tufts Pond, Crown Point Crossing, Oxbow Pond, and the diversion dam. Significant debris was removed from the bar screen at the raw water main inlet. Annual independent conservation easement monitoring was completed this month. Water temperatures have risen to over 70F, and raw water monitoring of pH, dissolved oxygen, conductivity, and color was performed throughout the watershed. We were gifted 3.6" of rain at the Reservoir and maintained approximately 7cfs or greater at Kristy Lane. Drought conditions for Strafford County have escalated from "abnormally dry" to "moderate". All reservoirs remain filled to capacity. Equipment and grounds maintenance was performed at the WTF, well, and tanks/stations. Generator engine batteries were replaced at Richardson and the WTF. Pressure loggers were deployed in the Ten Rod Road zone for supplemental monitoring. Maintenance at the well included fluoride feed pump repairs, online pH analyzer repair, housekeeping, and instrument calibration. Maintenance at the WTF included partial sealing of flocculator basin #1, replacement of observation lighting, instrumentation maintenance and calibration, draining and inspection of flocculator basin 2, and semiannual draining and cleaning of the sand filter (including lateral inspection, repairs to the drive knuckle, and releveling of media). We are awaiting details from the filter manufacturer to implement bidirectional backwash travel for reducing wash volume and improving flow through rates during high demand.

Alternative coagulant jar testing for the sludge evaluation project was performed in our lab. Many thanks to all those who helped with hydrant flushing this season– we used an estimated 10 million gallons in that endeavor. Sampling for cyanobacteria monitoring and watershed quality continued this month. We are pleased to welcome Dan Proulx to the team as a treatment operator in training. Welcome aboard, Dan!



Flocculator Basin Sealed and Cleaned





Berry River at the Diversion Dam

## ENGINEERING

Project Updates for June 2018:

- **Asset Management:** Our new GIS/Construction Technician has been primarily focused on mapping the City's stormwater network, given the onset of the new MS4 NPDES General Permit for stormwater. In addition to inventory work, staff continue to populate more detailed information such as asset age, material, and condition on all of our assets and coordinate with our consultants to develop baseline information related to our water, sewer, and stormwater systems' "level of service", "consequence of failure", and "criticality". The City is also working with SRPC to collect sidewalk inventory information, including a condition assessment.
- **Franklin St./Western Ave. Area Improvements:** Buried infrastructure and base pavement have now been completed on Franklin Street, Third, Fourth, and Fifth Streets, Western Avenue, and portions of First and Second Streets. Construction is continuing on buried infrastructure on Adams Avenue. Substantial completion is anticipated by August 2018; final paving and restoration of the project area is anticipated in early September 2018.
- **Colonial Pines Sewer Extension:** The construction project that included pipe-jacking a sewer under the Spaulding Turnpike from Railroad Ave. to Birch Dr. was completed in early December 2017. Sewer installation work on Railroad Avenue is being planned for summer 2018. Phase 2 includes extension of sewer from Birch Drive across Old Dover Road to Juniper Street, Towle Street, Vinewood Lane, Susan Lane, Hickory Lane, and a portion of Hillside Drive. Phase 2 is currently being designed and is anticipated to be advertised for bids in winter 2018-2019 for a spring 2019 construction start. Future phases of this multi-



phased sewer extension program have either been funded in the CIP budget or will be requested in the next couple of years. Internal plumbing and private property surveys have been conducted throughout the entire Colonial Pines area (more than 85% have been completed).

- **Pavement Maintenance & Rehabilitation:** Final wearing course for Lisa, Pray, Stonewall, were completed in May 2018. Paving overlay on Irish, Osborne, and Scott was also completed in May 2018. In June 2018, the final wearing course was paved on Eastern, and the drainage work and base pavement was completed in the City Hall Parking Lot. Final wearing course for Dry Hill will be paved following culvert replacement in August 2018. A maintenance mill and overlay will be completed on Wakefield this summer. Paving list for SB38 funds includes the following: Clow Court, Nadeau Drive, portions of Portland Street and Sampson Road, and Woodside Lane. Streets in the downtown area (including portions of Wakefield, Union, N. Main, and S. Main) are to receive a new wearing course under the Pavement Preservation Program this year; this work will be scheduled in conjunction with the Wakefield Street work, and will include a new striping plan with bike lanes and sharrows along with the relocation of two mid-block crosswalks: one on N. Main and one on Union.
- **Dewey Street Pedestrian Bridge:** The official bridge opening ceremony was held on Friday, December 8th, 2017. Final pavement overlay of bridge approaches and other punch list items to be completed once school is recessed for summer vacation in 2018. Eversource installed the LED streetlight on the new pole at the end of Dewey Street in April. A new pole and LED streetlight will also be installed by Eversource at the bridge approach on the Hanson Pines side. The floodlights along the paved pathway through Hanson Pines were upgraded to LED in May 2018.
- **Strafford Square Roundabout:** Design continues. Bidding of the roundabout construction contract is now anticipated for winter 2018/2019. Prior to that contract, and in preparation for that construction, a utility infrastructure contract is anticipated to be bid for construction in 2018. Right-of-way and easement negotiations are being conducted in preparation for the construction contracts.
- **Water Treatment Plant Low Lift Pump Station Upgrade:** This project was awarded and the construction contract signed in April. The pre-construction meeting was held on April 30, 2018. Construction is anticipated to be completed in 2018.
- **Water Treatment Plant Residuals Disposal:** This project is currently in the evaluation stage of alternatives for the most effective method of disposal of residuals generated at the Surface Water Treatment Plant.
- **WWTF Biosolids Dewatering Facility:** The design of this project is complete and under final review. The project is anticipated to be advertised for bids in late summer 2018.
- **River Street Sewer Pump Station Upgrade:** This project is currently at 60% design. Construction start is anticipated in 2018.
- **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 is being requested in the FY19 CIP Budget.
- **NPDES Permits - Wastewater Treatment Facility & MS4 Permit (Stormwater):** The draft National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Facility (WWTF) has not yet been issued by USEPA Region 1; however, at a February 2018 meeting with the Great Bay Coalition (Dover, Portsmouth, and Rochester), USEPA officials agreed to work with the Cities on permit language in the very near future. As far as the Municipal Separate Storm Sewer System (MS4) NPDES General Permit for stormwater, the new NH Small MS4 General Permit was issued by USEPA Region 1 on

January 18, 2017; the Permit becomes effective on July 1, 2018. In the past, USEPA Region 1 had conceptually proposed, and NHDES had supported, the idea of an integrated NPDES permit, combining the WWTF NPDES Permit and the MS4 Stormwater NPDES Permit.



# ECONOMIC & COMMUNITY DEVELOPMENT TEAM



5/31/2018

## Management Report

### ***Rochester, at 'tipping point,' named "City on the Rise"***

*New Hampshire Magazine* has named Rochester as the Granite State's "city on the rise" in conjunction with its annual "Best of NH" awards. The magazine's editorial staff announced the honor Wednesday, citing Rochester's "significant grassroots movement to bootstrap the city into prominence as a center for art, culture, dining and economic vitality."

Written & Compiled by:  
Jennifer Murphy Aubin and  
Julian Long

This honor was covered in *Foster's Daily Democrat*, and the full write-up can be read at

<http://www.fosters.com/news/20180614/rochester-at-tipping-point-named-city-on-rise>.



## ECONOMIC & COMMUNITY DEVELOPMENT TEAM

KAREN POLLARD, CECD - ECONOMIC DEVELOPMENT MANAGER

### STANDARD & POOR'S RATING AGENCY VISIT

During Standard & Poor's rating agency visit in late June, Manager Pollard provided a tour of the city's developments and did a presentation on economic growth within the city and comprehensive goals for near future. This included housing for the Rochester workforce, the Granite Ridge Development District, Granite State Business Park, and the Rochester Economic Development Commission strategic plan.



### "THE LILAC CITY IS ABLOOM"

*Business New Hampshire* magazine interviewed Manager Pollard regarding economic growth in Rochester, including eight industrial/business parks, two new malls, a revitalizing downtown, and a five-star-rated hotel. The full article is available at [https://www.businessnhmagazine.com/article/revitalizing-rochester/?ct=t\(January\\_11\\_2018\\_COPY\\_01\)&mc\\_cid=f72806a4f6&mc\\_eid=fe7ebd2911](https://www.businessnhmagazine.com/article/revitalizing-rochester/?ct=t(January_11_2018_COPY_01)&mc_cid=f72806a4f6&mc_eid=fe7ebd2911).

### ROCHESTER MUSEUM OF FINE ARTS OPENS COMMUNITY CENTER LOCATION

Manager Pollard attended the grand opening and ribbon-cutting ceremonies for the Rochester Museum of Fine Art's newest location in the Community Center. The museum now occupies the offices that were formerly occupied by the Office of Economic and Community Development.

## JENN MARSH, ECONOMIC DEVELOPMENT SPECIALIST

### DOWNTOWN EVENTS – ROCHESTER MAIN STREET “NIGHT BEFORE THE FOURTH”



The City of Rochester partnered with Rochester Main Street to host a fireworks display and festival at the Community Center, “The Night Before the Fourth.” According to news reports, a couple thousand residents attended the festival and fireworks show, and the reactions to the event were highly positive. Rochester Main Street has expressed interest in making the event an annual staple. An article on “The Night Before the Fourth” appeared in *Foster’s Daily Democrat* and is available at

<http://www.fosters.com/news/20180703/fireworks-light-up-city>.

### RIVER WALK – RECREATIONAL TRAILS PROGRAM GRANT

Committee members and staff prepared and submitted a grant application for the New Hampshire Recreational Trails Program. The grant, if received, will fund the reconstruction of a footbridge across Heath Brook (near Hanson Pines) and related work.

In addition, the committee members met with consultants Fuss and O’Neil to finalize the 2007 River Walk Master Plan updates.

### JOB LOANS

The Economic Development Specialist and Community Development Coordinator met with Distinctive Forest Creations in June, which received a Job Opportunity Benefit (JOB) loan in 2005. Due to economic and other difficulties experienced by the business owners, Distinctive Forest Creations has been on a reduced loan repayment plan since 2013. Distinctive Forest Creations has agreed to a revised repayment plan that would increase monthly payments and result in a much faster full loan repayment.

## JENNIFER MURPHY AUBIN, EXECUTIVE SECRETARY & MARKETING MANAGEMENT

### BUSINESS FACILITIES ONLINE CONTENT

Executive Secretary Aubin and Manager Pollard wrote a Business Facilities article focusing on Rochester’s advanced manufacturing industry, “Never Too Early to Start a Tech Career.” The article discusses Rochester Middle School’s first Career and Education Fair and the dual high school/college credit composites material training program between the Creteau Technology Center at Spaulding High School and Great Bay Community College.

## Julian Long, CDBG Coordinator & Grants Manager

### COORDINATOR REPORT

### PREPARED AND SUBMITTED BY THE COMMUNITY DEVELOPMENT

### COORDINATOR

June/July 2018

### Continuing Projects

Tennis Courts Lights Project: This project has been awarded, and the Community Development Coordinator and the Buildings & Grounds Supervisor have met with the company to discuss project requirements, including Davis-Bacon Act wage requirements. The project will begin in early July and is anticipated to be completed by the end of the month.

### Future Projects

RHA Charles St. Renovation – Elevator Installation: The environmental review for this project has been completed, and the Notice of Intent to Request for the Release of Funds has been published in Foster's Daily Democrat. The Request for the Release of Funds will be submitted to HUD on or about July 15th. The Community Development Coordinator has met with RHA staff to discuss the project timeline.

Maple St. Magnet School - Chairlift Installation: The environmental review for this project has been completed, and the Notice of Intent to Request for the Release of Funds has been published in Foster's Daily Democrat. The Request for the Release of Funds will be submitted to HUD on or about July 15th. The Community Development Coordinator has met with the School Department Superintendent and the School Director of Facilities to discuss the project timeline.

Spaulding High School - Chairlift Replacement: The environmental review for this project has been completed, and the Notice of Intent to Request for the Release of Funds has been published in Foster's Daily Democrat. The Request for the Release of Funds will be submitted to HUD on or about July 15th. The Community Development Coordinator has met with the School Department Superintendent and the School Director of Facilities to discuss the project timeline.

### FY 2018-2019 CDBG Annual Action Plan

Annual Action Plan Update: The revised FY 2018-2019 CDBG annual action plan has been posted to the city website and submitted to HUD for review and approval.

### CDBG Program

HUD Representation: There has been another change in the city's HUD representative. Previous HUD representative Mark Siegenthaler unexpectedly left HUD, so HUD has reassigned Lois Gaetz as the city's representative.

Annual Report to NH Division of Historical Resources: Per the Programmatic Agreement that the City of Rochester entered into with the New Hampshire Division of Historical Resources in 2016, the City of Rochester must submit an annual report to NH DHR regarding CDBG activities that have the potential to affect historic properties. The Community Development Coordinator has drafted the FY 17-18 report and submitted the



report to the NH DHR. The report has also been posted to the city's Community Development Division webpage. The annual report is available online at

[https://www.rochesternh.net/sites/rochesternh/files/uploads/cdbg\\_fy\\_17-18\\_report\\_to\\_shpo.pdf](https://www.rochesternh.net/sites/rochesternh/files/uploads/cdbg_fy_17-18_report_to_shpo.pdf).

**JOB Loan Program:** The Community Development Coordinator and Economic Development Specialist met with the owner of Distinctive Forest Creations to negotiate a renewal of DFC's payment plan. DFC has agreed to raise its monthly repayment amount from \$100/month to \$260/month. The Community Development Coordinator and Economic Development Specialist have recommended that the JOB Loan Committee accept the new repayment amount, which would result in repayment of the loan in four years rather than ten, and the JOB Loan Committee is currently considering whether to approve the new amount. The Community Development Coordinator and Economic Development Specialist are working with DFC to get updated financial information for the committee.

**FY 17-18 Subrecipient Site Visits:** The Community Development Coordinator conducted site visits with all FY 17-18 CDBG subrecipients in early June. There were no findings at any of the site visits.

**NH Municipal Technical Assistance Grant:** The consultant for this project, BendonAdams, has finished the draft analysis and has billed for the CDBG-funded city match portion. The draft downtown density analysis report was presented to the Planning Board at its May meeting. The report is attached.

**Assessment of Fair Housing:** The Community Development Coordinator has continued to draft the Assessment of Fair Housing. The Community Development Coordinator is working to set up an in-person meeting with RHA staff to discuss AFH progress and the submission timeline. The AFH will be due in 2020.

**Workforce Housing Charrette:** The fourth meeting of the workforce housing charrette committee was held in June. The design committee and financial committees have been formed and are working on planning. The publicity materials for the event have been approved and finalized. The Community Development Coordinator will work with the Economic Development Specialist to solicit food donations for the charrette workdays.

**Tri-City Homelessness Task Force:** The Community Development Coordinator attended the second meeting of the tri-city homelessness task force but was unable to attend the third meeting due to a preexisting commitment. The Community Development Coordinator plans to attend the July meeting and has assisted Councilor Hutchinson.

**Multi-Family Housing Conference:** In late May, the Community Development Coordinator attended this conference, hosted by the New Hampshire Housing Finance Authority in Portsmouth, on preserving and developing affordable multi-family housing.

**Uniform Relocation Act Training:** In late June, the Community Development Coordinator attended a training, hosted by HUD in Portland, on the requirements of the federal Uniform Relocation Act. All HUD-funded projects and activities are subject to the Uniform Relocation Act.

## **Non-CDBG Grant Activities**

POW/MIA Empty Chair Project: The final POW/MIA Empty Chair display was placed in City Hall, and a dedication ceremony for the display was held on June 21st. The display is located next to the City Manager's office.

Bridging the Gaps: The Community Development Coordinator worked with the Bridging the Gaps coalition coordinator to draft and submission a grant application for the U.S. Office of Juvenile Justice and Delinquency Prevention's Mentoring Opportunities for Youth Initiative. The application was submitted in late June. Bridging the Gaps did not receive an award for the SAMHSA CARA Local Drug Crises grant that it applied for in January.

VOCA Grant: The City of Rochester has been awarded a VOCA continuation grant for FY 18-19 for \$25,836. The Community Development Coordinator also drafted a grant request for supplemental VOCA funds to pay for the purchase of a laptop and color printer for the victim-witness advocate, and the City of Rochester was awarded an additional \$1,790 for the laptop purchase. The Community Development Coordinator drafted a matching funds waiver request for these supplemental funds, which has been accepted by the NH Department of Justice.

Riverwalk Committee: The Community Development Coordinator assisted the Riverwalk Committee in submitting a grant application to the NH Recreational Trails Program in late June. If a grant award is received, it will fund a footbridge over Heath Brook and related work.

Smart Growth America Grant: The Community Development Coordinator, at the request of both the Planning and Economic Development offices, drafted and submitted a Smart Growth America Small-Scale Manufacturing and Place-Based Economic Development grant application requesting technical assistance on how the City of Rochester can improve conditions for Rochester small-scale manufacturers.

## Report Attachments

FY 2017-2018 Annual Report to NH DHR –

[https://www.rochesternh.net/sites/rochesternh/files/uploads/cdbg\\_fy\\_17-18\\_report\\_to\\_shpo.pdf](https://www.rochesternh.net/sites/rochesternh/files/uploads/cdbg_fy_17-18_report_to_shpo.pdf)

NH Municipal Technical Assistance Grant - Downtown Density Recommendations – DRAFT





# **CITY OF ROCHESTER DOWNTOWN DENSITY UPDATE**

## Acknowledgements

# Table of Contents

<u>Chapter 1:</u> Barriers to Downtown Development	Section 1.01 Introduction # Section 1.02 Background, Purpose, Method # Section 1.03 Relationship with Downtown Master Plan # Section 1.04 Relationship with Historic Design Guidelines # Section 1.05 How to Use this Report # Section 1.06 Summary and Recommendations #
<u>Chapter 2:</u> Zoning Analysis and Recommendations	Section 2.01 General # Section 2.02 Heights and Setbacks # Section 2.03 Parkng Requirements # Section 2.04 Density Limitations # Section 2.05 Mixed Use Potential # Section 2.06 Recommendations #
<u>Chapter 3:</u> Process Analysis and Recommendations	Section 2.01 General # Section 2.02 Heights and Setbacks # Section 2.03 Parkng Requirements # Section 2.04 Density Limitations # Section 2.05 Mixed Use Potential # Section 2.06 Recommendations #
<u>Chapter 4:</u> Non-Regulatory Barriers and Recommendations	Section 2.01 General # Section 2.02 Heights and Setbacks # Section 2.03 Parking Requirements # Section 2.04 Density Limitations # Section 2.05 Mixed Use Potential # Section 2.06 Recommendations #

## Section 1.01 Introduction

Many long-time Rochester locals have vivid memories of Rochester's robust downtown, the hubbub of activity that once was. There's significant pride in Rochester's history and sincere aspirations for a downtown resurgence.

Unfortunately, a long period of stagnation has occurred in the downtown. Regulatory obstacles combined with serious deferred building maintenance has re-routed investment to other areas. Downtown has languished. The good news is that this trend is reversible and there's desire and momentum for a u-turn. It will take continued focus, leadership and old-fashioned hard work to get there. But, a resurgent downtown is entirely within reach.

Rochester's downtown can again be a vibrant commercial center with unique local and regional-serving retail and service businesses intermixed with great restaurants, a lively arts scene, a robust residential population, and can once again serve as a destination. The grand historic buildings are the means to pivot Rochester back to this reality. They are the backbone of the community and the backdrop for this vision.

The City of Rochester commissioned this analysis to better understand the zoning and regulatory barriers to private-sector downtown investment with the intent of lessening those barriers. This report identifies regulatory barriers and provides recommendations on how best to lessen or eliminate them. This report also attempts to highlight other obstacles that may be affecting the flow of investment monies into the downtown.

## Section 1.02 Background, Purpose, Method

BendonAdams is a land use consulting firm based in Aspen, Colorado. Founded and staffed by long-time municipal planners who now help both public and private clients bring development projects to fruition, BendonAdams brings a unique perspective to development policies and the endless work of elected officials and their professional staff in achieving community goals.

The City of Rochester received a Municipal Technical Assistance Grant from Plan NH and Community Block Grant funds through the U.S. Department of Housing and Urban Development. The effort intends a set of zoning revisions to encourage a variety of housing types in a walkable and commercially successful downtown.

BendonAdams has been retained to review Chapter 42 – Rochester's Zoning Ordinance – with specific focus on the Downtown Commercial Zone District. Based on findings from a series of one-on-one and small-group interviews with key community members, elected and appointed officials, and professional staff, this analysis is intended to inform a series of adjustments to the Zoning Ordinance to remove investment obstacles and

## Section 1.03 Relationship with Design Guidelines and Historic Overlay District

bolster downtown Rochester.

The City of Rochester has also retained BendonAdams to update the Design Guidelines and Historic Overlay District Ordinance. These efforts are occurring simultaneously and are intended to work in tandem. For both efforts to be most effective, strong cohesion between zoning regulations, the design guidelines, and the process by which downtown development is re-

## Section 1.04 How to Use this Report

viewed and approved is paramount.

This draft report contains an analysis of zoning barriers to downtown development in Chapter 2 and a review of potential process barriers in Chapter 3. Draft recommendations for lessening or removing these barriers are contained in the analysis and are highlighted in the Summary Section below. These recommendations will inform an amendment to the Zoning Ordinance. This analysis is intended to spur conversation regarding the recommendations – to modify, add, delete, and fine-tune them at a policy level before finalizing the analysis and engaging in code writing.

If there is one overall theme that emerges from this study, it is that while regulatory barriers exist there are multiple obstacles to downtown investment and a comprehensive approach is needed to reverse this situation. Just amending the zoning code may not result in the desired investment. Chapter 4 contains a review of "non-regulatory" barriers to downtown development that surfaced during community outreach. While these are arguably outside of the scope of this zoning analysis, discussion of these barriers may be important to the long-term trajectory of downtown Rochester.

## Section 1.05 Summary of Recommendations

- Section 2.03** *We suggest lowering minimum parking ratios.*
- Section 2.03** *We recommend basing parking ratios on net leasable square footage. Alternatively, Rochester could stay with a gross square footage requirement accounting for common areas with a slight lowering of the ratios.*
- Section 2.03** *We recommend a consistent parking ratio for all commercial uses or an outright waiver for commercial uses in the immediate downtown.*
- Section 2.03** *We recommend lowering the parking ratios for smaller units.*
- Section 2.03** *We recommend Rochester review its downtown residential parking regulations and make adjustments as needed. We recommend pairing this with an overall downtown parking strategy.*
- Section 2.03** *We recommend Rochester narrow perceived ambiguity by codifying objective parking reductions.*
- Section 2.04** *To promote projects with moderate residential density, we recommend a significant reduction in the residential parking requirement. Rochester will need to cope with off-property parking and synchronizing this step with enhancements to the downtown residential parking regulations is recommended. To the extent that Rochester wishes to enable four and five-story mixed-use development in its downtown, we also recommend eliminating the density limit.*
- Section 2.05** *We recommend eliminating single-family and duplex uses from the DC Zone. We recommend allowing multi-family buildings as a permitted use for DC properties that do not front a major commercial street.*
- Section 2.05** *To encourage a new hotel in the downtown, we suggest lessening or eliminating the minimum lot size requirement and relaxing the parking standards, if applicable.*
- Section 3.02** *We recommend separating the standards within the Site Plan Regulations into four categories - conceptual review, final review, documents review, and operational requirements.*
- Section 3.02** *We recommend clearer process boundaries and greater reliance on Rochester's professional planning staff to make decisions.*
- Section 3.03** *We recommend the Historic Districts Commission (HDC) be granted the same set of authorities as the Planning Board for projects within the Downtown Commercial District.*
- Section 3.04** *We recommend the Site Plan Regulations be screened for this term "appropriate", minimizing its use to situations where no better guidance can be provided.*
- Section 4.02** *We recommend a group be officially tasked with improving the economic health of downtown and encouraging investment in downtown development and building rehabilitation.*
- Section 4.02** *Rochester should also explore a redevelopment authority.*
- Section 4.03** *We recommend Rochester strengthen regulations and be more forceful regarding dilapidated buildings.*
- Section 4.05** *We suggest a lower "natural speed" downtown be a goal of this traffic and wayfinding effort.*
- Section 4.06** *We suggest Rochester explore parking management strategies to heighten accessibility to downtown and better deal with special events.*

## Section 2.01 General

The purpose of this section of the report is to identify some of the key provisions of Rochester's Zoning Code and Site Plan Regulations that present regulatory obstacles to upgrading, redeveloping, or building new buildings in downtown Rochester. The findings in this section are based on the comments provided by the persons whom we interviewed in one-on-one and small group sessions along with a review of the Zoning Ordinance (Chapter 42) and the Site Plan Regulations.

## Section 2.02 Heights and Setbacks

Rochester's Downtown Commercial (DC) Zone District allows for substantial buildings. A maximum height of five stories (with no dimensional limit) enables significant commercial, lodging, and mixed-use buildings. Zero-foot setbacks are permitted on all sides of a parcel, except for a 15-foot setback requirement along rear lot lines. These areas allow for trash and utility needs. Rochester requires commercial buildings adjoining residential uses to reflect similar setbacks and either a lower height or increased setback. This provision achieves a physical transition between uses. A minimum height of 20 feet and a maximum front yard setback of 10 feet ensure that new commercial buildings in the DC reflect the urban nature of downtown and do not erode the traditional compact fabric. In our opinion, the permitted heights and setbacks are not an obstacle to downtown development.

## Section 2.03 Parking Requirements

High parking ratios are typically a barrier to infill development and the repurposing of historic buildings. Older buildings tend to pre-date parking requirements and many pre-date zoning regulations all together. In many communities, this is a major obstacle to repurposing older buildings. Rochester has some regulatory sympathy for historic buildings. The Zoning Ordinance exempts existing buildings and existing uses from the parking requirement. We feel this philosophy needs to be expanded.

Rochester maintains a set of minimum parking requirements. This is typical of the vast majority of towns across the country. Some municipalities are steering away from minimum parking requirements – either abolishing the requirement or going further and creating maximum parking caps. These strategies tend to be used in dense, pedestrian-oriented downtowns with a significant draw, a high level of transit, and traffic congestion issues.

Rochester's minimum parking requirements are on the high side compared to other municipalities. Most com-

mercial uses require 3.5 to 5 parking spaces per 1,000 gross square foot. These ratios are usually found in suburban areas, where little to no street parking exists and a developer plans parking for the once per year 'Black Friday' scenario. *We suggest lowering these ratios.*

Basing the requirement on gross square footage provides a hidden increase in the parking requirements. Most commercial leases are based on the net leasable area, exempting circulation corridors, elevators, lobbies, and similar common areas. Buildings with common areas and circulation, usually those with multiple tenants, have a parking ratio that is artificially high. *We recommend basing parking ratios on net leasable square footage. Alternatively, Rochester could stay with a gross square footage requirement accounting for common areas with a slight lowering of the ratios.*

Rochester's parking ratios are different for each specific type of commercial enterprise. A professional office needs slightly more parking than a general office and slightly less parking than a medical office. This can make routine changes in commercial tenancy very difficult. For example, a dentist moving into a space formerly occupied by a CPA may encounter a parking obstacle. Parking requirements for restaurants are by the number of seats, making the conversion from gross square footage to seat a difficult mathematical equation. With this type of parking approach, routine tenancy changes can become complicated and require City involvement. Unwinding a parking ratio discrepancy can divert commercial investment to less-complicated locations.

Businesses come and go. A downtown will experience routine tenancy changes, including changes between use categories. Retail will replace a restaurant. A restaurant will expand into an adjacent space formerly occupied by an office tenant. A new tenant will go into a space that was vacant and nobody can remember what was there before. The current use-by-use parking requirements present a barrier to this natural evolution.

*We recommend a consistent parking ratio for all commercial uses or an outright waiver for commercial uses in the immediate downtown.* This will eliminate an obstacle to tenancy changes and allow downtown commercial spaces to better compete with spaces in surrounding areas. This will also relieve staff of some administrative burden. The indecipherable parking impacts of a medical office taking space formerly oc-



cupied by a professional office are not worth staff resources.

A per-unit parking ratio is tougher to meet for smaller units. We expect the target market for downtown residential development to be one and two-bedroom units with a focus on young professionals. The parking requirement for a studio or one-bedroom unit is the same as for a 3 or 4-bedroom unit. *We recommend lowering the parking ratios for smaller units.*

Lowering parking ratios to encourage downtown residential development will not eliminate the need for residents to park. While the target occupant may, on average, have fewer cars and/or have less everyday need for a car, off-site parking demand will increase with more people living downtown. Lowering or eliminating the parking requirements for residential development will place more pressure on Rochester's overall parking strategy. *We recommend Rochester review its downtown residential parking regulations and make adjustments as needed.*

Some developers may still choose to provide parking along with downtown residential projects. Site attributes will dictate a developer's decision to provide

parking. Some sites have no or very limited ability to provide parking. The Hartigan Block building, for example, has no opportunity to add parking while the upper floors could be converted to residential use. Other sites provide simple parking opportunities and a developer may choose to provide parking to address market demands. The One Wakefield property appears to include resident parking.

We do not expect the near-term market to support on-site structured parking for residential development. Adding a parking garage to a project can represent \$XX,000 per space. A subgrade garage can increase this to \$XX,000 per space. We do not expect renters will see the value of a \$2-300 monthly rent increase and instead will be satisfied with surface parking. As Rochester's downtown gains strength, this dynamic will change.

The discretionary review process to adjust parking ratios may not lessen the barrier in the eyes of an entrepreneur. The review standards appear very loose, very discretionary, and do not provide a solid picture of success. The Planning Board "may" reduce parking requirements "on a case-by-case basis" by using its "reasonable discretion" and if the proposal is "appropriate." A series of considerations are listed, which are helpful. Some applicants may anticipate a public hearing regarding parking as an opportunity for "topic creep." An applicant may worry that while the agenda says "parking," the discussion will focus on the business type or type of resident. A vape store may be treated differently than a bank or a medical clinic. Housing for at-risk residents may be treated differently than market-rate housing. Whether these concerns are justified or not, discretionary public hearing processes with loose criteria increases the perceived risk for a developer which in turn can have a chilling effect on downtown investment.

Even if not concerned about topic creep, a developer must hedge against a negative outcome. We picture a developer of a downtown property having a public hearing regarding fundamental site planning and project programming after buying the property and after investing in engineering and architectural services. Uncertain of an outcome, a developer will assign significant risk to this review, possibly enough risk to avoid engaging in the project. Public review processes with ambiguous criteria represent obstacles to investment downtown. *We recommend Rochester narrow this perceived risk by codifying objective parking reductions.*

### Example:

A typical parking lot requires roughly 350 square feet per car. This number accounts for the actual parking spaces and driving lanes for access and circulation. Residential development requires 2 parking spaces per dwelling unit. A new multi-family building of 24 units will require 48 parking spaces consuming almost 17,000 square feet of land.

Adding five of these projects in the downtown area will require roughly 2 acres of parking. Even if this type of footprint could be found, the amount of surface parking would break up the streetscape and dilute the commercial atmosphere downtown. Required parking is a barrier to residential development downtown and we recommend lowering or possibly eliminating parking requirements for downtown residential development. We recommend pairing this with an overall downtown parking strategy.



### ***Do we have a parking problem?***

Highly desirable areas, attractive destinations, are typically associated with “parking problems.” Places without “parking problems” are also typically places where people just don’t want to go. While having a parking problem is obviously not a goal of Rochester’s downtown effort, a side effect of a more successful and commercially vibrant downtown will be the need to manage parking.

Rochester’s existing inventory of public parking appears to be more than sufficient for the foreseeable future. Strategic parking management will improve the accessibility of downtown businesses. Long-term, Rochester may need to invest in a public parking garage. To the extent Rochester starts experiencing the need for a public parking garage, it is cause for celebration – it is a sign that downtown is thriving.



## Section 2.04 Density Limitations

The City of Rochester recently amended the Zoning Ordinance removing a significant barrier to residential development downtown. The previous lot area per residence requirement limiting properties to one residence per 5,000 square feet of lot area represented a

virtual ban on any mixed-use or multi-family residential development in the downtown area. This standard limited a typical downtown building to one or two residences total. Many developers would see this as a complete non-starter and look elsewhere to develop.



Photo Caption

### **Case Study: 73/77 North Main Street**

To illustrate density limits, the 73/77 North Main “Hartigan Block” building is used in the following example. [picture] The site is approximately 3,920 square feet with a 100+ year old building built lot line to lot line. There are no opportunities to add parking to the site. Public parking is readily available along the street and within a City lot north of the building. The ground floor is occupied with a commercial venture; the basement is assumed to be unfinished.

The upper two floors of this building could be developed into apartments.

The building has three exterior walls with a window pattern allowing multiple interior layout options. This re-use, rehabilitation of an historic building in downtown providing market-rate housing aligns with Rochester’s aspiration to reinvigorate downtown. The one unit per 500sf of lot area density limit allows a total of 7 residential units ( $3,920 / 500 = 7.84$ ) on this property.

The two upper floors are approximately 3,450sf each. Reducing this gross number by roughly 20% for hallways, stairs, walls between units, and possibly an elevator leaves 2,750sf of net livable area available on each floor.

Four three-bedroom units, two on each floor averaging 1,375sf each could be developed. The square footage and exterior windows would allow for design flexibility for a full kitchen, living, dining, two or three bathrooms and three private bedrooms. These units would be attractive to young professionals and young families. This development program is allowed under the City’s revised density standards.

Six two-bedroom units, three on each floor averaging 915sf each is a reasonable development program for this property. The units would be attractive to young professionals looking for small town/urban living and with little concern for remote/unsecured parking. The units would be moderately sized, allowing a full-size eat-in kitchen, living room, one or two bathrooms, and two private bedrooms. This development program is allowed under the City’s revised density standards.

Ten one-bedroom units, five on each floor averaging 550sf, is also a reasonable development program for this property. These would be small to moderately sized for one-bedroom apartments. A small kitchen, living room, one bathroom, and a private bedroom. This development program is not allowed under the City’s revised density standards – the project is too dense.

We expect a developer would avoid the larger three-bedroom units. Minimizing the number of kitchens is a wise move, but young families may have higher expectations for on-site amenities and secure parking. The market for single professionals may be stronger for this location, leading a developer to a combination of one- and two-bedroom units. The one per 500 density limit presents a slight interference, causing an adjustment to a developer’s ideal program. However, the program adjustment is limited to one unit.

**Case Study: 13 Hanson Street**

The second example looks at a vacant lot, 13 Hanson Street. This parcel is approximately 10,450 square feet. Neighboring buildings support street-level commercial and this site could support professional offices or retail/restaurant use on the ground floor. The one per 500sf of lot area density allowance provides for a maximum density of just under 21 units ( $10,450 / 500 = 20.9$ ). A mixed-use building built to the maximum five stories would hit the density limit. Parking is also a major factor on this property.



Photo Caption

**Assuming development of 13 Hanson is allowed without parking.**

From the 10,450sf site, a 9,000sf gross floor plate could be created. Reducing this gross number by roughly 20% for hallways, stairs, walls between units, and an elevator leaves 7,200sf of net livable area available on each of the upper floors. A building with three sides open for windows is possible, allowing for maximum design flexibility. Six to eight residences per floor, averaging 900sf to 1,200sf apiece is a reasonable development program for this property. These would be primarily two-bedroom units, with a possible one-bedroom and three-bedroom unit per floor.

A development program with four full floors above a commercial level, six units per floor represents 24 units total – four units over the density allowance. An eight-unit-per-floor program represents 32 units – twelve units over the density allowance.

For this property, the newly adopted 1/500 density limit may still present an obstacle. Limited to 20 units, a developer of the 13 Hanson Street property is unlikely to build to property's full potential. A building with ground floor commercial, two levels of residential above, with maybe a partial third level of residential is the likely scenario. Building units with more bedrooms – 3 and 4-bedroom units – avoids the density limits but may miss the target market. Building larger units – 1,500sf two-bedroom units – likely increases expenses without a corresponding return.

**Assuming development of 13 Hanson must provide some parking.**

The 13 Hanson Street property appears to share frontage with a common parcel along the side providing access to the rear of the property. If this can be used to access parking, 10 head-in spaces along the rear could be developed. Without cantilevering (i.e. creating a carport with living space above), the building footprint would shrink to approximately 7,500 square feet. Reducing this gross number by roughly 20% for hallways, stairs, walls between units, and an elevator leaves 6,000sf of net livable area available on each of the upper floors.

Six to eight residences per floor, averaging 750sf to 900sf apiece is a reasonable development program for this property. These would be a mix of one- and two-bedroom units.

A development program with four full floors above a commercial level, six units per floor represents 24 units total – four units over the density allowance with a parking space for only 40% of the units. An eight-unit-per-floor program represents 32 units – twelve units over the density allowance and with a parking space for only 30% of the units.

Development of 13 Hanson with one parking space per unit would limit the residential program to 10 units. Two levels of residential above one level of commercial would be the optimal program. Each unit would average 1,200sf with five units on each floor. These would be mostly two-bedroom units with one three-bedroom unit per floor.

Development of 13 Hanson with two parking spaces per unit limits the development to just 5 residential units. This would be just one level of residential development above the commercial ground floor. The program would include four two-bedroom units averaging 1,100sf and one three-bedroom unit of 1,600sf.

## Case Study Findings

These examples demonstrate that moderate density projects are not hampered by the 1/500 density standard. But, parking standards are a limiting factor. Mixed-use projects of up to three stories are enabled by the 1/500 density standard, but prohibited by the parking requirements. Two-story mixed-use projects are allowed under the 1/500 density provision and may be able to meet the current parking requirements with the right site.

Projects attempting to develop a fourth and fifth floor will experience both parking and density limits as obstacles. We do not expect a developer to pursue structured parking in order to meet the on-site parking requirements. The development costs are too high to justify. If parking standards are eliminated or significantly relaxed, the 1/500 density standard will only present an obstacle to higher density projects attempting to utilize a fourth and fifth floor.

*To promote projects with moderate residential density, we recommend a significant reduction in the residential parking requirement. Rochester will need to cope with off-property parking and synchronizing this step with enhancements to the downtown residential parking regulations is recommended. To the extent that Rochester wishes to enable four and five-story mixed-use development in its downtown, we also recommend eliminating the density limit.*

Alternatively, Rochester could consider eliminating the density limitations just for historic buildings within the Historic Overlay District. This would focus investment interest towards these resources and function as a benefit to these properties that are subject to higher scrutiny and in need of costly repair.

## Section 2.05 Mixed-Use Potential

Permitted and Conditional use lists provide a good indicator of a community's desired growth pattern.

In Rochester's Downtown Commercial (DC) District, development of a single-family home is a permitted use. This appears to run counter to Rochester's goal of bolstering the downtown commercial vitality and we recommend eliminating single-family and duplex uses from the DC Zone. To avoid creating non-conformities, pre-existing single-family and duplex units can be recognized as conforming with the same rights they currently enjoy.

Development of a mixed-use building (residential over commercial) is permitted while a multi-family building (as a single use) requires a conditional use review. Ground-floor commercial presence is important for maintaining a walkable commercial center.

Many areas of the DC District would be perfectly appropriate for a multi-family building. Properties not fronting Wakefield or Main Streets, for example, could be developed with 100% residential multi-family buildings without negatively impacting commercial vitality. *We recommend allowing multi-family buildings as a permitted use for DC properties that do not front a major commercial street.*

Development of a hotel is permitted. However, minimum lot size requirements effectively prohibit this use in the downtown. A hotel with 60 keys, for example, requires a two-acre site. This is appropriate for a suburban area on the fringe of downtown, not on a downtown property. It is not clear if a new hotel would qualify for the DC parking waiver.

*To encourage a new hotel in the downtown, we suggest lessening or eliminating the minimum lot size require-*





Photo Caption



Photo Caption



## ***A Special Note on Natural Market Limitations to High Density***

*It is important to note that market factors will drive a developer's density decision-making. Residential units of 400sf or 300sf apiece are physically possible. However, these units may not be financially optimal in Rochester's marketplace. Plus, a developer will need to provide many more bathrooms and kitchens – expensive items in a development program.*

*We expect a market-based developer to pitch towards a young, single professional audience with high expectations for a location downtown, high expectations for downtown vibrancy (bars, restaurants, coffee shops), moderate to high expectations for quality finishes (exposed brick, high ceilings, gas range, etc.), low to moderate expectations for one-site amenities (fitness room, common areas), and low expectations for on-site secure parking.*

*We expect demand for units in the 600-800sf range for a one-bedroom unit; 800-1,200sf for a two-bedroom unit and 1,000-1,400sf for a three-bedroom unit. We expect the sweet spot to be a 900sf two-bedroom unit with a developer having 50% or more of their program dedicated to this type of unit – minimizing the number of kitchens and bathrooms while staying comfortably within the target audience.*

## Section 3.01 General

The purpose of this section of the report is to identify process obstacles that may re-route investment away from downtown Rochester. The findings in this section are based on the comments provided by the persons whom we interviewed in one-on-one and small group sessions along with a review of the Zoning Ordinance (Chapter 42) and the Site Plan Regulations.

## Section 3.02 Site Plan Regulations

Rochester's Site Plan Regulations apply to virtually all development other than a single-family or duplex home. All multi-family, mixed use, commercial, and lodging projects are subject to Site Plan Review. The regulations cover a wide range of development issues from high-level site planning and architectural character to construction hours and where to pile tree stumps. Actual practice may differ, but it appears that the Planning Board's review of a site plan application covers all aspects – big conceptual issues, and parking lot striping, in one comprehensive review. An applicant heading to a public hearing must be prepared to discuss overarching project goals, density, layout, and very detailed discrete items such as landscape species.

*We recommend separating the standards within the Site Plan Regulations into four categories - conceptual review, final review, documents review, and operational requirements.* The Planning Board should focus on the basic parameters of a project first – uses, layout, and massing. A conceptual approval on these items will provide a developer with confidence to spend money preparing architectural plans, civil engineering specifications, etc. Appeal procedures and any call-up or notice of approval to City Council should occur at the conclusion of this conceptual phase.

A final review with the Planning Board to review detailed designs is the last public hearing step. Items in the Site Plan Regulations oriented to the legal coordination of documenting an approval – development agreements, sureties, platting or filing official approved plans – should be handled by staff. This is also an opportunity for technical detailed plans - grading plans, street profiles, utility sizing - to be reviewed by Rochester staff. This can occur prior to or as a component of building permit review. Finally, operational standards and technical design standards that require codification should become a reference section.

Public safety and responsible development practices should never be short-cut in the name of “removing

development obstacles” or “being development friendly.” Our site review of a development project under construction, while brief, revealed significant drainage issues. Active construction sites had no storm water management, no soil stabilization, and no erosion control. The sites appeared to have no best management practices in place. Rough grading showed signs of significant offsite impacts, slope failure, mud flowing down the street with no obvious attempt to mitigate impacts on adjoining, completed and occupied sites.

In one instance sheet flow from the street was directed onto a single-family home site. The development included a drainage basin which, after being overwhelmed due to being under-sized, was rebuilt but not up-sized to accommodate reasonable event flows. The City of Rochester should do a better job of requiring and enforcing Civil engineering plans, storm water management plans with drainage profiles and flow calculations, best management practices for construction sites, certified post-construction as-built drawings, and multi-year warrantee periods.

In talking with various community members, drainage plans and landscape plans are reported to be less important during Site Plan Review. Routine applicants have learned they can “skimp” on these details. This may be an opportunity to utilize a “documents review” step in the process. Applicants are right to be reluctant to invest in technical plans during an entitlement stage of a project. And, the Planning Board's review time is probably not well spent reviewing drainage plans. These details are best left for Rochester's technical staff, post-approval in either a technical documents review or as part of the building permitting process.

The Site Plan Review processes would be more effective with better definition. A full Planning Board review is needed if a proposed use is “intensive.” This does not provide much certainty regarding a project's review trajectory. Projects that remain at an administrative review level can still be “called-up” by an individual member of the Planning Board and subjected to a full review. This can be for substantive reasons or because the project is interesting. Process ambiguity, while seemingly subtle, can manifest into an obstacle to downtown development – most of which will be intensive and/or interesting. Developers are sensitive to entitlement process risk and may shy away from downtown fearing a sticky process. *We recommend clearer process boundaries and greater reliance on Rochester's professional planning staff to make decisions.*



### Section 3.03 Downtown Projects Review

Multiple groups appear to have review authority over downtown development. When little development is occurring, this may not surface as an issue. When a big redevelopment comes in, however, a jumbled set of responsibilities can be problematic.

Individual review boards can have different positions, different approaches, different philosophies, and can find themselves at odds. This is a natural occurrence in all communities. If some review items of a project are with one board and other items are with another review board, an applicant can be in the impossible situation of trying to resolve the disparate philosophies of the two boards. Projects can end up “ping-ponging” between boards.

*We recommend the Historic Districts Commission (HDC) be granted the same set of authorities as the Planning Board for projects within the Downtown Commercial District. Some topics may require additional training for HDC members. But, allowing an applicant to deal with just one board avoids the ping-pong scenario and simplifies the project review conversation and speeds-up review process timing.*

### Section 3.04 Review Discretion

The review of downtown projects, especially large projects that redirect the trajectory of the downtown, can be a hand-wringing experience. There’s a higher feeling of ownership and responsibility for guiding downtown development as opposed to a project with a limited context.

There appears to be a high reliance on the word “appropriate” throughout the Site Plan review criteria. Granted, success for some planning topics is not easy to define and must be left as “we know when we see it.” But overuse of the “appropriate” criterion can leave an applicant with a “pin the tail on the donkey” feeling – a sense that nothing is concrete, nothing is reliable. This can be equally problematic for board members, many of whom are citizen volunteers with a passion for the community.

*We recommend the Site Plan Regulations be screened for this term “appropriate”, minimizing its use to situations where no better guidance can be provided. Providing a clear standard with “alternative compliance” options can be very effective.*



## Section 4.01 General

While the focus of this study is the zoning and process barriers to downtown development, there are multiple obstacles to downtown investment. Many of the conversations conducted for this report included commentary on these “non-regulatory” barriers. These barriers are just as much of a threat to aspirations for a downtown resurgence as a mis-guided zoning standard. This chapter attempts to relay these “non-regulatory” barriers for ongoing community discussion. While these are arguably outside of the scope of this zoning analysis, Rochester’s discussion of these barriers may be instrumental to the long-term trajectory of the downtown.

## Section 4.02 Focus on Downtown

Rochester has a lot going on, and lots of topics that remove attention from the downtown. Many people we spoke with noted the City Council’s desire to focus on downtown commercial health but also mentioned the multitude of other topics pulling at Council’s energy. Economic development efforts over the past several years have been focused elsewhere, not geared to downtown investment. The Rochester Fair property has consumed a lot of community airtime. The Riverwalk concept competes for attention. All these efforts are worthwhile ... and also reduce Council’s bandwidth.

*We recommend a group be officially tasked with improving the economic health of downtown and encouraging investment in downtown development and building rehabilitation.* This could be a combination of members from the HDC, the Planning Board, the Economic Development Commission as well as downtown business owners. Staff from the Planning and the Economic Development Departments should staff the effort, provide professional guidance, and maintain momentum. This committee could provide important “ownership” of downtown, continuity to the efforts, and a sounding board for business owners with concerns or ideas about improving downtown vitality.

*Rochester should also explore a redevelopment authority.* An entity with taxing powers and the ability to acquire and either directly develop or reposition properties for private investment can move the ball forward. Provision of market-rate workforce housing and viable commercial space downtown is a natural fit for a redevelopment authority. Low-interest and preferred financing, leveraging of “79e” opportunities, and partnerships with private developers are best suited for a redevelopment authority. This could also relieve City Council from functioning as real estate acquisition and disposition specialists.

## Section 4.03 Focus on Downtown

Many of Rochester’s grand buildings downtown are in significant disrepair. Talking with community members, we gather some property owners are “waiting it out” – purposely not investing in their asset as a means of saving money or as a means of eventually applying pressure to the City. This has apparently been happening for decades.

Adding insult is the sense that many of these building owners live outside the area, leaving some with the feeling that properties in Rochester are forgotten assets buried deep in remote balance sheet somewhere. Reasons and suspicions aside, Rochester does have an issue with neglected buildings. Eventually, buildings are in such a state of disrepair that the costs to upgrade the building outweigh the income the building could generate. This is a point of departure for a property owner and can lead to “walking away” from the building to avoid paying taxes. Buildings in this state, in many communities, experience a higher rate of arson.

*We recommend Rochester strengthen regulations and be more forceful regarding dilapidated buildings.* Get into the game, push back, stop making it easy to neglect downtown buildings. Allowing buildings to fall into this level of disrepair should not be allowed in any community. Decrepit buildings can draw-down an entire commercial district, lowering patron’s sense of safety, decreasing commercial activity, pushing down lease rates, damaging the image of the community. The detrimental effects of multiple dilapidated buildings in a downtown can be disastrous on an entire community’s economic enterprise.

Allowing occupancy in portions of a dilapidated building is a potential life/safety risk to the public. Instituting an annual inspection whereby an entire building must pass a building code inspection will prohibit a property owner from continuing to neglect the building. This may be perceived as an “aggressive move” and Rochester should be prepared for some “political heat” in taking this route. Revoking occupancy of a building due to upper floor or structural envelope issues could impact a business occupying the ground floor. The building’s owner shouldn’t be expected to be content with such a move and Rochester would be well advised to fully understand this pathway. Long-term, we believe increasing the pressure on building neglect is in the best interests of the community.

Rochester may also brace for a property owner simply “walking away” from a building. If the needed repairs are too impactful to the bottom line, too troublesome to withstand, combined with a revoked Certificate of Occu-

pancy and an inability to rent any portion of the building, a property may have a value less than the property taxes.

Rochester should also explore any and all property tax mechanisms that discourage buildings from sitting fallow. Downtown buildings should generate jobs, sponsor opportunity, multiply investment, and contribute to that hum and buzz of a vital commercial district. The economic multiplier of a successful commercial building should not be downplayed. Multiple successful mixed-use commercial buildings in a historic district can generate a wave of prosperity. Dormant, neglected buildings function as memorials, reminding all of the great vitality that used to be while providing the community with very little current benefit. Vacant buildings take more from the community than they contribute, and Rochester should account for this imbalance.

#### Section 4.04 Perception of Safety

The negative perception of safety downtown was a common theme in discussions with citizens. Several people noted downtown having a high level of vagrancy and suspected drug use. People noted a general feeling of anxiety about what they might see or experience when going downtown. By way of example, one business person we talked with likes eating at the Revolution restaurant. He goes there a few times a week. His wife, however, has never been to Revolution as she is anxious about going downtown.

Perceptions are very relative. Two people can have very different perceptions of the same experience. Perceptions are also very difficult to quantify and not reflected in police reports or official statistics.

These safety perceptions can have a profound effect on investment in a downtown. Successful developers have large “radar” and are inherently timid around any question of safety – even if they themselves don’t personally experience an issue. They will see this as hampering their ability to attract and retain bankable commercial tenants.

The commercial environment downtown is already weakened by peripheral commercial developments and internet retailing. So, the impacts of safety perceptions can be magnified for an already skittish investor. To the extent safety perceptions linger within the downtown, investment in downtown buildings will continue to be challenged.

07/12/2018

Safety perceptions are less of a barrier for residential development downtown. The strong regional market assists a developer’s confidence in the product. The skew towards young, single professionals also helps in this scenario. Safety issues are much more impactful on family-oriented residential. A wait-list for units at One Wakefield is a confidence-building data point.

A few community members we interviewed suggested Rochester is taking on a larger at-risk community than it should – that other communities transport their at-risk community members to Rochester. The words “regional center” and “magnet” were used by a few during outreach sessions.

Safety issues and larger regional at-risk population issues are not the focus of this zoning analysis. However, investment in downtown buildings is affected by more than just zoning parameters. We recognize a need for Rochester to consider the “safety factor” that we heard

#### Section 4.05 Traffic Speeds

One of the first things we noticed about downtown is the traffic speeds. Many people we spoke with also noted traffic speeds as an issue downtown. The downtown “triangle” has a race course feel and is possibly a hidden barrier to downtown investment. Slower traffic can be a significant benefit to commercial establishments. Drivers are better able to look around, see in a store window, see people enjoying themselves at a coffee shop. Pedestrians also feel a little safer, crossing the street is easier, and traffic noise goes down dramatically.

We understand Rochester is exploring traffic, parking, and wayfinding. *We suggest a lower “natural speed” downtown be a goal of this traffic and wayfinding effort.* The natural speed is the speed at which a driver feels safe considering physical surroundings – the narrowness of the drive lanes, the potential for a car door to open, someone to suddenly back out of a parking space. Lower speeds downtown will help the commercial atmosphere and we recommend pursuing traffic calming measures:

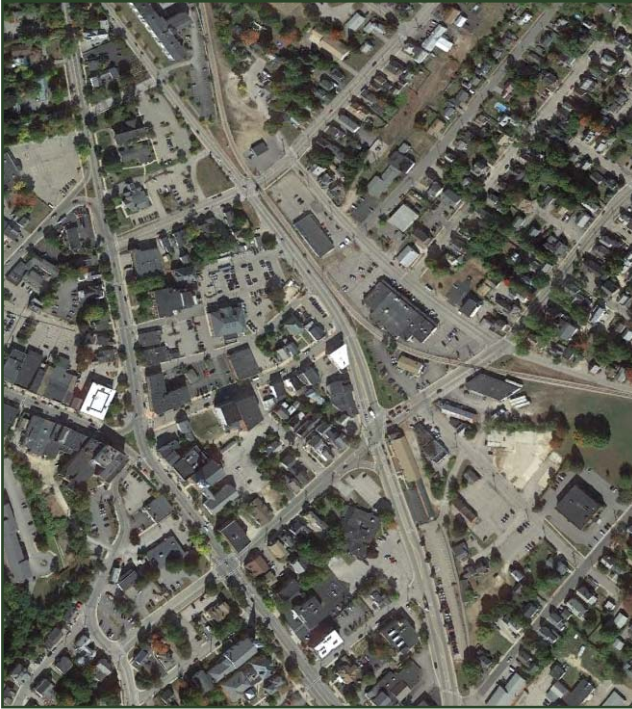
- Reverting back to two-way streets
- Creating areas of head-in parking
- Create pedestrian bulb-outs
- Bring back street trees and the tree canopy



## Section 4.06 Downtown Parking Management

Lack of parking or availability of parking was raised as a concern by several of the interviewees. Our cursory review of downtown indicates an adequate supply of parking. On-Street parking is free and appeared to be readily available. Parking in City-owned lots is also free and the lots were never at capacity.

A lack of parking during large events was reported. Scarcity of parking during a sold-out event at the Op-



*Aerial of surface parking downtown*

era House was mentioned several times.

The availability of public parking does not appear as a barrier to downtown investment. There appears to be some ambiguity regarding access and wayfinding for public parking and little to no overall downtown parking strategy.

Enforcement of the “two-hour rule” is managed by one part-time employee. Special events with a known, ticketed number of attendees are not required to address parking. Our quick take suggests a parking supply problem does not exist, but that a parking management problem may. *We suggest Rochester explore parking management strategies to heighten accessibility to downtown and better deal with special events.*

## Section 4.07 City Project Process

The “clarity” and “transparency” of City land use decisions came up several times from several sources. People we spoke with reported a concern that decisions regarding important topics are made “in a back room.” We are cognizant that municipalities need to make tough decisions and how disappointment over the decision can be voiced as a “process problem.” If only the process were different, their idea would have prevailed.

However, if a tune-up is in order now is a perfect time. When interest in downtown picks-up, Rochester will routinely be in the position of deciding what to do with significant downtown parcels, buildings with legacy, and institutional followers holding strong opinions about the trajectory of downtown. Having a public that understands and trusts the process, knowing what steps are taken, when input is taken, what happens with the input, and feeling part of the decision making will be beneficial to all concerned.

Rochester is likely exempt and possibly prevented from applying as an applicant through its own review process. This does not prohibit Rochester from codifying a process and structure for public projects. We have worked in communities that have instituted such a system, and process animosity has subsided. Folks still may not agree with a decision, but believing the process was fair and measured creates a basis of informed consent, a helpful antiseptic for any civic discord.





---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

# FINANCE COMMITTEE

## Agenda Item

07/12/2018

**Agenda Item Name:** Monthly Financial Statements Summary – as of June 30, 2018.

For the full detail report, click here: [June 2018 Financial Detail Report](#)

### **Revenues Summary – General Fund, Enterprise Funds**

<b>ACCOUNT DESCRIPTION</b>	<b>REVISED ESTIM REV</b>	<b>ACTUAL YTD REVENUE</b>	<b>REMAINING REVENUE</b>	<b>% COLL</b>
11011 ECONOMIC DEVELOPMENT REV	\$ -	\$ 545.00	\$ (545.00)	100.0
11031 CITY CLERK REVENUE	\$ 105,320.00	\$ 129,304.45	\$ (23,984.45)	122.8
11051 ASSESSORS REVENUES	\$ -	\$ 721.00	\$ (721.00)	100.0
11061 BUSINESS OFFICE REVENUE	\$ 55,000.00	\$ 297,959.60	\$ (242,959.60)	541.7
11062 BUSINESS OFFICE REVENUE	\$ 1,000.00	\$ 20.00	\$ 980.00	2.0
11071 TAX COLLECTOR REVENUE	\$ 30,655,252.00	\$ 64,419,091.70	\$ (33,763,839.70)	210.1
11072 TAX COLLECTOR REVENUE	\$ 1,919.00	\$ -	\$ 1,919.00	0.0
11081 GENERAL OVERHEAD REVENUE	\$ 5,686,698.00	\$ 3,535,661.68	\$ 2,151,036.32	62.2
11082 GENERAL OVERHEAD REVENUE	\$ 1,547,810.00	\$ 1,547,810.30	\$ (0.30)	100.0
11091 PUBLIC BLDGS REVENUE	\$ -	\$ 311.98	\$ (311.98)	100.0
11101 PLANNING	\$ 16,250.00	\$ 33,250.01	\$ (17,000.01)	204.6
11201 REV LEGAL OFFICE	\$ 50,000.00	\$ 50,324.00	\$ (324.00)	100.6
12011 POLICE CITY REVENUE	\$ 287,139.00	\$ 240,734.38	\$ 46,404.62	83.8
12021 FIRE CITY REVENUE	\$ 18,350.00	\$ 10,786.16	\$ 7,563.84	58.8
12022 FIRE STATE REVENUE	\$ 26,197.00	\$ 15,946.52	\$ 10,250.48	60.9
12031 DISPATCH CENTER	\$ 60,290.00	\$ 60,289.44	\$ 0.56	100.0
12041 CODE ENFORCEMENT REVENUE	\$ 393,110.00	\$ 456,325.39	\$ (63,215.39)	116.1
13011 PUBLIC WORKS REVENUE	\$ 41,250.00	\$ 105,410.59	\$ (64,160.59)	255.5
13012 STATE HIGHWAY SUBSIDY	\$ 627,145.00	\$ 626,787.31	\$ 357.69	99.9
14011 WELFARE REVENUE	\$ 6,500.00	\$ 987.09	\$ 5,512.91	15.2
14021 RECREATION REVENUE	\$ 128,000.00	\$ 190,125.93	\$ (62,125.93)	148.5
14031 LIBRARY REVENUE	\$ 16,290.00	\$ 12,898.74	\$ 3,391.26	79.2
<b>1000 GENERAL FUND</b>	<b>\$ 39,723,520.00</b>	<b>\$ 71,735,291.27</b>	<b>\$ (32,011,771.27)</b>	<b>180.6</b>
<b>ACCOUNT DESCRIPTION</b>	<b>REVISED ESTIM REV</b>	<b>ACTUAL YTD REVENUE</b>	<b>REMAINING REVENUE</b>	<b>% COLL</b>
5001 WATER ENTERPRISE FUND	\$ 6,177,568.00	\$ 3,580,142.36	\$ 2,597,425.64	58.0
5002 SEWER ENTERPRISE FUND	\$ 8,057,073.00	\$ 4,278,978.90	\$ 3,778,094.10	53.1
5003 ARENA ENTERPRISE FUND	\$ 601,492.00	\$ 404,571.51	\$ 196,920.49	67.3

Note: Water and Sewer Fund Revenues Collected appear to fall short by one quarter each fiscal year until final quarterly billings are posted in September of the following fiscal year.

**Expenditures – General Fund, Enterprise Funds**

<b>ACCOUNT DESCRIPTION</b>	<b>REVISED BUDGET</b>	<b>YTD EXPENDED</b>	<b>ENCUMBRANCES</b>	<b>AVAILABLE BUDGET</b>	<b>% USED</b>
11000051 CITY MANAGER	\$ 443,619.00	\$ 433,172.33	\$ 5,835.97	\$ 4,610.70	99.00
11012351 ECONOMIC DEVELOPMENT	\$ 478,569.00	\$ 441,685.32	\$ 7,048.73	\$ 29,834.95	93.80
11020050 MUNICIPAL INFORMATION	\$ 605,662.00	\$ 551,526.83	\$ 13,905.72	\$ 40,229.45	93.40
11030051 CITY CLERK	\$ 298,925.00	\$ 305,187.96	\$ 8,990.77	\$ (15,253.73)	105.10
11040050 ELECTIONS	\$ 32,519.00	\$ 27,178.68	\$ 593.19	\$ 4,747.13	85.40
11050070 ASSESSORS	\$ 443,600.00	\$ 425,138.89	\$ 25,014.07	\$ (6,552.96)	101.50
11060051 BUSINESS OFFICE	\$ 526,898.00	\$ 520,931.33	\$ 645.21	\$ 5,321.46	99.00
11063151 HUMAN RESOURCES	\$ 163,882.00	\$ 145,639.66	\$ 1,895.73	\$ 16,346.61	90.00
11070070 TAX COLLECTOR	\$ 349,555.00	\$ 347,226.68	\$ 736.29	\$ 1,592.03	99.50
11080050 GENERAL OVERHEAD	\$ 780,958.00	\$ 411,329.92	\$ 61,974.23	\$ 307,653.85	60.60
11090050 PB CITY WIDE 50	\$ 639,512.40	\$ 613,705.55	\$ 12,047.81	\$ 13,759.04	97.80
11090051 PB CITY HALL 51	\$ 60,535.87	\$ 74,206.19	\$ 423.61	\$ (14,093.93)	123.30
11090052 PB OPERA HOUSE 52	\$ 40,512.92	\$ 44,100.45	\$ -	\$ (3,587.53)	108.90
11090054 PB CENTRAL FIRE 54	\$ 10,228.54	\$ 9,885.80	\$ 340.50	\$ 2.24	100.00
11090055 PB GONIC FIRE 55	\$ 9,643.73	\$ 9,099.09	\$ -	\$ 544.64	94.40
11090056 PB LIBRARY 56	\$ 19,303.00	\$ 19,137.36	\$ 125.84	\$ 39.80	99.80
11090057 PB DPW GARAGE 57	\$ 11,144.01	\$ 10,853.53	\$ 282.00	\$ 8.48	99.90
11090059 PB ER FIRE STATION 59	\$ 750.00	\$ 267.61	\$ -	\$ 482.39	35.70
11090061 PB HISTORICAL MUSEUM	\$ 1,600.00	\$ 1,213.20	\$ 350.00	\$ 36.80	97.70
11090063 PB HANSON POOL 63	\$ 5,005.00	\$ 4,847.35	\$ 144.99	\$ 12.66	99.70
11090064 PB GONIC POOL 64	\$ 7,380.00	\$ 7,113.55	\$ 30.00	\$ 236.45	96.80
11090065 PB EAST ROCHESTER POO	\$ 2,650.00	\$ 2,400.00	\$ 150.00	\$ 100.00	96.20
11090068 PB GROUNDS 68	\$ 6,960.00	\$ 6,048.42	\$ 75.00	\$ 836.58	88.00
11090069 PB DOWNTOWN 69	\$ 17,000.00	\$ 15,109.84	\$ 1,890.16	\$ -	100.00
11090070 PB REVENUE BUILDING 7	\$ 21,149.71	\$ 19,120.41	\$ 283.00	\$ 1,746.30	91.70
11090071 PB PLAYGROUNDS 71	\$ 1,590.00	\$ 1,589.77	\$ -	\$ 0.23	100.00
11090075 PB NEW POLICE STATION	\$ 21,242.21	\$ 18,017.86	\$ 3,153.30	\$ 71.05	99.70
11090077 PB OLD POLICE STATION	\$ 35,592.61	\$ 25,478.22	\$ 313.00	\$ 9,801.39	72.50
11102051 PLANNING	\$ 382,398.00	\$ 366,059.81	\$ 3,124.59	\$ 13,213.60	96.50
11200051 LEGAL OFFICE	\$ 561,345.00	\$ 508,714.49	\$ 4,105.29	\$ 48,525.22	91.40
12010053 PD ADMINISTRATIVE SER	\$ 1,901,607.00	\$ 1,753,794.01	\$ 33,587.25	\$ 114,225.74	94.00
12012453 PD PATROL SERVICES	\$ 4,754,353.57	\$ 4,548,497.31	\$ -	\$ 205,856.26	95.70
12012553 PD SUPPORT SERVICES	\$ 415,523.00	\$ 397,499.53	\$ -	\$ 18,023.47	95.70
12020054 FIRE DEPARTMENT	\$ 4,305,391.00	\$ 4,429,529.12	\$ 14,990.46	\$ (139,128.58)	103.20
12020055 FIRE DEPT 55 GONIC SU	\$ 28,556.00	\$ 17,425.21	\$ -	\$ 11,130.79	61.00
12020754 CALL FIRE	\$ 31,082.00	\$ 18,501.54	\$ -	\$ 12,580.46	59.50
12023354 EMERGENCY MANAGEMENT	\$ 26,197.00	\$ -	\$ -	\$ 26,197.00	0.00
12030153 DISPATCH CENTER	\$ 752,814.00	\$ 720,286.72	\$ 1,755.14	\$ 30,772.14	95.90
12040051 CODE ENFORCEMENT	\$ 579,216.00	\$ 582,227.24	\$ 1,238.37	\$ (4,249.61)	100.70
12050050 AMBULANCE	\$ 57,945.00	\$ 57,945.00	\$ -	\$ -	100.00
13010057 PUBLIC WORKS	\$ 2,083,684.00	\$ 1,961,087.53	\$ 35,962.73	\$ 86,633.74	95.80
13010957 WINTER MAINTENANCE	\$ 492,806.00	\$ 534,119.26	\$ 1,244.84	\$ (42,558.10)	108.60
13020050 CITY LIGHTS	\$ 239,000.00	\$ 157,849.84	\$ 1,360.00	\$ 79,790.16	66.60
14010051 WELFARE	\$ 467,177.00	\$ 399,081.98	\$ 11,858.84	\$ 56,236.18	88.00
14022072 RECREATION ADMINISTRA	\$ 607,145.00	\$ 569,468.14	\$ 2,278.50	\$ 35,398.36	94.20
14022150 RECREATION PLAYGROUND	\$ 87,037.92	\$ 84,479.82	\$ 1,783.68	\$ 774.42	99.10
14022250 RECREATION POOLS	\$ 82,079.08	\$ 76,674.02	\$ 1,612.91	\$ 3,792.15	95.40
14030056 LIBRARY	\$ 1,203,985.00	\$ 1,160,539.84	\$ 8,002.10	\$ 35,443.06	97.10
15000051 COUNTY TAX	\$ 6,370,876.00	\$ 6,370,876.00	\$ -	\$ -	100.00
17010051 TRANSFERS/PAYMENTS DE	\$ 4,090,020.00	\$ 4,086,899.23	\$ -	\$ 3,120.77	99.90
17030050 OVERLAY	\$ 232,630.00	\$ 87,921.10	\$ -	\$ 144,708.90	37.80
17040051 TRANSFER TO CIP & OTH	\$ 4,474,665.43	\$ 4,474,665.43	\$ -	\$ -	100.00
<b>1000 GENERAL FUND</b>	<b>\$ 39,263,520.00</b>	<b>\$ 37,855,353.97</b>	<b>\$ 269,153.82</b>	<b>\$ 1,139,012.21</b>	<b>97.10</b>
<b>ACCOUNT DESCRIPTION</b>	<b>REVISED BUDGET</b>	<b>YTD EXPENDED</b>	<b>ENCUMBRANCES</b>	<b>AVAILABLE BUDGET</b>	<b>% USED</b>
5001 WATER ENTERPRISE FUND	\$ 6,177,568.00	\$ 4,743,156.16	\$ 50,535.82	\$ 1,383,876.02	77.60
5002 SEWER ENTERPRISE FUND	\$ 8,057,073.00	\$ 5,863,581.63	\$ 137,507.88	\$ 2,055,983.49	74.50
5003 ARENA ENTERPRISE FUND	\$ 601,492.00	\$ 504,118.04	\$ 1,514.40	\$ 98,859.56	83.60





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 JUNE 2018

The Planning Board, Conservation Commission, and Historic District Commission all held their regular meetings in June. The Arts & Culture Commission did not meet. The agenda's and discussions are summarized below. The Planning Board also held a workshop in June and discussed surety and inspections, possible amendments to the Site Plan and Subdivision Regulations, downtown density, and the Economic Development Strategic Plan. July is also shaping up to be a busy month for the Planning Board, Conservation Commission, Historic District Commission, and the Planning & Development Department in general.

---

---

### APPLICATIONS REVIEWED BY THE PLANNING BOARD

**Waste Management of NH, 36 Rochester Neck Road** (by Sanborn, Head & Assoc.) Lot line revision. Case# 262/267 – 23/2 – RI – 18 **APPROVED**

**Joseph Johnson, 6 Kodiak Court** (by Norway Plains Assoc.) 2-Lot subdivision. Case# 210 – 39-5 – R1 – 18 **APPROVED**

**D.R. Lemieux Builders, Inc., 114 Rochester Hill Road** (by Norway Plains Associates) Extension request for an approved site plan. Case# 134 – 5 – R2 – 16 **APPROVED**

**Rochester Housing Authority, 165 Charles Street** (by Norway Plains Associates) Extension request for an approved site plan. Case# 128 – 221 – NMU – 18 **APPROVED**

**Waste Management of NH, 36 Rochester Neck Road** (by Sanborn, Head & Assoc.) Site plan for the relocation of the Rochester Hauling facility (parking facility for collection trucks and employee vehicles), 19,000 s.f. structure for vehicle maintenance and offices, and a compressed natural gas (CNG) distribution system. Case# 262/267 – 22&23/2 – RI/A – 18 **APPROVED**

**Mary Atkinson, 9 Great Falls Avenue** Conditional Use Permit to allow a classroom for fire arm safety training. Case# 128 – 200 – I – 18 **APPROVED**

## APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

- 1. Minutes:** The meeting minutes of May 23, 2018 were reviewed, edited, and approved.
- 2. Discussion:** a) An idea to create a map and quick reference guide to the City's conservation easements was suggested. The Commission agreed there is value in such materials, and that groups such as Boy Scouts could use the
- 3. Conservation Overlay District:** None.
- 4. NH DES Wetland Impact Application:** None.
- 5. Notice of Intent to Cut Wood or Timber / Intent to Excavate:**
  - a) Notice of Intent to Cut: Tax Map 255-24-1, Haven Hill Rd, (MJS Development)
  - b) Notice of Intent to Cut: Tax Map 233-1, Sheepboro Rd (McDonald)

There were no concerns with these.
- 6. New Business:** a) Cocheco River Local Advisory Committee – The State of NH sent a letter to the Conservation Commission asking for up to three volunteers to serve on the Cocheco River Advisory Commission. Three members stated they are interested but asked Staff to find out more information.  
b) Dry Hill Rd culvert replacement- There is concern that turtles/turtle habitat could be disturbed during a scheduled culvert replacement. Staff said that NH DES had reviewed and approved the proposal a year ago and would have included condition specific to threatened/endangered turtles/habitat, but that the concern would be forwarded to DPW as they are responsible for the work.  
c) Citizen recognition- A Commission member stated that resident Kris Connor should be recognized for her daily commitment in picking up litter throughout the downtown.  
d) Greening America's Communities- Staff explained that the City and EPA are working together on this grant program. The Commission is invited to participate in the public input sessions July 10<sup>th</sup> – July 12<sup>th</sup>.
- 7. Old Business:** a) Community Gardens discussion- Staff said that he had discovered there has never been a formal community garden program, but was told that a woman named Michelle Smith had managed the informal gardens on Franklin St.
- 8. Reports:**
  - a) Technical Review Group – A summary of recent, not yet approved, Planning Board applications were reviewed.
  - b) Planning Board – A summary of recently approved Planning Board applications was explained. Additionally, an update was given on the Planning Dept's and DPW's involvement with EPA in creating a long-term Stormwater Master Plan.
- 9. Non-Public Session pursuant to RSA 91-A:3 II(d):** Discussion of acquisition of real property and/or recent site walks and LACE sheets was had.



**APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION**

The Historic District Commission meet with June 13, 2018. They discussed the Design Guidelines and changes to the Historic District Commissions ordinance changes. Reilly Thimons called in from BendonAdams to give an overview of the project. There was a discussion about the review process, consolidate review, demolition by neglect, and no negative effect. There HDC will be working on the design guidelines and ordinance changes at the next meeting. There were no new applications for June 2018.

**ARTS AND CULTURE COMMISSION ACTIVITIES**

The Arts and Culture Commission did not meet in the month of June. The Commission has hired Adam Goodine to work on raw drone video footage of downtown. This will be done from June to August 2018. The footage will be used on the Arts and Culture Commissions website.

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

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

# Memorandum

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

**From:** Lauren Krans, Recreation & Arena  
**Date:** June 13, 2018  
**Re:** June Department Report

Program	June 2018
Adult Open Gym 30+	12
Fishing Derby	28
Granite Track & Field	62
Parent/Child Open Gym	2
Restorative Meditation	12
Senior Art	40
Senior Breakfast/Cookout	60
Senior Dance Lessons	10
Senior Pickleball	150
Senior Power Hour	150
Senior Social	4
Senior Table Tennis	10
Senior Trips	10
Senior Yoga Chair	20
Senior Yoga Gentle	26
Spaulding Open Gym	121
Summer Camp	154
Teen Travel Camp	20
Teen Yoga	8

## Senior Programming

Our Senior Program numbers continue to grow. Popular programs remain Senior Yoga, Senior Power Hour and now our new Senior Pickleball. Senior Pickleball is taking place at the Community Center Tennis Courts for the summer and will move into the gymnasium for the fall months. This program has brought in many people from surrounding communities.

## Granite State Track and Field

Our Rochester Rec team had a very successful track and field season! Volunteer Coach Norm Sanborn once again led our team to a victorious season. Two of our athletes broke Granite State Track and Field State records that were set by Rochester athletes 2 years ago! This program, now organized by the New Hampshire Parks and Rec Association, grows in popularity each year. We love offering it to our Rochester community members!

## Summer Camp

Summer Camp began the last week of June. Our staff spent two days training in late June to prepare for the start of camp. Staff training was a great success, covering topics from missing child protocol, emergency evacuations, to CPR/First Aid.

As always, we are very grateful to receive the support of the school district's facility staff for our camp programs. Due to construction at the Gonic School, our camp previously located there was moved to the Nancy Loud School in East Rochester. So far this has been a great success and families have enjoyed this new camp location.



Welcome City  
Manager Cox!

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

---

# *Forthcoming: Fire Department Report*

---

City Clerk's Office

---

---

07/12/2018

# ROCHESTER POLICE DEPARTMENT



PAUL R. TOUSSAINT  
Chief of Police

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



July 10, 2018

TO: City Manager Blaine Cox

RE: Monthly Report – June 2018

**OPERATIONS:** Five of the six wards held meetings this period. Matters discussed included the comp stat report for various wards, pedestrian safety downtown and traffic safety related to speeding vehicles. Also discussed were parking issues on various streets, motorcycle noise, and a paving project on Scott Street that may have resulting drainage concerns. Additional items brought up included razing a building on Chestnut Street, National Night Out, and suspicious activity in a church parking lot, trespass issues, and suspected drug issues in one of the neighborhoods off Portland Street. Additional concerns were noted regarding people suffering from substance misuse disorder frequenting the area of the First Congregational Church where SOS Recovery is located.

The investigations bureau had 43 cases sent up from patrol for review or investigation. There are currently 85 cases assigned. There were 19 cases presented to the Grand Jury all with true bills. Five phones analyzed with the Cellebrite machine. Compliance checks completed at three pawnshops and for three sex offenders. There was one evidence callout and two detective calls outs for a bank robbery and a homicide. There were 266 pieces of evidence logged in and 90 pieces returned to owners. 342 items are slated for destruction.

**CEO/ COMMUNITY ENGAGEMENT OFFICER:** Officer Danie had another busy month. In addition to his regular duties, he participated in Wings and Wheels; he was a member of the cadre for the NH Police Cadet Academy. He completed a video for Crime Line, participated in the Torch Run for Special Olympics, including lighting of the Torch to open the weekend events, attended and assisted with buddy ball at Howie's Field of Dreams, attended a field day with students from the Middle School, and he also worked both the homicide case and a kidnapping case.

**COMP STAT:** There was a decrease in field activity this period. There were nine accidents in shopping parking lots this period. Six at the Ridge and three at Wal\*Mart. There were nine accidents investigated on Farmington Road. We are continuing to monitor this. There was a decrease in reported property crimes compared to the previous month. There were seven overdose calls, none fatal.



**DIVERSION:** Staff has coordinated with the Rec Department with a full schedule for Summer Teen Travel Camp. There are 20 youth ages 14-16 in the program. This is a great opportunity to connect with teens in a healthy environment and build relationships. Nicole instructed at Police Standards for the new prosecutors school. She also trained on diversion for the juvenile detention alternatives initiative through the Administrative Office of the Courts. Our diversion program received re-accreditation through the year 2020. Nicole met with the County Commissioners and received approval for funding to hire a Diversion Coordinator through the Sheriff's Department. This position will develop a juvenile diversion model that can cover the remaining jurisdictions in Strafford County that do not have diversion programs.

**HONOR GUARD:** The Honor Guard participated in the Memorial Day Parade and ceremony. They also provided a flag detail for the C.H.a.D. Football game at UNH on Saturday June 30, 2018. Officer Benjamin and Officer Robinson were selected as new members to the unit.

**HOUSING:** There were 30 police related calls at the housing complexes; several were for welfare checks. Officers were available for all meetings held this period and two background checks were completed.

**K9:** There were six calls for service split evenly between tracks and drugs. All were in Rochester. This is the first full month that new K9 Gunner was certified and in service with Rochester. The unit attended the final Teen night of the year as well as Wings and Wheels and an event at New England Dragway.

**PROSECUTION:** In adult court this period, there were 207 new cases with 316 charges. Of those there were 89 guilty pleas, 89 not guilty pleas and 60 failed to appear. Of the cases that went before the court there were 8 administrative guilty findings, 17 charges nol prossed as part of plea agreements, and four cases were dismissed by the Court. Forty-three cases were continued and 6 were placed on file.

Juvenile prosecution had fifteen arraignments and two violation hearings, two review hearings, and three dispositional hearings. Nine trials resolved by plea.

The Explorers will wind down for the summer and become active again with the new school year.

**RENTAL PROPERTY OWNERS ASSOCIATION:** Lt. Bossi attended the June meeting, and answered questions about trespassing, parking and towing of vehicles. He updated the group on recent incidents and events in Rochester. The next meeting will be on Thursday July 12, 2018 at 0800 hours; it will be at the Hellenic Center, 219 Long Hill Road in Dover.

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

**EMD USE:** There were no Taser displays or deploys this period.

Respectfully Submitted,

Paul R. Toussaint  
Chief of Police

# **Rochester Police Department**

## **June 2018 Comp Stat Report**

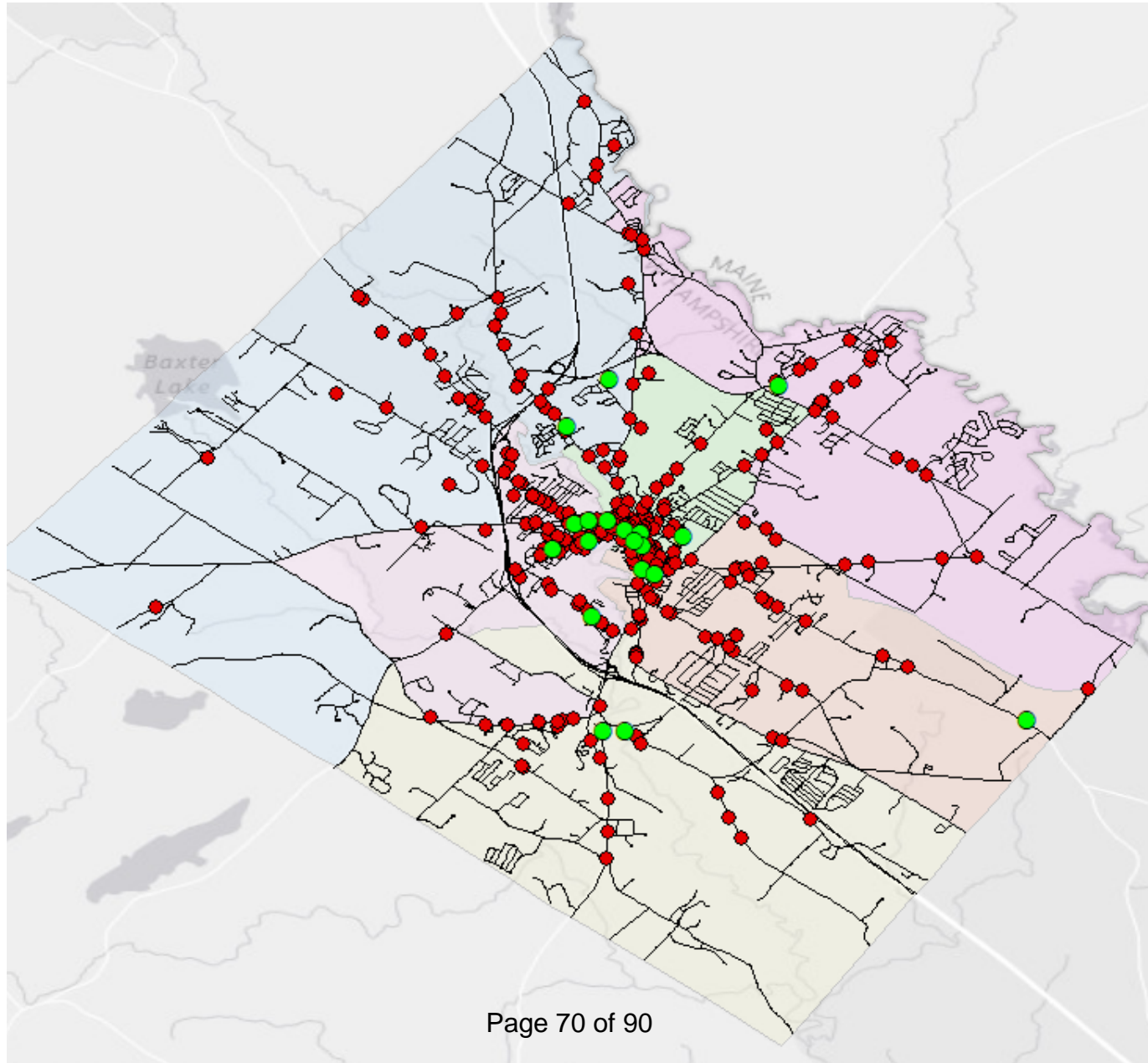
07/12/2018



# June 2018 Field Activities

FIELD ACTIVITIES										
	Jun-18	Jun-17	% Change	May-18	% Change	Apr-18	YTD 18	YTD 17	% Change	YTD 16
Traffic Stops	752	363	107%	743	1%	982	5431	4033	35%	7133
Arrests from Stops	26	24	8%	40	-35%	29	193	154	25%	252
Summons	53	37	43%	57	-7%	66	346	244	42%	493
Warnings	639	289	121%	612	4%	871	4725	3535	34%	6158
No Action	25	13	92%	33	-24%	14	140	97	44%	155
Accidents	92	111	-17%	86	7%	76	509	568	-10%	481
Summons from Accidents	2	4	-50%	3	-33%	1	15	14	7%	27
Arrests from Accidents	2	8	-75%	4	-50%	5	31	34	-9%	12
Field Interviews	19	15	27%	16	19%	10	59	95	-38%	88
DWI	9	13	-31%	9	0%	4	42	49	-14%	39
Narcotics	4	9	-56%	2	100%	0	9	17	100%	9
Alcohol	5	4	25%	7	-29%	4	33	32	3%	30
DWI from Accidents	1	2	-50%	2	-50%	2	10	17	-41%	12

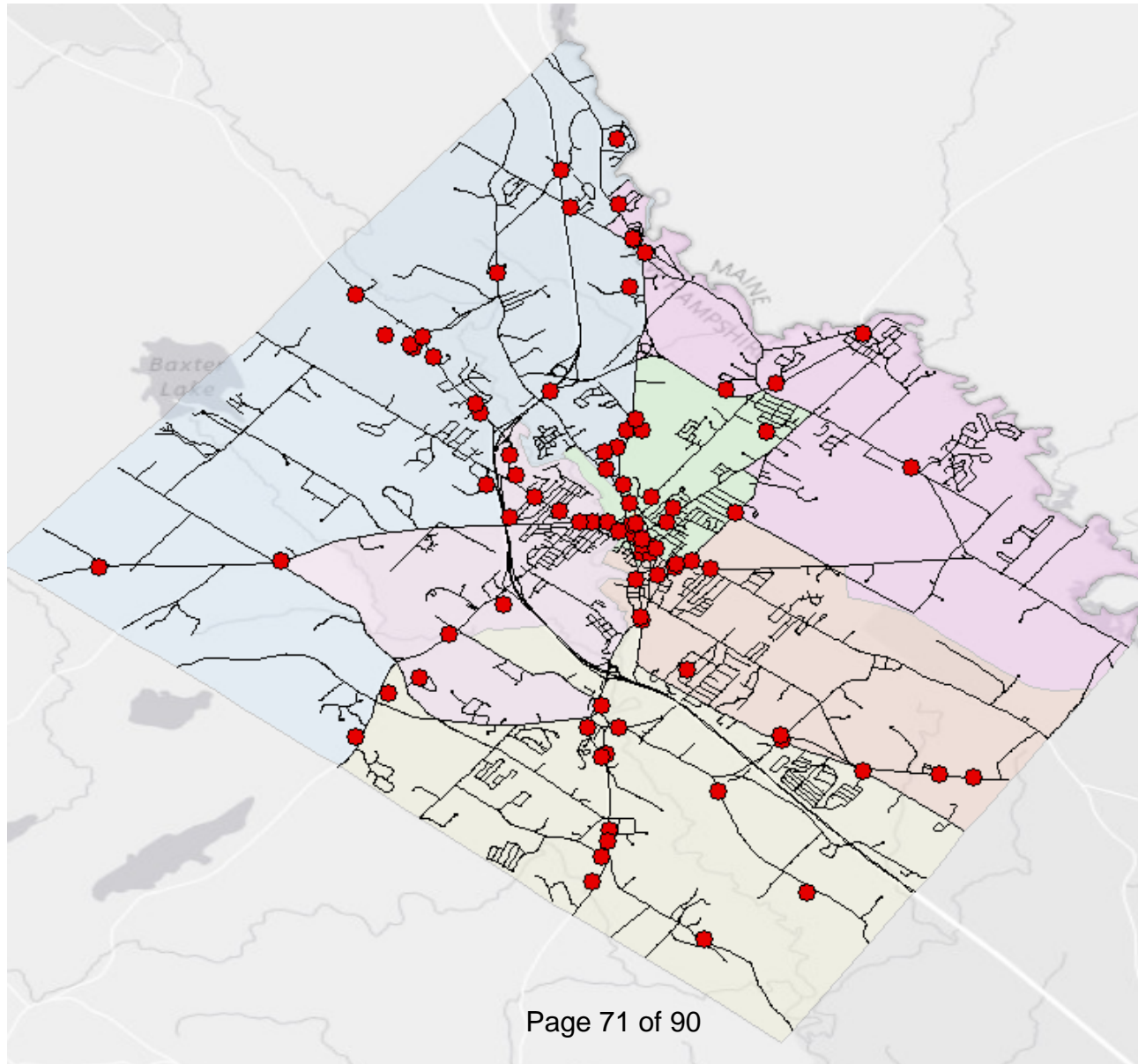
# June 2018 Traffic Stops and Drug Locations





# June 2018 Accidents

07/12/2018





# June 2018 Property Crimes

## PROPERTY CRIME - OF's by Incident

Specific Crimes	Jun-18	Jun-17	% Change	May-18	% Change	Apr-18	YTD 18	YTD 17	% Change	YTD 2018 Closure Rate	YTD 2017 Closure Rate	YTD 16
Shoplifting	20	26	-23%	13	54%	19	115	146	-21%	86%	57%	166
Theft from M/V	4	24	-83%	7	-43%	6	39	87	-55%	3%	2%	52
All Other Theft	31	44	-30%	35	-11%	41	200	222	-10%	22%	19%	224
M/V Theft	4	4	0%	1	300%	4	14	14	0%	21%	14%	19
Vandalism	28	37	-24%	37	-24%	40	186	208	-11%	36%	30%	247
Burglary	6	12	-50%	9	-33%	9	41	43	-5%	17%	14%	66
<b>Total Property</b>	<b>93</b>	<b>147</b>	<b>-37%</b>	<b>102</b>	<b>-9%</b>	<b>119</b>	<b>595</b>	<b>720</b>	<b>-17%</b>	<b>31%</b>	<b>23%</b>	<b>774</b>

## PROPERTY CRIME - AR's by Incident

Specific Crimes	Jun-18	Jun-17	% Change	May-18	% Change	Apr-18	YTD 18	YTD 17	% Change	YTD 2018 Closure Rate	YTD 2017 Closure Rate	YTD 16
Shoplifting	22	10	120%	14	57%	20	99	83	19%	86%	57%	133
Theft from M/V	0	0	0%	0	0%	0	1	2	-50%	3%	2%	1
All Other Theft	11	10	10%	6	83%	7	44	43	2%	22%	19%	50
M/V Theft	0	0	0%	0	0%	1	3	2	50%	21%	14%	7
Vandalism	8	5	60%	12	-33%	15	67	63	6%	36%	30%	68
Burglary	2	1	100%	1	100%	2	7	6	17%	17%	14%	9
<b>Total Property</b>	<b>43</b>	<b>26</b>	<b>65%</b>	<b>33</b>	<b>30%</b>	<b>45</b>	<b>221</b>	<b>199</b>	<b>11%</b>	<b>31%</b>	<b>23%</b>	<b>268</b>

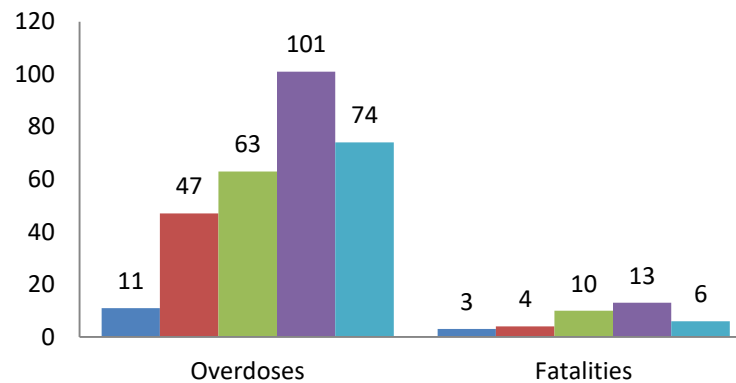
# June 2018 Drug Offenses

## DRUG CRIME - OF's by Incident

Specific Crimes	Jun-18	Jun-17	% Change	May-18	% Change	Apr-18	YTD 18	YTD 17	% Change	YTD 2018 Closure Rate	YTD 2017 Closure Rate	YTD 16
Possession	9	23	-61%	18	-50%	13	70	111	-37%	94%	95%	116
Overdoses	15	26	-42%	7	114%	16	74	101	-27%			63
<i>Fatal</i>	0	2	-100%	0	0%	2	6	13	-54%			10
<b>Total Drug</b>	<b>24</b>	<b>49</b>	<b>-51%</b>	<b>25</b>	<b>-4%</b>	<b>29</b>	<b>144</b>	<b>212</b>	<b>-32%</b>			<b>189</b>

## DRUG CRIME - AR's by Incident

Specific Crimes	Jun-18	Jun-17	% Change	May-18	% Change	Apr-18	YTD 18	YTD 17	% Change	YTD 2018 Closure Rate	YTD 2017 Closure Rate	YTD 16
Possession	9	24	-63%	19	-53%	13	66	105	-37%	94%	95%	102



# June 2018 Violent Crimes

VIOLENT CRIME - OF's by Incident												
Specific Crimes	Jun-18	Jun-17	% Change	May-18	% Change	Apr-18	YTD 18	YTD 17	% Change	YTD 2018 Closure Rate	YTD 2017 Closure Rate	YTD 16
Homicide	1	0	0%	0	0%	0	1	0	0%	0%	0%	1
Robbery	2	0	0%	1	100%	3	9	18	-50%	33%	39%	9
Aggravated Assault	2	7	-71%	13	-85%	6	34	37	-8%	59%	46%	27
<i>from DV</i>	0	0	0%	4	-100%	3	8	11	-27%			15
Simple Assault	43	45	-4%	40	8%	34	243	241	1%	50%	41%	257
<i>from DV</i>	22	24	-8%	19	16%	12	117	109	7%			143
<b>Total Violent</b>	<b>48</b>	<b>52</b>	<b>-8%</b>	<b>54</b>	<b>-11%</b>	<b>43</b>	<b>287</b>	<b>296</b>	<b>-3%</b>	<b>36%</b>	<b>32%</b>	<b>294</b>
VIOLENT CRIME - AR's by Incident												
Specific Crimes	Jun-18	Jun-17	% Change	May-18	% Change	Apr-18	YTD 18	YTD 17	% Change	YTD 2018 Closure Rate	YTD 2017 Closure Rate	YTD 16
Homicide	0	0	0%	0	0%	0	0	0	0%	0%	0%	0
Robbery	1	1	0%	2	-50%	0	3	7	-57%	33%	39%	6
Aggravated Assault	1	7	-86%	5	-80%	2	20	17	18%	59%	46%	19
Simple Assault	20	18	11%	24	-17%	18	122	100	22%	50%	41%	131
<b>Total Violent</b>	<b>22</b>	<b>26</b>	<b>-15%</b>	<b>31</b>	<b>-29%</b>	<b>20</b>	<b>145</b>	<b>124</b>	<b>17%</b>	<b>36%</b>	<b>32%</b>	<b>156</b>

# June 2018 Threshold

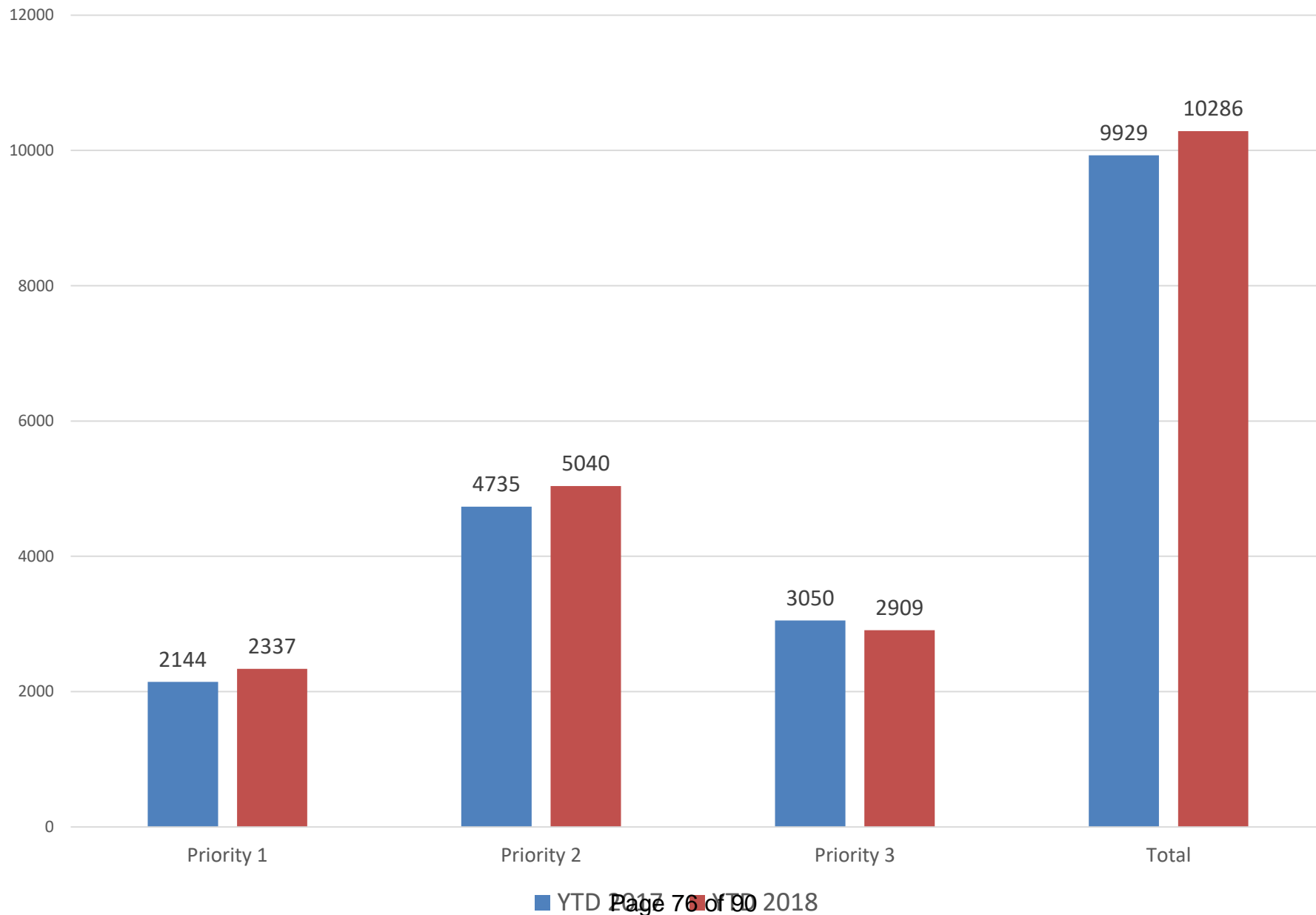
07/12/2018

Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	86	72-100	92	Normal
Traffic Stop	885	592-1179	752	Normal
DWI	7	5-10	8	Normal
Robbery	2	0-4	2	Normal
Aggravated Assault	6	3-9	2	Moderately Low
Simple Assault	41	32-49	43	Normal
Sexual Assault	5	2-7	5	Normal
Burglary	10	6-13	6	Normal
Motor Vehicle Theft	2	0-4	4	Normal
Theft from MV	14	6-22	4	Moderately Low
Vandalism	36	28-45	28	Normal
Shoplifting	24	17-31	20	Normal
Theft all Other	39	31-47	31	Moderately Low
Possession	16	10-22	9	Moderately Low
Total	195	136-253	154	Very Low

Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	53	43-64	52	Normal
Property	126	96-155	93	Moderately Low

# Calls for Service 2017 v 2018

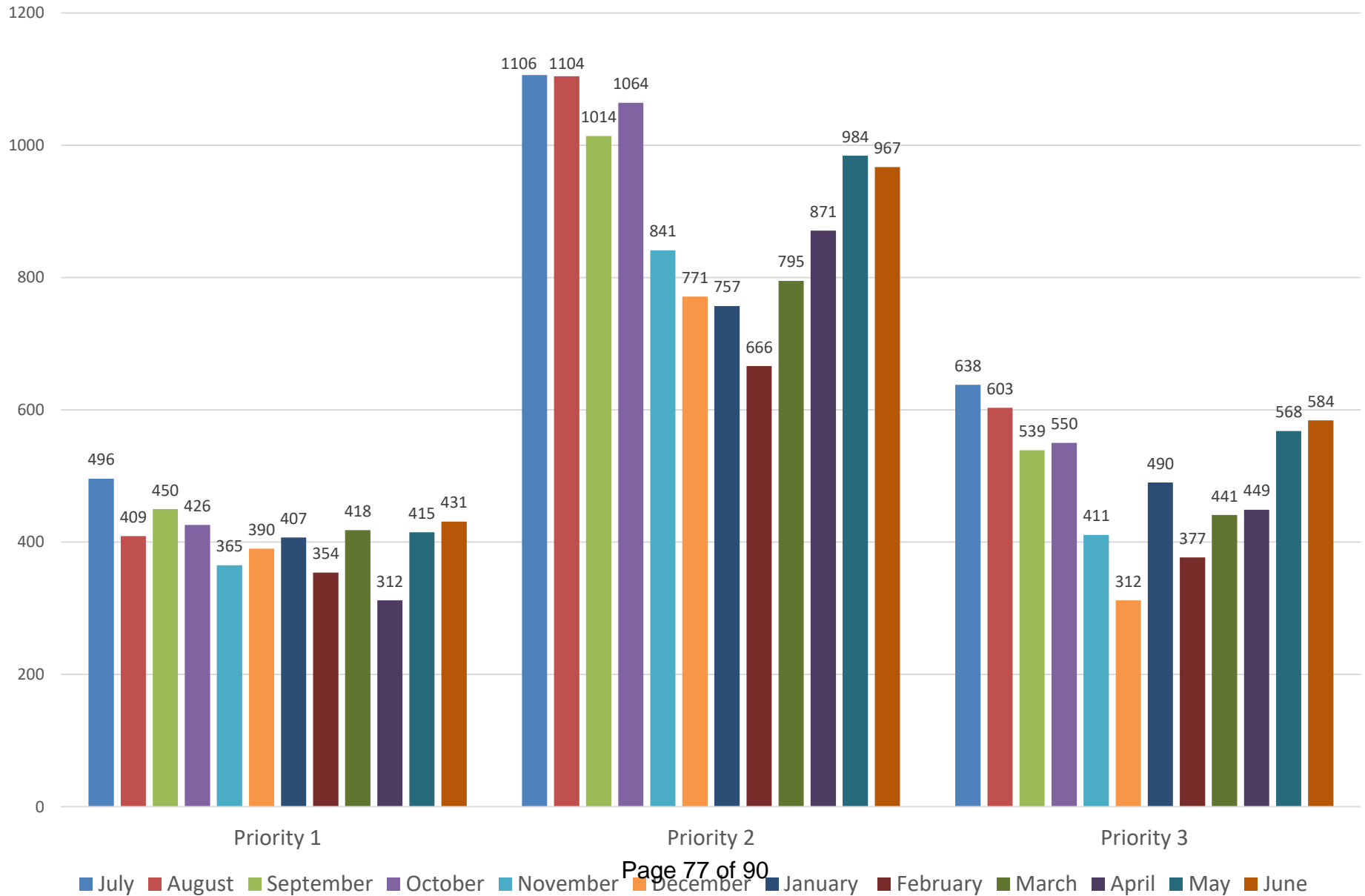
07/12/2018



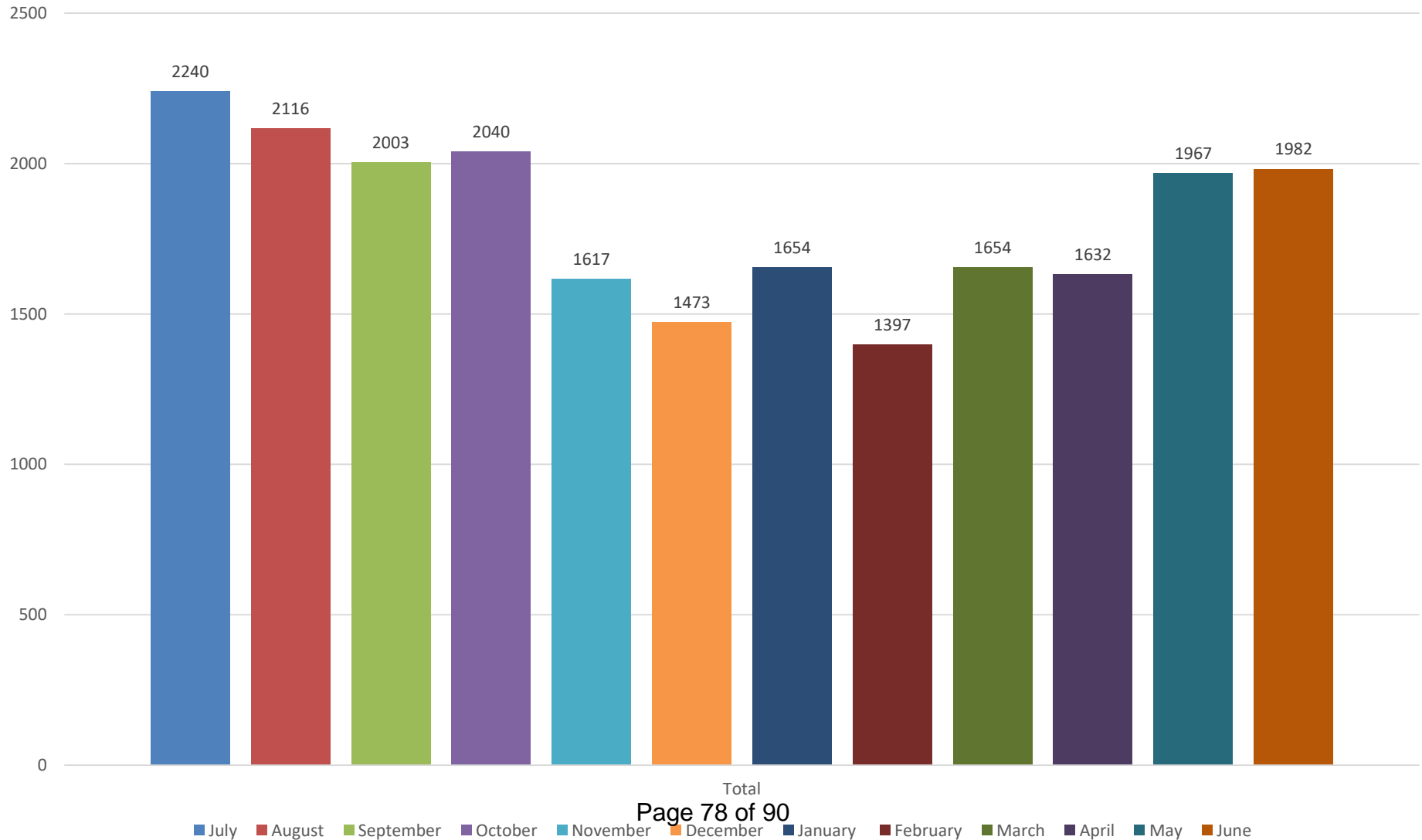


# YTD Calls for Service 2017 v 2018

07/12/2018

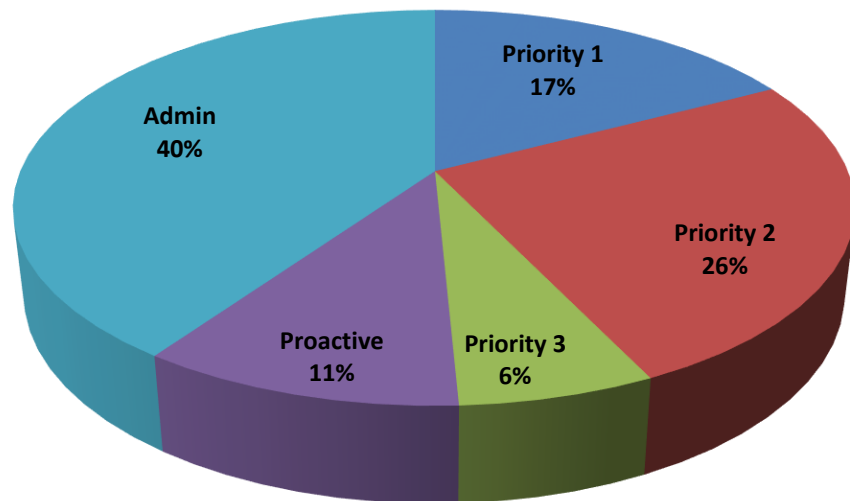


# YTD Calls for Service Total 2017 v 2018

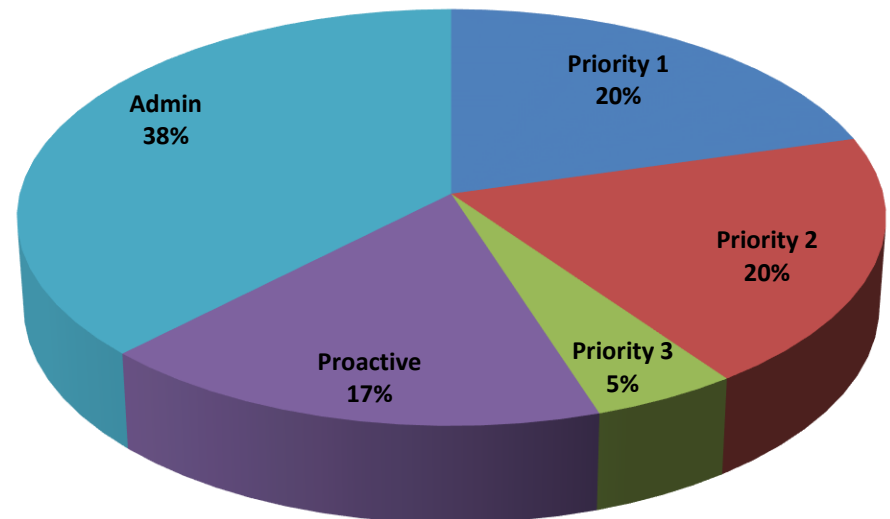


# May 2018 Manpower Hours

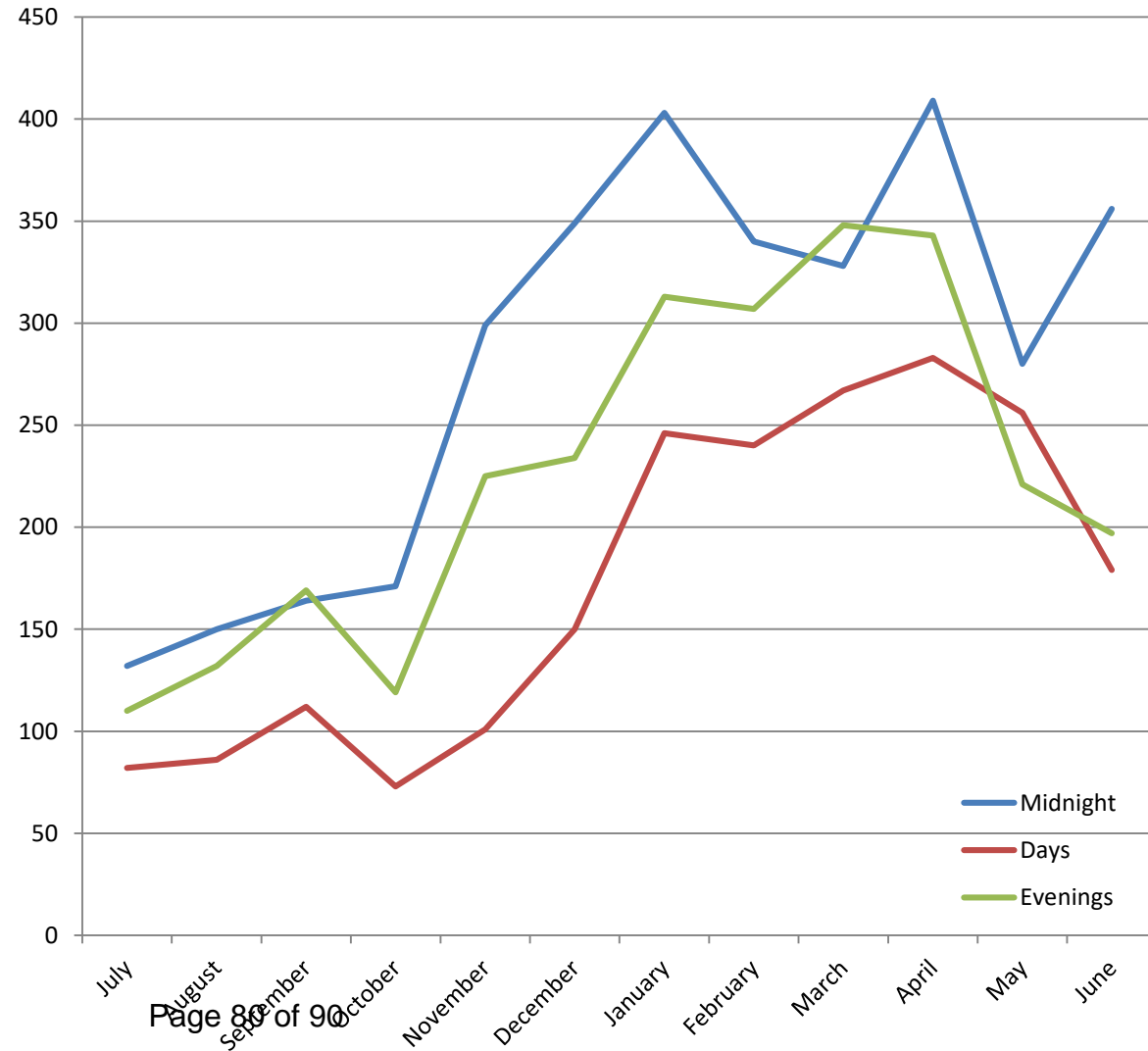
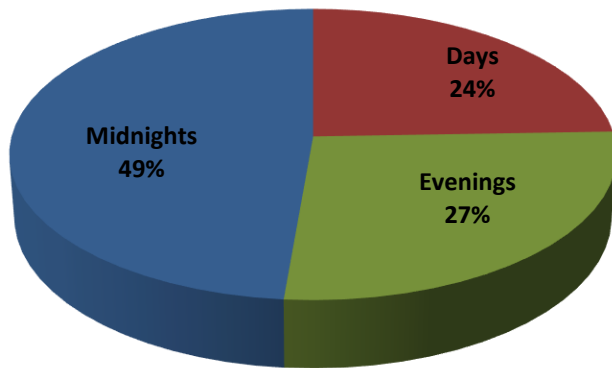
**June 2017**



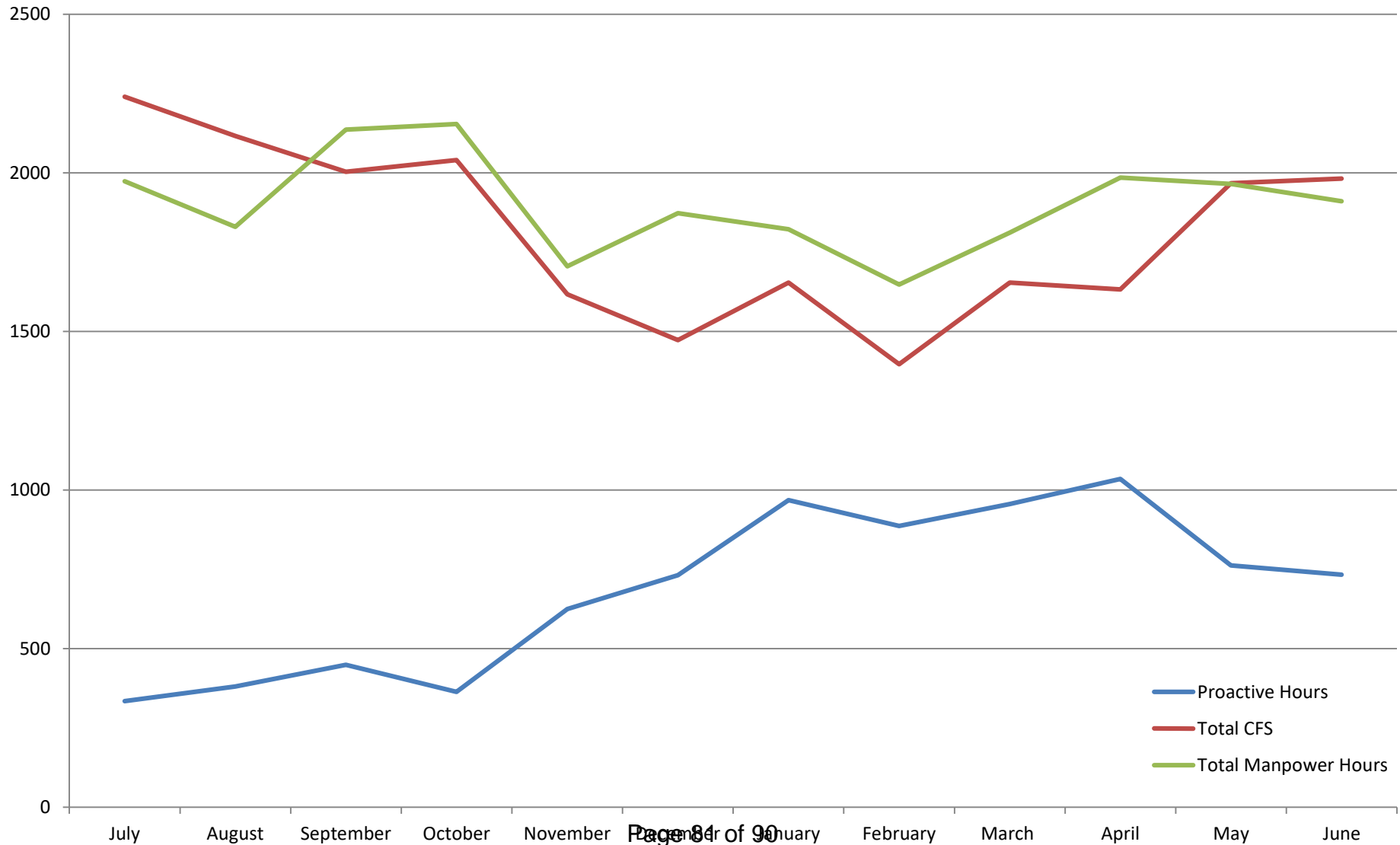
**June 2018**



# June 2018 Proactive Hours



# 2017 v. 2018 CFS v. Manpower Hours





# 2018 Response Time

	2017 YTD	2018 YTD	Percent Change	2016 YTD	Percent Change
Priority 1	15.52	14.86	-4%	13.53	10%
Priority 2	53.93	45.59	-15%	42.61	7%
Priority 3	80.74	71.96	-11%	61.25	17%

**DV COMPSTAT**  
**June 2018**

<b>Dates</b>	<b>2/1/18- 2/28/18</b>	<b>3/1/18- 3/31/18</b>	<b>4/1/18 – 4/30/18</b>	<b>5/1/18 – 5/31/18</b>	<b>6/1/18 - 6/30/18</b>	<b>Prior Verbal (PV)</b>	<b>YTD 2018</b>	<b>PV YTD</b>	<b>YTD 2017</b>
<b>Misdemeanor Arrests</b>	<b>21</b>	<b>14</b>	<b>13</b>	<b>23</b>	<b>17</b>	<b>2</b>	<b>100</b>	<b>13</b>	<b>125</b>
<b>Felony Arrests</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>4</b>	<b>9</b>
<b>Verbal Cases</b>	<b>15</b>	<b>19</b>	<b>19</b>	<b>26</b>	<b>21</b>		<b>124</b>		<b>141</b>
<b>Total Cases</b>	<b>40</b>	<b>34</b>	<b>34</b>	<b>54</b>	<b>38</b>	<b>2</b>	<b>238</b>	<b>17</b>	<b>275</b>

**2018 FJC Clients**

<b>Month</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
New Clients	13 (13)	18 (17)	6 (19)	6 (21)	8 (21)	5 (24)
	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
New Clients						

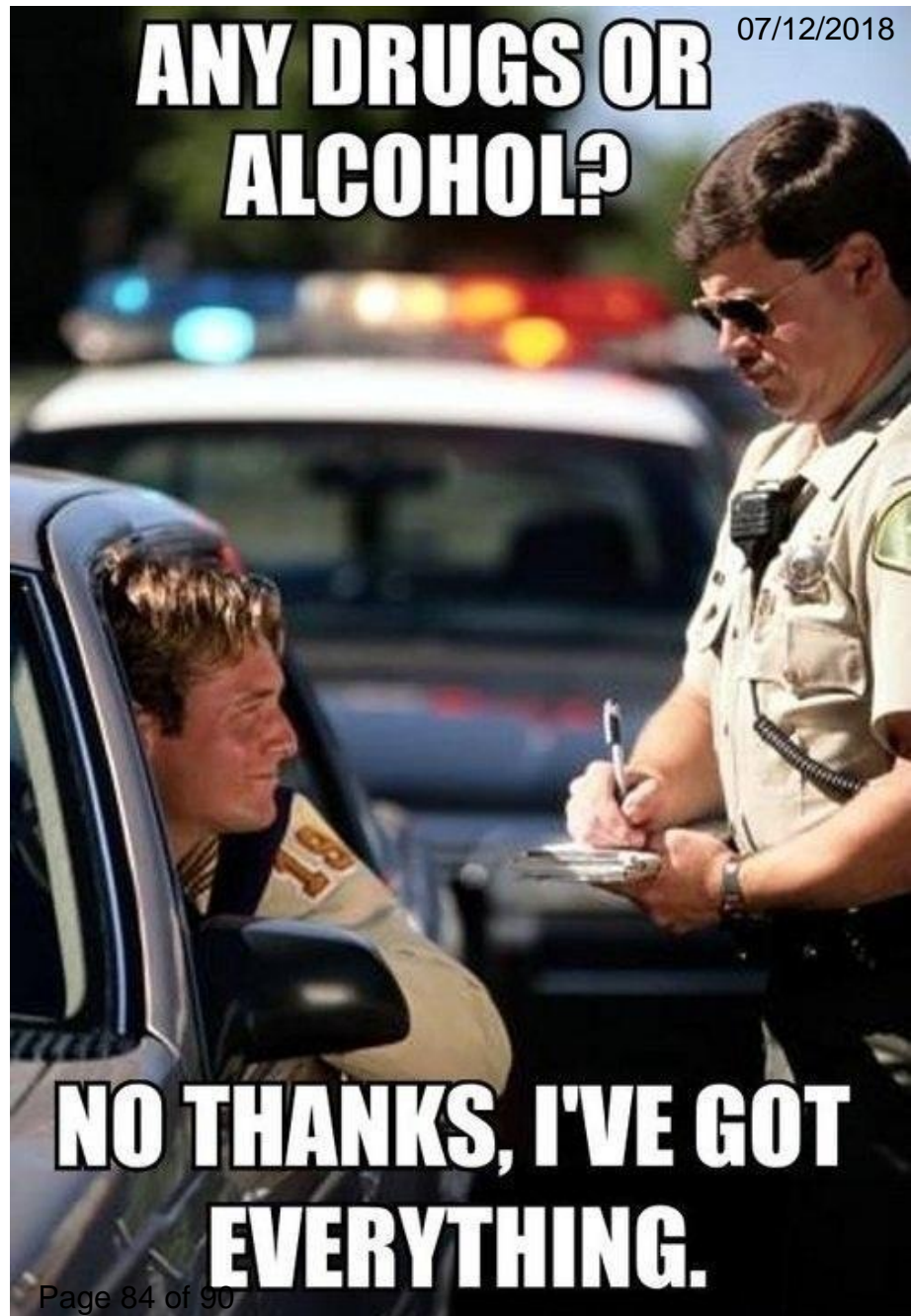
**2017 FJC Clients**

<b>Month</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
New Clients	13 (19)	6 (17)	7 (17)	6 (16)	5 (20)	10 (18)
	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
New Clients	8 (18)	7 (26)	11 (13)	10 (33)	5 (16)	2(16)

**( ) Annotates clients that obtained services from one or more FJC partners but did not complete a full intake.**

07/12/2018

**ANY DRUGS OR  
ALCOHOL?**



**NO THANKS, I'VE GOT  
EVERYTHING.**



---

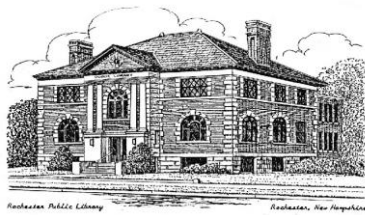
*Intentionally  
left blank...*

---

City Clerk's Office

---

---



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

07/12/2018

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**

### **June 2018**

There were a total of 15,994 items circulated with 10,885 people visiting the library in the month of June. Two hundred-one patrons used the library's Internet computers for 542 hours. Current number of patron registrations is 38,489. Interlibrary loan activity included 83 materials borrowed from other libraries and 165 loaned to other libraries.

The Summer Reading Program, "Polar Reading!" began Monday, June 25th and will run for six weeks. This reading program includes the Arctic and Antarctic with penguins, a friendly polar bear, polar station and an igloo to explore. All children 2 and up are welcome to participate regardless of their reading abilities or any other limitations. Our Children's room staff is ready and willing to help all children and young people to participate and be successful in the program.

Wednesday, June 13<sup>th</sup> the Library was pleased to host "Birds, Bats & Butterflies: Keeping Common Wildlife Common in New Hampshire" with Speaking for Wildlife presenter Christina Keim from the UNH Extension Program.

Wednesday, June 27<sup>th</sup> UNH Master Gardener Roz Mason visited the library for her presentation "Composting 101." Participants learned about the "whats and whys" of composting, the impact of composting on soil, organisms in compost, materials for composting, composting methods and resources for success.

In the month of June, the library was pleased to host "The Road Not Taken" a fine art exhibit inspired by the poetry of Robert Frost. The presentation, designed by three Derry, NH artists, Ingeborg V. Seaboyer, Judy Krassowski and Corinne Dodge, featured approximately 30 works that reflect a variety of personal interpretations of the most famous as well as some of the "less traveled" works of one of America's most inspiring poets.

Library patrons and staff collected 19 bags of food for Gerry's Food Pantry in June.

In addition to the print versions of available books, 279 of our library patrons downloaded 1,487 e-books to media devices through the library's web site this month. The RPL website also enabled 20 patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 316 digital downloads from Hoopla.



---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

# City of Rochester Tax Collector's Office

June 30, 2018

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2018	Semi Warrant	31,229,773	18,808,529.00	60.23%	12,421,244.00	39.77%
2017	Warrant	60,524,791	59,613,771.14	98.49%	911,019.86	1.51%
2016		58,196,003	57,546,441.24	98.88%	649,561.76	1.12%
2015		56,938,119	56,485,557.55	99.21%	452,561.45	0.79%
2014		55,068,779	54,876,629.73	99.65%	192,149.27	0.35%
2013		53,324,262	53,188,079.89	99.74%	136,182.11	0.26%
2012		50,952,912	50,864,441.91	99.83%	88,470.09	0.17%
2011		48,856,892	48,792,900.72	99.87%	63,991.28	0.13%
2010		47,308,832	47,255,524.08	99.89%	53,307.92	0.11%
2009		46,898,827	46,856,864.55	99.91%	41,962.45	0.09%
2008		46,522,769	46,490,382.87	99.93%	32,386.13	0.07%
2007		42,964,450	42,940,685.96	99.94%	23,764.04	0.06%
2006		40,794,160	40,781,108.47	99.97%	13,051.53	0.03%
2005		38,024,453	38,016,941.63	99.98%	7,511.37	0.02%
2004		36,065,496	36,057,439.13	99.98%	8,056.87	0.02%
2003		33,310,579	33,304,598.44	99.98%	5,980.56	0.02%
2002		29,725,878	29,720,159.49	99.98%	5,718.51	0.02%
2001		26,943,136	26,937,802.91	99.98%	5,333.09	0.02%
2000		25,415,248	25,411,043.45	99.98%	4,204.55	0.02%
1999		22,973,308	22,969,992.33	99.99%	3,315.67	0.01%
1998		30,592,529	30,587,901.82	99.98%	4,627.18	0.02%
1997		29,835,914	29,831,457.52	99.99%	4,456.48	0.01%
1996		27,726,424	27,722,073.99	99.98%	4,350.01	0.02%
1995		27,712,029	27,709,191.61	99.99%	2,837.39	0.01%
1994		26,989,803	26,987,206.62	99.99%	2,596.38	0.01%
1993		25,611,050	25,608,622.48	99.99%	2,427.52	0.01%
1992		24,746,736	24,744,940.64	99.99%	1,795.36	0.01%
1991		24,296,285	24,294,507.32	99.99%	1,777.68	0.01%
					<b>15,144,640.51</b>	

Tax Collector  
Doreen Jones, CTC

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

# Rochester, New Hampshire

## Inter office Memorandum

**TO:** Blaine Cox  
City Manager

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

**SUBJECT:** Analysis of Direct Assistance for June, 2018.

**DATE:** July 6, 2018

This office reported 80 formal client case notes for the month of June.

Voucher amounts issued for June 2018, were as follows:

	23 <u>Families</u> 9 new	16 <u>Single</u> 5 new
Burial .....	.00	.00
Dental .....	.00	.00
Electricity .....	1,281.91	345.32
Food.....	.00	.00
Fuel heating .....	.00	.00
Mortgage .....	.00	.00
Medical .....	.00	.00
Prescriptions .....	110.74	147.65
Rent .....	3,287.00	3,524.00
Temporary Housing .....	1,810.00	.00
Transportation .....	<u>.00</u>	<u>98.50</u>
<b>TOTAL</b>	<b>\$6,489.65</b>	<b>\$4,115.47</b>

This represents an average cost per case/family of \$282.16 and case/Individual of \$257.22 for this month.

Total vouchers issued: \$10,605.12

There was a decrease of \$2,090.08 in assistance issued this month compared to June 2017. There was a decrease of \$737.20 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