



**Rochester City Council Workshop  
November 20, 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**
- 5. Department Reports P. 3**
- 6. NHDES Brownfields Clean-Up Grant – Wallace Street P. 77**
- 7. Discussion: Neighborhood Compliance Inspections P. 87**
  - 7.1. Link to Codes Currently Enforced [CLICK HERE](#)**
- 8. Other**
- 9. Non-Public/Non-Meeting**
  - 9.1. Non-Public Session**
- 10. Adjournment**

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

## ***October Department Reports:***

- 5.1 Assessor's Office P. 5**
- 5.2 Building, Zoning, and Licensing Services P. 7**
- 5.3 City Clerk's Office P. 15**
- 5.4 Department of Public Works P. 19**
- 5.5 Economic & Community Development P. 29**
- 5.6 Finance Office P. 35**
- 5.7 Planning & Development Department P. 39**
- 5.8 Recreation & Arena P. 43**
- 5.9 Rochester Fire Department P. 45**
- 5.10 Rochester Police Department P. 49**
- 5.11 Rochester Public Library P. 71**
- 5.12 Tax Collector's Office P. 73**
- 5.13 Welfare Department P. 75**

---

*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)

November 13, 2018

To: City Manager/Council

From: Theresa Hervey, Assessing

### **Subject: October Council Report**

#### Revenue Received/Collection Warrants issued:

Payment in Lieu of Tax Warrant	\$ 446.52
Property Records, Maps & Copies	12.00

- The Revenue Building participated in the Trick or Treat on the Town last month. Thank you, to all the departments that donated candy for this event. All the little goblins enjoyed the treats!
- The DRA's Equalization process (Ratio Study) was completed by our office for the 2018 tax year. We are now awaiting the final report from the DRA.
- The Field Assessors will be starting permit related inspections.

---

*Intentionally  
left blank...*

---

City Clerk's Office

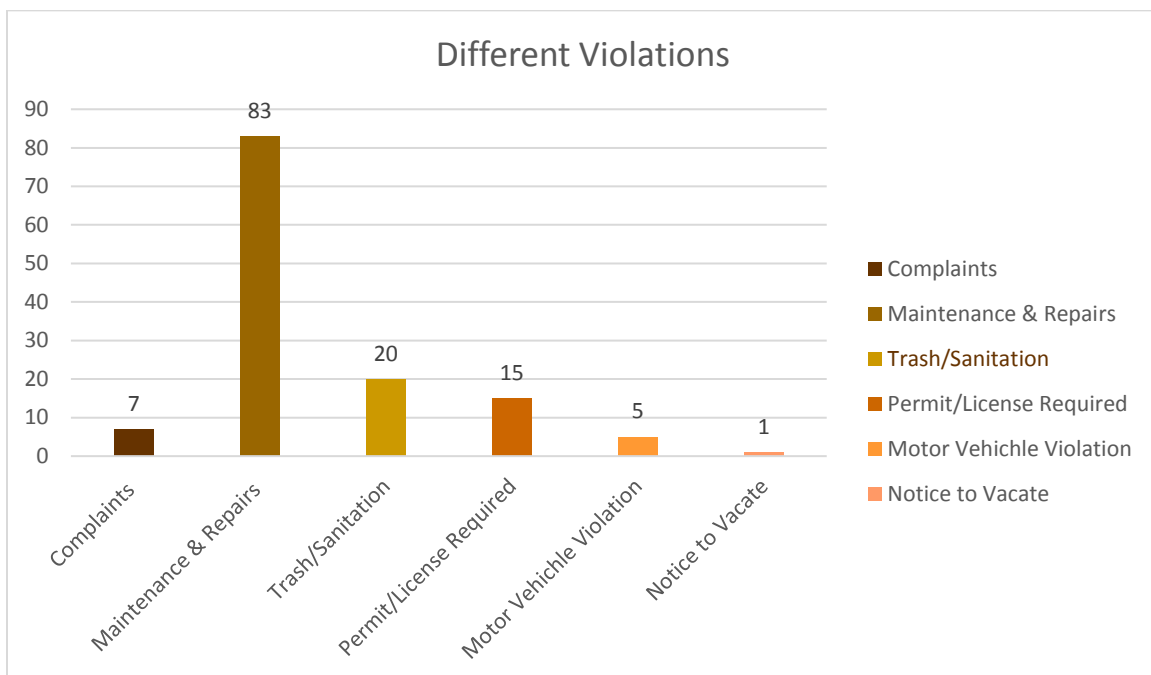
---

---

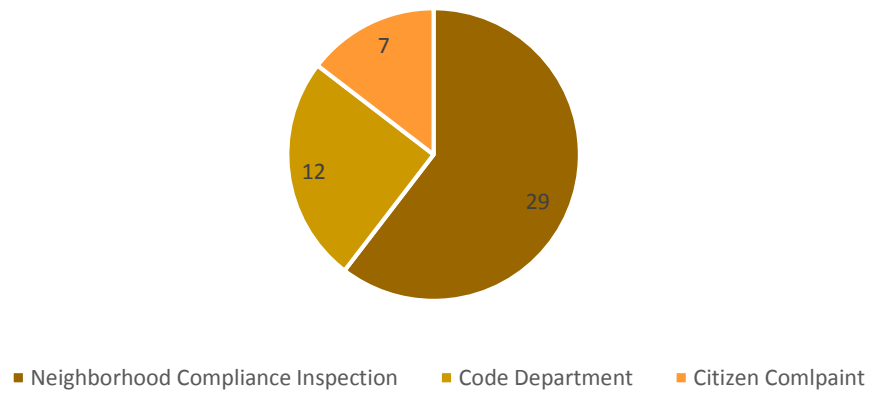
# October 2018 Code Compliance

## Monthly Report

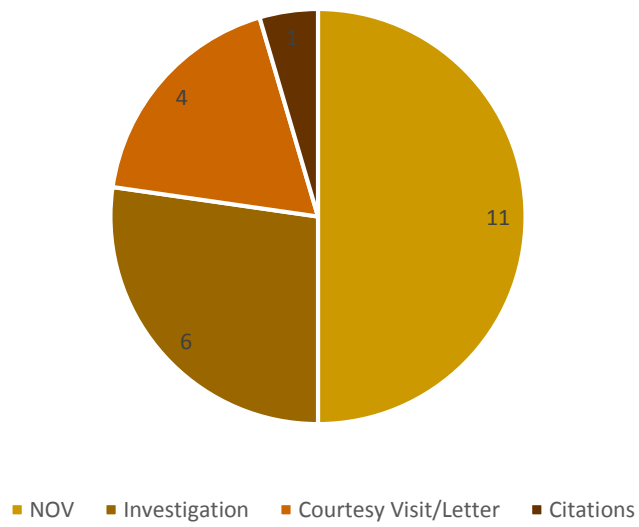
For the month of October, Code Compliance dealt with 53 properties with a total of 131 documented compliance or zoning issues. All property owners in these cases have been notified and received Notice of Violations, Citations or Courtesy Visits asking for them to bring their property into compliance. 29 of these properties were part of a Neighborhood Compliance Inspection. Of the other 24 properties, 15 of them have been closed and have been brought into compliance and 16 of them are still pending. Of the 4 properties with pending issues from September, 1 has been closed and brought into compliance.



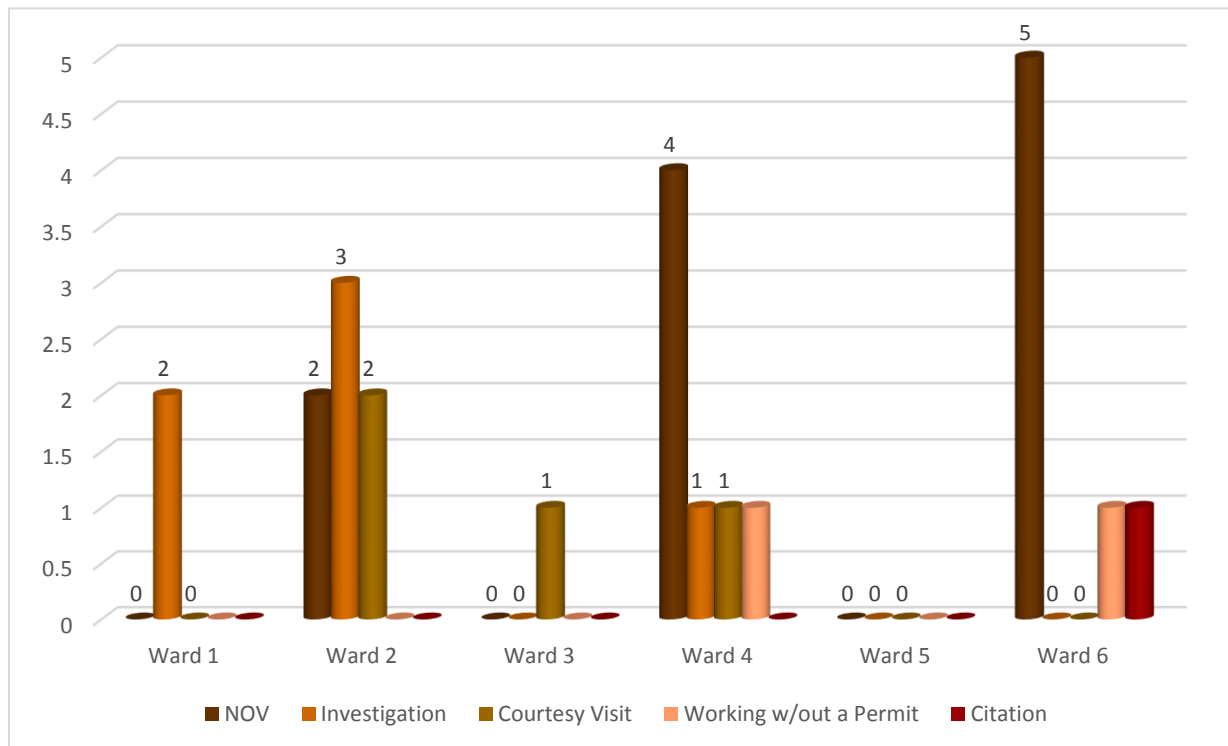
Orgin of Violation



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**

### **October 2018**

#### **Cases:**

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

# End of Month Council Report

11/15/2018

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 October 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	October 2018	Year to Date
Building Permits	\$17,206.60	\$118,930.60
Electrical Permits	\$3,589.00	\$14,516.00
Gas Permits	\$0.00	\$0.00
Plumbing Permits	\$3,122.00	\$8,369.80
Zoning Permits	\$976.92	\$1,171.52
FireSuppression Permits	\$0.00	\$0.00
FireAlarm Permits	\$46.00	\$324.00
Sprinkler Permits	\$316.00	\$1,051.00
Mechanical Permits	\$4,389.00	\$13,673.20
Food_Milk Licenses	\$350.00	\$4,810.00
Taxi Licenses	\$0.00	\$30.00
General Licenses	\$1,260.00	\$2,210.00
<b>Net Revenue</b>	<b>\$31,255.52</b>	<b>\$165,086.12</b>

# End of Month Council Report

11/15/2018

## Building Permit Detail

New Permits		October 2018		Fiscal Year to Date	
Permit Type	Permit For	Permits Issued	Estimated Construction Value	Permits Issued	Estimated Construction Value
Building Permits	Addition - Non-Residential	0	\$0.00	1	\$6,000.00
	Addition - Residential	0	\$0.00	9	\$226,000.00
	Alteration - Residential	6	\$30,100.00	35	\$397,966.53
	Alterations- Non Residential	2	\$132,000.00	10	\$762,600.00
	Apartment	0	\$0.00	1	\$3,302,533.00
	Barn	0	\$0.00	0	\$0.00
	Building - Non-Residential	3	\$1,319,824.00	4	\$1,394,824.00
	Condo	1	\$1,000.00	1	\$1,000.00
	Deck	6	\$19,500.00	25	\$106,343.00
	Demolition	4	\$54,113.00	8	\$63,218.00
	Fence	3	\$23,924.83	17	\$63,753.83
	Footing/ Foundation	2	\$0.00	25	\$958,934.00
	Garage	4	\$50,000.00	21	\$420,650.00
	Manufactured Home	3	\$273,000.00	21	\$1,455,760.00
	New Home	3	\$486,870.00	17	\$2,680,760.00
	Other	4	\$92,894.00	10	\$336,508.00
	Pool - Above Ground	1	\$3,000.00	7	\$27,700.00
	Pool - In Ground	1	\$27,500.00	1	\$27,500.00
	Repair/Replace - Non-Residential	0	\$0.00	2	\$73,300.00
	Repair/Replace - Residential	6	\$121,050.00	23	\$228,124.00
	Roofing	25	\$222,276.00	75	\$704,867.20
	Shed	11	\$25,902.80	31	\$89,745.60
	Siding	1	\$11,600.00	8	\$71,959.00
	Sign	1	\$2,812.00	18	\$87,913.00
	Windows	4	\$31,115.00	16	\$100,617.00
Electrical Permits	Electrical Underground	0	\$0.00	5	\$7,500.00
	Generator	3	\$22,850.00	13	\$94,930.00
	Meters	0	\$0.00	4	\$11,700.00
	Service	29	\$33,677.25	40	\$91,822.25
	Solar Electric System	2	\$11,639.00	4	\$37,448.00
	Temp Service	0	\$0.00	0	\$0.00
	Wiring	52	\$319,483.98	140	\$2,878,723.97



# End of Month Council Report

11/15/2018

FireAlarm Permits	Fire Alarm Permit	0	\$0.00	0	\$0.00
FireSuppression Permits	Fixed Fire Suppression System	0	\$0.00	0	\$0.00
Mechanical Permits	Air Conditioning	5	\$22,675.00	15	\$1,106,907.00
	Furnace/Boiler	31	\$275,434.00	65	\$552,982.00
	Gas Line	6	\$11,300.00	18	\$19,000.00
	Gas Piping	2	\$8,700.00	24	\$43,087.00
	Heating	9	\$58,744.00	30	\$1,396,346.00
	Hot Water Heater	2	\$3,200.00	5	\$8,700.00
	Mechanical Underground	0	\$0.00	1	\$1,000.00
	Other	1	\$1,850.00	1	\$1,850.00
	Pressure Testing	3	\$1,200.00	12	\$4,450.00
	Propane Tank	16	\$8,650.00	62	\$48,143.00
	Sheet Metal Work	0	\$0.00	0	\$0.00
	Tank Installation	2	\$6,000.00	13	\$17,592.00
	Ventilation	1	\$1,295.00	3	\$3,545.00
Plumbing Permits	Plumbing	27	\$323,100.00	83	\$1,136,145.00
	Water Heater	0	\$0.00	10	\$17,144.00
Sprinkler Permits	Fire Sprinkler Systems	0	\$0.00	0	\$0.00
	<b>Total Permit Issued</b>	<b>282</b>	<b>\$4,038,279.86</b>	<b>934</b>	<b>\$21,067,591.38</b>

---

*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 October 2018

### Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 249 initial copies of vital records, and 192 subsequent copies of vital records in the month of October. The City Clerk's staff issued 24 Marriage Licenses.

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

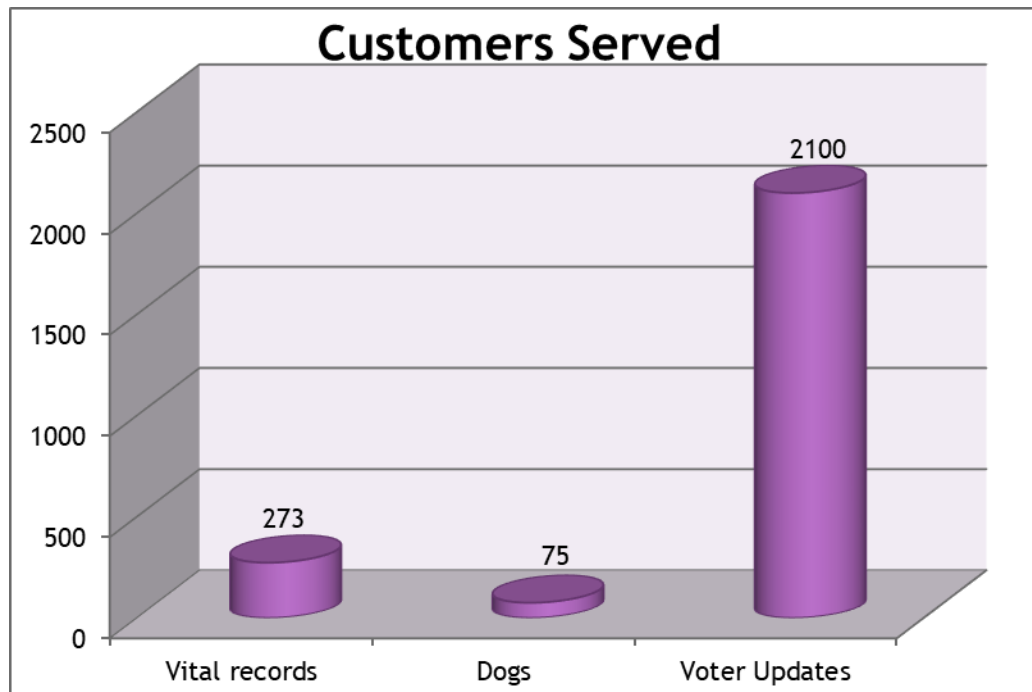
- 25 births were reported in Rochester during the month of October, 6 of these children were born to Rochester residents.
- 37 resident deaths were reported in Rochester.
- 11 couples celebrated their wedding ceremonies in Rochester during the month of October.

### Revenue – Vital Records/Marriage Licenses

	2017		2018	
	State	City	State	City
Initial/Subsequent copies:	\$2,881	\$2,624	\$2,952	\$2,703
Marriage Licenses:	\$645	\$105	\$1,032	\$168
<b>Total:</b>	<b>\$3,526</b>	<b>\$2,729</b>	<b>\$3,984</b>	<b>\$2,871</b>

### Dog Licensing

The City Clerk's office licensed 75 dogs during the month of October. There were \$150.00 in Civil Forfeiture fees collected.

**Customers Served during the month of October 2018****Voter registration summary by party as of October 31, 2018:**

Ward	Democrats	Libertarians	Republicans	Undeclared	Totals
1	1,043	5	1,152	1,379	3,574
2	963	2	1,109	1,601	3,673
3	1,015	1	1,198	1,323	3,563
4	859	5	792	1,560	3,211
5	944	4	1,127	1,347	3,418
6	1,029	2	818	1,185	3,032
<b>Totals:</b>	<b>5,853</b>	<b>19</b>	<b>6,196</b>	<b>8,395</b>	<b>20,444</b>

**Elections**

The Supervisors of the Checklist met on October 31, 2018, at City Hall. The Supervisors authorized 2100 changes to the voter checklist. These changes include new voter registrations, removals due to death or voter moving from the City, party affiliation changes, name changes and ward changes.

Following the meeting of the Supervisors, the voter checklist will be closed until Election Day. No new voter registrations will be accepted in the City Clerk's Office. Those wishing to register to vote in Rochester may register at the polls on Election Day.

There were 371 new voter registrations accepted in the City of Rochester in the month of October.

**Staff Development**

City Clerk Kelly Walters and Deputy City Clerk Cassie Givara attended the NHCTCA Annual Conference in North Conway from October 24 through October 26. The conference featured Secretary of State William Gardner, Staff from the NH State Attorney General's Office, and Staff of the State Registrar's Office. There were seminars updating the Clerks on the changing State Election laws, preparations for the upcoming November 6 State General Election, and updates to the State Vital Records Information Network.

Respectfully submitted,

Cassie Givara  
Deputy City Clerk

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

## DPW MONTHLY REPORT OCTOBER 2018

### DIRECTORS NOTE

The DPW Utilities Supervisor, Nate Mears, recently completed an intensive leadership development program. The Primex Emerging Leaders Dynamic Program is a 7-month professional development opportunity to develop competencies needed to grow in leadership roles. A group of 14 individuals with high leadership potential from the Primex membership were nominated and endorsed by their supervisors, and then were selected to participate in this competency building curriculum. The curriculum included workshops, discussion boards, self-directed learning, simulations and assessments including an assessment which provides perspectives on behavioral style, personal motivators, and emotional intelligence. Nate worked with his mentor, Peter Nourse, to identify, manage, and implement a project that would positively benefit our organization. Nate chose to do his project on “A Healthy Water Distribution System”. Results of the project were delivered in a presentation to the other Emerging Leader Program participants, their mentors, and the instructors. The presentation included information on identifying the project need, evaluation of the implementation process, deliverables and future actions. The program concluded with a celebration luncheon and graduation ceremony



Nate gave the most interesting presentation of the group and he made this Supervisor proud. In his own words: “The Emerging Leaders Program provided leadership tools and helped cultivate an adaptive style of leadership. My presentation consisted of a power point slide show and a hands-on visual. It is a scale tabletop model of our water distribution system.” This model included a stand pipe, water mains and functioning gate valves and hydrants. This model was designed to be an operational training tool. It can be used to educate staff about water hydraulics and valve operations. Using the model Nate was able to represent stale water within the water



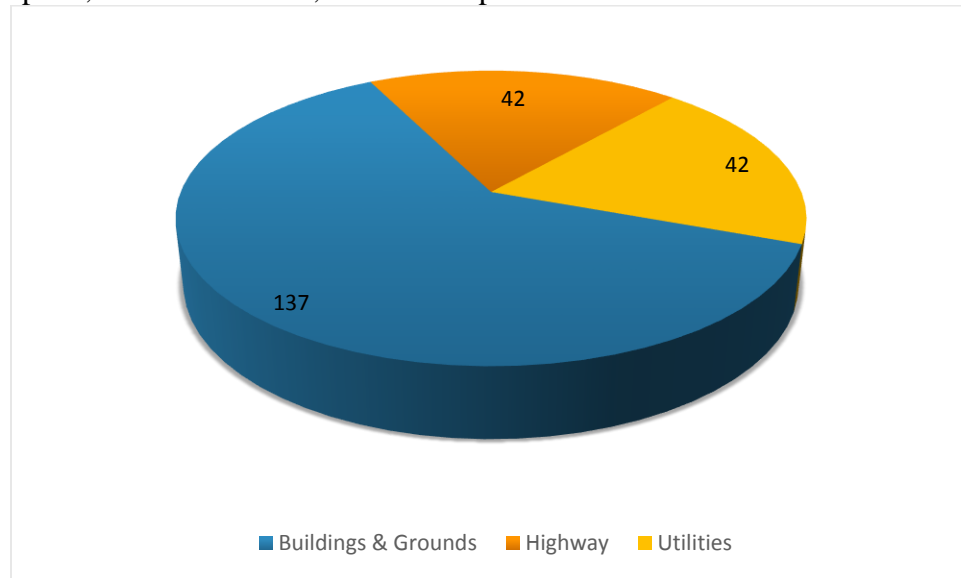
system and the methods of directional flushing used to scour the inner pipe walls with fresh water.





## DPW MONTHLY REPORT OCTOBER 2018

The Department of Public Works responded to approximately 221 requests for service in the month of October, in addition to their other scheduled tasks and responsibilities. The Highway Division had 42 requests that ranged from storm drain cleaning to requests to fill potholes. The Utilities Division responded to 42 requests that included concerns about possible sewer backups to discolored water concerns and other miscellaneous items. The Buildings and Grounds Division completed 137 service requests during the month of October. Service requests included plumbing repairs, HVAC concerns, electrical repairs and other miscellaneous items.



OCTOBER 2018 SERVICE REQUESTS

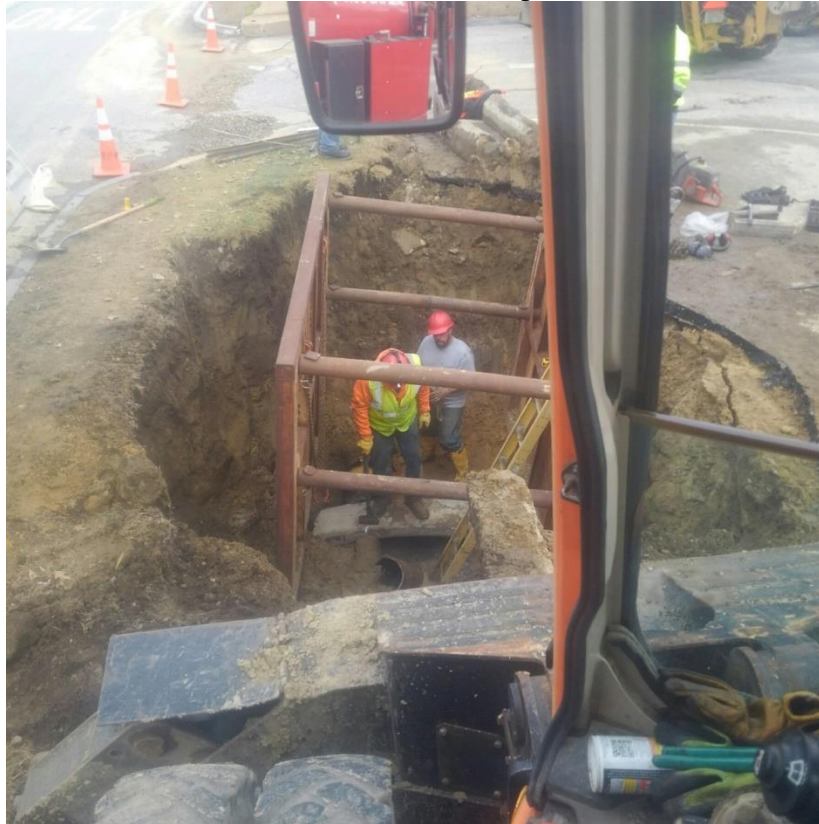
### HIGHWAY & FLEET MAINTENANCE WORK COMPLETED:

- Patched pot holes
- Repaired 6 catch basins.
- Cleaned 320 catch basins.
- Continued sweeping city streets.
- Installed sanders on some of the plow trucks.
- Cleaned out and had 4 storage trailers removed from yard.
- Started painting catch basins for winter maintenance.
- Worked on screening and milling the pile at the brickyard and moving it.
- Ditched road sides on Estes Road and Walnut Street.
- Continued line painting X-walks, arrows and stop bars.
- Graded dirt roads one more time.
- Repaired and installed street signs though out the city.
- Brush trimmed though out the city.
- Serviced all of the sidewalk tractors.
- Finished inspection & preparation of all sanders.
- Worked on front brakes Truck #64, sewer plant crane truck.
- Serviced all department plows.
- Replaced mirror on truck #103.
- Repaired steering cable on sweeper #13.

- Replaced tires on trucks #17 and 65. (Six wheel dump trucks)
- Replaced tires on trucks #48, 21, 42, 49, 102 and 104.
- Worked on the battery cable on six wheel dump truck #17.
- Worked on the plow cable on ten wheel dump truck #12.
- Worked on the intake heater and battery cable on six wheel dump truck #19.
- Repaired the leaf vacuum machine.

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

The Utilities Division continues to perform daily mark-outs of our municipal water & sewer infrastructure in response to “Dig Safe” requests. Location data is being collected and input into GIS during these mark outs. During the month of October, five new municipal water connections and three new municipal sewer connections were inspected. Staff completed our second round of directional flushing. While flushing we are able to assess infrastructure and develop distribution repairs, upgrades and maintenance plans. For example faulty gate valve and hydrants in need of replacement. Nine new water meters were installed, five meters were replaced. Components of the remote radio read infrastructure were installed at properties that pose hazard or risk to the Meter Reader; i.e. aggressive dogs, gated properties. Crews removed and winterized five seasonal water meters; i.e. ballfield irrigation. Our crew installed one new water service at the expense of the homeowner. Installation was from main to meter. Two hydrants were repaired and two hydrants were replaced. Crews responded to and repaired two water main breaks this month. Crews responded to five service requests regarding impacted sewers of which three were found to be isolated to the private side of the service connection. The replacement of eighty feet of fifteen-inch sewer main has been scheduled to be completed on Linden Street.



**Old Dover Road Water Main Break Repair**

**BUILDINGS AND GROUNDS DIVISION WORK COMPLETED:**

In house projects completed in the month of October included installing a doorway in the newly remodeled finance office at City Hall, decorating the downtown with scarecrows, fall cleanup of all city buildings and parks, installation of two new awnings at City Hall, winterization of irrigation systems, and the moving and re-organization of departments at City Hall continues. City Hall men's bathroom remodel is just about complete. Installation of new fencing around basketball courts at Hanson Pines is complete, court refinishing will be completed in the spring. The Community Center Gym Floor yearly maintenance has been completed.



**New Awnings installed at City Hall**





**Refinished Gym floor at the Community Center**

### **WASTEWATER TREATMENT DIVISION**

Chad Pierce has successfully passed the grade 1 New England Water Environment Association Wastewater Laboratory Analysts Certification exam. Staff completed the following: We continue to work with the coalition of communities on related wastewater and Great Bay Estuary issues, as well as worked with industries on various issues. Annual Industrial Pretreatment Inspections (IPP) for all permitted industries were completed. Staff attended state sponsored training classes. The pump station maintenance position has been posted for over a month and to date we have only received one applicant. Computer programming for the automation upgrade is scheduled for mid-November. The Grit building garage door has been replaced and the admin building windows have been repaired. Roofing contractors that do repairs to metals roof buildings are scarce. Staff has contacted all known local contractors and only 2 have shown any interest in our repair project and all others have declined to quote. Chief Operator, Dave Green, attended EPA, DES and CLF meetings as well as the Water Quality Standards Advisory meeting in Concord. The Lighting for LED replacement project has begun. Replacement of all fixtures should be complete by the end of November. Semi-annual generator inspections and annual field instrumentation calibrations are complete. Honeywell performed preventative maintenance on the HVAC system and boilers are ready to go when needed. NHWPCA representatives toured the facility. All required testing for EPA and State was completed and submitted. Staff has performed preventative and corrective maintenance on equipment, machinery and instrumentation at the WWTF and pump stations. Average effluent flow for the month was 3.152 Million Gallons per Day (MGD). Percent of design flow = 62.7%. Percent of design flow for 2018 = 61.1%. Precipitation for the month = 4.55". Precipitation for 2018 = 39.9".

### **WATER TREATMENT DIVISION**

Treated water volume for the month of October was approximately 51.2 million gallons from the surface water treatment facility and 15.7 million gallons from the well, totaling 66.9 million gallons. 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. The second round of lead and copper sampling for the consecutive system is underway. Watershed inspections were conducted at Tufts Pond, Berry Pond, Crown Point Crossing, Round Pond, and the Rochester Reservoir. Beaver dams were removed from Berry Pond and the diversion screen was cleaned of debris; Cyanobacteria and raw water sampling continued this month. We recorded 3.8 inches of rainfall at the Rochester Reservoir. All sources remain filled to capacity. Equipment and grounds maintenance was performed at the WTF, well, and tanks/stations. Station maintenance included winterization of all sites, repair of the block heater at Granite Ridge, repair of a water break at Gina Drive Pump Station (many thanks to the utilities crew!), a new roof at Richardson Street Booster Pump Station, and replacement of an uninterruptible power supply at Washington Street Booster Pump Station. Maintenance at the well included development of a perimeter access trail to the cemetery, chlorine feed system repairs, pipe gallery cleaning, and air intake filter cleaning. Maintenance at the WTF included draining and cleaning of flocculation and sedimentation basin #3, inspection of the chain drives, installation of improved feed control systems in the bicarbonate silo, and repairs to the main boiler. Staff attended a training seminar on chloramination, disinfection byproducts, and distribution system modeling. Upgrades at the low lift pump station have actively begun. Domestic water feed lines, exterior improvements, and staging are underway. Hydrant flushing is completed for the season. Thanks to all who assisted.



**Low lift pump station exterior work in progress**





**Richardson Street Pump Station new roof**

### **ENGINEERING**

- **Asset Management:** The City continues to move forward in the process of acquiring the new Asset Management software; this process will continue over the next several months. Efforts continue to improve the GIS data layer for the City's stormwater network, which will be used in the continued mapping effort required by the MS4 Permit. 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:** Substantial Completion Date was August 24, 2018. Final paving and most of the final punch list items, including restoration of the project area, were completed in September 2018. Final Completion Date is expected in early November.
- **Colonial Pines Sewer Extension:** Sewer installation work on Railroad Avenue has been completed; final paving of Railroad Avenue and final punch list items to be completed in spring 2019. Phase 2 will include extension of the sewer from Birch Drive across Old Dover Road to Juniper Street, Towle Street, Vinewood Lane, Susan Lane, Hickory Lane, and a portion of Hillside Drive. Phase 2 is anticipated to be advertised for bids in December 2018

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 Dry Hill will be paved in spring 2019 following culvert replacement during winter 2018/2019. Whitehouse Road was reclaimed and base-paved in October; final pavement will be placed in spring 2019. Regarding SB38 paving: Woodside drainage work and base-paving have been completed, existing pavement removal on Clow Court has begun, Nadeau Drive was reclaimed and base-paved, and Sampson Road may not begin until spring 2019.
- **Dewey Street Pedestrian Bridge:** A new utility pole and LED streetlight will be installed at the bridge approach on the Hanson Pines side once details are finalized with Eversource.
- **Strafford Square Roundabout:** Design continues. Bidding of the roundabout construction contract is now anticipated for late 2019. Prior to that contract, and in preparation for that construction, a utility infrastructure contract is anticipated to be bid for construction in early 2019. Right-of-way and easement negotiations are being conducted in preparation for the construction contracts.
- **Water Treatment Plant Low Lift Pump Station Upgrade:** Construction is underway and is anticipated to be completed by the end of 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. A one-week centrifuge pilot study was conducted on-site during September 2018.
- **WWTF Biosolids Dewatering Facility:** The design of this project is complete and under final review. The project is anticipated to be advertised for bids during winter 2018/2019.
- **River Street Sewer Pump Station Upgrade:** Design of this project continues. Construction is anticipated in 2019.
- **Wastewater Interceptor Upgrades:** A Basis of Design Report has been received from the design consultant. This report summarizes alternatives and recommends a sewer collection system master plan before proceeding with final design. Funding for a Sewer System Master Plan was approved with the FY19 CIP Budget; consultant selection process will commence in the coming months.
- **NPDES Permits - Wastewater Treatment Facility & MS4 Permit (Stormwater):** A new draft National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Facility (WWTF) has not yet been issued by USEPA Region 1. As far as the Municipal Separate Storm Sewer System (MS4) NPDES General Permit for stormwater, the new NH Small MS4 General Permit, issued by USEPA Region 1, became effective on July 1, 2018; and, on September 28, 2018, the City submitted a Notice of Intent (NOI) to comply with the 2017 NH Small MS4 General Permit. USEPA Region 1 and NHDES met with the Great Bay Municipal Coalition (Dover, Portsmouth, and Rochester) to further discuss permitting on October 4, 2018; further meetings are planned for the coming months.

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



# OFFICE OF ECONOMIC & COMMUNITY DEVELOPMENT



10/31/2018

## Management Report



"The Rochester Office of Economic Development has **earned national recognition** for its website, [www.RochesterEDC.com](http://www.RochesterEDC.com)

*Read on...*

<https://www.nhbr.com/November-9-2018/Rochester-Economic-Development-Office-website-honored-for-excellence/>

Written & Compiled by: Jennifer Murphy Aubin



## OFFICE OF ECONOMIC & COMMUNITY DEVELOPMENT

KAREN POLLARD, CECD - ECONOMIC DEVELOPMENT MANAGER



### EVENTS, TRAININGS & REGIONAL PARTNERSHIPS

Manager Pollard attended the IEDC Annual Conference in Atlanta, GA. While at the conference, Manager Pollard

accepted the award for the [www.RochesterEDC.com](http://www.RochesterEDC.com) website with Manager in front of an audience of over 3,000 economic developers.

Starting in October, Manager Pollard participated in a **five-week webinar series titled, Future Ready EDO (Economic Development Organizations)**. Topics included How Economic Developers are Thinking about the Future – Visioning, The Future of Infrastructure, The Future of Work, The Future of Technology Development and Commercialization, and the Future of Economic Development Practices.

Manager Pollard attended the **Manufacturing Month Kickoff** event at Next Phase Medical, formerly Phase 2 Medical, in Rochester. Hosted by Citizens Count, a nonpartisan nonprofit with a mission of making citizen engagement easier by providing unbiased information about issues and candidates, encouraging civil discussion and debate, and facilitating citizens taking action, Manager Pollard went to **Policy Impact of Climate Change**, which global economists shared the benefits of monetizing of renewable energy, a similar talk the speakers delivered to the United Nations.

Manager Pollard met with the **Northeast Economic Developer's Association** for the Quarterly Board of Directors Meeting, with Manager Pollard conducting a competitive analysis on the organization, along with other business/economic focused entities. Manager Pollard and Executive Secretary Aubin hosted economic development peers and community stakeholders from **Westbrook, Maine**, providing a **tour of the City and the Granite Ridge Development District**. Local government and organizers from **Lebanon, Maine**, visited to

## IEDC CONFERENCE COURSES

Turning Around Contentious Projects

Intersection of Food and Economic Development

Beyond Intelligence: Harnessing the Knowledge and Insights in Investment Promotion

Leveraging Data as a Strategy Towards Economic Inclusion

Championing Economic Development

Riding the Silver Tsunami: Creating Opportunities for Seniors and Retirees

Social Equity and Housing in Downtowns

Excellence in Economic Development Awards

Strength in the Smaller Cities

Setting a Higher Bar: Best Practices

Grow Local: Jobs That Stick



learn more about the retail projects in Rochester. Manager Pollard also conference called with **Buxton Co.** to discuss the analytics and the upcoming retail matches ready by spring 2019. Additionally, Manager Pollard prepared Keller Williams Realty on the 68 Hanson Street site, for marketing and promotion slated to start in December.

## RETAIL UPDATE – NATIONAL TRENDS & LOCAL IMPACTS

Dear Karen,  
Thank you so much for hosting our Lebanon Group today. We learned a lot and brought home some really good ideas for Lebanon. You should be proud of all that you have done for Rochester! Please keep in touch.  
- Rob Taylor

Retail sales remain strong nationally with a big holiday season predicted. When sales indicators are weak in local areas, something more is going on than just failing to compete with online sales. There are frequently other problems such as tenant mix. **Retail is a competitive industry and it takes regular, ongoing investment and research into consumer preferences to remain successful.** As for our local picture, sales at **The Ridge** are great and we have more announcements coming. **Rochester Crossing** is stable, with a small amount of vacancy. Mattress Firm is going through bankruptcy but the Office has received no official word on the fate of the Crossing's store.

**Market Basket Plaza on Route 125 North** has connection to sewer and still plans a remodel of the building and the plaza façade next year. The **Lilac Mall** has a new tenant coming in 2019, which helps attract new tenants to the liquor store space and other spaces. The Office is watching JC Penney very closely. Food trucks events in the fall are a welcome attraction to the property.

In **Downtown**, the former bank building is under agreement and the Office is working with a serious brewery prospect. The RFP for the Scenic Theater & Salinger Block in final review with November is our target month for distribution.

For more retail insights, visit ICSC:

[https://www.icsc.org/news-and-views/icsc-exchange/sales-rent-up-availability-down-in-q3?utm\\_source=sctweek&utm\\_medium=newsletter&utm\\_campaign=SCT%20Week](https://www.icsc.org/news-and-views/icsc-exchange/sales-rent-up-availability-down-in-q3?utm_source=sctweek&utm_medium=newsletter&utm_campaign=SCT%20Week)

## JENN MARSH, ECONOMIC DEVELOPMENT SPECIALIST

### ROCHESTER MAIN STREET

The **Main Street Design Committee** worked to spruce the scarecrows for Buildings and Grounds to hang them on the lampposts. This is annual project of evaluation, repair and redesign for the October festive debut. **Trick or Treat on the Town and the Zombie Walk** also took place with a record number of people in attendance.

Because of scheduling conflicts, the Main Street Board did not meet in October and will meet twice in November. With Studley's Flower Garden as hosts, the Main Street Director held a sidewalk talk where guests enjoyed a tour amid the beautiful plants and flower. Participants discussed the Main Street 2019 work plan. **Sidewalk Talks occur four times a year** with the next one scheduled for December 13<sup>th</sup> and will include coffee with Mayor McCarley. The location to be determined.

### ROCHESTER ROUNDTABLE

The business roundtable meeting is inviting different City departments to join them on occasion to discuss future projects, ongoing work and new initiatives. **Seth Creighton, Chief Planner joined the conversation.** The group was excited to hear about the different projects, larger developments, downtown, housing and community opportunities overall in the City.

### QUALITY OF LIFE: RIVER WALK + KAYAKING



The Recreational Trails grant awarded the River Walk Committee \$80,000 and the Committee continues to look at possible grant opportunities to fund the bridge project.

Committed to spreading the joy of **the abundant nature and recreational offerings in the City**, committee members got together for a kayak ride from Hillsdale Drive to downtown. The Hillsdale Drive location has great public access for people who are looking to enjoy the river. The downtown was a different experience as it is presently a bit steep for a launch or exiting site. The committee will be working with Main Street and the Recreation Department in the

spring to clean up the river on Earth Day. **Stay tuned for the next fundraiser: a kayak/picnic fundraiser in late spring near Hillsdale Drive.**

### IEDC TRAINING

Specialist Marsh attended the first elective course towards the certified economic developer's certification. The session was in Chapel Hill, North Carolina, titled **"Entrepreneurial and Small Business Development**

**Strategies”**. In the course, we learned how to identify the needs of entrepreneurs, manage business incubators, learned the financial and management tools to encourage small business development, as well as how to use our national, regional, state and local networks to help businesses thrive. Marsh has one more course to complete before she is eligible to sit for the exam and present to the judging panel.

## ROCHESTER FARMERS MARKET

After a commitment to launch and operate the Rochester Farmers Market for three years, the steering committee founders, Jeanne Grover, Alicia Frye of Benedict's Grill and Specialist Marsh are **looking for a market manager or another group to run the market**. The very successful market just celebrated the third season in September. Specialist Marsh will be attending the December Community Development Committee meeting to discuss the next steps for the Rochester Farmer's transition to future management. The office continues to get continued vendor interest, including a vendor offering fruit hand-pies and herb sachets.

## JENNIFER MURPHY AUBIN, EXECUTIVE SECRETARY & MARKETING MANAGEMENT

### DESIGN

Executive Secretary Aubin designed customized Rochester NH advertisements targeting **retail, aerospace and advanced manufacturing sectors, in three industry publications, Site Selection, Expansion Solutions and Business Xpansion**. The Rochester promotions are in print and online.

Executive Secretary is working with consulting firm, ED Suite to solidify the Choose Rochester, New Hampshire logo to work with the website. Because of **the strong design elements from the BETA Group's Way Finding logo** and messaging from Aubin, the consultants created a style guide and tailored logo, at no cost to the City. Aubin also created presentation materials for the City tours for West Brook and Lebanon, Maine constituents.

Executive Secretary Aubin is working with GIS/Asset Management Manager Camara to utilize a **GIS Story Map** feature which uses real time mapping, coupled content, beautiful photography and detailed incentives to create an online presense to disquish Rochester from other communities.

## IEDC TRAINING: REAL ESTATE DEVELOPMENT & REUSE

Executive Secretary Aubin attended a two-day training in Phoenix, AZ, at the end of October and into the first week of November for in preparation for IEDC certification. The course attracts economic developers from across the country, with topics including various **development projects, use of historic buildings, and mixed-use buildings**. The four core course elements encompasses concepts for economic developers, with electives providing career pathways with topics ranging from Foreign Direct Investment, Managing Economic Development Organization to Neighborhood Development Strategies. Aubin completed three core courses and will take the two electives in the future, saving the Credit Analysis for the final course prior to sitting for the exam and judging panel.

## 10 + 14 NORTH MAIN STREET – HISTORIC INVENTORY SURVEYS & TESTING/STRUCTURAL REVIEWS

**106 Associates is working on the historic review of both properties**, spending three days evaluating the buildings and studying documents, files from the Historic Society. Principal Scott Newman is working with consultants and general contractors specializing in historic projects to inform future development strategy. We anticipate the final report at the end of the month.

**Allen + Major and RFP Environmental** provided reports. To view, visit the City website, Economic Development department, and the left, green sidebar lists the 10 + 12/14 North Main Street project. Visit:

<https://www.rochesternh.net/economic-development/pages/10-1214-north-main-street-salinger-block-scenic-theater>

## IEDC EXCELLENCE IN ECONOMIC DEVELOPMENT AWARDS

The office of Economic Development received national recognition on the website redesign that Executive Secretary Aubin created content and designed with ED Suite.



**Julian Long, CDBG Coordinator & Grants Manager**

### COORDINATOR REPORT

### PREPARED BY THE COMMUNITY DEVELOPMENT COORDINATOR

There will be a combined report for November and December.



# FINANCE COMMITTEE

## Agenda Item

11/15/2018

**Agenda Item Name:** Monthly Financial Statements Summary – as of October 31, 2018.

For the full detail report, click here: [October 31, 2018 Financials](#)

### **Revenues Summary – General Fund, Enterprise & Special Revenue Funds**

ACCOUNT DESCRIPTION	REVISED REVENUE	ACTUAL YTD REVENUE	REMAINING REVENUE	% COLL
11011 ECONOMIC DEVELOPMENT REV	0	165.00	-165	100.0
11031 CITY CLERK REVENUE	113,210	36,745.15	76,465	32.5
11051 ASSESSORS REVENUES	0	87.50	-88	100.0
11061 BUSINESS OFFICE REVENUE	100,000	167,226.49	-67,226	167.2
11062 BUSINESS OFFICE REVENUE	1,000	71.55	928	7.2
11071 TAX COLLECTOR REVENUE	31,147,131	14,792,526.99	16,354,604	47.5
11081 GENERAL OVERHEAD REVENUE	3,876,605	1,491,096.83	2,385,508	38.5
11082 GENERAL OVERHEAD REVENUE	1,547,810	0.00	1,547,810	0.0
11091 PUBLIC BLDGS REVENUE	0	11,027.29	-11,027	100.0
11101 PLANNING	16,250	7,412.69	8,837	45.6
11201 REV LEGAL OFFICE	50,000	12,815.33	37,185	25.6
12011 POLICE CITY REVENUE	277,850	125,080.75	152,769	45.0
12021 FIRE CITY REVENUE	23,000	21,797.00	1,203	94.8
12022 FIRE STATE REVENUE	52,668	0.00	52,668	0.0
12031 DISPATCH CENTER	60,290	59,354.91	935	98.4
12041 CODE ENFORCEMENT REVENUE	394,025	157,726.12	236,299	40.0
13011 PUBLIC WORKS REVENUE	33,700	17,415.33	16,285	51.7
13012 STATE HIGHWAY SUBSIDY	610,000	190,383.51	419,616	31.2
14011 WELFARE REVENUE	5,000	1,425.78	3,574	28.5
14021 RECREATION REVENUE	122,000	79,734.89	42,265	65.4
14031 LIBRARY REVENUE	16,050	3,838.47	12,212	23.9
1000 GENERAL FUND	38,446,589	17,175,931.58	21,270,657	44.7
5001 WATER ENTERPRISE FUND	7,119,368	863,728.74	6,255,639	12.1
5002 SEWER ENTERPRISE FUND	8,819,805	922,667.47	7,897,138	10.5
5003 ARENA ENTERPRISE FUND	393,979	76,104.26	317,875	19.3
6000 COMMUNITY CENTER SP REV F	841,000	157,008.82	683,991	18.7

**Expense Summary – General Fund, Enterprise & Special Revenue Funds**

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMB	AVAILABLE	% USED
11000051 CITY MANAGER	438,369	169,647.44	44,110.76	224,611	48.80
11012351 ECONOMIC DEVELOPMENT	480,918	220,300.10	51,095.24	209,523	56.40
11020050 MUNICIPAL INFORMATION	634,414	214,323.25	25,397.03	394,694	37.80
11030051 CITY CLERK	314,946	100,340.69	20,764.47	193,841	38.50
11040050 ELECTIONS	49,277	24,128.76	3,617.96	21,530	56.30
11050070 ASSESSORS	438,675	157,538.39	11,432.27	269,704	38.50
11060051 BUSINESS OFFICE	532,313	164,454.07	3,737.19	364,122	31.60
11063151 HUMAN RESOURCES	179,129	57,099.32	18,299.32	103,730	42.10
11070070 TAX COLLECTOR	352,603	123,650.52	2,258.38	226,694	35.70
11080050 GENERAL OVERHEAD	900,352	235,681.05	9,378.17	655,293	27.20
11090050 PB CITY WIDE 50	655,952	219,565.51	4,403.49	431,983	34.10
11090051 PB CITY HALL 51	60,635	19,729.94	19,775.24	21,130	65.20
11090052 PB OPERA HOUSE 52	44,815	13,058.63	9,506.70	22,250	50.40
11090054 PB CENTRAL FIRE 54	10,959	2,754.50	4,122.46	4,082	62.80
11090055 PB GONIC FIRE 55	10,544	3,255.81	4,154.06	3,134	70.30
11090056 PB LIBRARY 56	18,920	9,565.54	8,295.88	1,059	94.40
11090057 PB DPW GARAGE 57	11,874	4,903.95	5,229.50	1,741	85.30
11090059 PB ER FIRE STATION 59	750	113.11	103.62	533	28.90
11090061 PB HISTORICAL MUSEUM	1,440	295.72	794.70	350	75.70
11090063 PB HANSON POOL 63	5,005	1,081.92	-389.28	4,312	13.80
11090064 PB GONIC POOL 64	7,380	582.07	-186.92	6,985	5.40
11090065 PB EAST ROCHESTER POOL	2,650	573.38	-202.37	2,279	14.00
11090068 PB GROUNDS 68	9,285	3,473.69	-395.87	6,207	33.10
11090069 PB DOWNTOWN 69	17,000	4,431.46	476.20	12,092	28.90
11090070 PB REVENUE BUILDING 7	22,170	6,625.07	7,407.23	8,138	63.30
11090071 PB PLAYGROUNDS 71	1,000	0.00	0.00	1,000	0.00
11090075 PB NEW POLICE STATION	21,160	6,536.85	7,877.20	6,746	68.10
11090077 PB OLD POLICE STATION	29,022	778.50	1,250.30	26,993	7.00
11102051 PLANNING	388,048	130,163.48	9,146.59	248,738	35.90
11200051 LEGAL OFFICE	562,815	180,324.14	3,554.51	378,936	32.70
12010053 PD ADMINISTRATIVE SER	1,906,242	842,553.77	89,661.92	974,026	48.90
12012453 PD PATROL SERVICES	4,825,062	1,459,631.22	8.25	3,365,422	30.30
12012553 PD SUPPORT SERVICES	413,351	137,458.33	0.00	275,893	33.30
12020054 FIRE DEPARTMENT	4,552,980	1,524,148.80	54,116.21	2,974,715	34.70
12020055 FIRE DEPT 55 GONIC SU	28,735	4,429.57	13,458.63	10,847	62.30
12020754 CALL FIRE	31,207	2,222.00	0.00	28,985	7.10
12023354 EMERGENCY MANAGEMENT	56,168	0.00	0.00	56,168	0.00
12030153 DISPATCH CENTER	746,982	263,548.05	3,192.73	480,241	35.70
12040051 CODE ENFORCEMENT	580,962	215,199.34	6,546.96	359,216	38.20
12050050 AMBULANCE	59,874	0.00	59,874.00	0	100.00
13010057 PUBLIC WORKS	2,131,690	741,008.68	447,025.70	943,656	55.70
13010957 WINTER MAINTENANCE	507,413	10,082.98	121,273.11	376,057	25.90
13020050 CITY LIGHTS	243,000	55,181.46	81,773.17	106,045	56.40
14010051 WELFARE	483,357	163,635.14	10,506.17	309,216	36.00
14022072 RECREATION ADMINISTRA	621,937	204,411.88	5,339.71	412,185	33.70
14022150 RECREATION PLAYGROUND	95,365	78,403.47	-1,047.78	18,009	81.10
14022250 RECREATION POOLS	81,025	67,502.44	2,273.95	11,249	86.10
14030056 LIBRARY	1,233,378	450,033.27	63,367.14	719,978	41.60
15000051 COUNTY TAX	6,551,172	0.00	0.00	6,551,172	0.00
17010051 TRANSFERS/PAYMENTS DE	4,295,199	1,324,858.80	0.00	2,970,340	30.80
17030050 OVERLAY	92,256	38,412.16	0.00	53,844	41.60
17040051 TRANSFER TO CIP & OTH	2,706,814	2,706,814.06	0.00	0	100.00
1000 GENERAL FUND	38,446,589	12,364,512.28	1,232,383.90	24,849,693	35.40



**ENTERPRISED & SPECIAL REV**

5001 WATER ENTERPRISE FUND	7,119,368	1,885,064.19	161,660.21	5,072,644	28.70
5002 SEWER ENTERPRISE FUND	8,819,805	2,843,728.16	224,952.63	5,751,124	34.80
53603060 ARENA EXPENSE	393,979	122,214.10	81,310.95	190,454	51.70
6070572 COMMUNITY CENTER	841,000	243,740.61	58,478.21	538,781	35.90

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



**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 OCTOBER 2018**

The Planning Board and Historic District Commission (HDC) held their regular meetings in October. The Conservation Commission and Arts & Culture Commission did not meet in October. The discussions/agenda items from the regular meetings of the Planning Board and HDC are summarized below. The Planning Board also held a workshop in October. The Board received an update on surety and the inspections reports from the Assistant City Engineer and held a question and answer session with Tim Wilder, Assistant Fire Chief regarding Life Safety Codes. In addition, the Board held a public hearing on amendments to their Site Plan and Subdivision Regulations and adopted the amendments. They also discussed additional changes regarding density for the Site Plan Regulations and Ordinance as well as the Historic District Ordinance that is part of Chapter 42. The workshop wrapped up with the Planning Board granting an extension for a 17-lot subdivision off Old Dover Road.

In addition to the meetings listed within this report, the Planning Staff attended a variety of other meetings throughout the month. These include, but are not limited to the following: City Council; the Strafford Metropolitan Planning Organization's Technical Advisory Committee; the City's Technical Review Group; Life Safety Committee; Rotary; a conference call with the consultants working on the Downtown Density and Design Guidelines; various webinars; and various meetings with consultants, developers, citizens, and other City staff. The Planning Board agenda for the November regular meeting will have two new applications and two continued applications. The Workshop meeting will have a public hearing for Site Plan amendments and Ordinance regarding density in the Downtown Commercial District. We continue to process quite a few project narratives and new applications. As always, we continue to work on applications that are currently before the Planning Board.

---

---

### **APPLICATIONS REVIEWED BY THE PLANNING BOARD**

**Makris R.E. Development, LLC, Chesley Hill Road & Donald Street** (by Beals Associates) Extension request for an approved 51-Lot subdivision.  
 Case# 137 – 9&10 – R1 – 17 **APPROVED**

**RAMA, Richard & Ruth Young, Michael Spurling, 72 Lafayette Street, 19 Haig Street & 19 Hoover Street** (by Norway Plains Associates) Lot line revision.

Case # 123-37 & 124-67 – OC/R2 – 18 **APPROVED**

**PSNH/Hannaford Bros.Co./Home Depot U.S.A., 33 Twombly Street** (by Doucet Survey, Inc.) Lot line revision. Case# 122 – 94 – HC – 18 **APPROVED**

**Waste Management of NH, Inc., 535 Pickering Road** (by WSP USA, Inc.) 2-Lot subdivision. Case # 263 – 54 – A – 18 **APPROVED**

**Groen Construction, 122 Meaderboro Road** (by Berry Surveying & Engineering) 2-Lot subdivision. Case # 232 – 13 – A – 18 **CONTINUED TO 11/5/2018**

**Groen Construction, 122 Meaderboro Road** (by Berry Surveying & Engineering) Conditional use permit and 6-Lot subdivision. Case # 232 – 13 – A – 18 **CONTINUED TO 11/5/2018**

**SDJ Development of Rochester, LLC, Fillmore Boulevard** (by Hillside Design Group) 24-Lot subdivision. Case # 237 – 3&8 – PUD – 18 **APPROVED**

**Quantum Real Estate Group, LLC, 156 Old Dover Road** Request for an extension to April 16, 2019 to meet precedent conditions for an approved 17-Lot subdivision. Case# 140 – 73 – R1 – 17 **EXTENSION**

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

The Conservation Commission did not meet in October. However, individual members participated in the following: reviewing Planning Board applications with the Technical Review Group; communicating with the school Superintendent about revitalizing community gardens on Franklin St (land that is part of Chamberlain St school's lot), communicating with South East Land Trust regarding existing easements; etc...

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

The Historic District Commission met on October 10, 2018. The HDC approved two applications Upala Yoga 20 North Main Street, Certificate of Approval for vinyl letter window signs Case# HDC 121-11– DTC – 18 and Wensley & Jones P.L.L.C 40 Wakefield Street, Certificate of Approval Reroofing Case# HDC 121-383-DTC-18. The HDC also reviewed the administrative approval for 90 Wakefield Street emergency repair for the roof. The HDC also unanimously approved the proposed Historic Overlay District changes. The next step is to bring these proposed Historic Overlay changes to the Planning Board for October 15, 2018 Workshop. The Planning Board will make a recommendation for the City Council. The HDC also discussed the upcoming grant round for the Certified Local Government and identified a few projects. The letter of intent is due on November 26, 2018 to the NH Division of Historical Resources. The HDC also worked on the Certified Local Government Annual

Report for 2018. The HDC members were invited by the NH Preservation Alliance staff to attend the Seven to Save Announcement.

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

The Arts and Culture Commission will be meeting on November 15, 2018 at 7 pm. The Commission did not met in October.

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:** Art Jacobs, Recreation & Arena  
**Date:** November 13, 2018  
**Re:** October Department Report

October 2018 Program #` S	
Adult Co-Ed Pick-Up Basketball	32
Adult Open Gym 30+	5
Adult Recreation Ice Hockey League	100
Adult Volleyball	69
Circle of Moms	11
Community Coffee	17
Halloween Event	125
Learn To Skate	16
Parent/Child (Adult) Stick	17
Parent/Child Open Gym	17
Public Ice Skating	94
Restorative Meditation	14
Senior Art	29
Senior Breakfast/Cookout	87
Senior Dance Lessons	15
Senior Pickle ball	107
Senior Power Hour	19
Senior Table Tennis	14
Senior Yoga Chair	22
Senior Yoga Gentle	42
SHS/BCA open Gym	221
Teen Night	176

### Community Center

October has been a busy month. We had our Halloween event for families on the 13<sup>th</sup> at the Common. Pickle ball moved back indoors for the winter on the first. SHS/BCA after school open gym started up again and was a big hit. The senior programs are still going strong and the breakfast hosted 87 hungry seniors. Teen Night started up again with no hitch and the new power speaker we purchased for music works great. Adult coed basketball is back on Sunday mornings from 8-10am. Staff has been having various meetings getting ready for the winter season approaching. We are currently working with the Police Dept. on a huge Christmas event for December. It is called Christmas on the Common. More details to come next month. We also attended the Chamber Expo that was held in our gymnasium, lots of fun and networking. We ended the month with the floor being resurfaced. We were able to get pickle ball lines installed permanently and they came out great.

### Rochester Arena

The ice arena is up and in full swing. Adult hockey leagues have started and Learn to Skate session #2 is underway and going great. Schedules and Ice slots are being filled with the fast approaching High School hockey seasons. The Ice Arena staff has been busy making ice and doing general maintenance to the facilities. Work on the front of the building is on-going and making progress. Planning has started for winter events such as: Skate with Santa, Skate with a Cop, and the Fire Department is looking to host a new event in February. Senior Power Hour continues to keep the seniors healthy and active and fitness classes upstairs on nights and weekends is growing with participants.



---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---





# ROCHESTER FIRE DEPARTMENT

**MARK E. KLOSE**  
CHIEF OF DEPARTMENT

37 Wakefield Street

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

Tel (603) 335-7545



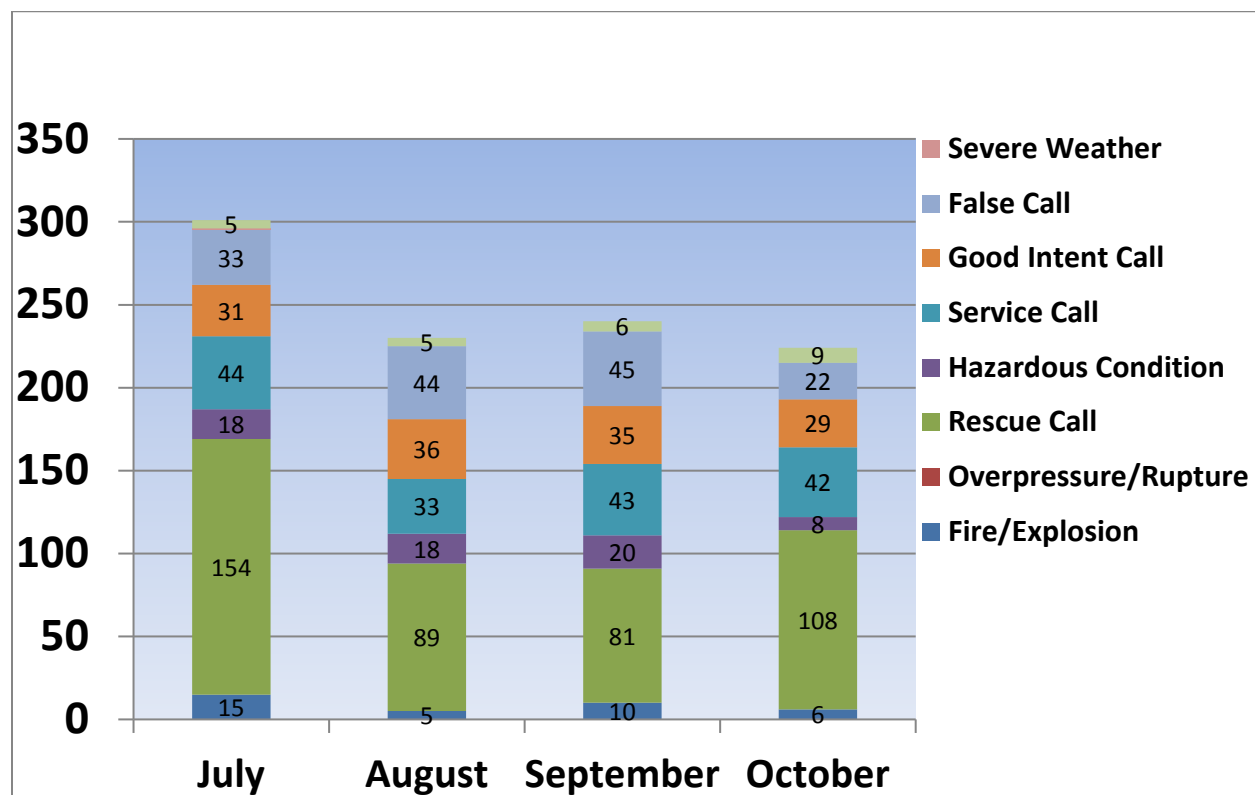
**To:** Blaine Cox, City Manager

**From:** Mark E. Klose, Fire Chief

**Date:** November 5, 2018

**Ref:** Monthly Report for October 2018

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



The above graph shows our runs for Fiscal Year 2019 with October's data shown individually with their respective totals. For the month of October there were 224 calls for service. There were a total of 995 calls for Fiscal Year 2019.

### **FIRE DEPARTMENT OPERATIONS**

Managed shift coverage assignments

Managed and organized equipment and supply purchases as needed

Finalized design, sizing and ordering of 7 sets of Turnout Gear for permanent and call members

Began in-service of new portable radios and associated equipment

Placed Cardiac Defibrillators and Medical Bags into service on multiple smaller vehicles

Spent 1.5 hours each Friday mentoring a student from the Monarch School

Assisted with Fire Safety Festival

Established Fire Department Operations Committee to consider enhancements to EMS response, Dispatch operations and responses

Staff meeting with all shift and staff officers in attendance

Chiefs 2, 3, 4 and Secretary Gray attended an IMC conference for 2 days

### **TRAINING DIVISION**

Conducted 16 hours of hands-on extrication training

Conducted 8 hours of classroom extrication training

Reviewed and edited department policies

Attended IMC Conference located in Falmouth, Massachusetts

Conducted practical training for the Call Force

Participated in the Emergency Dispatcher hiring process

Continued to develop training curriculum for department members

### **DEPARTMENT INFORMATION:**

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

- 3 Shifts at 9 Firefighters (1 Captain, 1 Lieutenant and 7 Firefighters)
- 1 Shift at 8 Firefighters (1 Captain, 1 Lieutenant and 6 Firefighters[C Shift])
- Manning Station 1 and Gonic Station

The order and securing a “build” spot has occurred for the new engine with Toyne Apparatus

All department apparatus have had their yearly state inspections completed. Utility-1 and Rescue-1 did not pass inspection due to rust and corruptions

Rescue-1 has now passed state inspection

Utility-1 is out being repaired at this time

**PERSONNEL:**

FF Thurber is still on long term medical leave

Chief Klose attended the National Fallen Firefighters Foundation Memorial weekend in Emmitsburg, MD, October 6-7

2 FF attended a Primex Chain Saw Safety Class

2 FF attended the NH Fire Academy 45-hour Rope Rescue Technician Class

1 FF attended the NH Fire Academy and completed 40-hour Fire Officer I class

6 Members comprised of Captains, Lieutenants and Firefighters attended Firehouse Expo in Nashville, TN

4 Command Staff members along with Police and IT members attended the IMC, iCON conference in Falmouth, MA

1 Lieutenant attended EMS Expo in Nashville, TN

The Fire Department hosted our 2<sup>nd</sup> annual Fire Safety Festival on October 13<sup>th</sup>

**RESPONSE ACTIVITY:**

Building fire, 9 Ela Court, October 13. 1 Alarm was struck, recalling all off-duty firefighters. Chiefs 1 and 3 responded from home and assumed Command, Operations and then investigated the fire

Building fire, 4 Norman Street, October 21. 1 Alarm was struck, recalling all off-duty firefighters. Mutual Aid was cancelled after a quick knockdown and extra personnel available quickly due to shift change occurring. Chiefs 1, 2, and 3 responded from home

**EMERGENCY MANAGEMENT**

The Hazard Mitigation Plan update has been completed. Looking to send to the full City Council and Public Safety Committee for adoption in November

Rochester is losing our current Homeland Security Emergency Management Representative that has been assigned to Rochester for many years. Ms. Shawna-Leigh Morton is moving on to another adventure. I would like to thank her for all that she has done for the City of Rochester with Emergency Management support and grants

**FIRE PREVENTION**

The month of October was busy with school inspections, fire drills and safety checks. October is also the host to Fire Prevention Week and we held our 2<sup>nd</sup> Annual Fire Safety Festival at Central Station. We had more than 500 people come through for tours, safety demonstrations, face painting and free pizza and churros donated by Papa Ginos and La Corona. It was a very successful day and a lot of positive feedback was received. Throughout Fire Prevention Week, we had numerous schools and daycares visit the fire stations for tours and fire prevention education. Looking forward to November, we are expecting an uptick in construction inspections as contractors prepare for the winter months.

Respectfully submitted,

*Mark E. Klose*

Mark E. Klose, Fire Chief

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



PAUL R. TOUSSAINT  
Chief of Police

## ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127  
FAX (603) 330-7159  
[www.rochesterpd.org](http://www.rochesterpd.org)

*"Dedication, Pride, Integrity"*

11/15/2018

POLICE COMMISSION

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



November 14, 2018

TO: City Manager Blaine Cox

RE: Monthly Report – October 2018

**OPERATIONS:** Ward 1 met outside of the quarterly meeting schedule to discuss the matter of people shooting in the sand pit on private property on Bernard Road. Police have reviewed this and found no violations of law. Ward 6 met this period. Review of the comp stat report and discussion of a nuisance residence on Leonard Street. The residents on Prospect Street have noted a reduction in issues there. Drug and suspicious activity in areas within the ward have been forward to patrol and detectives.

The investigations bureau had 31 cases sent up from patrol for review or investigation. There are currently 48 cases assigned. There were 18 cases presented to the Grand Jury all with true bills. Compliance checks completed for one pawnshop and three sex offenders. There were two detective call outs, both for death by suicide. There were 340 pieces of evidence logged in, 46 items returned to owners and an additional 265 pieces destroyed.

**BRIDGING THE GAPS:** The Youth to Youth group participated at the Monarch School Family Movie Night and for Red Ribbon week. Bridging the Gaps made a presentation to the Community Development Committee. A request was made that a presentation to the full Council of the programs accomplishments for consideration of funding. Since this presentation, a local non-profit has expressed interest in taking over the program. This appears to be a strong and viable option for the future of the program. At National Drug Take Back Day 208.6 pounds of unwanted medications were collected.

**COMMUNICATIONS:** Staff and supervisors attended the IMC Conference. They will be working to implement some of the software features of the system. There were 25 people taking the written test for the dispatch openings. Interviews are scheduled for the last week of October.

**CEO/ COMMUNITY ENGAGEMENT OFFICER:** Officer Danie attended the three-week evidence course. McDonald's recognized him for a community-policing award. He is working with the Recreation Department on an event called "Christmas on the Common." He attended a RAD (rape aggression defense) course with Officer Turner. We are shadowing the course to better prepare and to bring this to Rochester in 2019.

**COMP STAT:** There was been a decrease in traffic stops attributed to staffing and a focus on downtown. Traffic stops have been concentrated on the downtown area per the current strategy and nearly all of the arrests from stops were in the downtown area. Traffic accidents are fewer when compared to this same period last year. There has been an increase in motor vehicle thefts; two were stolen from dealerships where the suspect were available to the suspects. Others were classified as taking without owner consent. One theft involved a particular suspect of multiple burglaries who was arrested while attempting another residential burglary.

Of the drug-related incidents, there were four arrests because of observations and efforts made by officers, other drug charges were from drugs found on persons arrested for other offenses. While tracked opioid overdoses are lower than this same period last year, it is not an indicator of drug use in the City. Increases in methamphetamine use does not contribute to the overdose statistics that were had been tracking. We are exploring ways to track drug use that will more accurately represent the developing issue and provide a better picture of overall drug use in the City.

**DIVERSION:** The first Teen Night of the year had over 150 students in attendance. Staff has begun working with the new Coordinator for the Strafford County Diversion program to help develop a strong accredited program. Staff is working to bring this model to other counties engaging local jurisdictions to cost share a diversion position so they meet state mandates. Staff worked with the High School on the new vaping policy and setting up educational components and restorative justice practices for each new case. Staff presented for the NH Juvenile Court Diversion Network at the NH Public Health Conference in Hanover on the screening tools and data we have achieved unique to juvenile justice.

**FINANCIAL/PURCHASING:** Two of the three cruisers ordered were in transit and we expect to take delivery of them by the end of the month.

Effective January 1, 2019, there will be an ammunition change from lead free to frangible for anyone using the firing range at Police Standards. This will affect current and future budgets. Current pricing for lead free ammo is \$280.00 where frangible is \$513.00.

We are anticipating attending the December Finance committee meeting to discuss our request for sole source vendor, using the state bid for the radio project. Planning for current coverage and future coverage needs, we have added four new tower sites. Cost estimates are showing as exceeding the budgeted amounts. We are reviewing to see if there are areas that expenses can be reduced prior to the finance meeting.

**HOUSING:** There were twenty-two police related calls at housing complexes. This is a drop in calls, potentially attributed to cooler weather. There were six background checks for prospective new tenants. Officer Blair attended an eviction hearing at court and assisted the Sheriff's Department with an eviction.

**K9:** There were six calls for service – four tracks and two drug searches. All were in Rochester.

**PROSECUTION:** In adult court this period, there were 197 new cases with 299 charges. Of the cases

that went before the court there were 80 guilty pleas, 58 not guilty pleas and 80 failed to appear. 38 charges not pressed as part of plea agreements and nine cases were dismissed by the Court. 29 cases were continued and 5 were placed on file.

Juvenile prosecution had 25 petitions, 5 arraignments, 6 trials resolved by pleas and 3 violation hearings. 2 dispositional and 3 review hearings. One trial found true.

**RENTAL PROPERTY OWNERS ASSOCIATION:** Lt. Bossi attended the meeting but did not present. Federal and state lead inspectors provided information on laws and rules for lead testing in rental properties. Lt. Bossi has facilitated having the Rochester Code Officer attend the November meeting.

**SCHOOL RESOURCE OFFICERS:** There were approximately 30 students attending the Explorer open house. The SRO's completed a variety of work during this period including addressing possession of tobacco and vaping products. The middle school worked with the Fire Department on Fire Drills as well as changing the traffic pattern. The elementary SRO attended four school open houses; he is teaching LEAD to five schools this semester and is working with the truancy officer for truancy issues. He is also participating in the Explorer Post meetings.

**TRAINING:** Two recruits at the Academy are through nine weeks and doing well. Great Bay College held a written police entrance exam on October 6 and we invited 67 of those who passed the exam to our physical agility testing held on November 3<sup>rd</sup>. Only four people showed up and all four passed the minimum standards.

Several officers received training throughout the month on topics including basic drug investigation, creating and maintaining a positive work culture, motor officer certification, EMD instructor and the final week of the evidence course. One officer assisted with firearms training for Academy recruits.

**FORFEITURE SPENDING:** There was \$1147.08 in forfeiture spending this period to send an officer to training in New Jersey.

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

Respectfully Submitted,

Paul R. Toussaint  
 Chief of Police

# **Rochester Police Department** 5/2018

## **September 2018 Comp Stat Report**

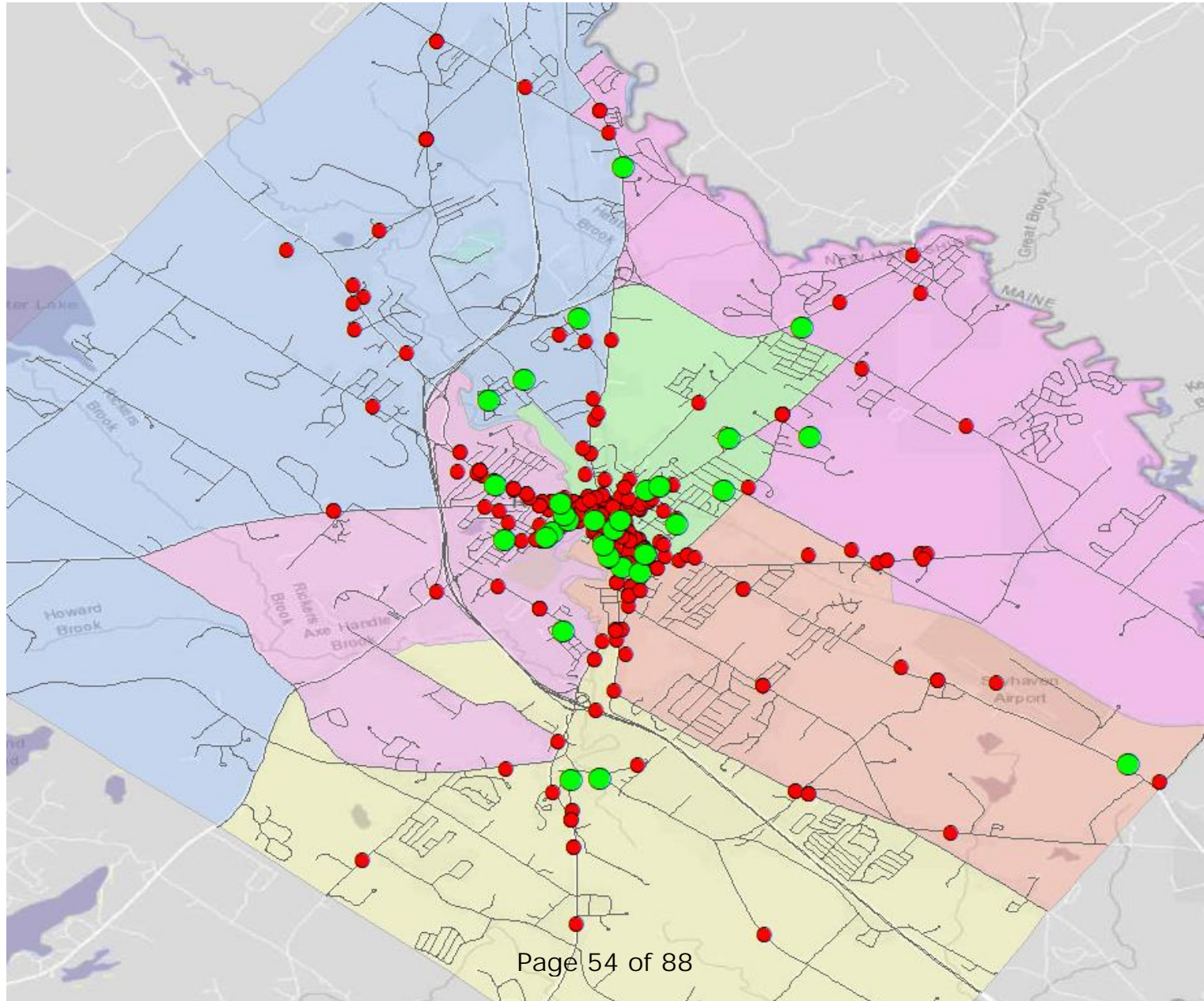




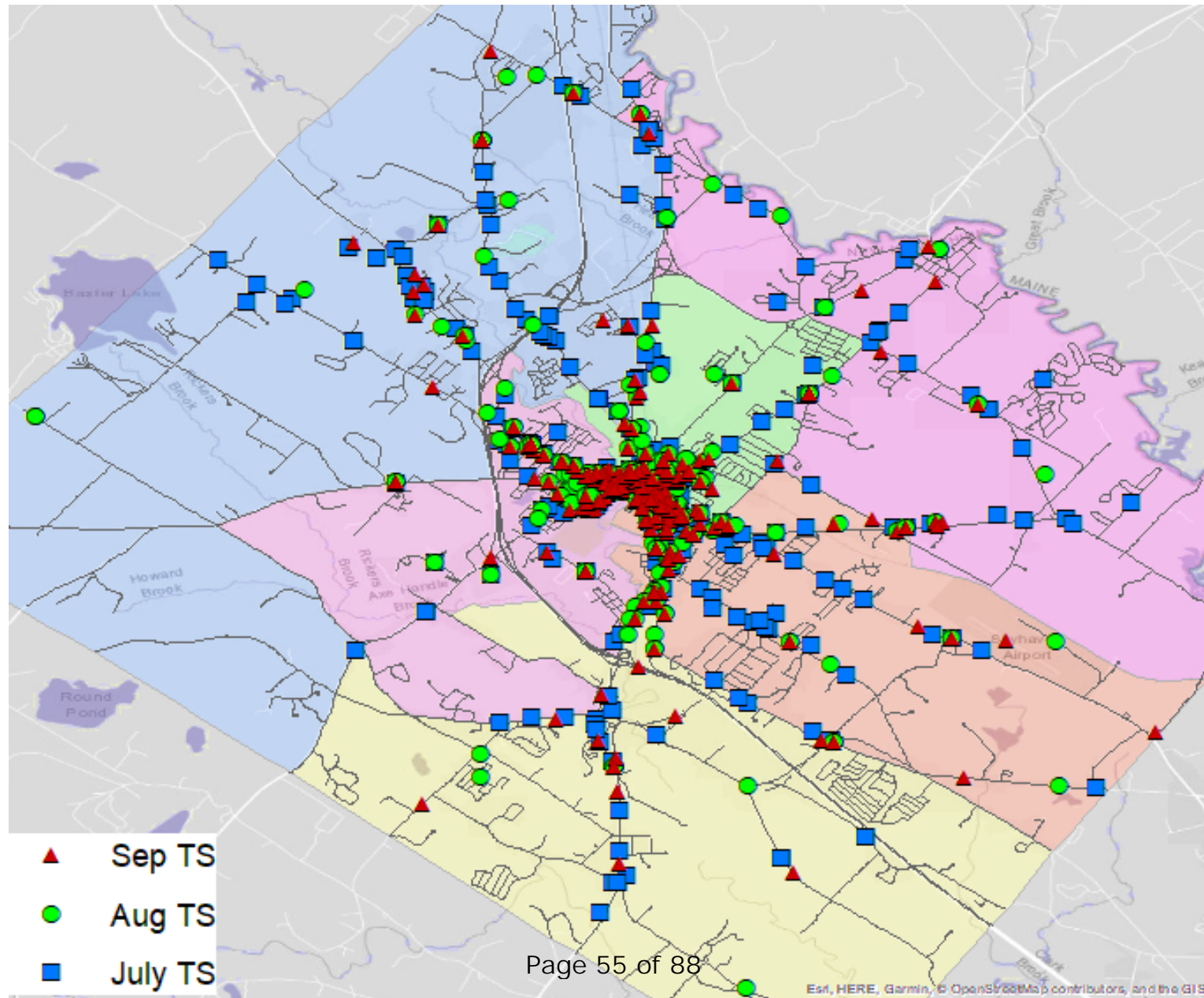
# September 2018 Field Activities

Specific Crimes	Sep-18	Sep-17	% Change	Aug-18	% Change	Jul-18	YTD 18	YTD 17	% Change	YTD 16
Traffic Stops	390	395	-1%	491	-21%	737	7049	5013	41%	10264
Arrests from Stops	24	12	100%	29	-17%	41	287	176	63%	331
Summons	26	35	-26%	29	-10%	52	453	321	41%	859
Warnings	326	322	1%	404	-19%	618	6073	4353	40%	8859
No Action	11	19	-42%	22	-50%	20	193	134	44%	249
Accidents	82	109	-25%	80	3%	100	771	858	-10%	790
Summons from Accidents	2	2	0%	4	-50%	4	25	23	9%	36
Arrests from Accidents	1	5	-80%	2	-50%	6	40	54	-26%	28
Field Interviews	26	12	117%	16	63%	15	101	124	-19%	172
DWI	3	5	-40%	4	-25%	7	55	69	-20%	58
Narcotics	2	1	100%	0	0%	3	14	26	-46%	17
Alcohol	1	4	-75%	4	-75%	4	41	43	-5%	41
DWI from Accidents	2	2	0%	1	100%	3	16	24	-33%	23

# September 2018 Traffic Stops and Drug Locations



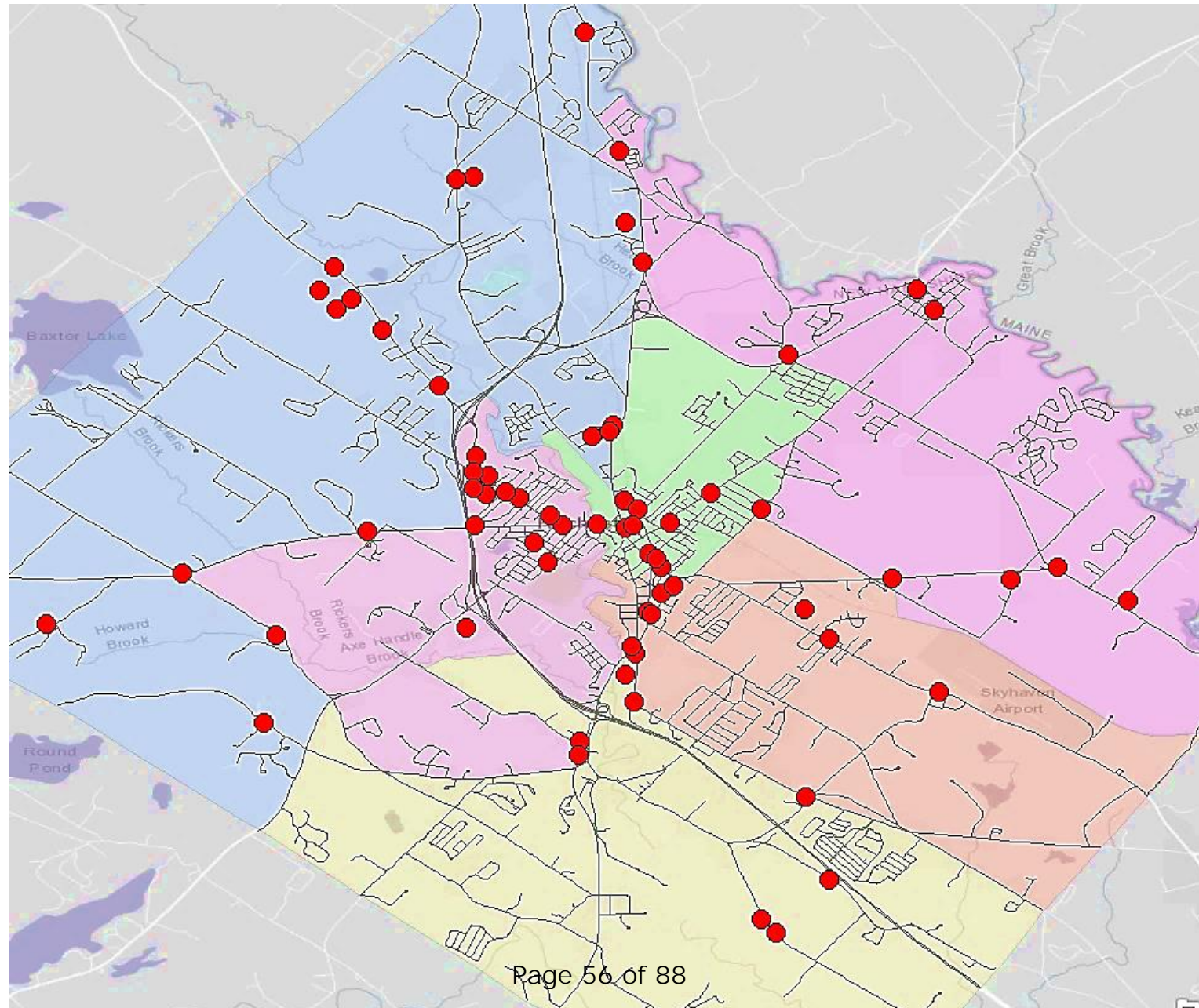
# September 2018 Traffic Stops July-Sept 2018





# September 2018 Accidents

11/15/2018



# September 2018 Property Crimes

All Incident Reports												
Specific Crimes	Sep-18	Sep-17	% Change	Aug-18	% Change	Jul-18	YTD 18	YTD 17	% Change	YTD 2018 Closure Rate	YTD 2017 Closure Rate	YTD 16
Shoplifting	12	23	-48%	21	-43%	17	173	215	-20%	86%	61%	230
Theft from M/V	11	28	-61%	19	-42%	12	82	160	-49%	4%	6%	95
All Other Theft	47	45	4%	46	2%	38	335	307	9%	21%	22%	341
M/V Theft	6	1	500%	4	50%	3	27	22	23%	26%	23%	29
Vandalism	33	39	-15%	39	-15%	43	299	329	-9%	31%	30%	354
Burglary	9	18	-50%	4	125%	5	59	87	-32%	19%	16%	109
<b>Total Property</b>	<b>118</b>	<b>154</b>	<b>-23%</b>	<b>133</b>	<b>-11%</b>	<b>118</b>	<b>975</b>	<b>1120</b>	<b>-13%</b>	<b>31%</b>	<b>26%</b>	<b>1158</b>
Arrests												
Specific Crimes	Sep-18	Sep-17	% Change	Aug-18	% Change	Jul-18	YTD 18	YTD 17	% Change			YTD 16
Shoplifting	11	20	-45%	14	-21%	22	149	131	14%			176
Theft from M/V	0	2	-100%	1	-100%	1	3	10	-70%			2
All Other Theft	6	11	-45%	12	-50%	8	69	68	1%			69
M/V Theft	2	2	0%	1	100%	0	7	5	40%			7
Vandalism	8	9	-11%	6	33%	11	93	98	-5%			107
Burglary	1	2	-50%	0	0%	3	11	14	-21%			15
<b>Total Property</b>	<b>28</b>	<b>46</b>	<b>-39%</b>	<b>34</b>	<b>-18%</b>	<b>45</b>	<b>332</b>	<b>326</b>	<b>2%</b>			<b>376</b>

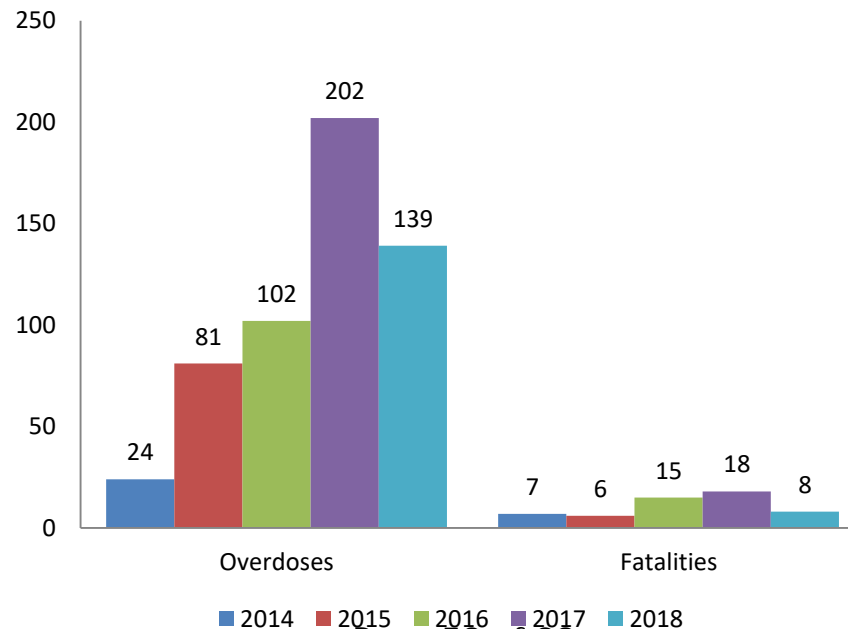
# September 2018 Drug Offenses

## All Incident Reports

Specific Crimes	Sep-18	Sep-17	% Change	Aug-18	% Change	Jul-18	YTD 18	YTD 17	% Change	YTD 2018 Closure Rate	YTD 2017 Closure Rate	YTD 16
Possession	20	13	54%	23	-13%	14	127	149	-15%	89%	95%	162
Overdoses	13	28	-54%	10	30%	28	139	202	-31%			102
Fatal	0	2	-100%	0	0%	2	8	18	-56%			15
Total Drug	33	41	-20%	33	0%	42	266	351	-24%			279

## Arrests

Specific Crimes	Sep-18	Sep-17	% Change	Aug-18	% Change	Jul-18	YTD 18	YTD 17	% Change				YTD 16
Possession	13	8	63%	25	-48%	8	113	141	-20%				146



# September 2018 Violent Crimes

All Incident Reports												
Specific Crimes	Sep-18	Sep-17	% Change	Aug-18	% Change	Jul-18	YTD 18	YTD 17	% Change	YTD 2018 Closure Rate	YTD 2017 Closure Rate	YTD 16
Homicide	0	0	N/A	1	N/A	0	2	0	N/A	0%	0%	1
Robbery	1	0	0%	1	0%	0	13	21	-38%	46%	43%	11
Aggravated Assault	7	10	-30%	7	0%	3	54	60	-10%	56%	65%	49
<i>from DV*</i>	3	6	-50%	2	50%	2	25	20	25%			24
Simple Assault	37	41	-10%	33	12%	42	357	371	-4%	46%	40%	407
<i>from DV*</i>	20	18	11%	19	5%	28	189	169	12%			220
<b>Total Violent</b>	<b>45</b>	<b>51</b>	<b>-12%</b>	<b>42</b>	<b>7%</b>	<b>45</b>	<b>426</b>	<b>452</b>	<b>-6%</b>	<b>37%</b>	<b>37%</b>	<b>468</b>
Arrests												
Specific Crimes	Sep-18	Sep-17	% Change	Aug-18	% Change	Jul-18	YTD 18	YTD 17	% Change			YTD 16
Homicide	0	0	0%	0	0%	0	0	0	0%			1
Robbery	0	1	-100%	1	-100%	0	6	9	-33%			10
Aggravated Assault	6	8	-25%	4	50%	2	30	39	-23%			32
Simple Assault	13	22	-41%	14	-7%	19	165	148	11%			209
<b>Total Violent</b>	<b>19</b>	<b>31</b>	<b>-39%</b>	<b>19</b>	<b>0%</b>	<b>21</b>	<b>201</b>	<b>196</b>	<b>3%</b>			<b>252</b>

\*No minor cases (suspect or victim) count as Domestic Violence



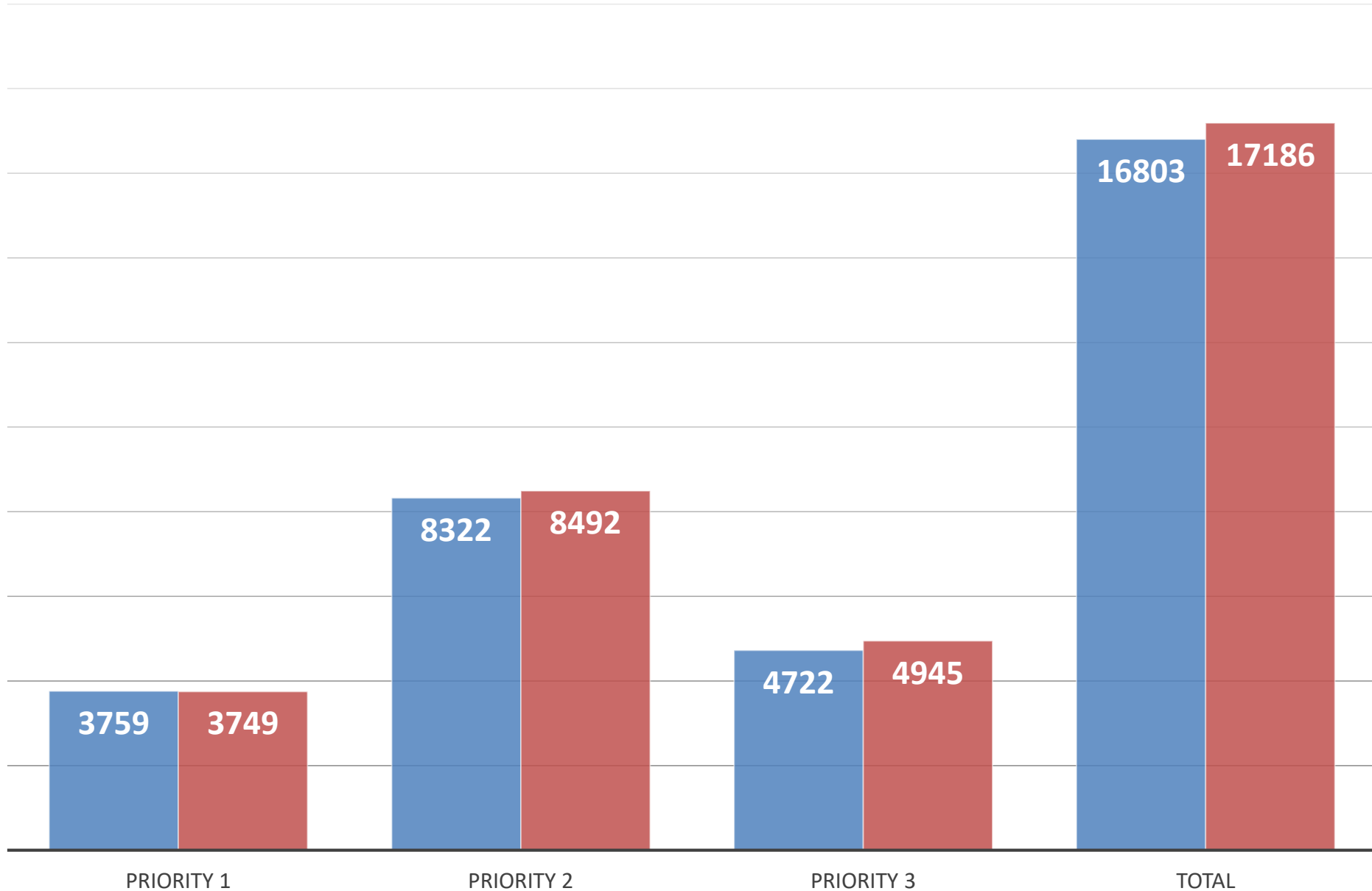
# September 2018 Threshold 17/5/2018

Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	86	72-100	80	Normal
Traffic Stop	867	566-1168	390	Moderately Low
DWI	7	4-10	3	Moderately Low
Robbery	2	0-4	1	Normal
Aggravated Assault	6	3-8	5	Normal
Simple Assault	40	32-48	37	Normal
Sexual Assault	5	2-7	2	Moderately Low
Burglary	9	6-13	9	Normal
Motor Vehicle Theft	2	0-4	6	Moderately High
Theft from MV	14	6-22	11	Normal
Vandalism	36	28-45	33	Normal
Shoplifting	24	17-31	12	Moderately Low
Theft all Other	39	31-47	47	Moderately High
Possession	16	10-22	20	Normal
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	53	43-63	45	Normal
Property	125	96-154	118	Normal



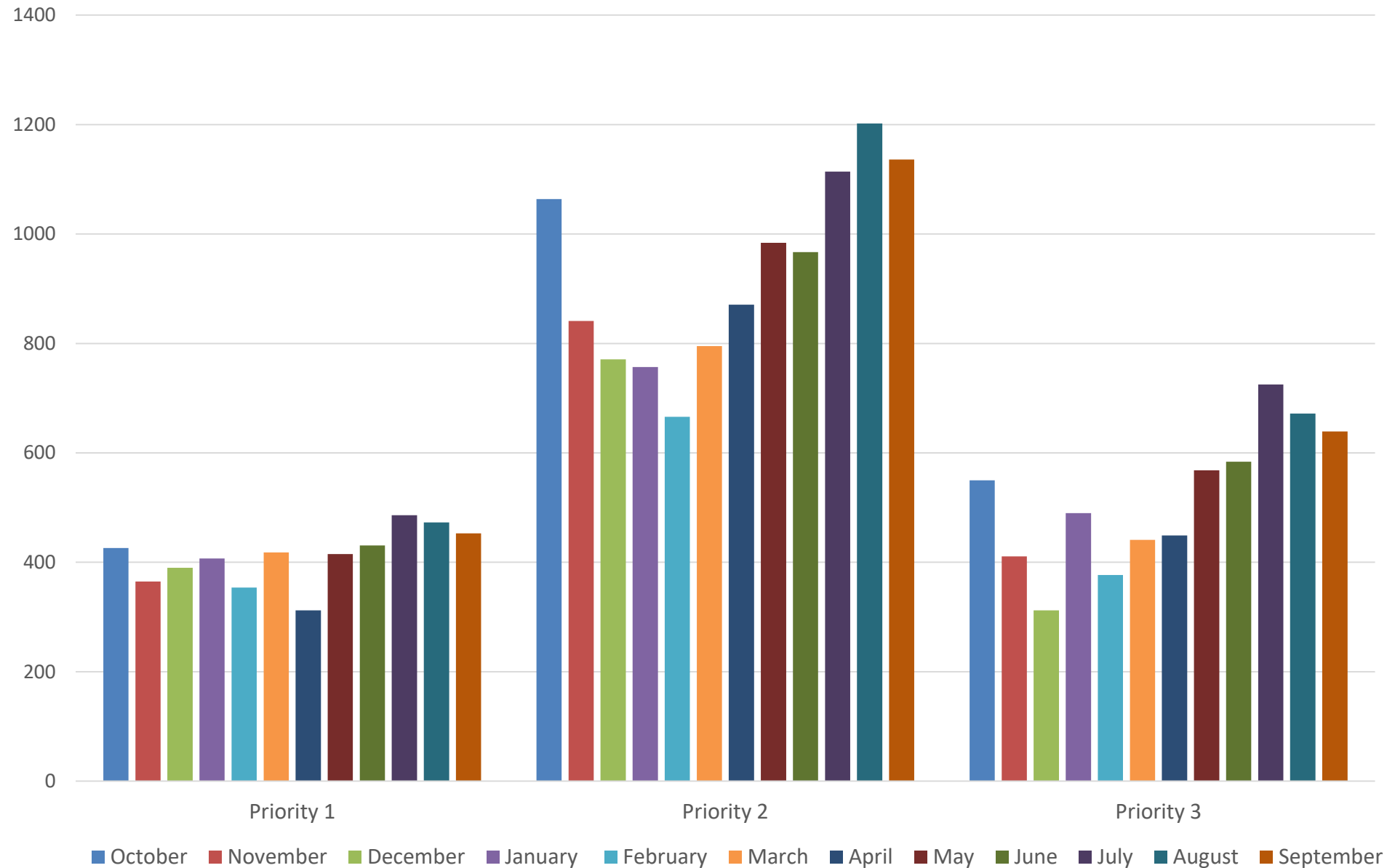
# Calls for Service 2017 v 2018

11/15/2018

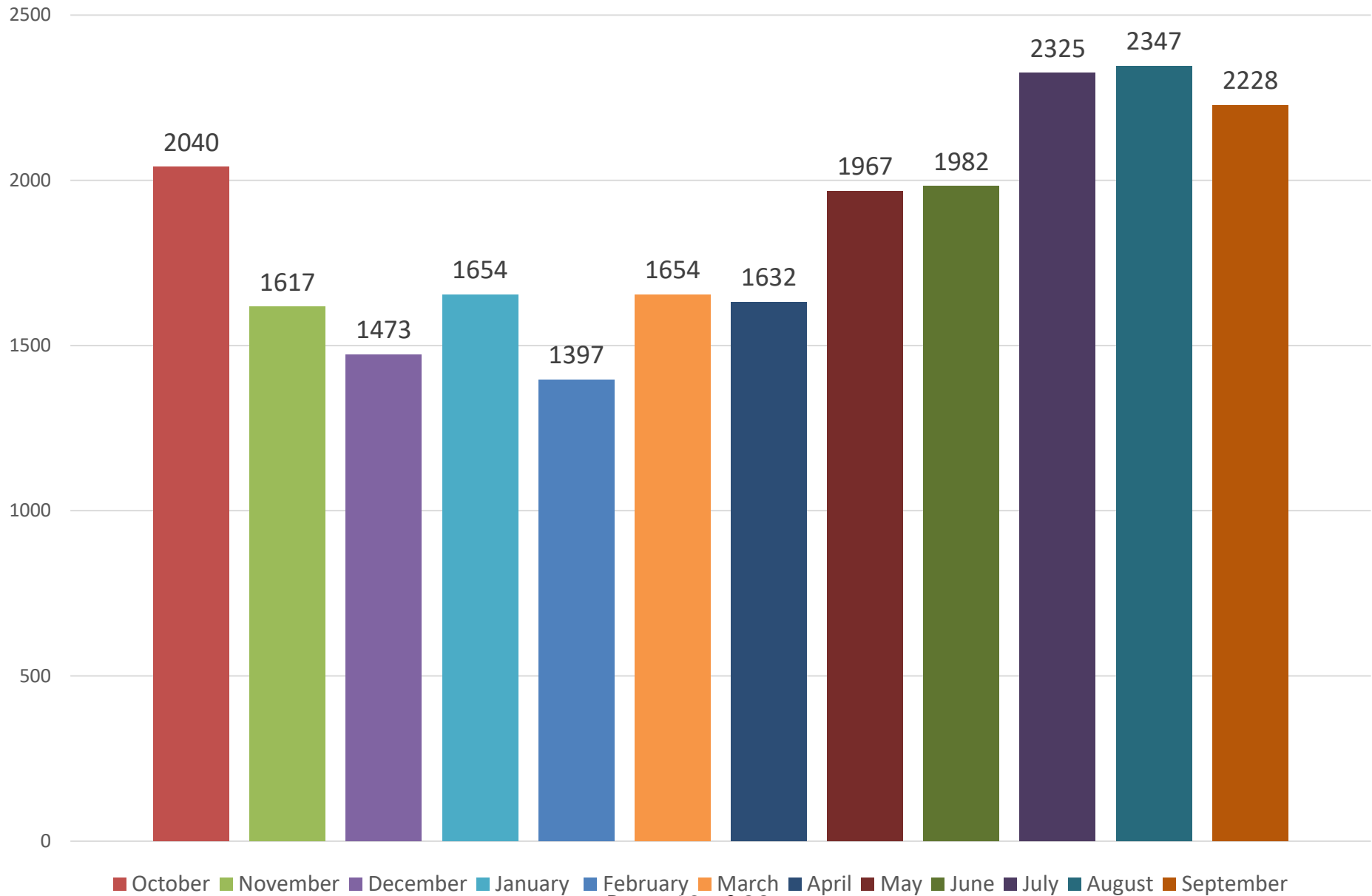


# YTD Calls for Service 2017 v 2018

11/15/2018

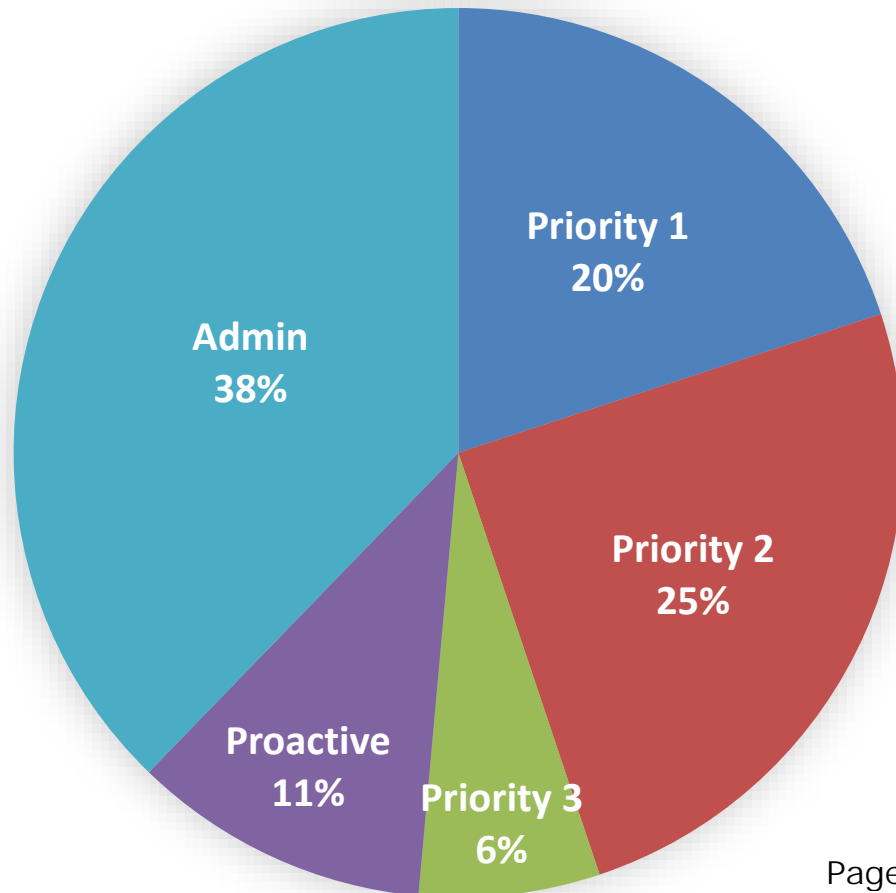


# YTD Calls for Service Total 2017 v 2018

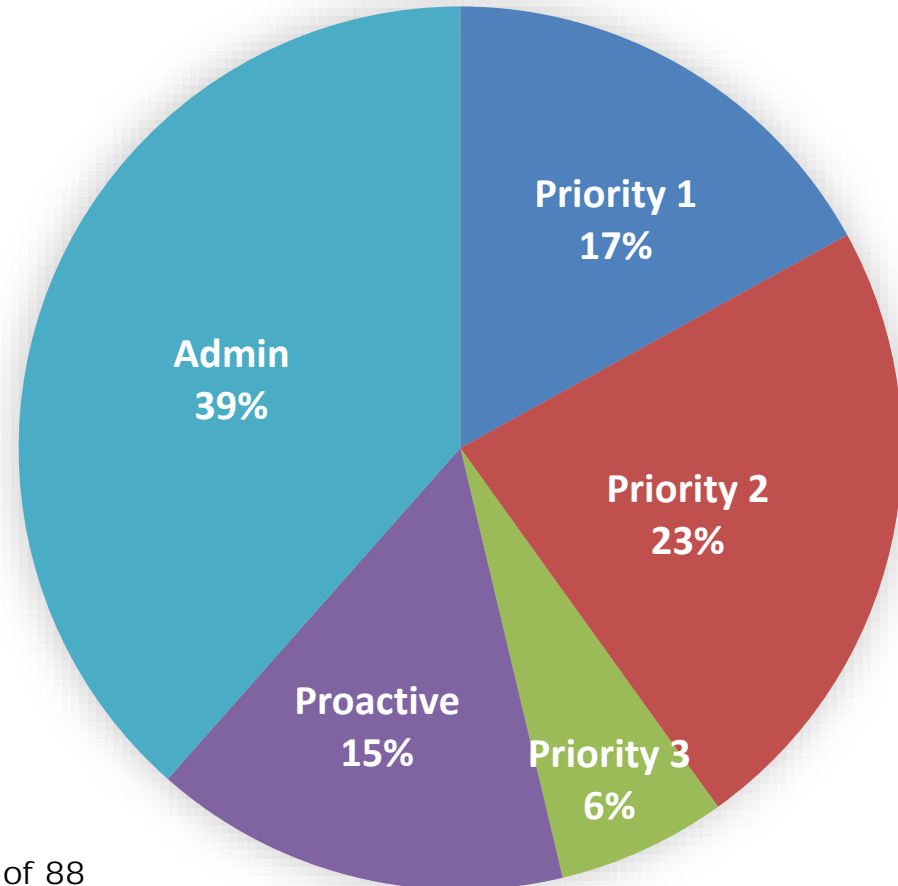


# September 2018 Manpower Hours

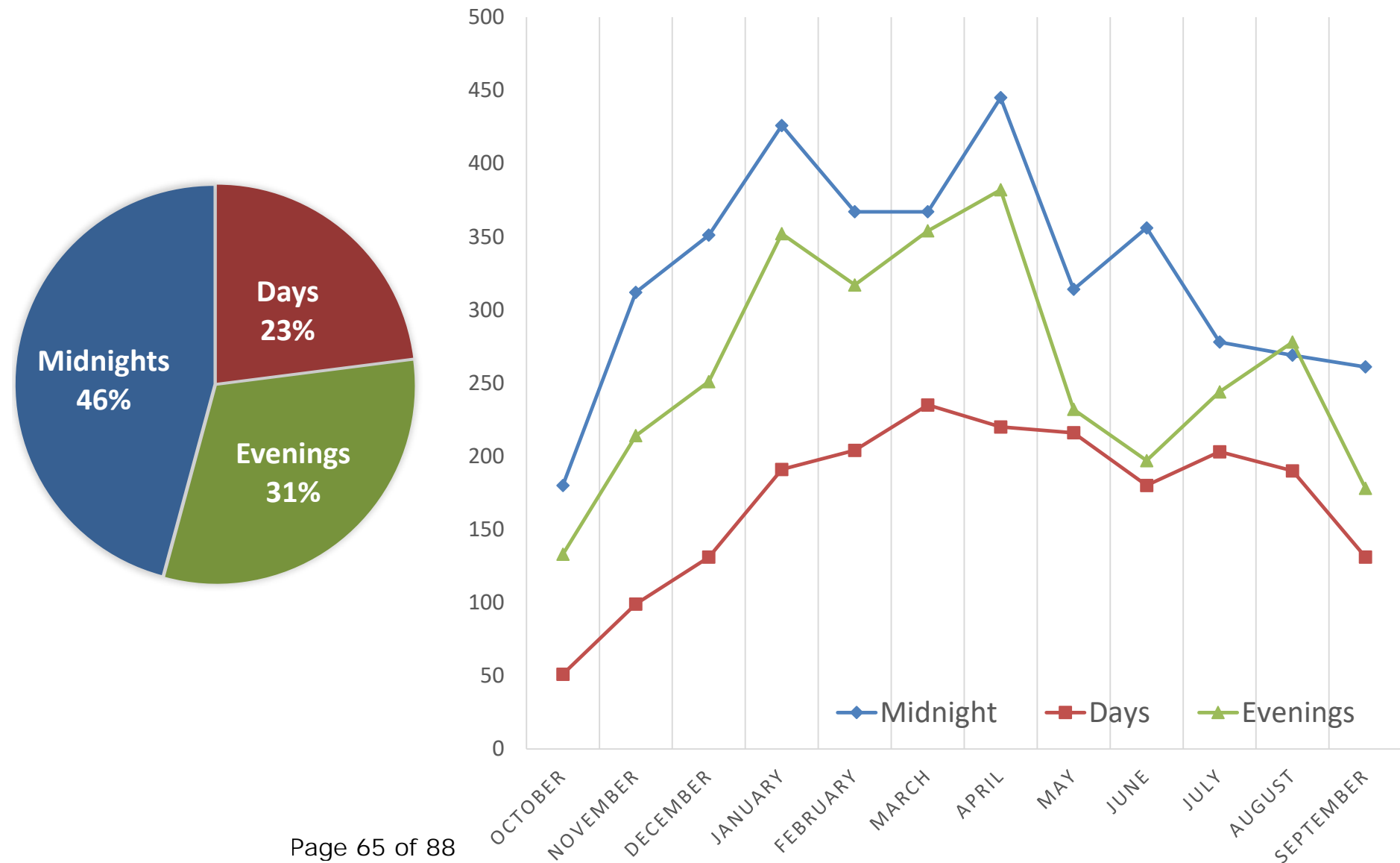
**September 2017**



**September 2018**

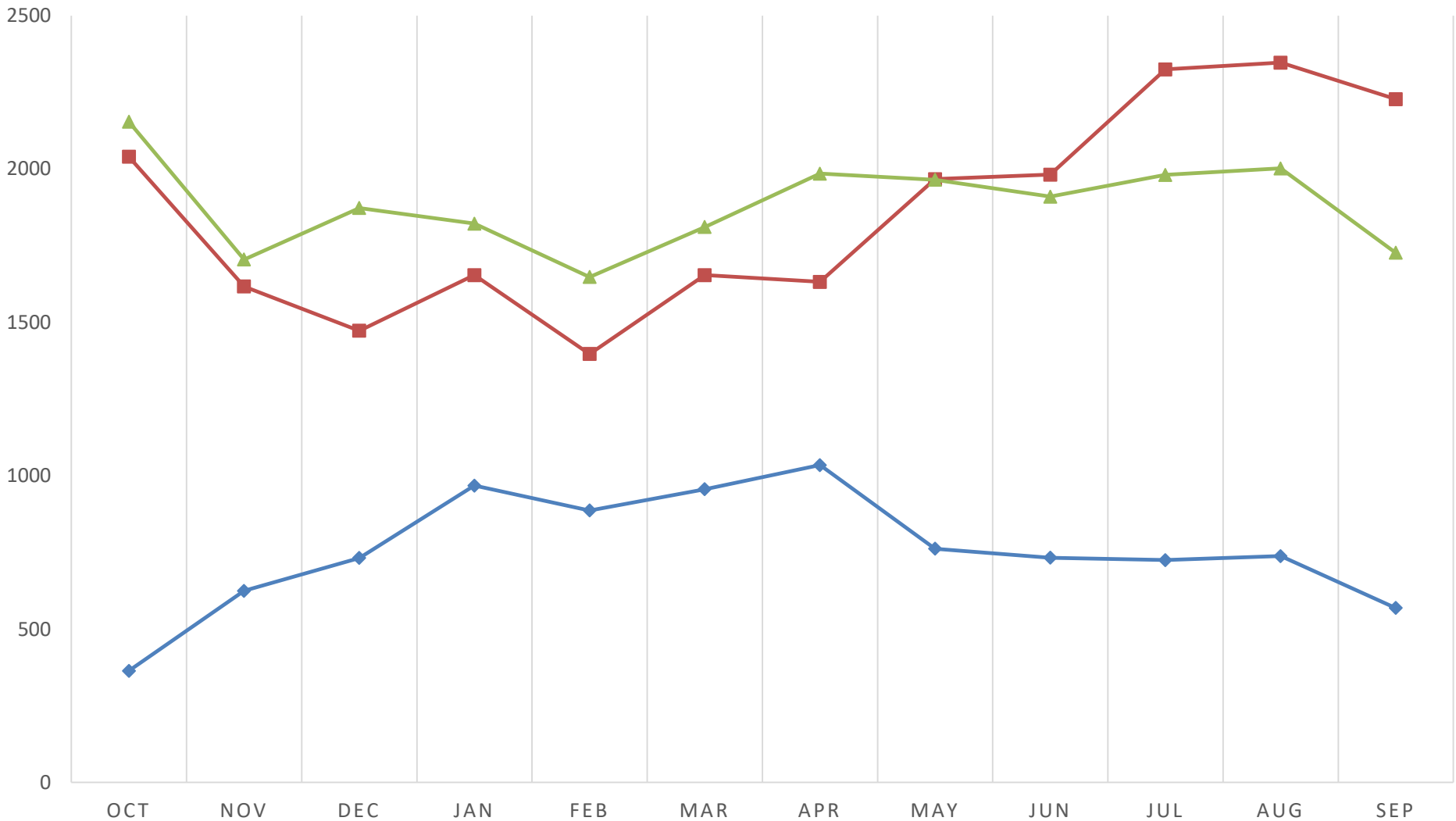


# September 2018 Proactive Hours



# 2017 v. 2018 CFS v. Manpower Hours

Proactive Hours    Total CFS    Total MP Hours



# 2018 Response Time

	2017 YTD	2018 YTD	Percent Change	2016 YTD	Percent Change
Priority 1	16.33	15.63	-4%	13.58	15%
Priority 2	57.15	50.05	-12%	46.31	8%
Priority 3	85.8	69.74	-19%	68.45	2%

**DV COMPSTAT**  
**September 2018**

<b>Dates</b>	<b>5/1/18 – 5/31/18</b>	<b>6/1/18 – 6/30/18</b>	<b>7/1/18– 7/31/18</b>	<b>8/1/18– 8/31/18</b>	<b>9/1/18 – 9/30/18</b>	<b>Prior Verbal (PV)</b>	<b>YTD 2018</b>	<b>PV YTD</b>	<b>YTD 2017</b>
<b>Misdemeanor Arrests</b>	<b>23</b>	<b>17</b>	<b>23</b>	<b>18</b>	<b>16</b>	<b>1</b>	<b>157</b>	<b>14</b>	<b>148</b>
<b>Felony Arrests</b>	<b>5</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>24</b>	<b>5</b>	<b>15</b>
<b>Verbal Cases</b>	<b>26</b>	<b>21</b>	<b>30</b>	<b>15</b>	<b>26</b>		<b>195</b>		<b>207</b>
<b>Total Cases</b>	<b>54</b>	<b>38</b>	<b>56</b>	<b>39</b>	<b>45</b>	<b>2</b>	<b>376</b>	<b>19</b>	<b>370</b>

**2018 FJC Clients**

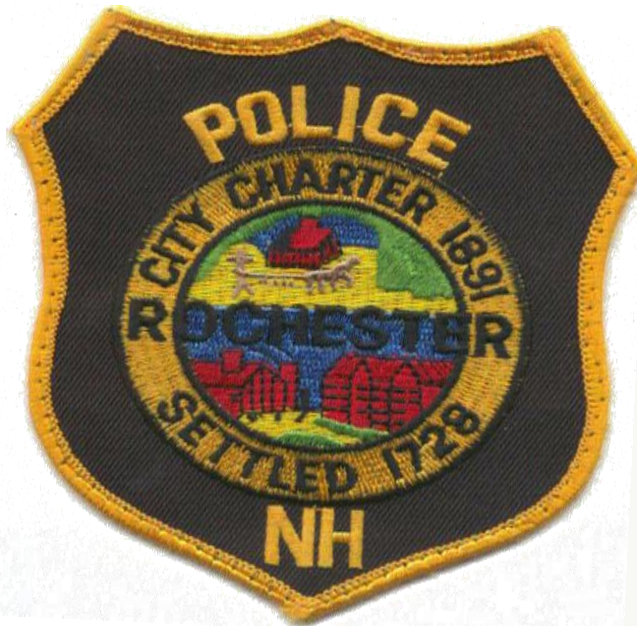
<b>Month</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
New Clients	13 (13)	18 (17)	6 (19)	6 (21)	8 (24)	5 (12)
	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
New Clients	2 (16)	5 (25)	2 (13)			

**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.**





If at first you  
Don't Succeed  
try TWO MORE TIMES

So that your  
FAILURE

is  
Statistically Significant

Twisteddoodles.com

---

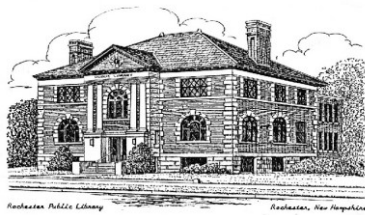
*Intentionally  
left blank...*

---

City Clerk's Office

---

---



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

11/15/2018

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**

### **October 2018**

There were a total of 15,608 items circulated with 14,598 people visiting the library in the month of October. One hundred sixty-seven patrons used the library's Internet computers for 494 hours. Current number of patron registrations is 38,712. Interlibrary loan activity included 50 materials borrowed from other libraries and 287 loaned to other libraries.

During the month of October the Children's Room staff held seventeen Story Times for a total of 179 children. Nineteen children participated in a fun "Make-It and Take-It" craft program creating Fingerprint Dandelions. Also available from the Children's Room was "Try it Out Tuesdays" for kids age 8 through middle school. No sign-ups are required. Each week offers a different craft/medium to "Try Out".

Tuesday, October 23<sup>rd</sup> the Children's Room offered the Bridles & Bits Club for all children age 8 through middle school. This program is all about horses with crafts and the ability to share stories and insights with other horse lovers.

The Library was pleased to present an Arts & Crafts Show by Tri-City Consumers' Action Co-Operative, a peer support agency that serves adult residents of Strafford County, during the month of October. The show is an opportunity for members to use arts and crafts as a means of recovery.

Adult Circulation Book display themes for the month included Horror, Up all Night (scary stories), Gay Pride and PBS Great American Read.

Library patrons and staff collected 16 bags of food for Gerry's Food Pantry in October.

In addition to the print versions of available books, 283 of our library patrons downloaded 1,452 e-books to media devices through the library's web site this month. The RPL website also enabled 109 patrons to access 332 digital downloads from Hoopla.

Trustees meet on November 20<sup>th</sup> in the Rose Room of the library at 6pm.

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

# City of Rochester Tax Collector's Office

October 31, 2018

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2018	Semi Warrant	31,229,773	29,506,837.26	94.48%	1,722,935.74	5.52%
2017		60,524,791	59,764,538.13	98.74%	760,252.87	1.26%
2016		58,196,003	57,658,434.35	99.08%	537,568.65	0.92%
2015		56,938,119	56,670,853.52	99.53%	267,265.48	0.47%
2014		55,068,779	54,921,962.92	99.73%	146,816.08	0.27%
2013		53,324,262	53,218,004.68	99.80%	106,257.32	0.20%
2012		50,952,912	50,883,316.78	99.86%	69,595.22	0.14%
2011		48,856,892	48,805,040.13	99.89%	51,851.87	0.11%
2010		47,308,832	47,263,198.55	99.90%	45,633.45	0.10%
2009		46,898,827	46,860,446.22	99.92%	38,380.78	0.08%
2008		46,522,769	46,494,022.79	99.94%	28,746.21	0.06%
2007		42,964,450	42,944,045.46	99.95%	20,404.54	0.05%
2006		40,794,160	40,782,063.47	99.97%	12,096.53	0.03%
2005		38,024,453	38,017,087.20	99.98%	7,365.80	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	29,720,391.70	99.98%	5,486.30	0.02%
2001		26,943,136	26,937,802.91	99.98%	5,333.09	0.02%
2000		25,415,248	25,411,043.45	99.98%	4,204.55	0.02%
1999		22,973,308	22,969,992.33	99.99%	3,315.67	0.01%
1998		30,592,529	30,587,901.82	99.98%	4,627.18	0.02%
1997		29,835,914	29,831,457.52	99.99%	4,456.48	0.01%
1996		27,726,424	27,722,073.99	99.98%	4,350.01	0.02%
1995		27,712,029	27,709,191.61	99.99%	2,837.39	0.01%
1994		26,989,803	26,987,206.62	99.99%	2,596.38	0.01%
1993		25,611,050	25,608,622.48	99.99%	2,427.52	0.01%
1992		24,746,736	24,744,940.64	99.99%	1,795.36	0.01%
1991		24,296,285	24,294,507.32	99.99%	1,777.68	0.01%
					<b>3,872,415.58</b>	

Tax Collector  
Doreen Jones, CTC

Online Citizen Self Service Totals FY 19		
Month	Total \$\$	# of Payments
July	\$ 70,642.36	32
Aug	\$ 25,303.24	16
Sept	\$ 3,047.61	7
Oct	\$ 28,402.05	5

# Rochester, New Hampshire

## Inter office Memorandum

**TO:** Blaine Cox  
City Manager

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

**SUBJECT:** Analysis of Direct Assistance for October 2018.

**DATE:** November 7, 2018

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

Voucher amounts issued for October, 2018 were as follows:

	45 <u>Families</u> <i>16 new</i>	22 <u>Single</u> <i>7 new</i>
Burial .....	1,150.00	2,600.00
Dental .....	.00	.00
Electricity .....	2,554.95	1,012.84
Food.....	.00	.00
Fuel heating .....	1,099.81	149.95
Mortgage .....	.00	.00
Prescriptions .....	.00	115.46
Rent .....	5,998.00	2,789.50
Temporary Housing .....	1,397.00	.00
Transportation .....	<u>667.20</u>	<u>.00</u>
<b>TOTAL</b>	<b>\$12,866.96</b>	<b>\$6,667.75</b>

This represents an average cost per case/family of \$285.93 and case/Individual of \$303.08 for this month.

Total vouchers issued: \$19,534.71

There was an increase of \$10,457.75 in assistance issued this month compared to October 2017. There was an increase of \$6,737.10 in vouchers issued this month compared to last month.

We received reimbursements from Property Liens totaling \$0.00 for this month.



---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



11/15/2018

## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT
Wallace Street Disposition

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

AGENDA DATE	November 20, 2018		
DEPT. HEAD SIGNATURE	Karen Pollard, Economic Development Manager, Signature		
DATE SUBMITTED	November 7, 2018		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	6	

#### COMMITTEE SIGN-OFF

COMMITTEE	REDC Economic Development Commission
CHAIR PERSON	Susan DeRoy, Chairperson

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

--

### SUMMARY STATEMENT

ROCHESTER -- City Manager Blaine Cox is pleased to announce that the City of Rochester has earned a Brownfield cleanup grant from the New Hampshire Department of Environmental Services.

The \$200,000 Brownfields cleanup grant will support the city's efforts to remove contaminated soil at the lot located at 10-16 Wallace St. The project will ultimately improve the environment around the lot, while also preparing it for potential redevelopment. Brownfields are former industrial or commercial sites where future use is hindered by contamination from the sites' previous uses.

With the grant, the City of Rochester will work to remove soil contaminated with chlorinated solvents. The soil is a contributing source of ongoing groundwater contamination and, if left unaddressed, could pose problems for future buildings on the now-vacant site.

The contamination dates back to 1892, when the site was first developed as a foundry and was subsequently occupied by multiple foundries and other industrial and commercial operations, including a metal recycling facility that closed in 2007.

Once decontaminated, the site would be open to potential redevelopment as either a residential, commercial or industrial use under its existing zoning. "This lot is a linchpin property in the city's ongoing revitalization efforts," City Manager Cox said. "Earning a Brownfields grant to overhaul this land is a tremendous step forward as we look to further enhance our downtown area and support growth that's in line with our economic development goals."

Rochester was one of two cities in New Hampshire to earn the 2018 Brownfields grant, with Manchester securing the other. Funds for these grants were made available from the Brownfields Revolving Loan Fund (RLF), which provides financial support for the cleanup and redevelopment of contaminated properties. Program income from this RLF was utilized in an effort to clean up Brownfield sites and position these properties for redevelopment.

### RECOMMENDED ACTION

Referral back to Economic Development Commission and Department for project planning.



# BROWNFIELDS PROGRAM

## CLEANUP GRANT APPLICATION

### Brownfields Revolving Loan Fund



RSA 147-F:20

The New Hampshire Department of Environmental Services (NHDES) currently administers a Brownfields Revolving Loan Fund (RLF) for the purpose of providing financial support for the cleanup and redevelopment of contaminated properties. In our continuing effort to get Brownfield sites cleaned up and positioned for redevelopment, NHDES is making available \$400,000 for two or more cleanup grants and is hereby soliciting applications from interested eligible entities. Individual grants will be limited to no more than \$200,000 per site. **Priority consideration will be given to projects that are ready or near ready for cleanup and redevelopment plans have, at a minimum, been conceptualized.**

### Application Deadline: July 31, 2018

#### I. APPLICANT INFORMATION

Grant Applicant's

Name: City of Rochester, NHMailing Address: 31 Wakefield StreetCity/Town: Rochester State: NH Zip Code: 03867

Telephone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Person: Michael Bezanson, PE Title: City EngineerContact's Telephone No.: 603-332-4096 E-mail: michael.bezanson@rochesternh.net

Check applicable box:

☒ Local government☐ Redevelopment agency☐ Quasi-governmental entity☐ Tribal government☐ Regional council☐ Non-profit organization☐ Other, describe: \_\_\_\_\_

Note: Private site owners and developers are not eligible for grants.

#### II. PROPERTY INFORMATION

Property/Site Name: Former Advanced RecyclingDES Site #: 200309133

Street Address: \_\_\_\_\_

City/Town: 10-16 Wallace Street, Rochester, NH

Tax Map/Lot No. (please attach copy of tax map): \_\_\_\_\_

Map 120, Lots 306 and 308Book/Page: 3633/0933Current Property Owner Name: City of RochesterStreet Address: 31 Wakefield StreetCity/Town: Rochester State: NH Zip Code: 03867Telephone No.: 603-332-4096 E-mail: michael.bezanson@rochesternh.net

**III. PROJECT INFORMATION** (attach additional sheets as necessary to provide the information requested)**A. Types of contaminants found (check all that apply):**☒ VOCs☐ Lead☐ Other \_\_\_\_\_☒ PAHs☐ Asbestos☐ PFAS☐ PCBs**B. Media affected (check all that apply):**☒ Soil☐ Surface Water☒ Groundwater☐ Sediments☐ Indoor Air☐ Building Materials

C. Describe the operational history and current use(s) of the site: The Wallace Street site was first developed for industrial use in 1892. From 1908 to 1925, the site was occupied by Rochester Foundry & Machine Works; from 1925 to 1949, the site was occupied by Johnson Foundry, Twin State Gas & Electric Co., and Diamond Match Co.; from 1958 to 1989, the site was occupied by a scrap metal business and Public Service Co. of New Hampshire; and from 1989 to 2007, the site was a recycling center named Advanced Recycling. The property was transferred by donation to the City of Rochester in 2007. The property consists of 2 developed parcels comprising 0.95 acres and was previously improved with three buildings measuring 1,590, 1,280 sq ft., and 7,170 sq ft. which were razed in 2010. The property has been vacant since.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D. Describe the environmental concerns at the site, including when and how the site became contaminated and the nature and extent of contamination: Phase I ESA findings from June 2007 identified methyl tertiary-butyl ether (MtBE), tetrachloroethene (PCE), and polynuclear aromatic hydrocarbons (PAHs) present in site groundwater. Phase II findings from August 2007 have shown subsurface soil exceedances of state standards for PCE and PAHs; MtBE levels are within state standards. Based on the horizontal and vertical distribution inferred by the soil data collected to date, it was estimated that 705± tons of contaminated soil may exist in northern area and 132± tons of contaminated soil may exist in the southern area. The PCE contaminated groundwater plume originating in the northern source area appeared to attenuate near the property boundary but still exceeded the groundwater standard. A lesser source in the southern area may add to tetrachloroethene originating in the north resulting in the concentrations detected near the southeastern boundary, exceeding the groundwater quality standard. PCE exceedances have been reported in multiple site monitoring wells, and trichloroethene (TCE, a PCE breakdown product) is now exceeding state standards at some monitoring locations. Groundwater results from September 2017 show concentrations of PCE exceeding the GW-1 standard of 5 ug/L in 7 of 13 wells sampled. PCE results from 2008 and 2015 exceeded the GW-2 standard of 240 in MW-5 located at the northern portion of the site. Contamination sources are inferred to be surface releases from historical site usage.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E. Describe the proposed expansion, redevelopment or reuse of the property: The proposed redevelopment of the Wallace Street brownfield will replace the currently vacant lot with a light industrial/commercial building to be used as a small business incubator facility. This redevelopment aligns with priorities identified in the City's FY 2015-2020 Community Development Block Grant Consolidated Plan, which discusses the need to reduce the blight in Rochester's downtown region and encourage economic development, and the City's recently adopted update to its Economic Development Master Plan, which calls for more economic development focus on the downtown after a period of focus in other geographic areas of the City. The City's current Downtown Master Plan also specifically calls

for “substantive improvements to existing properties and new construction that lifts property values for surrounding areas.” The *First Impressions: Rochester* report, a result of a University of New Hampshire initiative, also identified vacant and blighted properties as deterring downtown foot traffic.

---



---



---

- F. Describe the proposed cleanup plan and cleanup methods that are being considered for the site: Two areas of soil containing PCE above New Hampshire Department of Environmental Services (NHDES) soil remediation standards have been identified: soil to depths of 3± feet below local grade in the vicinity of the scale at the southwestern boundary of the site near Wallace Street and soils to depths of 12± feet at the eastern end of Building C. To achieve compliance with Env-Or 600 and prepare the site for redevelopment, the PCE source in site soil will need to be remediated and groundwater quality will need to comply with Ambient Groundwater Quality Standard (AGQS) or be monitored until compliance is achieved. Given the detection of PCE at concentrations exceeding the GW-2 standard, potential volatile organic compound (VOC) vapors must be prevented from intruding into new occupied structures. NHDES previously approved a Remedial Action Plan (RAP) prepared for the site which recommended source removal in the two defined PCE soil contamination areas by excavation and off-site disposal followed by limited groundwater monitoring under a Groundwater Management Permit. Vapor mitigation measures in the form of Liquid Boot® Membrane or similar barrier are recommended for any new construction on the site during redevelopment. Calculations for estimated costs for soil excavation and off-site treatment and disposal (\$209,408) and groundwater monitoring for 10 years (\$56,484) are attached to this application.
- 
- 
- 

Please provide (i.e., attach) a list of the tasks required to implement the proposed cleanup project along with a cost estimate for each task to be funded under the grant.

- G. Describe the extent to which other sources of funding are or are not available for cleanup or subsequent redevelopment of the site: General City funds in the amount of \$75,000 have been reserved in a special fund to support this project. The City will be contributing both staff time and supplemental funds to assist in cleanup and redevelopment planning activities.
- 
- 
- 

- H. Describe the economic benefits expected, such as increased employment and expanded tax base, through the redevelopment of the site cleaned up under this grant **OR** describe the non-economic benefits associated with a site to be reused for greenspace or other not-for-profit activities: After the small business incubator facility is completed, it will be occupied by four or so small businesses in the commercial and/or light industrial sectors. It is estimated that these businesses will have somewhere between one to five employees per business. This means a total job creation of between four to twenty jobs in the post-redevelopment phase. This will also help raise the property values of the neighboring properties, which are mostly small businesses, and remediating hazardous conditions at the site will prevent the contaminants from migrating to these neighboring properties. The downtown region has been designated an Economic Revitalization Zone, which means businesses that move into the remediated property may be eligible for New Hampshire tax credits.
- 
- 
- 

- I. Describe the extent to which a grant will facilitate the reuse of existing infrastructure: The Site is located in Downtown Rochester and is tied directly to existing infrastructure including municipal water and sewer, power, and roads allowing for a high likelihood of reuse. In addition, there is a Route 2 Cooperative Alliance for Seacoast Transportation bus stop less than half a mile from the Wallace Street property, which is a walking distance of approximately six minutes. This will ensure lower redevelopment costs for the project and also allow low-income

small business owners who may not have personal vehicles access to the small business incubator via public transit.

---



---



---

#### IV. PROPERTY OWNERSHIP ELIGIBILITY

- A. Are there any known ongoing or anticipated environmental enforcement actions (at the federal, state, or local level) regarding the responsibility of any party for contamination or hazardous substances at the site? ☐ Yes ☒ No If yes, please explain: \_\_\_\_\_

---



---



---

- B. How was the property acquired (or will be acquired)?

- ☐ Negotiated purchase from a private individual  
☐ Purchase or transfer from another governmental unit  
☐ Tax foreclosure  
☐ Eminent domain  
☒ Donation  
☐ Other (explain): \_\_\_\_\_

- C. What was the date when the property was acquired (or the anticipated date when it will be acquired)? 12/18/2007

---



---

- D. What is the name and identity of the party from whom the property was (or will be) acquired? Structural Realty, Inc. / Steven Cohen

---

- E. Describe all familial, contractual, corporate or financial relationships or affiliations the applicant has or has had with all current and/or prior owners or operators of the property: None

---

- F. Did the disposal of all hazardous substances at the site occur before the applicant acquired (or will acquire) the property? .....☒ Yes ☐ No

- G. Did the applicant ever arrange for the disposal of hazardous substances at the site, or transport hazardous substances to the site?.....☐ Yes ☒ No

- H. Did the applicant ever cause or contribute to any releases of hazardous substances at the site? .....☐ Yes ☒ No

- I. Did the applicant perform any environmental inquiry prior to the purchase of the property? .....☒ Yes ☐ No

- J. If a pre-purchase inquiry was performed, describe the types and dates of the assessments performed, indicate on whose behalf the assessments were performed, and indicate whether the applicant performed the pre-purchase inquiry in accordance with EPA's All Appropriate Inquiry rule (or ASTM E1527-13, or its equivalent at the time of purchase): Phase I Environmental Site Assessment, Former Advanced Recycling, June 29, 2007. Environmental Site Investigation Report, Former Advanced Recycling, August 3, 2007. Both performed for the City of Rochester within 180 days of property acquisition in accordance with AAI.

---



- K. Describe all uses of the property since the applicant acquired ownership of the property through the present, including any uses by persons or entities other than the applicant: The buildings on the property were demolished in 2010 for public safety purposes and the property has been vacant.

#### V. SITE ELIGIBILITY

Certain sites are not eligible for funding. Please answer the following to the best of your knowledge:

- A. Is your facility listed (or proposed for listing) on the National Priorities List?.....☐ Yes ☒ No
- B. Is your facility subject to unilateral administrative orders, court orders, administrative orders on consent, or judicial consent decrees issued to or entered into by parties under CERCLA?.....☐ Yes ☒ No
- C. Is your site/facility subject to a planned or ongoing CERCLA removal action?.....☐ Yes ☒ No
- D. Is your site/facility subject to corrective action orders under RCRA (sections 3004(u) or 3008(h))?.....☐ Yes ☒ No

If you answer yes to any of the questions above, please contact the NHDES Brownfields Program contacts listed below.

#### CERTIFICATION

To the best of my knowledge, the information in this application, and all other supporting documentation, is accurate and complete.

Signature: 

Date: 7/30/18

Name (print or type): MICHAEL S. BEZANON, PE

#### Application Deadline: July 31, 2018

Please send the completed application via U.S. Mail to:

Michael McCluskey, P.E.  
Brownfields Program  
Waste Management Division  
New Hampshire Department of Environmental Services  
P.O. Box 95, 29 Hazen Drive  
Concord, NH 03302-0095

or electronically via e-mail to: [Michael.McCluskey@des.nh.gov](mailto:Michael.McCluskey@des.nh.gov)

For further assistance, contact Michael McCluskey at (603) 271-2183 or [Michael.McCluskey@des.nh.gov](mailto:Michael.McCluskey@des.nh.gov) or Kate Emma Schlosser at (603) 271-2910 or [KateEmma.Schlosser@des.nh.gov](mailto:KateEmma.Schlosser@des.nh.gov).

---

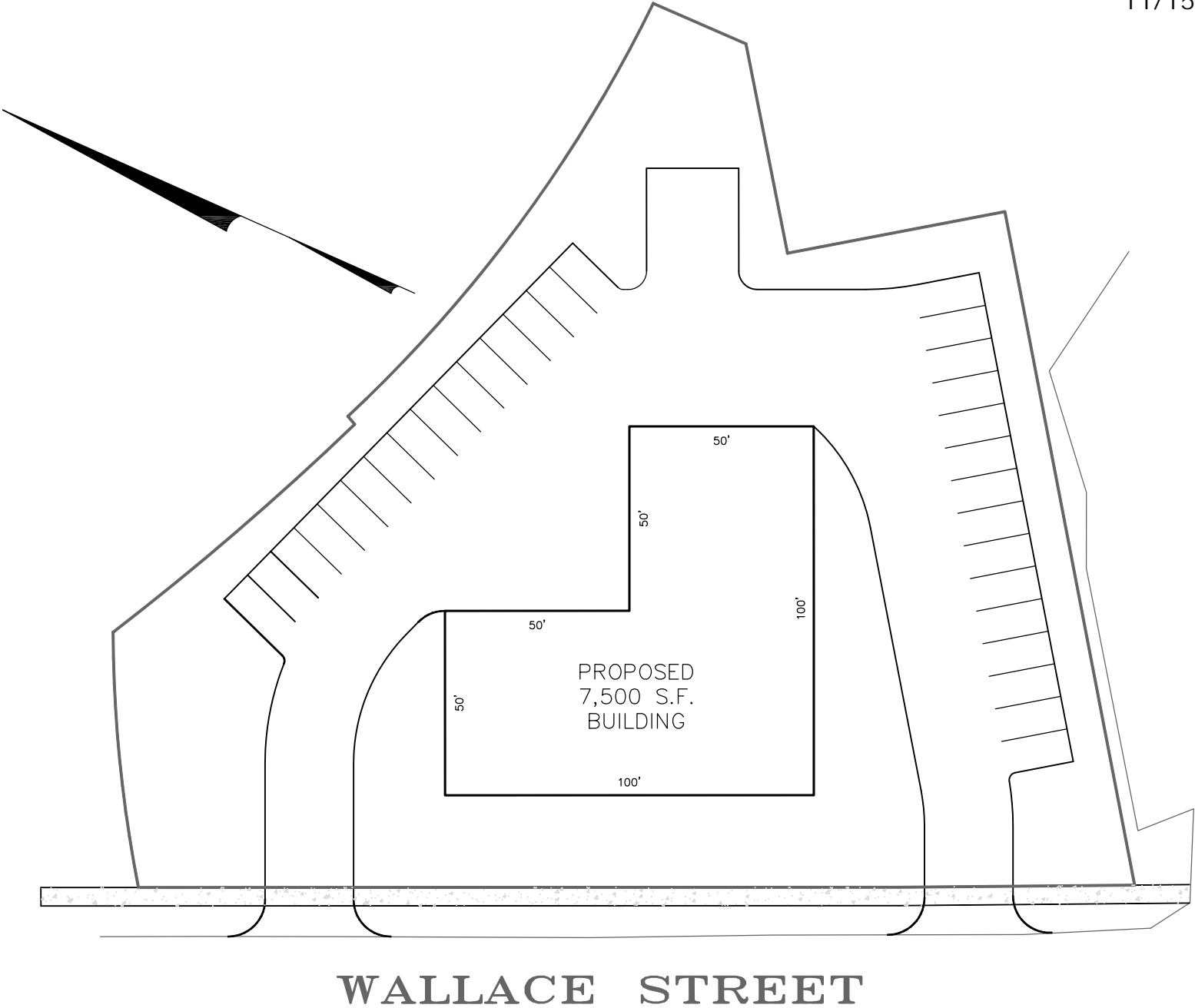
*Intentionally  
left blank...*

---

City Clerk's Office

---

---



---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**Your property has a Code Violation....**

***Now what?***

Here is how the City of Rochester Neighborhood Compliance Inspection violation system works for Notice of Violation cases:

1. **DON'T PANIC!!!** The City of Rochester wants to work with you to bring your property into compliance.
2. A Notice of Violation is sent to the property owner, listing any compliance issues that were observed.
3. A completion date is on the violation, this date is typically 30 days from the day the violation is mailed
4. If the violation cannot be corrected within the allotted time, the property owner may complete a work plan outlining the time frame for when and how the property will be brought into compliance.
5. If the violation has not been corrected, and no work plan has been submitted, the City will issue fines to the property owner.
6. Once the violation is corrected the case is closed.

**Our mission** is to provide proper enforcement of minimum housing and commercial standards with a commitment to integrity and excellence in customer service. We believe this enhances the health, safety, property values and quality of life for the citizens of Rochester.

### Our goals

- 1) keep neighborhoods safe and attractive;
- 2) help homeowners maintain property values and
- 3) create a positive environment for investment by ensuring residential properties are safe and attractive.



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

City of Rochester  
33 Wakefield St.  
Rochester, NH 03867  
(603) 332-3508

Working together, we can <sup>11/15/2018</sup>

## Improve the Health, Safety, and Value of Our Community

**An overview of Neighborhood Compliance  
Inspection Program**



City of  
**ROCHESTER**  
New Hampshire

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



**Neighborhood Compliance Enforcement** is a solutions-focused with the intent to enhance the health and safety of Rochester's neighborhoods while improving property values and the quality of life for all citizens.

When we remove the negative blight through the enforcement of municipal building and property maintenance codes, we can unlock the value of the surrounding properties by revitalizing the neighborhood.

It is the department's intention to work as a team with the citizens of Rochester to create a positive response that will have an impact on our city.

## **UNDERSTANDING CODE COMPLIANCE**

The City of Rochester has adopted a number of City codes and ordinances; rules and regulations that help our city run smoothly. They set the minimum standards that keep our community safe, and make it a desirable place to live and do business.

In order to keep our city safe and a desirable place to live, work and play we need your help. Compliance issues are brought to our attention in one of two ways. Issues may be identified when we are out in the community or they pay come to our attention in the form of a complaint from neighbors or residents.

When a violation is identified our approach is to work collaboratively with the resident, property owner, or business to find solutions and gain code compliance.

## **Keeping our Community Safe and Beautiful**

Like any city, Rochester has ordinances to keep our city residents safe and health and to keep our neighborhoods beautiful and desirable. Every city, including Rochester has its code violators. Typical code violations include but are not limited to:



### **TRASH and DEBRIS**

You are not allowed to have trash and debris around your property or curbside unless it's your assigned trash pick up day. Also remember bulky trash is the second full week of the month and should not be placed before hand.



### **UNREGISTERED VEHICLES**

Inoperable and unregistered vehicles are not allowed on private property. Vehicles in disrepair are also not allowed.



### **PROTECTIVE TREATMENT**

All exterior surfaces including doors, windows, trim decks and fences shall be maintained in good condition. They shall be protected from the elements. All flaking and chipped paint shall be eliminated.



### **ACCESSORY STRUCTURES**

All accessory structures, including detached garages, fences and sheds shall be maintained structurally sound and in good repair.



### **ROOF AND DRAINAGE**

The roof and flashing shall be sound and tight and have no defects. Roof gutters shall be in good repair and free from obstructions.

## **LANDLORD AGENT REGISTRATION**

According to RSA 540:1-b owners of rental properties must file a statement with the Rochester City Clerk in which the property is located that provides the name, address, and telephone number of a person within the state who is authorized to accept service for legal proceedings.

## **MULTI-FAMILY POSTING**

The owner of any multi-family dwelling located within the City of Rochester, shall at all times have posted in a conspicuous place on the inside of the front door of each dwelling unit, the name, current mailing address, and current telephone number of an individual who is responsible for matters of public health, safety and welfare that might arise with respect to the multi-family dwelling.

## **AS A CARING CITIZEN, YOU CAN HELP!**

Residents can help keep Rochester beautiful and maintain or improve property values by doing a few simple things:

- Keep lawns neat and tidy
- Park all vehicles in the driveway
- Place trash in receptacles and curbside on assigned day
- Maintain working smoke detectors and secure locks
- Ensure no in operable vehicles are on the property
- Keep surfaces painted and protected