



**Rochester City Council Workshop  
June 18, 2019  
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. Police/Fire Emergency Radio Project Update P. 3**
- 6. Discussion: Hillsdale Vandalism**
- 7. Discussion: Barn Preservation (RSA 79 D) Application for 290 Chestnut Hill Road P. 5**
- 8. Department Reports P. 27**
- 9. Other**
- 10. Non-Public/Non-Meeting**
  - 10.1. Non-Public Session per RSA 91-A:3, II (a) Personnel**
  - 10.2. Non-Public Session per RSA 91-A:3, II(d) Land**
- 11. Adjournment**

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City Clerk's Office

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## 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

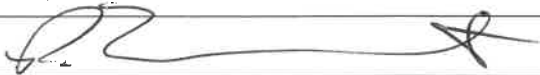
CIP Emergency Radio Project Update

COUNCIL ACTION ITEM ☐  
INFORMATION ONLY ☒

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

RESOLUTION REQUIRED? YES ☐ NO ☒

FUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	April 16, 2019	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	March 29, 2019	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

During the FY19 budget City Council approved a 1.3 million dollar CIP project for a complete upgrade of the police and fire radio system infrastructure, along with an upgrade of the dispatch center.

In November 2018 Council gave approval for a sole source vendor following the NH State bid for Motorola equipment.

Throughout the summer and fall staff from Police, Fire, and IT have been working with our radio vendor 2-Way Communications and Motorola to review our current system and design a system with updated technology and hardware.

We will have our representative present to give a presentation of the system design.

**RECOMMENDED ACTION**



**City of Rochester Formal Council Meeting****AGENDA BILL****NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

AGENDA SUBJECT

COUNCIL ACTION ITEM ☐  
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☐ NO ☐  
\* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☐ NO ☐FUNDING RESOLUTION FORM? YES ☐ NO ☐

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

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	
CITY MANAGER	

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**

**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

FOR REGISTER OF DEEDS USE ONLY.

FORM

PA-36-A

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
DISCRETIONARY PRESERVATION EASEMENT APPLICATION

## STEP 1 PROPERTY OWNER (S)

PLEASE TYPE OR PRINT	LAST NAME Torr		FIRST NAME Franklin G.	
	LAST NAME Torr		FIRST NAME Ann M.	
	STREET ADDRESS 1 Old Littleworth Road			
	STREET (continued)			
	TOWN/CITY Dover		STATE NH	ZIP CODE 03820

## STEP 2 PROPERTY LOCATION OF LAND AND HISTORIC AGRICULTURAL STRUCTURE BEING CLASSIFIED

PLEASE TYPE OR PRINT	STREET 290 Chestnut Hill Road				
	TOWN/CITY Rochester			COUNTY Strafford	
	NUMBER OF ACRES 1.49	MAP # 0206	LOT # 0001	BOOK # 4575	PAGE # 0576
	CHECK ONE: Original Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>			Tax Year 2019	

## STEP 3 REASON FOR DISCRETIONARY PRESERVATION EASEMENT APPLICATION

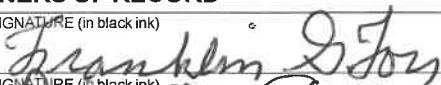
Describe how the Historic Agricultural Structure meets one of the tests of public benefit per RSA 79-D:3. Submit additional sheets, if necessary.

SEE ATTACHED

How many square feet will be subject to the easement?

2752

## STEP 4 SIGNATURES OF ALL PROPERTY OWNERS OF RECORD

TYPE OR PRINT NAME (in black ink) Franklin G. Torr	SIGNATURE (in black ink) 	DATE 04/04/19
TYPE OR PRINT NAME (in black ink) Ann M. Torr	SIGNATURE (in black ink) 	DATE 04/04/19
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE

FORM

PA-36-A

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
**DISCRETIONARY PRESERVATION EASEMENT APPLICATION**  
 (CONTINUED)

**STEP 5 TO BE COMPLETED BY THE LOCAL ASSESSORS**

<input type="checkbox"/> APPROVED	Pending approval of Discretionary Preservation Easement Agreement by landowner and assessing officials.
<input type="checkbox"/> DENIED	
Comments:	

**STEP 6 APPROVAL OF A MAJORITY OF SELECTMEN/ASSESSORS**

TYPE OR PRINT NAME (ink black ink)	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (ink black ink) Marybeth G Walker	SIGNATURE (in black ink) <i>Marybeth G Walker</i>	DATE 4/23/19
TYPE OR PRINT NAME (ink black ink) GABRIELLE M. YADÉAG	SIGNATURE (in black ink) <i>Gabrielle M. Yadeag</i>	DATE 4/23/19
TYPE OR PRINT NAME (ink black ink)	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (ink black ink)	SIGNATURE (in black ink)	DATE

**STEP 7 DOCUMENTATION**

Is a map of the entire parcel showing the property location, orientation, overall boundaries and acreages clearly showing easement area requested submitted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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**PLANNING & DEVELOPMENT DEPARTMENT**  
**City Hall - Second Floor**  
**33 Wakefield Street**  
**Rochester, New Hampshire 03867-1917**  
**(603) 335-1338 - Fax (603) 335-7585**  
**Web Site: [www.rochesternh.net](http://www.rochesternh.net)**

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

MEMO

Date: May 9, 2019

To: Blaine Cox  
 City Manager

From: Michelle Mears, AICP  
 Senior Planner

**Re: Barn Preservation (RSA 79 D) Application for the Owners of 290 Chestnut Hill Road, Franklin and Ann Torr, Map 206 Lot 1**

The owners of 290 Chestnut Hill Road applied for Discretionary Preservation Easements for their barns built in circa 1900. To assist City Council in their decision to accept the easements the **Historic District Commission voted in favor of the easements at the May 8, 2019 meeting**. These barns help to tell the story of the agricultural history for the City.

The Historic District Commission unanimously recommends (at a meeting on May 8, 2019) the following Barn Preservations 79D. The HDC reviewed the City's approved criteria for proposals regarding the level of public benefit to determine the appropriate reductions pursuant to RSA 79D.

1. 290 Chestnut Hill Road, Torr Map 206 Lot 1

Preserving these structures will maintain the historic rural character of the City's landscape, sustaining agricultural traditions, and providing an attractive scenic environment for work and recreation for residents and visitors. It is in the City's best interest to be a supporter of these cultural and historic resources.



# Discretionary Preservation Easement Application

The barn is located on property that has the oldest home in Rochester which has historical significance to both the City and the State. I believe it was built in 1774. It was recognized in approximately 1974 as a National Bicentennial Farm.

The barn has two sections, one section is beams and pegs indicating very old construction. The other is beamed and nails which is also old.

It is one of six remaining barns on Chestnut Hill Road.

The barn is part of the visual landscape on Chestnut Hill Road and the general public is able to enjoy it.

The barn will be utilized as part of an active farm housing livestock.

The barn was previously granted an easement.

Franklin & Ann Torr

Property at 290 Chestnut Hill Road

1.49 acres

Map 0206 Lot 0001

Book 4575 page 0576



## City of Rochester, New Hampshire

ASSESSING OFFICE

19 Wakefield Street, Rochester, NH 03867-1915

(603) 332-5109 Assessor@rochesternh.net

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

April 17, 2019

To: Roland Connors, Finance Director

From: Jonathan Rice, Chief Assessor

RE: Barn Preservation (RSA 79-D) Application of Cathryn & Joseph Spreeman

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The owner of 290 Chestnut Hill Rd has applied for a Discretionary Preservation Easement for a barn built circa 1900 located on their property. To Assist the City Council in their decision to accept this easement and at what level of assessment to set the assessment for the next 10 years, I have provided the following estimation of taxes to be collected in current tax dollars using the 2018 tax rate:

Current full assessed value of land occupied by qualifying barn(s)

2,778 SF/43,560=.064 x \$45,000 = \$ 2,880

Current building value = \$22,900

Current Total Value = \$25,780

### At 25%

\$25,780 x 0.25 = \$6,445

\$25,780 - \$6,445 = \$19,335

\$19,335 x .02752 = **\$532.00 in taxes**

### At 50%

\$25,780 x 0.50 = \$12,890

\$25,780 - \$12,890 = \$12,890

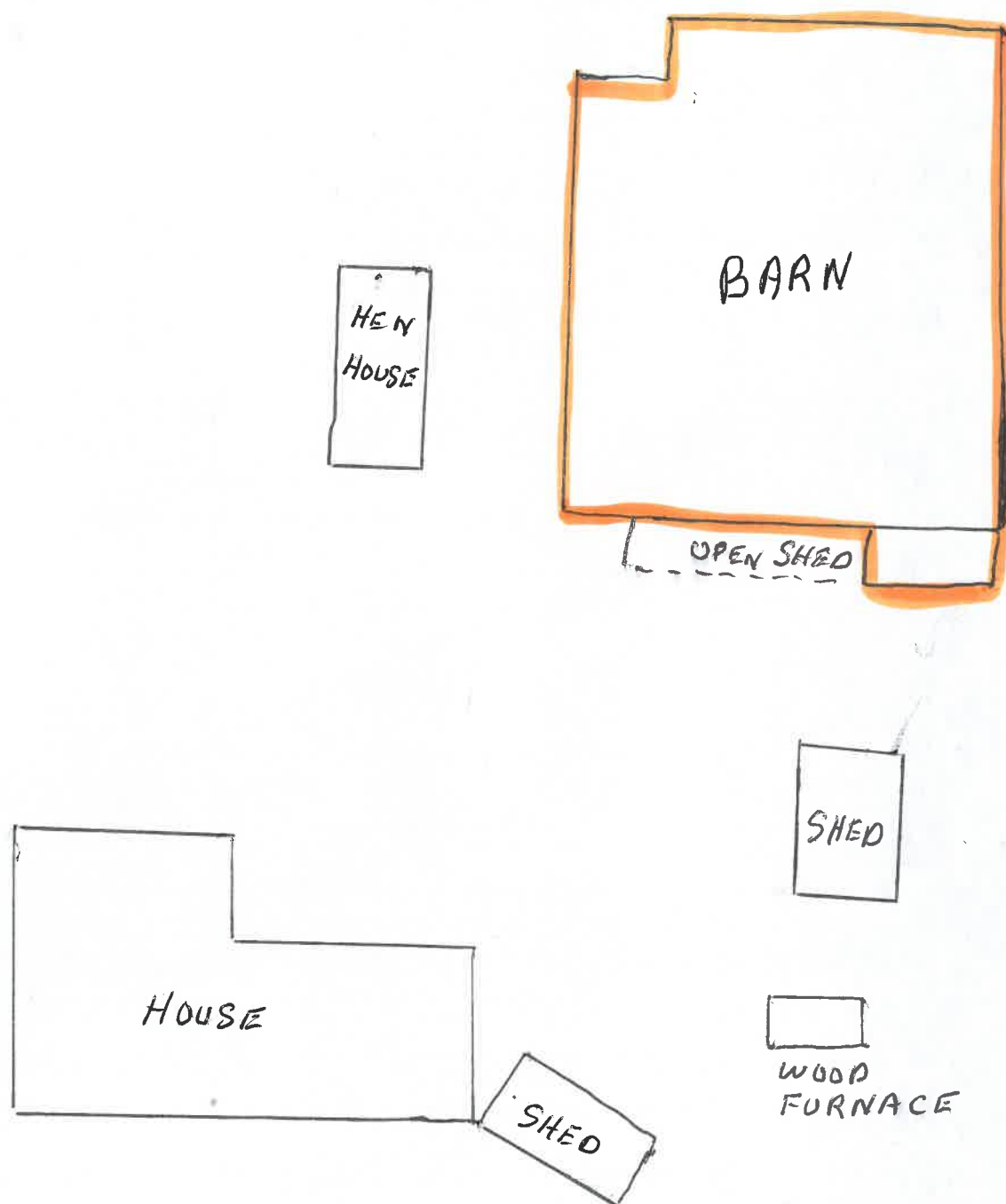
\$12,890 x .02752 = **\$355.00 in taxes**

### At 75%

\$25,780 x 0.75 = \$19,335

\$25,780 - \$19,335 = \$6,445

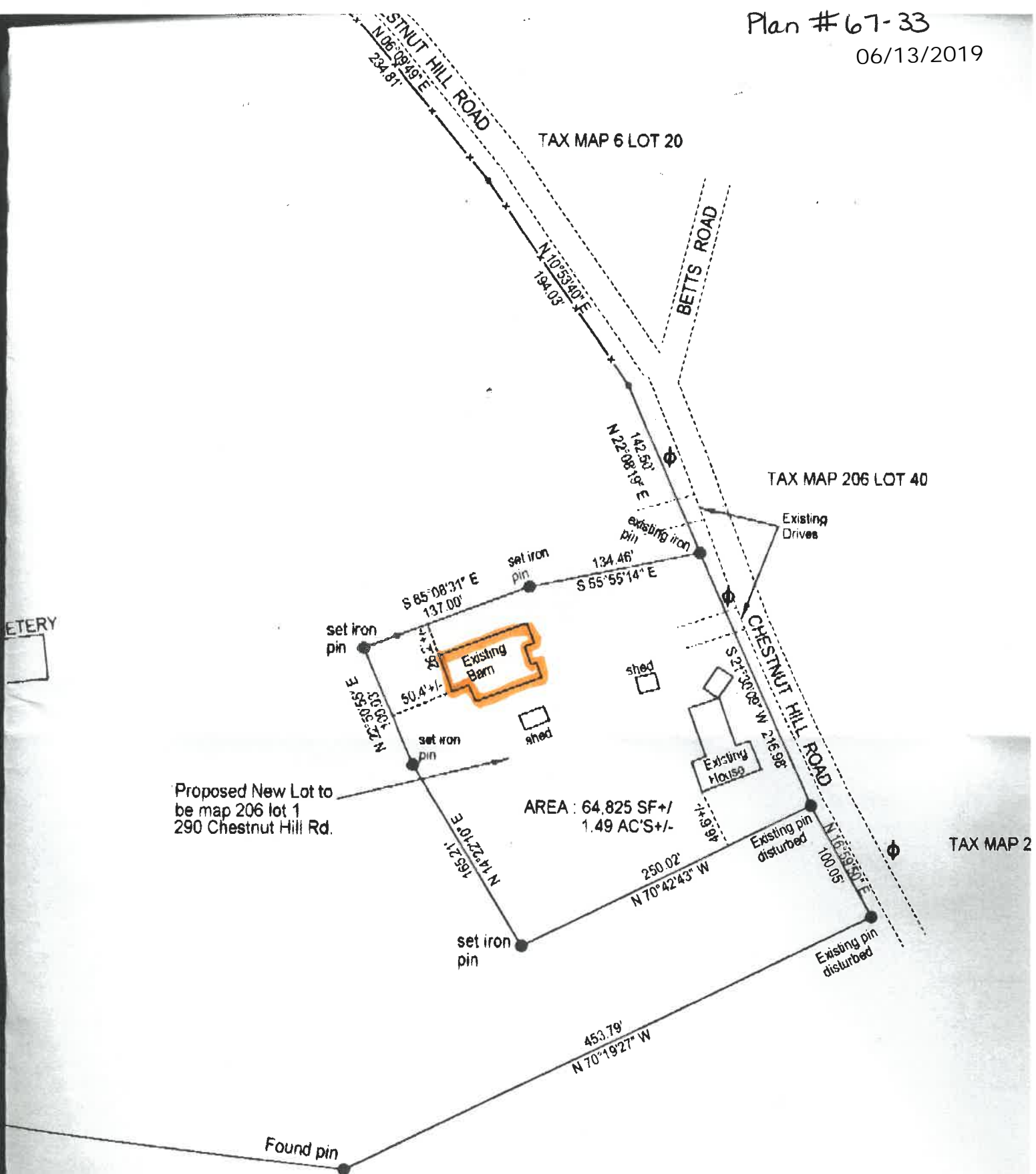
\$6,445 x .02752 = **\$177.00 in taxes**



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CHESTNUT HILLS ROAD





**SU**

## 206-1 Barn Preservation



04/29/2017 - 04/29/2017



Google Maps 290 Chestnut Hill Rd



Imagery ©2019 Google, Map data ©2019 Google 50 ft

06/13/2019





06/13/2019



06/13/2019

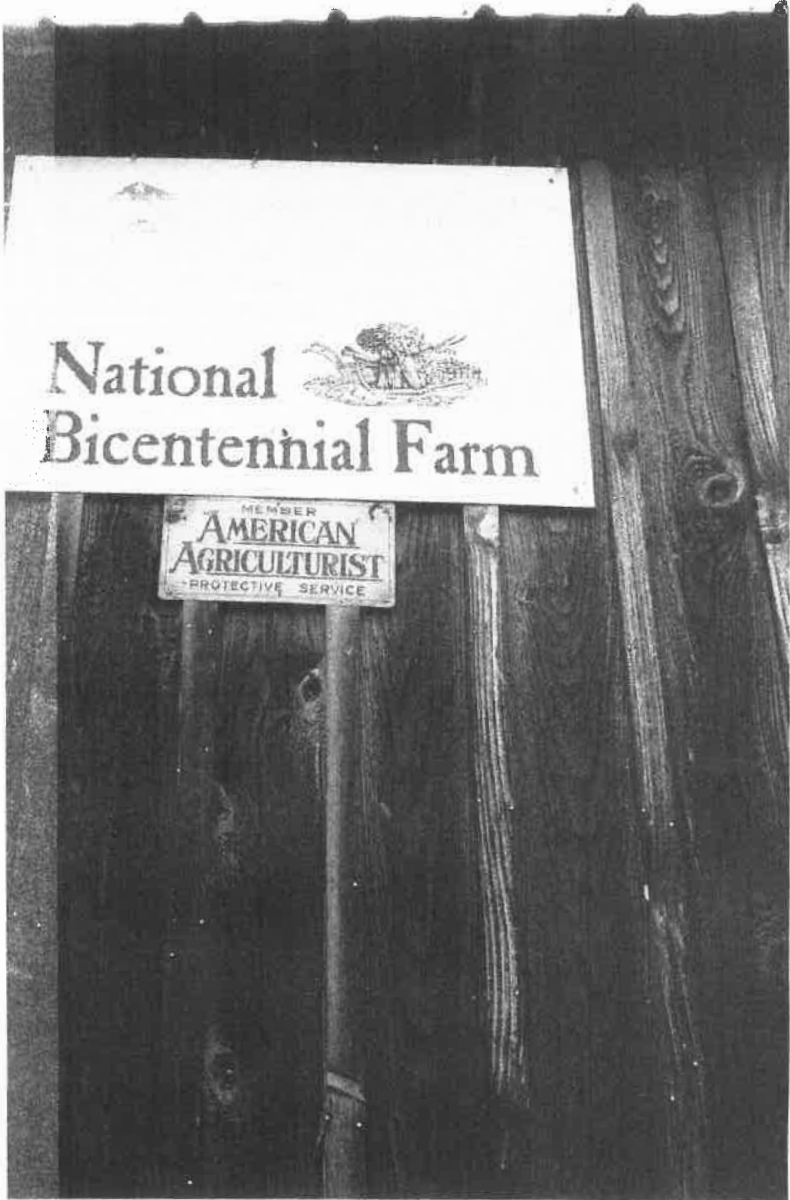












IMG\_1008.JPG

**ASSESSING REVIEW- M&L 206-1, 290 Chestnut Hill Rd****Barn Preservation Easements****Requirements.**

The application would be rejected by the Assessing Department if any of the following questions are answered no. The applicant could appeal that decision to the City Council.

1. Is the structure 75 years or older?
2. Is the structure 1,000 square feet of footprint or larger?
3. Is the structure's physical condition Fair or better as determined by the Assessing Department?
4. Is there a written plan for the repair, renovations and/or preservation of the structure?
5. Is the structure visible from a well-traveled roadway?
6. Is the owner aware of the penalties if the easement is not observed?
7. Is the barn or other structure being used today primarily for agricultural purposes?

**Evaluation factors above meeting minimum requirements:**

Factor	Meets standard	Well above	Exceptional
Age	Yes	Yes	
Size	Yes	Yes	Yes
Physical condition	Average/Yes	Yes	
Quality of Plan	Yes		
Visibility	Yes	Yes	Yes
Agricultural Purposes	Yes	Yes	Yes

These are subjective, but would be based on the application and a review of the application. For example a pre-1800 barn would be exceptional for age, a three story barn might put it in the well above category for size, if it were set on a hill and seen without obstruction from a major highway it might be exceptional for visibility, if it were an active working farm where the building was a significant factor in agricultural production it might be exceptional for agricultural purposes.

**Additional considerations that will factor into the percent assessment reduction**

1. If the structure has been adapted for other use, has the historic character of the structure been maintained?
2. Is it a familiar local landmark?
3. Does it help tell the story of agriculture in the community or region?
4. Is it a good representative of a type of barn?
5. Is it now an unusual or rare surviving type of barn or outbuilding?
6. Is it a good example of historic construction methods or materials?
7. Does it retain its historic character?
8. Is it part of a landscape or setting that retains its historic character?
9. Is the preservation plan reasonable to maintain the structure?

**Percent Assessment Recommendation:**

Since the stated purpose of RSA 79-D is “the preservation of historic agricultural structures” which provides a “demonstrated public benefit”, this program will provide a property tax incentive for preservation. As a result it is the intent of the City to provide higher levels of tax relief for preservation plans that are carried out to accomplish this task. For example a plan that take a fair structure and improve it to good would result in a higher level of tax relief as the structure is improved. Structures that meet the minimum requirements would expect a 25% assessment reduction, whereas those that not only meet the minimum but excel in some of the variable factors would receive a higher amount.

**Process:**

1. Application to Assessing Department by April 15
2. Assessing Department will forward to Historic District Commission for a recommendation.
3. Assessing Department and Historic District Commission will forward their recommendation to City Manager to be placed on Council Agenda for public hearing
4. Public Hearing by City Council
5. Council vote on approval and at what level, including the option of a graduated increase upon completion of preservation work.

PROPERTY LOCATION

No	Alt No	Direction/Street/City
290		CHESTNUT HILL RD, ROCHESTER

OWNERSHIP

Owner 1: TORR FAMILY TRUST %
Owner 2: TORR FRANKLIN G & ANN M
Owner 3:
Street 1: 1 OLD LITTLEWORTH RD
Street 2:
Twn/City: DOVER
St/Prov: NH Cntry Own Occ: N
Postal: 03820-4311 Type:

PREVIOUS OWNER

Owner 1: TORR DAVID J -
Owner 2: -
Street 1: 290 CHESTNUT HILL RD
Twn/City: ROCHESTER
St/Prov: NH Cntry
Postal: 03867-5196

NARRATIVE DESCRIPTION

This Parcel contains 1.49 AC of land mainly classified as SINGLE FAM with a(n) CAPE Building Built about 1782, Having Primarily WD SHINGLES Exterior and ASPH SHINGLE Roof Cover, with 1 Units, 1 Baths, 0 HalfBaths, 0 3/4 Baths, 5 Rooms Total, and 2 Bdrms.

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

Item	Code	Descip	%	Item	Code	Descip
Z	A	AGRICULT	100	U	0	SEPTIC
o				t	8	WELL
n				I	6	PROPANE
Census:				Exmpt		
Flood Haz:						
D	RO	ROCHESTER		Topo	1	LEVEL
s				Street	1	PAVED
t				Traffic	4	MEDIUM

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / PriceUnits	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh Mod	Infl 1	%	Infl 2	%	Infl 3	%	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
101	SINGLE FAM		1		PRIMARY A SITE		1.0	0	45,000.	1,000	1010									45,000						45,000	
101	SINGLE FAM		0.49		EXCESS AC SITE		1.0	0	2,500.	1,000	1010									1,225						1,200	

IN PROCESS APPRAISAL SUMMARY

Use Code	Building Value	Yard Items	Land Size	Land Value	Total Value	Legal Description	User Acct
101	139,300	27,500	1.490	46,200	213,000		33930
							GIS Ref
							GIS Ref
							Insp Date
Total Card	139,300	27,500	1.490	46,200	213,000	Entered Lot Size	
Total Parcel	139,300	27,500	1.490	46,200	213,000	Total Land: 1.49	
Source: Market Adj Cost			Total Value per SQ unit /Card: 113.06	/Parcel: 113.06		Land Unit Type: AC	

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2018	101	FV	136,700	15600	1.49	46,200	198,500	198,500	Year End Roll	9/19/2018
2017	101	FV	136,700	8800	1.49	44,400	189,900	189,900	Year End Roll	9/7/2017
2016	101	FV	105,900	8800	1.49	44,400	159,100	159,100	Year End Roll	9/8/2016
2015	101	FV	105,900	8800	1.49	44,400	159,100	159,100	Year-end	10/1/2015
2014	101	FV	105,900	8800	1.49	44,400	159,100	159,100	Year End Roll	9/29/2014
2013	101	FV	92,400	8900	1.49	59,300	160,600	160,600	Year End Roll	9/4/2013
2012	101	FV	92,400	8900	1.49	59,300	160,600	160,600	Year End Roll	9/20/2012
2011	101	FV	92,400	8900	1.49	59,300	160,600	160,600	Year End Roll	9/27/2011

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Assoc PCL Value	Notes
TORR DAVID J.	4575-576	1	6/12/2018	Fam/Rel/Affi	550,000	No	No	5		ALSO SOLD W/206-1-4 2018 V837
TORR KATHLYN A	3717-601	2	3/6/2009	Divorce		No	No	4		
TORR DAVID J &	3301-488	2	11/28/2005	Divorce		No	No	4		
TORR DAVID G,	2710-272	1	3/24/2003	Fam/Rel/Affi		No	No	4		1/2 INTEREST AS JOINT TENANTS
TORR DAVID G	2641-624	1	12/5/2002	Fam/Rel/Affi		No	No	4		1/2 INTEREST AS JOINT TENANTS
BERNICE E TORR	1665-668	99	4/2/1993	Fam/Rel/Affi		No	No	4		AS JOINT TENANTS
BERNICE E TORR	1664-87	1	3/23/1993			No	No			

BUILDING PERMITS

Date	Number	Descip	Amount	C/O	Last Visit	Fed Code	F. Descip	Comment
7/16/2002	775	ELECTRIC	200	C	3/25/2003			
4/23/2002	344	DEMOLITI	500	C	3/25/2003			
12/18/2001	1203	REPAIRS	300	C	3/19/2002			ALTERATION

ACTIVITY INFORMATION

Date	Result	By	Name
4/16/2019	MEAS+INSPCTD	DM	DARCY
6/15/2018	DEED CHANGE	DM	DARCY
5/15/2018	EXMPT OUT	DM	DARCY
1/12/2010	CORRECTION	TM	TOM
7/9/2009	DEED CHANGE	VB	VERNA
6/29/2009	EXMPT ADD	TM	TOM
3/13/2009	DEED CHANGE	VB	VERNA
12/29/2005	DEED CHANGE	GN	GAYE
9/8/2004	INTER ONLY	TM	TOM

Sign: VERIFICATION OF VISIT NOT DATA



Patriot Properties Inc.

USER DEFINED

Prior Id #1:
Prior Id #2:
Prior Id #3:
Prior Id #1:
Prior Id #2:
Prior Id #3:
Prior Id #1:
Prior Id #2:
Prior Id #3:
ASR Map:
Fact Dist:
Reval Dist:
Year:
Land Reason:
Bld Reason:

PRINT  
Date Time  
04/17/19 08:28:50

LAST REV  
Date Time  
04/16/19 12:18:16

dmoore  
6830

Type:	04 - CAPE	
Sty Ht:	1.5 - 1.5	
(Liv) Units:	1	Total: 1
Foundation:	3 - BRICK/STONE	
Frame:	01 - WOOD	
Prime Wall:	1 - WD SHINGLES	
Sec Wall:		
Roof Struct:	1 - GABLE	
Roof Cover:	1 - ASPH SHINGLE	
Color:	BROWN	
View / Desir:	A - AVERAGE	

Grade: C - AVERAGE	
Year Blt: 1782	Eff Yr Blt:
Alt LUC:	Alt %:
Jurisdicst:	Fact: .
Const Mod:	
Lump Sum Adj:	

Avg Ht/FL:	STD		
Prim Int Wal:	6	- AVERAGE	
Sec Int Wall:			
Partition:	T	- TYPICAL	
Prim Floors:	8	- AVERAGE	
Sec Floors:			
Bsmnt Fir:	13	- DIRT	
Bsmnt Gar:			
Electric:	2	- GOOD	
Insulation:	2	- TYPICAL	
Int vs Ext:	SAME		
Heat Fuel:	5	- NONE	
Heat Type:	8	- NO SYSTEM	
# Heat Sys:	1		
% Heated:		% AC:	
Solar HW:	NO	Central Vac:	NO
% Com Wal		% Sprinkled	

Full Bath 1	Rating:	SAME
A Bath:	Rating:	
3/4 Bath:	Rating:	
A 3QBth	Rating:	
1/2 Bath:	Rating:	
A HBth:	Rating:	
OthrFix:	Rating:	

Kits: 1	Rating: SAME
A Kits:	Rating:
Frpl: 2	Rating: SAME
WSFlue:	Rating:

Location:	
Total Units:	
Floor:	
% Own:	
Name:	

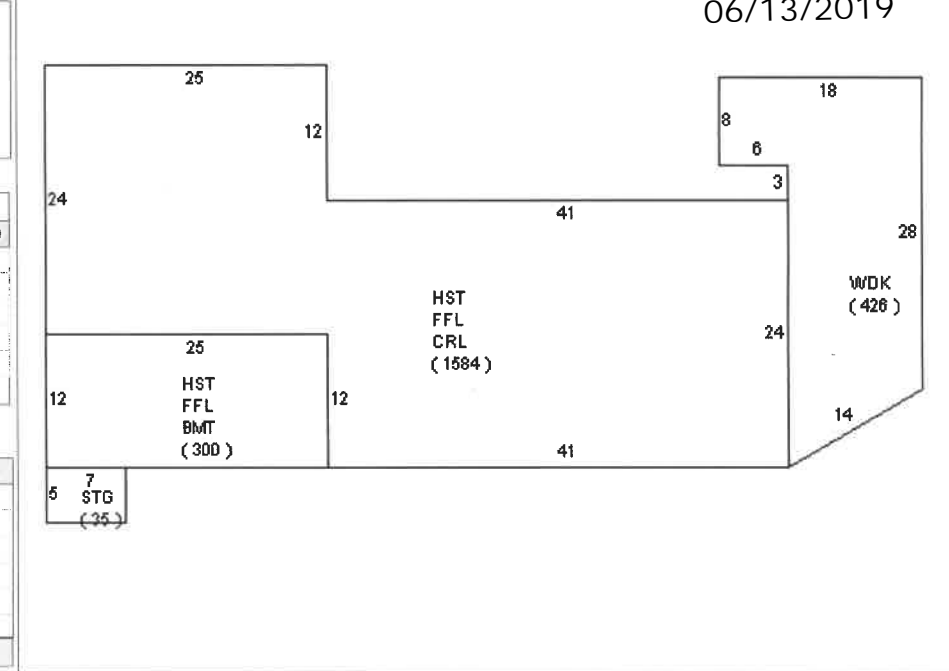
Phys Cond:	GD - Good	38.5
Functional:		
Economic:		
Special:		
Override:		
	Total:	38.5

Basic \$ / SQ:	78.95	Rate
Size Adj.:	0.85249817	
Const Adj.:	0.94050002	
Adj \$ / SQ:	63.300	
Other Features:	25300	
Grade Factor:	1.00	
Neighborhood Inf:	1.24500000	Weight
LUC Factor:	1.00	
Adj Total:	226475	
Depreciation:	87193	Sp
Depreciated Total:	139282	


1st Res Grid	Desc: Line 1										# Units 1	
Level	FY	LR	DR	D	K	FR	RR	BR	FB	HB	L	C
Other												
Upper												
Lvl 2												
Lvl 1		1			1	1		2	1			
Lower												
Totals		RMs: 5		BRs: 2		Baths: 1		HB				

	Exterior:
	Interior:
	Additions:
%	Kitchen:
%	Baths:
%	Plumbing:
%	Electric:
%	Heating:
%	General:

No	Unit	RMS	BRS	FL
1		5	2	M
Totals				
1		5	2	

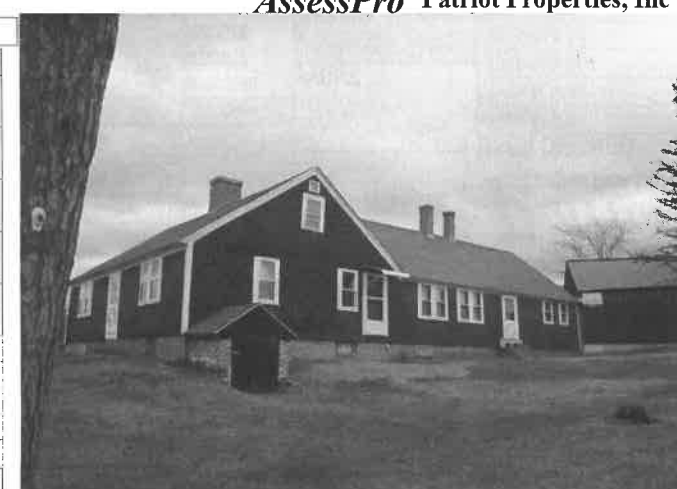


Code	Description	Area - SQ	Rate - AV	Undepr Value	
FFL	1ST FLOOR	1,884	63.300	119,257	
CRL	CRAWL SPACE	1,584	.000		
HST	HALF STORY	942	31.650	29,814	
WDK	WOOD DECK	426	7.980	3,395	
BMT	BASEMENT	300	12.660	3,798	
STG	BKHD/FRU	35	9.660	338	
Net Sketched Area:		5,171	Total:	156,608	
Size Ad	2826	Gross Area	6113	FinArea	1884

e	Sub	%	Descrip	%	Qu	#
57	Area	Usbl		Type		Ter
	HST	100	UNF	100	C	
14						
99						
98						
38						
06						
84						

Code	Description	A	Y/S	Qty	Size/Dim	Qual	Con	Year	Unit Price	D/S	Dep	LUC	Fact	NB Fa	Appr Value	JCod	JFact	Juris. Value
01	SHED FRAME	D	Y	1	12X20	D	PR	1900	4.90	T	65	101			400			400
01	SHED FRAME	D	Y	1	14X20	C	GD	2003	5.54	T	25	101			1,200			1,200
01	SHED FRAME	D	Y	1	13X15	C	AV	1900	5.80	T	50	101			600			600
01	SHED FRAME	A	Y	1	12x17	C	AV	2010	5.76	T	20	101			900			900
01	SHED FRAME	D	Y	1	12X16	C	AV	2010	5.81	T	20	101			900			900
46	FLAT BARN	D	Y	1	30x65	C	AV	1900	16.03	T	50	101			15,600			15,600
46	FLAT BARN	A	Y	1	14X50	D	FR	1900	17.58	T	55	101			5,500			5,500
46	FLAT BARN	A	Y	1	8X16	D	FR	1900	31.76	T	55	101			1,800			1,800
45	LEAN TO	A	Y	1	10X22	C	AV	2009	3.47	T	20	101			600			600

Appr Value	JCod JFact	Juris. Value
400		400
1,200		1,200
600		600
900		900
900		900
15,600		15,600
5,500		5,500
1,800		1,800
600		600



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City Clerk's Office

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***May Department Reports:***

- 8.1 Assessor's Office P. 29**
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City Clerk's Office

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## City of Rochester, New Hampshire

### Assessor's Office

19 Wakefield Street

Rochester, New Hampshire 03867-1915

(603) 332-5109

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

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

May 21, 2019

To: City Manager/Council

From: Theresa Hervey, Assessing

### Subject: April Council Report

#### Revenue Received/Collection Warrants issued:

Timber Tax Warrants	\$567.65
Gravel Tax Warrants	\$ 11.00
Copy Revenue (Maps & Property Records)	\$ 44.00

- The field assessors are finishing up all the new construction permits.
- The office staff have been working on all the renewals and new applications for Elderly and Disabled Exemptions.



## 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)

June 11, 2019

To: City Manager/Council

From: Theresa Hervey, Assessing

### Subject: May Council Report

#### Revenue Received/Collection Warrants issued:

Timber Tax Warrants	\$462.94
Gravel Tax Warrants	\$159.18
Property Record Cards & Copy Revenue	\$ 49.50

- Nancy Miller and Theresa Hervey attended the May NHAHO monthly meeting at the New Hampshire Municipal Association in Concord. We met the new DRA, Director of Municipal & Property Division, James Gerry.
- Darcy Freer obtained a certificate of completion for taking a thirty hour IAAO course in "Fundamentals of Mass Appraisal".
- Nancy Miller attended an 8 hour appraisal course given by Lemay School of Real Estate for her continuing education.
- Jonathan Rice is working with Patriot Properties on updating our assessing software to the newest version of Assess Pro.
- During May, work commenced on the 2019 tax year with transfer of values, exemptions and credits to the Munis Financial Software System for the Preliminary June bill.

# End of Month Council Report

06/13/2019

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 May 2019 with the fiscal Year to Date

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

## Department Revenue

Permit Type	May 2019	Year to Date
Building Permits	\$29,078.00	\$308,297.90
Electrical Permits	\$6,228.00	\$38,106.70
Gas Permits	\$0.00	\$0.00
Plumbing Permits	\$660.00	\$18,360.80
Zoning Permits	\$1,560.00	\$5,036.60
FireSuppression Permits	\$0.00	\$0.00
FireAlarm Permits	\$191.00	\$2,365.00
Sprinkler Permits	\$387.00	\$5,785.00
Mechanical Permits	\$10,984.20	\$39,827.40
Food_Milk Licenses	\$11,612.50	\$19,347.50
Taxi Licenses	\$0.00	\$600.00
General Licenses	\$755.00	\$5,820.00
<b>Net Revenue</b>	<b>\$61,455.70</b>	<b>\$443,546.90</b>

# End of Month Council Report

06/13/2019

## Building Permit Detail

New Permits		May 2019		Fiscal Year to Date	
Permit Type	Permit For	Permits Issued	Estimated Construction Value	Permits Issued	Estimated Construction Value
Building Permits	Addition - Non-Residential	1	\$42,435.00	5	\$473,061.00
	Addition - Residential	1	\$35,000.00	15	\$380,000.00
	Alteration - Residential	6	\$30,000.00	67	\$878,114.53
	Alterations- Non Residential	3	\$161,454.79	29	\$2,156,410.28
	Apartment	0	\$0.00	2	\$3,902,533.00
	Barn	0	\$0.00	0	\$0.00
	Building - Non-Residential	1	\$315,000.00	11	\$7,072,824.00
	Condo	4	\$8,000.00	21	\$32,300.00
	Deck	27	\$233,321.00	60	\$439,064.00
	Demolition	11	\$124,350.00	37	\$339,810.50
	Fence	14	\$40,623.00	46	\$162,768.83
	Footing/ Foundation	11	\$38,700.00	72	\$1,183,634.00
	Garage	2	\$89,500.00	28	\$706,950.00
	Manufactured Home	3	\$202,000.00	29	\$2,028,960.00
	New Home	4	\$770,000.00	43	\$7,139,167.00
	Other	2	\$150,113.00	24	\$748,089.00
	Pool - Above Ground	3	\$32,837.00	10	\$60,537.00
	Pool - In Ground	0	\$0.00	2	\$77,500.00
	Repair/Replace - Non-Residential	1	\$4,000.00	4	\$77,800.00
	Repair/Replace - Residential	6	\$60,760.00	49	\$631,593.61
	Roofing	23	\$168,750.00	142	\$1,458,137.20
	Shed	7	\$38,554.00	48	\$167,448.36
	Siding	3	\$37,230.00	16	\$182,579.17
	Sign	4	\$26,063.00	49	\$200,697.50
	Windows	5	\$44,391.00	37	\$313,126.06
Electrical Permits	Electrical Underground	1	\$2,000.00	7	\$11,500.00
	Generator	0	\$0.00	28	\$241,980.00
	Low Voltage	0	\$0.00	1	\$16,600.00
	Meters	0	\$0.00	6	\$16,200.00
	Service	11	\$52,490.00	121	\$252,257.25
	Solar Electric System	1	\$30,113.00	9	\$83,400.00
	Temp Service	0	\$0.00	2	\$2,499.99

# End of Month Council Report

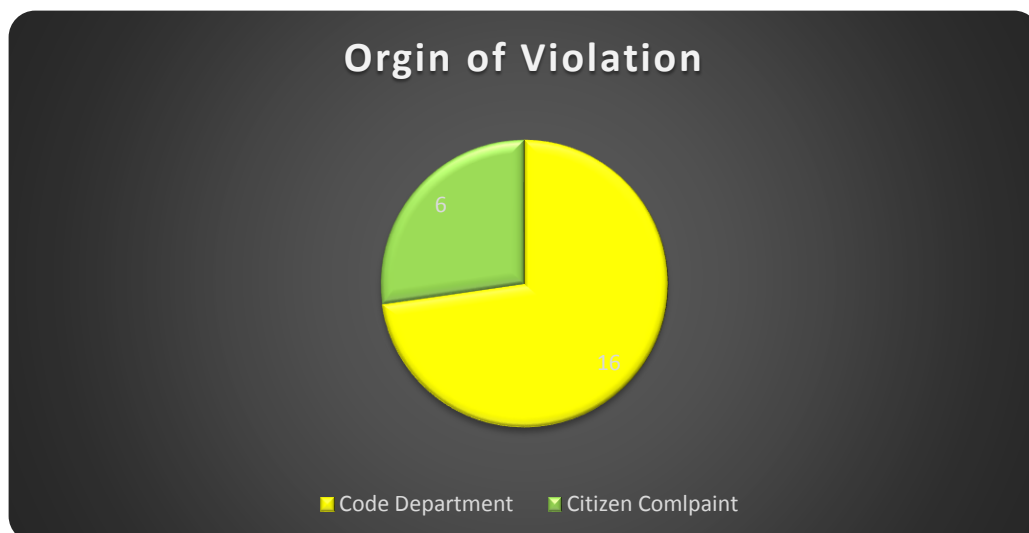
06/13/2019  
\$4,883,083.93

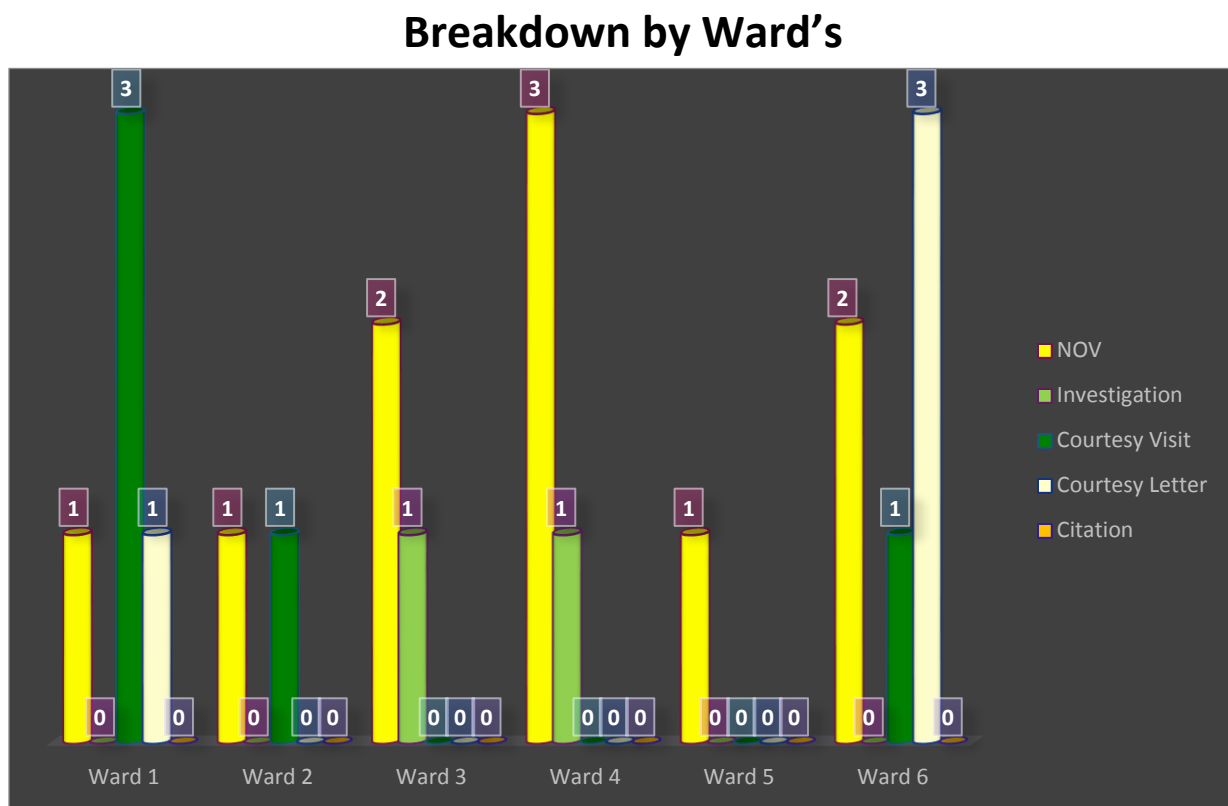
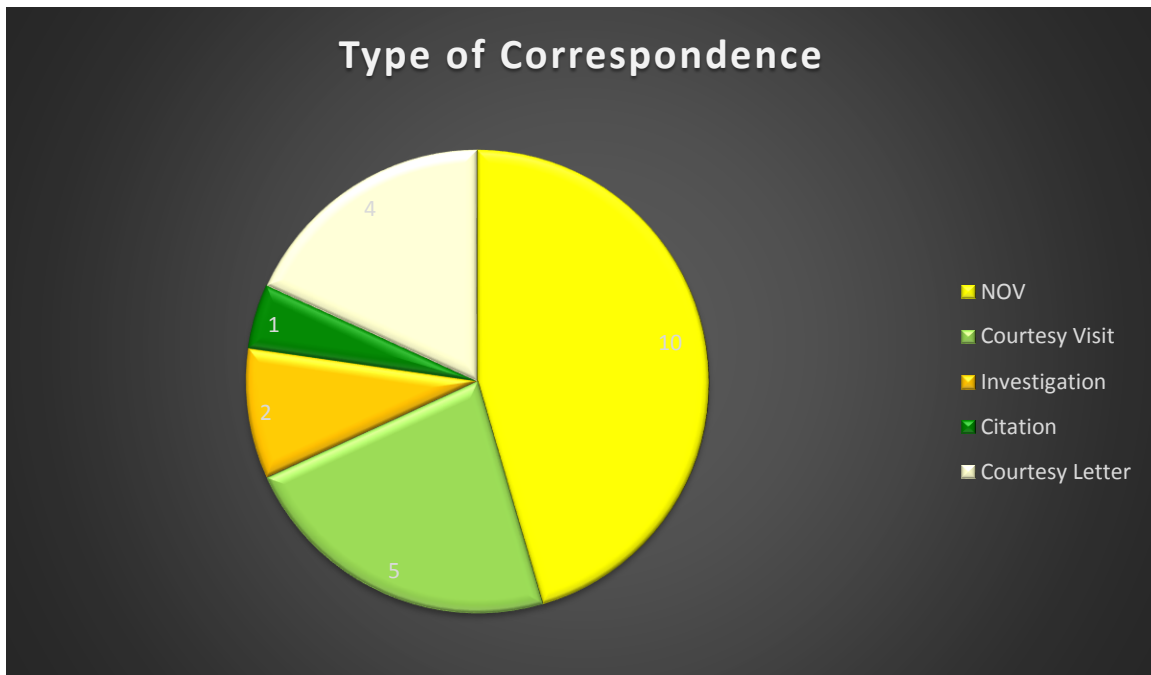
	Wiring	42	\$821,961.00	319	\$4,883,083.93
FireAlarm Permits	Fire Alarm Permit	1	\$4,287.00	5	\$33,072.00
FireSuppression Permits	Fixed Fire Suppression System	1	\$5,330.00	1	\$5,330.00
Mechanical Permits	Air Conditioning	10	\$135,140.62	38	\$1,405,286.62
	Furnace/Boiler	12	\$541,720.00	144	\$1,738,666.00
	Gas Line	2	\$1,000.00	29	\$29,100.00
	Gas Piping	4	\$2,700.00	65	\$128,298.00
	Heating	6	\$21,999.00	72	\$1,600,899.00
	Hot Water Heater	2	\$4,755.00	19	\$47,355.00
	Mechanical Underground	0	\$0.00	1	\$1,000.00
	Other	0	\$0.00	4	\$186,843.00
	Pressure Testing	1	\$500.00	16	\$6,250.00
	Propane Tank	7	\$3,897.00	124	\$83,243.99
	Sheet Metal Work	0	\$0.00	0	\$0.00
	Tank Installation	3	\$12,530.00	32	\$50,018.90
	Ventilation	0	\$0.00	7	\$31,990.00
Plumbing Permits	Plumbing	18	\$39,240.00	185	\$2,008,200.00
	Water Heater	1	\$2,000.00	23	\$32,745.00
Sprinkler Permits	Fire Sprinkler Systems	0	\$0.00	1	\$12,800.00
	<b>Total Permit Issued</b>	<b>265</b>	<b>\$4,334,744.41</b>	<b>2105</b>	<b>\$43,721,723.72</b>

# May 2019 Code Compliance

## Monthly Report

For the month of May, Code Compliance dealt with 22 properties with a total of 29 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. Of these 22 properties, 12 of them have been brought into compliance with 10 still pending. Of the 9 properties with pending issues from April, 6 have been closed and brought into compliance.





Respectfully Submitted,

Joseph Devine

Compliance Officer



# **City of Rochester, New Hampshire**

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

### **ZONING MONTHLY REPORT - MAY 2019**

No cases for May





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 May 2019

### Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 291 initial copies of vital records, and 180 subsequent copies of vital records in the month of May. The City Clerk's staff issued 20 Marriage Licenses.

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

- 21 births were reported in Rochester during the month of May, 8 of these children were born to Rochester residents.
- 31 resident deaths were reported in Rochester.
- 8 couples celebrated their wedding ceremony in Rochester during the month of May.

### Revenue – Vital Records/Marriage Licenses

	2018		2019	
	State	City	State	City
Initial/Subsequent copies:	\$2,910	\$2,639	\$3,228	\$2,937
Marriage Licenses:	\$774	\$126	\$860	\$140
<b>Total:</b>	<b>\$3,684</b>	<b>\$2,765</b>	<b>\$4,088</b>	<b>\$3,077</b>

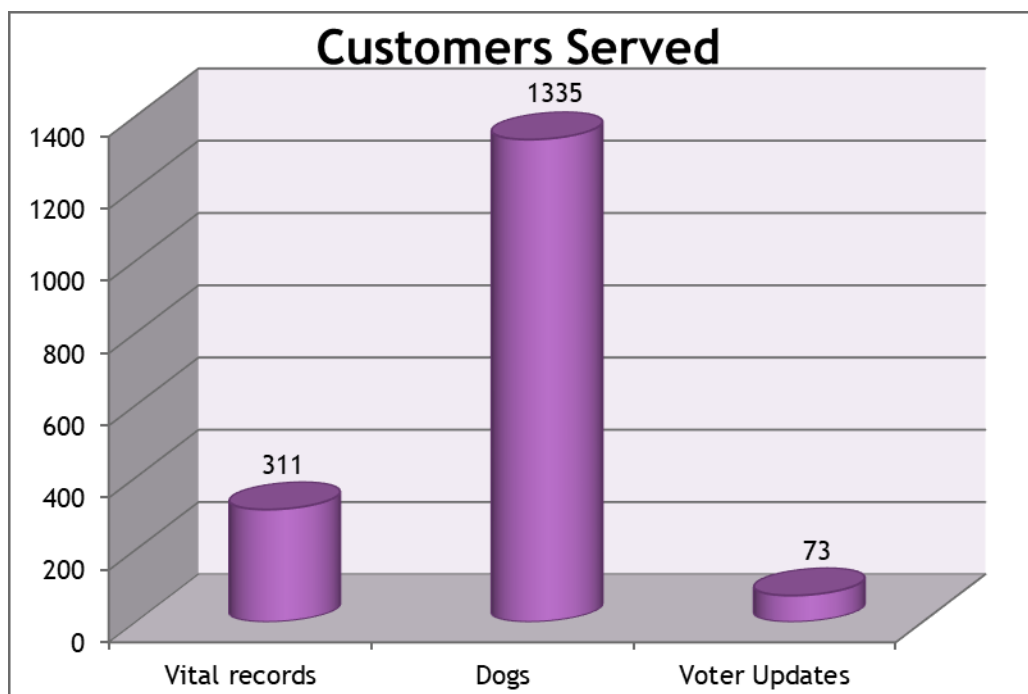
The City Clerk's office has been very busy with an increase in requests for vital records over the past several months. October 1, 2020 is the deadline by which the Government will be requiring citizens to possess the "Real ID," a passport, or a federal ID in order to enter federal buildings or for air travel. Due in large part to this deadline, the City Clerk's office has seen a large upswing in requests for birth certificates, marriage certificates, and other related records needed to obtain this "Real ID."

### Dog Licensing

The City Clerk's office licensed 1,335 dogs during the month of May. There were \$50 in Civil Forfeiture fees collected from the prior fiscal year.

The deadline for dog licensing was April 30. All residents who have not licensed their dog are required to do so as soon as possible to avoid incurring any additional fees or late charges. All unlicensed dogs will be added to the police warrant for action by the Animal Control Officer as of June 1, 2019. There will be civil forfeiture fines assessed for all unlicensed dogs as of July 2019.

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



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

Ward	Democrats	Republicans	Undeclared	Totals
1	1,058	1,157	1,482	3,697
2	975	1,111	1,671	3,757
3	1,034	1,211	1,409	3,654
4	851	796	1,693	3,340
5	950	1,124	1,468	3,542
6	1,018	823	1,290	3,131
<b>Totals:</b>	<b>5,886</b>	<b>6,222</b>	<b>9,013</b>	<b>21,121</b>

### **Staff Development**

City Clerk Kelly Walters and Deputy City Clerk Cassie Givara attended the annual NH Town & City Clerks' Association Seacoast Regional Meeting at Zorvino Vineyard in Sandown, NH on May 15. This meeting included a presentation from Secretary of State William Gardner who gave an overview on new election and voter legislation. There were also staff members from the Secretary of State's Office discussing the ongoing commitment to keeping the State election system and voter database safe and secure. The NH Department of Vital Records was present to discuss the impending release of their

updated vital records system as well as giving interesting statistics generated throughout the State of NH in 2018.

The City Clerk's Office welcomed a new intern this month from the Workplace Success program. Sabrina will be working with us four days a week for the next couple months to assist with customer service and clerical duties around the office. This internship program is offered at no cost to the City of Rochester. The City Clerk's Office is pleased to have Sabrina helping around the office during this busy time of year!

Respectfully submitted,

Cassie Givara  
Deputy City Clerk

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City Clerk's Office

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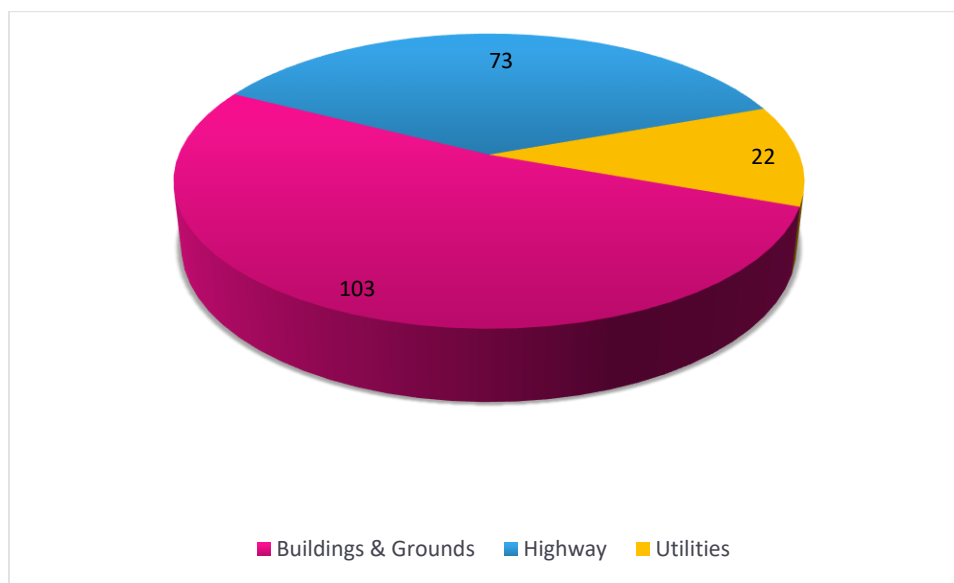
## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT MAY 2019

The Department of Public Works, alongside Waste Management, successfully held Household Hazardous Waste Day May 4, 2019. With ten communities in attendance, a record number of 420 participants attended, and the total event costs were \$29,574. The NHDES Grant amount is \$13,235. Care Environmental was the contracted vendor selected by a City bid for the removal of the waste and Laura Miller and Lisa Clark from the Rochester DPW assisted them on site.



In addition to the scheduled work performed, the Department of Public Works responded to approximately 198 requests for service in the month of May. The Highway Division had 73 requests that ranged from pothole repairs, street sweeping, traffic signal maintenance and storm drain cleaning. The Utilities Division responded to 22 requests, which included some sewer

concerns, and water discoloration concerns-mostly due to flushing. Buildings and Grounds Department completed 103 service requests. The requests included plumbing repairs, electrical repairs, painting and spring cleanup.



**MAY SERVICE REQUESTS**

#### **HIGHWAY & FLEET MAINTENANCE WORK COMPLETED:**

- Patched pot holes
- Repaired 5 catch basins.
- Cleaned 60 catch basins.
- Performed mailbox and sign repair.
- Installed a new dry well at #4 Schley St.
- Repaired 100 ft. of 12" drain pipe on Walnut St.
- Removed stumps and gravel on Chestnut Hill Rd. to improve line of sight.
- Painted crosswalks and arrows in city roadways
- Cleaned up Allen St. snow dump.
- Staff participated in a Touch-A-truck event with the Monarch School of New England.
- Repaired and hydro-seeded lawn damage that occurred during the winter months.
- Repaired 15" drain line on Columbus Ave.
- Milled and paved a 100ft by 12ft section on Glenwood Ave.
- Ditched and opened up a culvert at the intersection of Four Rod Rd, and Meaderboro Rd.
- Did a pavement overlay McNeil Dr.
- Repaired a 12 ft. section of 30" culvert pip on Franklin St.
- Worked with GIS Technician entering all street signs.
- Performed brush trimming though the city.
- Replaced engine in Vac-Con tuck #47
- Replaced door handle on pickup truck #2
- Replaced windshield and Mirror on pickup truck #33
- Replaced suction tub on street sweeper
- Replaced seals on the water pump, truck #45
- Installed new brake pads on pickup truck #44
- Replaced ball joints, wheel bearing, tie rods and brake pads on one ton



- P&M on Ten city Generators
- Lube, oil and filter service on 4 vehicles.



**Installation of new dry well on Schley St.**



**Drain line repair on Franklin St.**

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

Utilities division performed monthly maintenance on problematic sewer runs and the city's sewer siphons. Large deposits of grease and non-flushable sanitary wipes were found to be



restricting flows in the Salmon Falls Road Siphon. In addition to daily utility mark outs, staff responded to four sewer back-ups; one being impacted by blockage on municipal main and three were related to private service blockages. Three sewer manhole structures were reconstructed. Flow testing was performed and collecting of data along segments of the water main in the city center area. This flow data is collected within our GIS and is crucial information for fire suppression engineering to support the growth of our system. Two hydrants were repaired after being struck by vehicles and one was repaired after being found to be faulty during flushing operations. Staff has completed two thirds of the spring flushing operations. Three new water service connections were inspected and meters were installed. Two meters were replaced and sent back for warranty service. Meter Technicians replaced forty-eight non-warranted meter registers due to battery life cycle. Seven curb-stop boxes and rods were repaired, restoring operation. Members of the DPW assisted SUR in planning and providing three major water main shutdowns to accommodate waterworks modifications related to the Colonial Pines Project. In collaboration with Colonial Pines water main shutdown DPW installed a 12" gate valve on Old Dover Road improving our ability to isolate our flows at the intersection of Tebbetts Road. A pre-formed meter pit has been procured for installation at the Franklin Street Community Gardens.

### **BUILDINGS AND GROUNDS DIVISION**

Building and Grounds has completed carpet cleaning at the Police Department, Central Fire and the City Hall Annex and performed exterior window cleaning at the Police Department. Surface temperatures warmed and the basketball court resurfacing project at Hanson Pines basketball court was completed by Vermont Tennis Court Surfacing. They relocated 2 basketball hoop structures and resurfaced the two courts. All four of the City's pools are now cleaned and open. All weekly mowing is on schedule for all City Properties. HVAC filters in all public building were changed in the month of May, and all emergency lighting and exit lighting has been tested.



### **WASTEWATER TREATMENT DIVISION**

Staff continues to work with the coalition of communities on related wastewater and Great Bay Estuary issue. Staff attended state sponsored training classes. The bid opening for dewatering/carbon feed projects was held. Four of the pump stations were inspected. On-site programming for PLC replacement project began. The Front St pump station generator is back up and running – new injectors were installed and load banked. WWTP awarded the low bid contract to Builders Installed Products of NH for the administration building insulation project. The



electrical transformer for field instrumentation needed to be replaced – a family of field mice caused an electrical short, which damaged unit beyond repair. Staff completed the SCADA instrumentation bid packages – the bid opening scheduled for June. WWTP is working with IT on the phone system replacement and firewall security for remote access to the SCADA system. HVAC repairs were completed by Honeywell. The Plant shutdown for tertiary treatment processes and cleaning prior to stringent summer NPDES limits will start on June 1. Staff performed preventative and corrective maintenance on equipment, machinery and instrumentation at the WWTP facility and pump stations. All required testing for EPA and NHDES has been completed and submitted. Average effluent flow for the month was 3.867 million gallons per day (MGD). Percent of design flow = 76.9%. Percent of design flow for 2019 = 70.8%. Precipitation for the month = 2.63”. Precipitation for 2019 = 18.99”.

### **WATER TREATMENT DIVISION**

Treated water volume for the month of May was approximately 54.6 million gallons from the surface water treatment facility and 13.7 million gallons from the well, totaling 68.3 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. Watershed inspections were conducted at Round Pond, Rochester Reservoir, Tufts Pond, Oxbow, Whalebacks, and the Diversion Dam. Spring maintenance, including mowing and structure inspection, has been performed on the dams, dikes, and spillways. Additionally, the NH Dam Bureau conducted a routine inspection of the Rochester Reservoir Dam and Round Pond. Instruments measured 2.9 inches of rainfall at the Reservoir. Berry River flows have ranged between 350-490 cubic feet per second. All reservoirs are filled to capacity. The raw water temperature has risen to 15C and organic concentrations have reached 5.3mg/L. Equipment and grounds maintenance was performed at the Water Treatment Facility, Cocheco Well, and tanks/stations. Station maintenance included cleaning of the Salmon Falls tank overflow duckbill channel; inspection of the vaults and altitude valves at Chesley Hill and Salmon Falls; repairs to Washington Street BPS pump #3; and repairs to the Richardson Street Pump Station controls. Maintenance at the well included grounds keeping; wellhead inspection; and lab instrumentation cleaning and calibration. Maintenance at the Water Treatment Facility included burping and exercising of the raw water hydrant and bypass system for pending related low lift pump station work; suction line repairs to the phosphate injection system; and sedimentation basin inspections and sludge judging. Raw water cyanobacteria monitoring began this month, in conjunction with finish water cyanotoxin assessment monitoring under the Unregulated Contaminant Monitoring Rule 4. The flocculator drive and motor replacement project is underway. Staff attended watershed monitoring and emergency preparedness/planning classes and workgroups at NHDES, and a pump maintenance class for NEWWA. Conventional (soft) hydrant flushing commenced May 12<sup>th</sup>. Low Lift Pump Station Progress updates include the following: removal of raw water pump 1; building envelope improvements; and finish sample pump and chemical feed system tie-ins.



**Fisher Cat Spotted at Round Pond**

## **ENGINEERING**

Project Updates for May 2019:

- Asset Management:** The City continues to move forward in the process of acquiring the new Asset Management software; the selection process is anticipated to conclude in June 2019, with an expected six to nine month implementation phase to follow. Efforts continue on improvements to the GIS data layers for City infrastructure, including the City's stormwater network, which is required by the MS4 Permit. The City is also working with SRPC to collect sidewalk inventory information, including a condition assessment; this effort is anticipated to resume in summer 2019. In addition to inventory work, staff continue to populate more detailed information such as asset age, material, and condition on all of our assets and coordinate with our consultants to develop baseline information related to our water, sewer, and stormwater systems' "level of service", "likelihood of failure", "consequence of failure", and "life cycle cost analysis". Our consultants are preparing for a presentation on the Asset Management Program to the Public Works & Buildings Committee in the coming months.
- 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 includes extension of the sewer from Birch Drive across Old Dover Road to Juniper Street, Towle Street, Vinewood Lane, Susan Lane, Hickory Lane, and a portion of Hillside Drive. Phase 2 construction continues with sewer installation in Birch Drive in May. Funding for future phases of this multi-phased sewer extension program has been requested in the proposed CIP budget. Internal plumbing and private property surveys have been conducted throughout the entire Colonial Pines area (more than 85% have been completed).
- Pavement Maintenance & Rehabilitation:** Sampson Road reclaim/pave was attempted by the paving contractor in April; however the paving will need to be re-addressed. A pre-construction meeting was held with the City's new paving contractor in May. The 2019

paving list includes: Municipal Parking Lot at Portland/Columbus, Main St. East Rochester (Cocheco to Autumn), Governors Rd. (Cross to Farmington Town Line), Ten Rod Rd. (Daytona to Four Rod Rd.), Charles St. (Columbus to Knight), Walnut St. (Twombly to Strafford Square), and Colby St, as the budget allows.

- **Dewey Street Pedestrian Bridge:** A new utility pole and LED streetlight was installed at the bridge approach on the Hanson Pines side in May.
- **Strafford Square Roundabout:** Final design continues. Bidding of the roundabout construction contract is now anticipated for 2020. Prior to that contract, and in preparation for that construction, a utility infrastructure contract is anticipated to be bid for construction in late 2019. Right-of-way and easement negotiations are being conducted in preparation for the construction contracts. A public information meeting for this project was held in May.
- **Water Treatment Plant Low Lift Pump Station Upgrade:** Construction is nearing completion. Substantial Completion of this project is anticipated in June 2019.
- **Water Treatment Plant Residuals Disposal:** An evaluation of alternatives has determined that the most cost effective method of disposal of residuals generated at the Surface Water Treatment Plant is an upgrade of the existing pipeline and addition of an attenuation tank. Funds for the implementation of this upgrade have been requested in the CIP budget over the next few years.
- **Granite State Business Park Water Main Interconnection:** This project is in final design. Bid advertisement is anticipated in June 2019 with construction to follow in 2019.
- **WWTF Biosolids Dewatering Facility:** This project was advertised for bids in late March 2019. Bids were received in May 2019. Additional funding will be required to award construction of this project.
- **River Street Sewer Pump Station Upgrade:** 90% design documents for this project were completed in April 2019. This project is anticipated to be advertised for bids in June 2019. Construction is anticipated to begin in 2019 and be completed within one year.
- **Route 11 Sewer Pump Station Upgrade:** This upgrade project is currently in design. This project could potentially be advertised for bids in July or August 2019, with construction occurring 2019-2020.
- **WWTF Upgrades (various projects):** There are several projects on-going at the WWTF: Soda Ash System Replacement, Aeration System Automation, Aeration Basin Sidewall Blower Tie-in (Iris Valve) and Mechanical Mixers, Standby Power Interconnection for Aeration Blowers, and Programmable Logic Controllers (PLC) Replacement. All of these projects are on schedule to begin construction by summer 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 2017 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 this MS4 General Permit. USEPA Region 1 is proposing an estuary-wide general permit structure for nutrient loading, specifically nitrogen, in the Great Bay Estuary.

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City Clerk's Office

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# Economic & Community Development



5/31/2019

MANAGEMENT REPORT



*Economic Development Report, Written by Jennifer Murphy Aubin*

*Community Development Report, Written by Julian Long*





## OFFICE OF ECONOMIC & COMMUNITY DEVELOPMENT

JENN MARSH, INTERIM ECONOMIC DEVELOPMENT MANAGER

### ROCHESTER MAIN STREET

Over 3,000 participants came to Free Comic Book day on May 4<sup>th</sup>. Strafford Regional Planning Commission and Ralph DiBernardo, owner of Jetpacks, put out pedestrian counters to calculate the attendees for the day. Going forward, Main Street and the City are planning to partner more closely with Ralph to contribute to this great event and continue to build on the success of Free Comic Book Day in Rochester for well into the future.

Main Street hosted the Annual Awards on June 7<sup>th</sup> to recognize the downtown businesses and community stakeholders:

- Business of the Year, Jetpack Comics
- Best New Business, Upala Yoga and Wellness Arts
- Main Street Board Member of the Year, Bonnie Amirault
- Volunteer of the Year, Jeffrey Muelenbroek
- Youth Volunteer of the Year, Tyler J. Bisson, Spaulding High School Interact Club
- Stewardship Award, Anthony Ejarque
- Main Street Partner of the Year, The Greater Rochester Chamber of Commerce
- Best New Sign, Town Square Barber



The Rochester Main Street Vibrancy & Design Committee finalized the Public Piano plane with a piano painted in an Alice in Wonderland theme by artists at Body Creations Tattoo. Starting in June, the piano will be in front of Riverstones Custom Framing. Owner, Kris Ebbeson, will house the piano in her shop at night and during inclement weather.

### RIVERWALK – LUNCH & LAUNCH FUNDRAISER

The inaugural Lunch & Launch fundraiser took place on June 18 with over 30 canoes, kayaks and one paddle boarder launching from the Hillsdale Street. Participants paddled onward to the Dewey Street Bridge. Paddlers enjoyed lunch donated by Moe's Sandwich Shop and desserts donated from Hannaford's. Thanks to the Rochester School Department for providing tables and chairs so

that diners enjoyed an alfresco lunch overlooking the Cocheco River. Additionally, Maple Street Magnet School set up artwork along the trails depicting animals and vegetation found around the river.

The committee is also planning the second annual, summer dinner fundraiser near the falls.

## RECON, INTERNATIONAL RETAIL CONFERENCE

Interim Manager Marsh, along with REDC Vice-Chair Troy Dillow, attended the International Council of Shopping Centers (ICSC) *RECON* conference in Las Vegas, NV, an event that draws thousands of international retailers, site selectors, and community stakeholders.

Developers, like Waterstone Retail, and retail analytic organizations, like Buxton Co., attend annually and have individual booths. The City of Rochester, NH has been able to meet with prospective retailers at these booths, to locate in Rochester.

After meeting with multiple retailers, REDC and Economic Development Department will look into ways of attracting more franchise owners to the area, as many of these businesses are interested in Rochester if they had a franchise owner ready to run the business and take care of the day-to-day operations.

## ROCHESTER ECONOMIC DEVELOPMENT COMMISSION

The members of the Rochester Economic Development Commission fanned out across downtown with the second phase of the business retention and expansion visits.

Over fifty surveys are already collected. Businesses are welcoming and provided constructive feedback, as a business survey of this depth and breadth, conducted ten years ago. The information gathered identifies growth, visibility, expansion needs and resources available. Another follow up, in person, via mail and/or email will give additional resources on interested areas, such as funding, JOB Loan program, training grants and other opportunities.

## JENNIFER MURPHY AUBIN, EXECUTIVE SECRETARY

### UNH MBA PROGRAM

Two students of the Peter Paul College of Business and Economics program at UNH, presented the Rochester investment prospectus power point as their capstone project, to highlight the current incentives available and two Opportunity Zone tracts located in the downtown corridor. Executive Aubin will finalize the information for invest use, including final editing and design.

### FITNESS COURT

Executive Aubin contacted sponsors to confirm continued support as the fitness project moves to FY 21 for CDBG consideration. Comcast agreed to support the project with \$10,000 with the new timeframe.

“Public Art represents a beacon of revitalization, leading the charge to beautify, renew, repurpose, and transform a community’s identity of what came before to what it will become – and it’s a beautiful future with collaborative partners like Rochester Museum of Fine Arts and Rochester Main Street.

In the Office of Economic & Community Development, we value arts in its own right, as a cultural element that links us all together as a society, and to also, acknowledge the mighty financial contribution as a great, lasting benefit to the whole community.”

**-Jennifer Murphy Aubin**, Public Arts,  
Office of Economic Development

**Foster's online:**

<https://www.fosters.com/news/20190524/rochester-sculpture-walk-set-to-rise>

## GRANITE RIDGE DEVELOPMENT DISTRICT

After meeting with the consultant and reviewing files, the TIF build-out study will be split into three phases, with work to be completed over the summer.

## IEDC TRAININGS

Executive Aubin attended two trainings, Marketing & Attraction and Strategic Planning, in preparation for sitting for Economic Developer’s Certification (CecD) in October. The strategic planning course included quantitative techniques to present Rochester to its best advantage, including location quotients (the strength and size of an industry in a region), shift share (a method to determine regional job growth, whether by national influence or other unique factors) and other cluster analyses.

## DOWNTOWN REVITALIZATION - ART & CULTURE MATTERS

Executive Aubin, Matt Wyatt, and Amy Regan, Founders of the Rochester Museum of Arts, watched the

installation of a sculpture walk, along RT 125. The color progression of the metal sculptures is a play on colors, with the first sculpture is blue and the second is yellow, and the last is green. (Blue + Yellow = Green)



## WINGS & WHEELS

Executive Aubin is designed the T-shirt for the 2019 Wings & Wheels event, updated website and answered media questions. Event organizers anticipate the June 1<sup>st</sup> to draw over 3,000 people to Skyhaven Airport.



## JULIAN LONG, CDBG COORDINATOR & GRANTS MANAGER

### COORDINATOR REPORT

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

There will be a combined June/July report.

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City Clerk's Office

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# FINANCE COMMITTEE

## Agenda Item

06/13/2019

**Agenda Item Name:** Monthly Financial Statements Summary – as of May 31, 2019.

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

Fiscal Year 2019 is 92% complete. Overall General Fund expenses are at 91.5%, with overall General Fund salaries & benefits at 87.5%. General Fund Revenues are 99.6% collected. Below are the summary reports.

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

ACCOUNT DESCRIPTION	ORIGINAL	REVENUE	REVISED	ACTUAL	REMAINING	
	ESTIMATE	TRANSFERS	ESTIMATE	YTD	REVENUE	% COLL
11011 ECONOMIC DEVELOPMENT REV	0	0	0	390	-390	100.0
11031 CITY CLERK REVENUE	113,210	0	113,210	116,589	-3,379	103.0
11051 ASSESSORS REVENUES	0	0	0	292	-292	100.0
11061 BUSINESS OFFICE REVENUE	100,000	0	100,000	576,996	-476,996	577.0
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	72	928	7.2
11071 TAX COLLECTOR REVENUE	31,147,131	430,780	31,577,911	32,443,359	-865,448	102.7
11072 TAX COLLECTOR REVENUE	0	2,029	2,029	0	2,029	0.0
11081 GENERAL OVERHEAD REVENUE	3,759,605	1,948,941	5,708,546	3,967,244	1,741,302	69.5
11082 GENERAL OVERHEAD REVENUE	1,547,810	873	1,548,683	1,548,683	0	100.0
11091 PUBLIC BLDGS REVENUE	0	0	0	32,915	-32,915	100.0
11101 PLANNING	16,250	0	16,250	40,269	-24,019	247.8
11201 REV LEGAL OFFICE	50,000	0	50,000	46,149	3,851	92.3
12011 POLICE CITY REVENUE	277,850	0	277,850	389,476	-111,626	140.2
12021 FIRE CITY REVENUE	23,000	0	23,000	27,750	-4,750	120.7
12022 FIRE STATE REVENUE	52,668	0	52,668	6,750	45,918	12.8
12031 DISPATCH CENTER	60,290	0	60,290	59,355	935	98.4
12041 CODE ENFORCEMENT REVENUE	394,025	0	394,025	445,496	-51,471	113.1
13011 PUBLIC WORKS REVENUE	33,700	0	33,700	79,971	-46,271	237.3
13012 STATE HIGHWAY SUBSIDY	610,000	24,612	634,612	633,651	961	99.8
14011 WELFARE REVENUE	5,000	0	5,000	3,893	1,107	77.9
14021 RECREATION REVENUE	122,000	0	122,000	163,711	-41,711	134.2
14031 LIBRARY REVENUE	16,050	0	16,050	10,402	5,648	64.8
<b>1000 GENERAL FUND</b>	<b>38,329,589</b>	<b>2,407,235</b>	<b>40,736,824</b>	<b>40,593,414</b>	<b>143,410</b>	<b>99.6</b>
5001 WATER ENTERPRISE FUND	6,937,368	182,000	7,119,368	3,177,738	3,941,630	44.6
5002 SEWER ENTERPRISE FUND	8,759,805	60,000	8,819,805	3,897,040	4,922,765	44.2
5003 ARENA ENTERPRISE FUND	393,979	0	393,979	386,639	7,340	98.1
6000 COMMUNITY CENTER SP REV	841,000	0	841,000	699,340	141,660	83.2

ACCOUNT DESCRIPTION	ORIGINAL	TRANSFERS	REVISED	YTD		AVAIL	
GENERAL FUND	APPROP	ADJSMTS	BUDGET	EXPENDED	ENCUMB	BUDGET	% USED
11000051 CITY MANAGER	438,369	0	438,369	423,191.64	8,654.76	6,523	98.50
11012351 ECONOMIC DEVELOPMENT	480,918	3,201	484,119	434,596.75	15,333.03	34,189	92.90
11020050 IT SERVICES	634,414	82,613	717,027	638,009.00	34,844.39	44,174	93.80
11030051 CITY CLERK	307,946	10,565	318,511	281,625.55	21,767.79	15,118	95.30
11040050 ELECTIONS	49,277	0	49,277	42,136.49	84.00	7,057	85.70
11050070 ASSESSORS	438,675	3,155	441,830	398,667.86	1,276.42	41,886	90.50
11060051 BUSINESS OFFICE	532,313	-675	531,638	373,998.66	2,309.63	155,330	70.80
11063151 HUMAN RESOURCES	179,129	675	179,804	161,780.13	3,610.24	14,414	92.00
11070070 TAX COLLECTOR	352,603	11,860	364,463	321,856.27	736.76	41,870	88.50
11080050 GENERAL OVERHEAD	900,352	-190,518	709,834	488,284.84	6,430.17	215,119	69.70
11090050 PB CITY WIDE 50	655,952	2,671	658,623	586,064.61	45,515.00	27,043	95.90
11090051 PB CITY HALL 51	60,635	6,000	66,635	73,420.80	4,465.34	-11,251	116.90
11090052 PB OPERA HOUSE 52	44,815	0	44,815	41,420.82	1,519.79	1,874	95.80
11090054 PB CENTRAL FIRE 54	10,959	0	10,959	7,340.96	3,328.13	290	97.40
11090055 PB GONIC FIRE 55	10,544	0	10,544	8,008.94	2,001.46	534	94.90
11090056 PB LIBRARY 56	18,920	0	18,920	18,867.97	48.60	3	100.00
11090057 PB DPW GARAGE 57	11,874	0	11,874	11,054.83	534.56	285	97.60
11090059 PB ER FIRE STATION 59	750	0	750	448.08	14.94	287	61.70
11090061 PB HISTORICAL MUSEUM	1,440	0	1,440	742.21	455.40	242	83.20
11090063 PB HANSON POOL 63	5,005	0	5,005	3,304.54	-323.50	2,024	59.60
11090064 PB GONIC POOL 64	7,380	0	7,380	5,135.55	668.08	1,576	78.60
11090065 PB EAST ROCHESTER POO	2,650	0	2,650	1,342.13	-202.37	1,510	43.00
11090068 PB GROUNDS 68	9,285	0	9,285	7,672.84	874.82	737	92.10
11090069 PB DOWNTOWN 69	17,000	0	17,000	9,520.70	1,441.02	6,038	64.50
11090070 PB REVENUE BUILDING 7	22,170	0	22,170	17,396.19	4,880.43	-107	100.50
11090071 PB PLAYGROUNDS 71	1,000	0	1,000	868.09	0.00	132	86.80
11090075 PB NEW POLICE STATION	21,160	0	21,160	20,140.75	1,019.24	0	100.00
11090077 PB ANNEX	29,022	-6,000	23,022	2,710.11	763.80	19,548	15.10
11102051 PLANNING	388,048	5,305	393,353	348,327.70	4,949.62	40,076	89.80
11200051 LEGAL OFFICE	569,274	-6,459	562,815	477,327.05	3,078.33	82,410	85.40
12010053 PD ADMINISTRATIVE SER	1,906,242	0	1,906,242	1,716,032.11	40,412.84	149,797	92.10
12012453 PD PATROL SERVICES	4,825,787	-725	4,825,062	3,926,999.07	0.00	898,063	81.40
12012553 PD SUPPORT SERVICES	413,351	0	413,351	371,504.60	0.00	41,846	89.90
12020054 FIRE DEPARTMENT	4,552,980	4,664	4,557,644	3,932,328.86	63,968.82	561,346	87.70
12020055 FIRE DEPT 55 GONIC SU	28,735	0	28,735	15,465.52	2,895.62	10,374	63.90
12020754 CALL FIRE	31,207	0	31,207	11,137.24	0.00	20,070	35.70
12023354 EMERGENCY MANAGEMENT	56,168	0	56,168	6,533.07	83.16	49,552	11.80
12030153 DISPATCH CENTER	746,982	0	746,982	668,257.53	5,626.07	73,098	90.20
12040051 CODE ENFORCEMENT	580,962	5,217	586,179	529,261.25	3,418.38	53,499	90.90
12050050 AMBULANCE	59,874	0	59,874	44,905.44	14,968.56	0	100.00
13010057 PUBLIC WORKS	2,131,690	75,346	2,207,036	1,915,628.65	155,138.60	136,269	93.80
13010957 WINTER MAINTENANCE	507,413	30,100	537,513	531,138.93	8,509.00	-2,135	100.40
13020050 CITY LIGHTS	243,000	0	243,000	181,742.01	47,172.25	14,086	94.20
14010051 WELFARE	483,357	2,504	485,861	401,726.66	3,849.65	80,285	83.50
14022072 RECREATION ADMINISTRA	619,037	10,216	629,253	572,326.52	565.18	56,361	91.00
14022150 RECREATION PLAYGROUND	98,265	-2,280	95,985	83,732.56	1,035.97	11,216	88.30
14022250 RECREATION POOLS	81,025	-120	80,905	73,998.18	4,643.08	2,264	97.20
14030056 LIBRARY	1,233,378	2,501	1,235,879	1,100,418.09	19,227.83	116,233	90.60

**Expense Summary: General Fund-Enterprise and Special Revenue Funds**

06/13/2019

ACCOUNT DESCRIPTION	ORIGINAL	TRANSFERS	REVISED	YTD		AVAIL	
GENERAL FUND	APPROP	ADJSMTS	BUDGET	EXPENDED	ENCUMB	BUDGET	% USED
15000051 COUNTY TAX	6,551,172	-155,725	6,395,447	6,395,447.00	0.00	0	100.00
17010051 TRANSFERS/PAYMENTS DE	4,295,199	0	4,295,199	4,044,179.51	0.00	251,019	94.20
17030050 OVERLAY	92,256	164,492	256,748	96,113.06	0.00	160,635	37.40
17040051 TRANSFER TO CIP & OTH	2,589,630	1,888,652	4,478,282	4,478,282.06	0.00	0	100.00
<b>1000 GENERAL FUND</b>	<b>38,329,589</b>	<b>1,947,235</b>	<b>40,276,824</b>	<b>36,302,419.98</b>	<b>541,594.89</b>	<b>3,432,809</b>	<b>91.50</b>
<b>ENTERPRISE FUNDS</b>							
51601057 WATER WORKS EXPENSE	5,692,634	184,140	5,876,774	3,916,864.21	21,597.70	1,938,312	67.00
51601073 WATER TREATMENT PLANT	1,183,119	-2,140	1,180,979	1,011,559.93	55,259.31	114,160	90.30
51601570 WATER REVENUE OFFICE	61,615	0	61,615	56,358.17	7.00	5,250	91.50
<b>5001 WATER ENTERPRISE FUND</b>	<b>6,937,368</b>	<b>182,000</b>	<b>7,119,368</b>	<b>4,984,782.31</b>	<b>76,864.01</b>	<b>2,057,722</b>	<b>71.10</b>
52602057 SEWER WORKS EXPENSE	5,107,442	60,000	5,167,442	4,400,770.11	15,668.76	751,003	85.50
52602074 SEWER TREATMENT PLANT	3,590,523	0	3,590,523	1,419,434.32	214,304.13	1,956,785	45.50
52602470 SEWER REVENUE OFFICE	61,840	0	61,840	56,396.92	7.00	5,436	91.20
<b>5002 SEWER ENTERPRISE FUND</b>	<b>8,759,805</b>	<b>60,000</b>	<b>8,819,805</b>	<b>5,876,601.35</b>	<b>229,979.89</b>	<b>2,713,224</b>	<b>69.20</b>
<b>SPECIAL REVENUE FUNDS</b>							
5003 ARENA ENTERPRISE FUND	393,979	0	393,979	344,501.37	5,396.78	44,081	88.80
6000 COMMUNITY CENTER SP REV	841,000	0	841,000	731,263.82	42,027.47	67,709	91.90

**Expense Summary-General Fund Salaries and Benefits**

GENERAL FUND SALARY & BENEFITS SUMMARY		May-19				
ALL GENERAL FUND DEPARTMENTS						
	ORIGINAL	TRANSFERS	REVISED	YTD	AVAIL	%
ACCOUNT DESCRIPTION	APPROP	ADJSMTS	BUDGET	EXPENDED	BUDGET	USED
511001 SALARIES - FULL TIME	11,017,155	31,296	11,048,451	9,588,501.20	1,459,950	86.80
511002 SALARIES - PART TIME	1,128,147	2,175	1,130,322	1,042,732.57	87,589	92.30
511003 SALARIES - EARLY REPORT	90,442	0	90,442	48,942.79	41,499	54.10
511004 SALARIES - HOLIDAY PAY	253,233	0	253,233	152,371.66	100,861	60.20
511005 SALARIES - OUTSIDE DUTI	180,000	0	180,000	235,864.24	-55,864	131.00
511009 SALARIES - ELECTED OFFICIALS	42,300	-2,175	40,125	25,932.53	14,192	64.60
511099 SALARIES - NU MERIT ADJUSTMENT	66,144	0	66,144	59,921.58	6,222	90.60
513001 OVERTIME - REGULAR	563,760	0	563,760	591,663.93	-27,904	104.90
513002 OVERTIME - TRAINING	58,940	0	58,940	33,674.23	25,266	57.10
514000 EDUCATION INCENTIVE	55,300	0	55,300	49,768.09	5,532	90.00
515001 ON CALL	11,241	0	11,241	12,229.32	-988	108.80
516000 LONGEVITY	43,105	0	43,105	35,003.30	8,102	81.20
519000 TRAVEL ALLOWANCE	15,300	0	15,300	10,396.08	4,904	67.90
521100 HEALTH	2,045,935	0	2,045,935	1,775,660.94	270,274	86.80
521200 DENTAL	35,300	0	35,300	37,782.92	-2,483	107.00
521300 LIFE	11,069	0	11,069	10,738.95	330	97.00
522000 SOCIAL SECURITY	580,409	3,220	583,629	513,603.22	70,026	88.00
523000 RETIREMENT	2,660,017	5,320	2,665,337	2,278,681.03	386,656	85.50
525000 UNEMPLOYMENT	1,500	0	1,500	0.00	1,500	0.00
526000 WORKERS' COMPENSATION	251,926	0	251,926	251,966.00	-40	100.00
528001 DISABILITY INSURANCE	61,682	0	61,682	56,696.05	4,986	91.90
<b>Grand Total</b>	<b>19,172,905</b>	<b>39,836</b>	<b>19,212,741</b>	<b>16,812,130.63</b>	<b>2,400,610</b>	<b>87.50</b>



**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 MAY 2019**

The Planning Board, Conservation Commission, Historic District Commission (HDC), and Arts & Culture Commission all held their regular meetings in May. You will find the summaries of the agendas and discussions further down in this report. The Planning Board also held their workshop meeting in May. They discussed the FY20 Capital Improvement Program (CIP) budget, discussed the Impact Fee methodologies and fee schedule, adopted the methodologies and a fee schedule for impact fees to begin January 1, 2020, continued an application for new storage units off Milton Road, discussed possible amendments to the Home Occupation section of the Ordinance, discussed surety for the Heritage Street, Trinity Circle, and Ten Pines developments, and reviewed the April surety & inspection report. .

The Planning & Development Department remains extremely busy in general with many meetings with citizens, developers, applicants, and the processing of applications. We also attended the City Council meetings for discussions on the budget and CIP, Downtown Commercial zoning amendments related to density and development standards, and the discussion on expenditure of funds for the Riverwalk. We continued working on the Impact Fee methodologies and fee schedule that was presented to the Board at the Planning Board in May. In addition, we continued working with our consultants, VHB, on the Transportation Master Plan and held our first Steering Committee meeting. We picked the consultant for updating the Downtown Master Plan Chapter. Resilience Planning & Design LLC was selected as the best proposal and best fit for the City. Staff met with them to refine the scope of work. We are also working on putting a Steering Committee together and will have our first meetings in the first week of June.

I also participated in the monthly meeting of the Leadership Committee for the Economic Development Division of the American Planning Association, which I am a member. I attended the month COAST Board meeting now that I am the representative for the City. I also met with the Downtown Development Working Group to work on issues in the downtown. In addition, I participated in the interviews for the new Economic Development Manager. The Chief Planner attended a Dam negotiation workshop and a public hearing on the Complete Streets project that will include part of Route 108 into Somersworth. The Senior Planner attended a workshop on historic preservation held by the NH Preservation Alliance. Staff also participated in the TRG meetings, pre-construction meetings, Wings & Wheels, Rotary, and the Metropolitan Planning Organization's Technical Advisory Committee (MPO TAC) monthly meeting.

**APPLICATIONS REVIEWED BY THE PLANNING BOARD**

**Groen Construction, 122 Meaderboro Road** (by Berry Surveying & Engineering) Request for an extension to meet precedent conditions for an approved 2-Lot subdivision. Case # 232 – 13 – A – 18 **APPROVED**

**Groen Construction, 122 Meaderboro Road** (by Berry Surveying & Engineering) Request for an extension to meet precedent conditions for an approved Conditional use permit and 8-Lot subdivision. Case # 232 – 13 – A – 18 **APPROVED**

**TSB Properties, LLC, 124 Milton Road** (by Berry Surveying & Engineering) Site plan and conditional use permit to construct six new self-storage units and one commercial unit. Case# 210 – 32 – HC – 19 **CONTINUED TO 6/3/2019**

**Norman P. Vetter & Stacia R. Vetter Rev. Trust, 53 Allen Street** (by Norway Plains Assoc.) Site plan to construct a 60' x 72' vehicle storage building with associated parking. Case# 117 – 2-8 – I – 19 **APPROVED**

**Lilac Community LP, 41 Tebbetts Road** (by Norway Plains Assoc.) 2-Lot subdivision. Case# 253 – 83 – A – 19 **CONTINUED TO 6/3/2019**

**R & J 90 North Main, LLC, 90 North Main Street** (by T.F. Moran, Inc.) Site plan and Conditional Use Permit to allow a bank with a drive-thru. Case# 121 – 17 – DTC – 19 **APPROVED**

**APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION**

On Saturday May 18<sup>th</sup> a Commission member and Planning Dept. staffer attended a day-long training titled "Easement Monitoring & Outdoor Skills for Conservation Volunteers". The day was divided equally amongst class room time in New Durham, NH and field time in Farmington, NH. Participants learned about Conservation Easement language to include in conservation easement deeds/documents and also learned map and compass skills before venturing out into a 240 acre conservation easement to put their compass skills to the test while simultaneously monitoring the conserved land in accordance with the easement document.

Additionally, the Commission held their monthly meeting and discussed the following:

- 1. Minutes:** The Meeting Minutes of April 24, 2019 were reviewed and accepted.
- 2. Discussion:** a) Water quality monitoring – Staff asked the Commission if they would like to participate in NH DES's seasonal Cocheco river monitoring. The Commission said they would and would work to draft simple 'how-to' instructions, and schedule recurring days to sample.  
b) Easement Monitoring- Staff suggested that the Commission use their monthly meeting to monitor conservation easements, as agenda load/time/ and weather permit. The Commission



suggested that the conservation easement deeds be dispersed evenly amongst members so that initial desk reviews can begin.

**3. Notice of Intent to Cut Wood or Timber / Intent to Excavate:** None scheduled, however a late submittal for an Intent to Cut at Pickering Road, Map-Lot 264-43 was discussed. The Commission is familiar with the property and asked if there was development proposed on the lot, Staff said that there have been no development proposals submitted.

**4. New Business:** a) one member suggested that memorials be established and/or gifts be given for/to past Conservation Commission chair persons. Staff suggested that a list of ideas and locations be determined for consideration.

b) A member suggested that there may be a wetland violation on Route 202, and there was mention of numerous car dealerships that have expanded their display areas into wetland buffers and/or vegetated areas. Staff encouraged the Commission to contact the Code Enforcement Officer and City Councilors to request enforcement.

**5. Reports:** a) Technical Review Group: The Conservation Commission TRG member representative explained that he conducted two site visits related to a proposed subdivision and site plan. The two projects were discussed but neither propose wetland/wetland buffer impacts. b) Planning Board: There were no Conservation related updates.

**6. Old Business:** a) One member suggested that the Commission be present at the Farmer's Market. The Commission members suggested that a list of dates to attend, no more than four, be determined so that those be target attendance dates. The limit of four dates is because the Farmers Market rules state that non-profits (not related to farming) are limited to four days per season, at a cost of \$20 each day, if space is available. Staff suggested that the members think about what they would do/present at the meeting.

b) The Commission will be enrolling Hope Farm (36 Peaslee Rd) to rototill the community gardens on Franklin St; Hope Farm is donation their time and machinery for this project. Additionally, the Commission is looking forward to have Department of Public Works (DPW) create a drainage swale so that the gardens aren't inundated with water; they are also hoping DPW will install a water spigot at the site soon, and asked staff to see where this stands.

### APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission met on May 8, 2019. The Commission approved a 79-D Barn Preservation Easement for 290 Chestnut Hill Road Map 206 Lot 1. There were a number of administrative approvals for the Planning and Development Department the Little Free Library. The Planning and Development Department also updated the Commission on the consultants selected Resilience Planning and Design, LLC for the Downtown Master Plan Chapter.

## **ARTS AND CULTURE COMMISSION ACTIVITIES**

The Arts and Culture Commission met on May 17, 2019. The Commission welcomed new member Glenn Watt. The Commission selected nominees for the seventh annual Rochester Arts Awards. The Rochester Arts Awards will be held on August 12, 2019, 6 – 8 PM at the Governors Inn. The next Arts and Culture meeting is July 18, 2019 at 7 pm.

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

# Memorandum

06/13/2019

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

**From:** Lauren Krans, Recreation & Arena  
**Date:** June 12, 2019  
**Re:** May 2019 Department Report

## May Program Numbers

Adult Open Gym 30+	27
Adult Volleyball	98
Community Coffee	9
Granite Track & Field	65
Parent/Child Open Gym	32
Restorative Meditation	7
Senior Art	37
Senior Breakfast/Cookout	63
Senior Dance Lessons	19
Senior Pickleball	231
Senior Power Hour	153
Senior Table Tennis	6
Senior Trips	14
Senior Yoga Chair	20
Senior Yoga Gentle	29
SHS/BCA open Gym	156
Teen Night	197
Advanced Senior Fitness	25
Sunday Night Pickleball	23
<b>May Total</b>	<b>1174</b>

May was another busy month here at Rochester Recreation & Arena! Staff is busy maintaining day to day business operations while preparing for our action packed summer season.

## Professional Development

Our team members are constantly learning and improving our skill sets to more efficiently and effectively serve the City of Rochester. Staff members attended three professional development workshops in May. Two team members attended a conference hosted by Plan New Hampshire focused on the needs of aging communities within the state. Team members also attended a workshop on how to improve accessibility and inclusion of people with disabilities into recreation facilities and programming. Our department secretary also attended a workshop on best practices in office administration.

## Summer Camp

Registration for Summer Camp and Teen Travel Camp was in full swing this spring. Both programs filled by the end of May. Teen Travel Camp was expanded by ten spots this summer to total 30 campers. Our best marketing tool is word of mouth; camp families have great experiences with us and they tell their friends and family about it!

## Summer Hiring

Hiring for our summer staff was completed by the end of May. Our ability to easily fill our camp and pool staff, especially lifeguards, is a testament to our competitive pay and staff development opportunities. Communities throughout the state are still struggling to fill their summer positions, especially lifeguards. The creation of our in-house certification process has attracted and retained a strong lifeguard team.



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City Clerk's Office

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# ROCHESTER FIRE DEPARTMENT

**MARK E. KLOSE**  
CHIEF OF DEPARTMENT



37 Wakefield Street

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

Tel (603) 335-7545

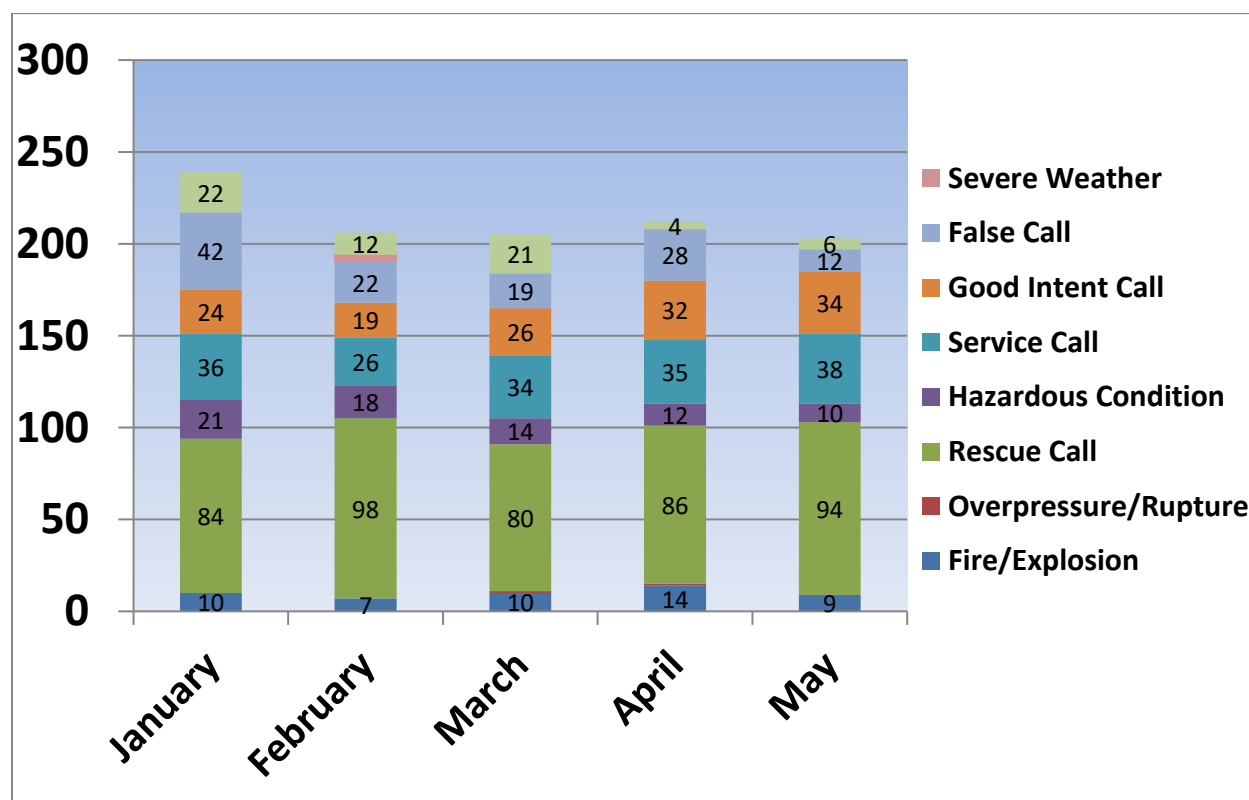
**To:** Blaine Cox, City Manager

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

**Date:** June 5, 2019

**Ref:** Monthly Report for May 2019

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



The above graph shows our runs for Fiscal Year 2019 with March's data shown individually with their respective totals. For the month of May there were 203 calls for service. There have been a total of 2540 calls for Fiscal Year 2019.

**FIRE DEPARTMENT OPERATIONS**

Managed shift coverage assignments

Managed and organized equipment and supply purchases as needed

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

Managed apparatus repairs as needed

**TRAINING DIVISION**

The above graph shows total courses and training hours completed in the FireRescue1 Academy. Total courses completed for the month of May were 45. Total number of training hours completed in the month of May were 50.

In-Service training was also completed for the shifts. Total number of hours completed in the month of May were 36.

Continued to develop standard lesson plans for RFD

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

Planned/Conducted/Delivered 6 hours of practical training for the RFD Call Force

New Firefighter Administrative Week – J. Hill (42 hours)

5 Firefighters attended “Nozzle Forward” Training (24 hours)

3 Firefighters attended “Driver/Operator All Vehicles” Training (40 hours)

**DEPARTMENT INFORMATION:**

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

- 2 Shifts at 9 Firefighters (1 Captain, 1 Lieutenant and 7 Firefighters)
- 2 Shift at 8 Firefighters (1 Captain, 1 Lieutenant and 6 Firefighters[A & B Shift])
- Manning Station 1 and Gonic Station

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

We set up online burn permitting. Set up on XX/XX/XXXX, XX permits have been requested online.

**PERSONNEL:**

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

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

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

FF Taatjes is out on medical TAD

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

#### **RESPONSE ACTIVITY:**

5/4/19 – Farmington – reported smoke in the building. Smoke condition improved, Engine 5 released by Farmington command. Engine 5 cleared and returned to Station 1.

5/9/19 – Rochester – vehicle fire. Engine 5 and Rescue 1 responded to the scene and found a vehicle well involved. Crews used a booster line to put the fire out. No injuries. Engine 5 and Rescue 1 returned to Station 1.

5/12/19 – Rochester – vehicle fire. Engine 5 and Rescue 1 responded to the scene and found a small engine compartment fire. Crews pulled a 150' pre-connect and extinguished the fire. Owners of the vehicle stated there was some mechanical issues before the fire started. No injuries. Engine 5 and Rescue 1 returned to Station 1.

5/13/19 – Rochester – structure fire. Engine 5, Engine 7 and Engine 3 responded. AC Wilder and DC Dube responded to the scene as well. Fire was knocked down, home was ventilated and checked for possible extension. No extension, checked the air with meters. Home was turned over to the property owner. All apparatus returned to their respective stations.

5/15/19 – Wakefield – Structure fire. On scene, Engine 7 off loaded water to another truck then went to refill. After refilling and returning to the scene, Engine 7 was released and returned to Station 1.

5/17/19 – Farmington – reported smoke in the building. Engine 5 and Engine 7 responded, while en route to location, Fire Alarm advised Farmington was all set.

5/17/19 – Dover – building fire. Engine 2 responded to Dover North Station for coverage, but were rerouted to the scene of the building fire. Arrived on scene with nothing showing and many companies working. Engine 2 staged for approximately 35 minutes and was released. Engine 2 returned to Station 2.

5/18/19 – Somersworth – gas leak. Engine 5 responded and was assigned to staging. Engine 5 crew assisted with evacuating the area until the leak stopped. Engine 5 returned to Station 1.

5/21/19 – Lebanon – structure fire. Engine 5, Engine 7 and Car 3 responded. On scene, Rochester supplied water and manpower to work a mobile home fire that had spread into the woods. Forestry 1 was dispatched to the scene for the woods fire. Once the fire was under control, all apparatus were released and returned to the City.

5/23/19 – Somersworth – structure fire. Engine 5 and Chief 3 responded to Somersworth for a structure fire. On scene with a commercial garage with a structure fire in the overhaul stage. Engine 5 crew was assigned to overhaul duties, pulling the ceiling back in one of the bays. After the ceilings were pulled, Engine 5 crew went to the exterior and worked the same area through some louvered vents on the side of the building. Engine 5 continued with overhaul and wetting the area on the exterior of the building until the fire was out. Engine 5 picked up equipment and returned to the City in service.

5/27/19 – North Berwick – building fire. Engine 7 was dispatched to North Berwick for a building fire. Canceled while en route, returned to Station 1.



5/28/19 – Rochester – structure fire. Engine 5, Ladder 1, Engine 7, Engine 3 and Chief 3 responded to the scene. Fire was breaking out of a fire floor window, hand line was stretched and entry was made. The fire was knocked down quickly. Primary and secondary searches were made of the entire home using Rochester, Milton and Farmington crews. No occupants were home at the time of the fire. There was a dog in the main section of the home. Chief 2 arrived on scene and conducted an investigation and discovered that the fire had started by improperly discarded smoking materials in a bathroom trash can. The structure was turned over to the occupants and all apparatus returned in service.

5/28/19 – Barrington – reported structure fire. Engine 3 and Chief 3 responded to the scene. Nothing showing upon arrival. Spoke with homeowner who stated something popped and she could smell smoke from the front of her home. Barrington Fire checked under the mobile and found two breakers were tripped. Engine 3 and Chief 3 cleared in service.

**EMERGENCY MANAGEMENT:**

The EMPG Grant is slated to be voted on by Governor and Council in the month of June. June's agenda is not available on the State's website.

Respectfully submitted,

*Mark E. Klose*

Mark E. Klose, Fire Chief



PAUL R. TOUSSAINT  
*Chief of Police*

## ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

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

POLICE COMMISSION

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

June 11, 2019



TO: City Manager Blaine Cox

RE: Monthly Report – May 2019

**OPERATIONS:** Wards 2, 3 and 6 met this period. Discussion included speeding traffic and enforcement on Old Dover road, some recent interactions with a local known person, who frequently panhandles, as well as discussion on homeless or transient individuals and the impact on calls for service.

The investigations bureau had 40 cases sent up from patrol for review or investigation. There are currently 61 cases assigned. There were 26 cases presented to the Grand Jury all with true bills. Compliance checks completed for one sex offender and two pawnshops. There were two detective call outs (2 overdose deaths). We have added three patrol officers to the on call rotation to assist with staffing shortages for call outs. There were 453 pieces of evidence logged in, 69 items returned to owners and an additional 109 pieces destroyed.

The final numbers for Drug Take Back Day showed Rochester collecting 207.5 pounds of unwanted medications. Overall, the State collected 474 boxes totaling 14,181 pounds of drugs. The next event will be in October 2019.

**CEO/ COMMUNITY ENGAGEMENT OFFICER:** Due to staffing shortages, Officer Danie has been added to the patrol schedule, which will affect his activity as community engagement officer. He worked in finalizing the details for Wings and Wheels, coordinated the RAD training with Officer Turner, worked during Comic Book Day, Drug Take Back Day, and taught a Civilian Response to Active Shooter training. He also attending training related to photography, evidence and intoxilyzer.

**COMP STAT:** There was a decrease in traffic stops from the prior month. Thefts *from* motor vehicles are up for the month, and in this period, ALL of those thefts were from unlocked vehicles. There were two arrests made from a couple of these cases. There was an increase in burglaries this period. Several construction sites were targets where tools were stolen.

**COMMUNICATIONS:** We had one dispatcher resign this period and have posted for that position. We still have one dispatcher in field training.

**DIVERSION:** The final Teen night for the year was held on May 4, with 126 attendees. We will host a couple of wrap up meetings to discuss staffing and any changes planned for next year. Nicole has coordinated the adverse childhood experiences training for the Diversion jurors locally, in Strafford County and the Chase Home. Nicole has been attending the Strafford County Addiction/Opiate task force in developing a new countywide collaboration and laying out the strategies for the County. Nicole assisted with a couple of classes for the Citizens Academy. She has also taught some LEAD classes with SRO Jackson at the high school. Nicole is working on the planning for National Night out in August.

**FINANCIAL/PURCHASING:** Based on the most recent projection the FY19 budget is in the black by greater than \$450,000 due to attrition. Most of the O&M lines are spent. We project the clothing line to be over expended due to the number of new hires this fiscal year.

We are working on extending the bi-annual equipment and maintenance contracts. As of now the clothing vendors did not wish to extend so, we will re bid that in July. Once the FY20 budget is finalized, we can start the bid process for cruisers.

**HOUSING:** Calls remain steady. There were 40 police related calls. Officer Blair and Housing are addressing a neighbor dispute in East Rochester. There was also a rise in activity at Cold Spring, which is being addressed through extra patrols and the eviction process.

**PROSECUTION - ADULT:** There were 244 cases with 369 charges. There were 123 guilty pleas, 87 not guilty, 35 cases nol prossed and 12 cases continued. There were 69 who failed to appear, 19 found guilty by the court, 19 cases dismissed by the court and 5 cases placed on file. The legal unit is currently interviewing for an open position.

**PROSECUTION - JUVENILE:** Juvenile prosecution had 32 petitions. There were two CHINDS petitions. There were 2 review hearings, 10 violation hearings, 1 emergency placement hearings, There were 13 arraignments, 7 trial resolved by plea. Additionally Lt. Gould assisted with video arraignments at District Court, Assisted teaching two classes at the Citizens' Academy, conducted training on petitions at the middle school, taught a class at the UNH, and presented at a NHAEO conference in North Conway. She assisted with prosecutor oral boards at the Rye Police Department, and sat on oral boards for new hires in Rochester.

**K-9:** There were seven calls for service, four tracks and three drug searches. There were two high school searches, one in Somersworth and the other in Milford. The team also recertified in narcotics detection.

**SCHOOL RESOURCE OFFICERS:** The LEAD programs are complete for all locations for the year. Sgt. Deluca chaperoned two field trips. Off. Porfido visited all elementary schools this period spending time with the children during recesses, gym and school lunches.

**TRAINING/HIRING:** We have three officers at the Academy. We are working to get the fourth officer into the August academy. We have three officers in field training. We hired a certified officer who served ten years with the Northwood Police Department. We anticipate an abbreviated field training for him.

We held a PT test on May 18. Ten potential candidates showed and eight passed. Following the oral boards, we have five candidates for the Police Commission to interview.

Officers were able to get to additional training including basic police prosecutor, crime scene for the first responder, the 2019 NH Traffic Safety Conference and photography for law enforcement.

**FORFEITURE SPENDING:** There was \$1295.00 in forfeiture spending this period.

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

Respectfully Submitted,

Paul R. Toussaint  
Chief of Police

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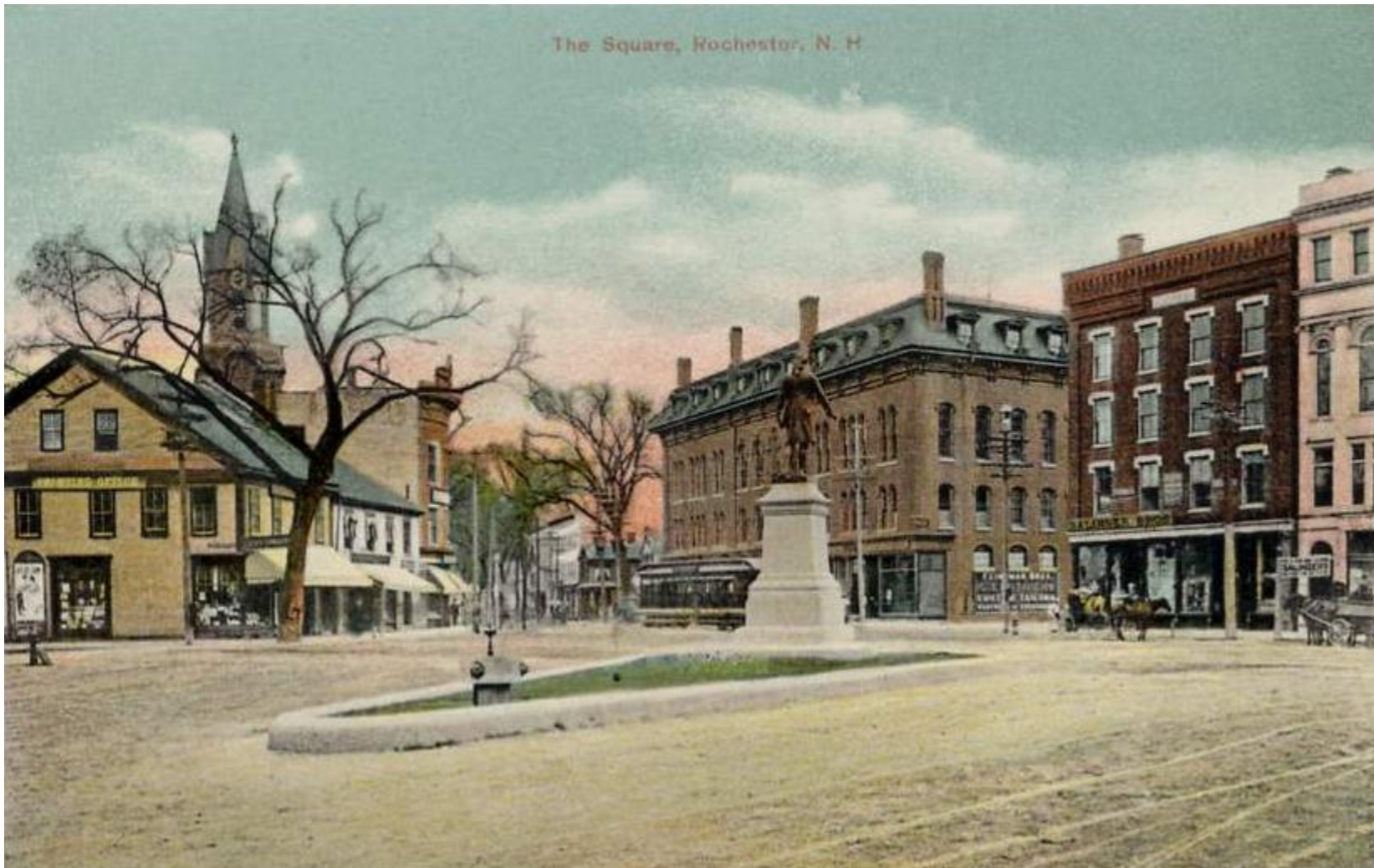
City Clerk's Office

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# Rochester Police Department April 2019 Comp Stat Report

06/13/2019

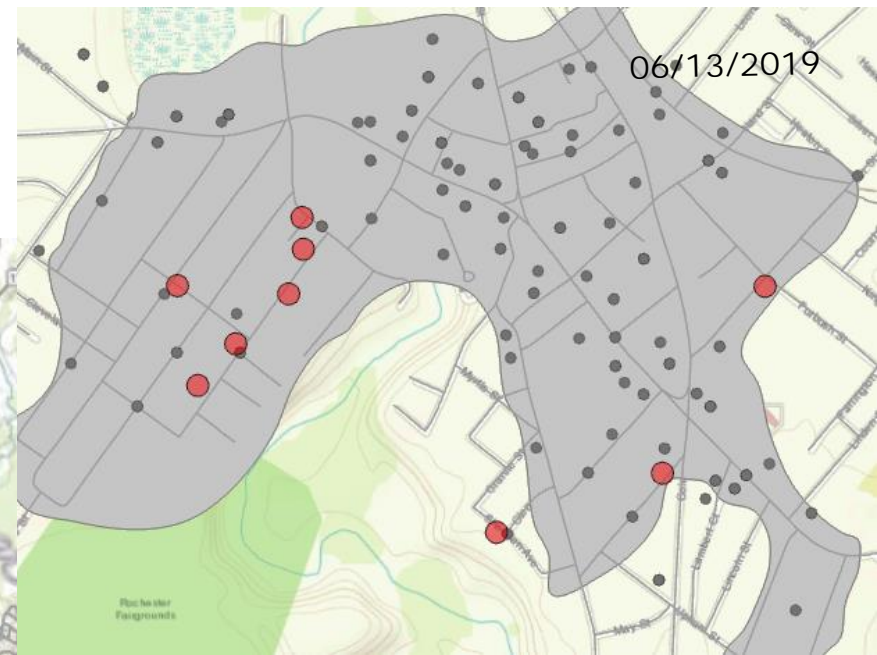
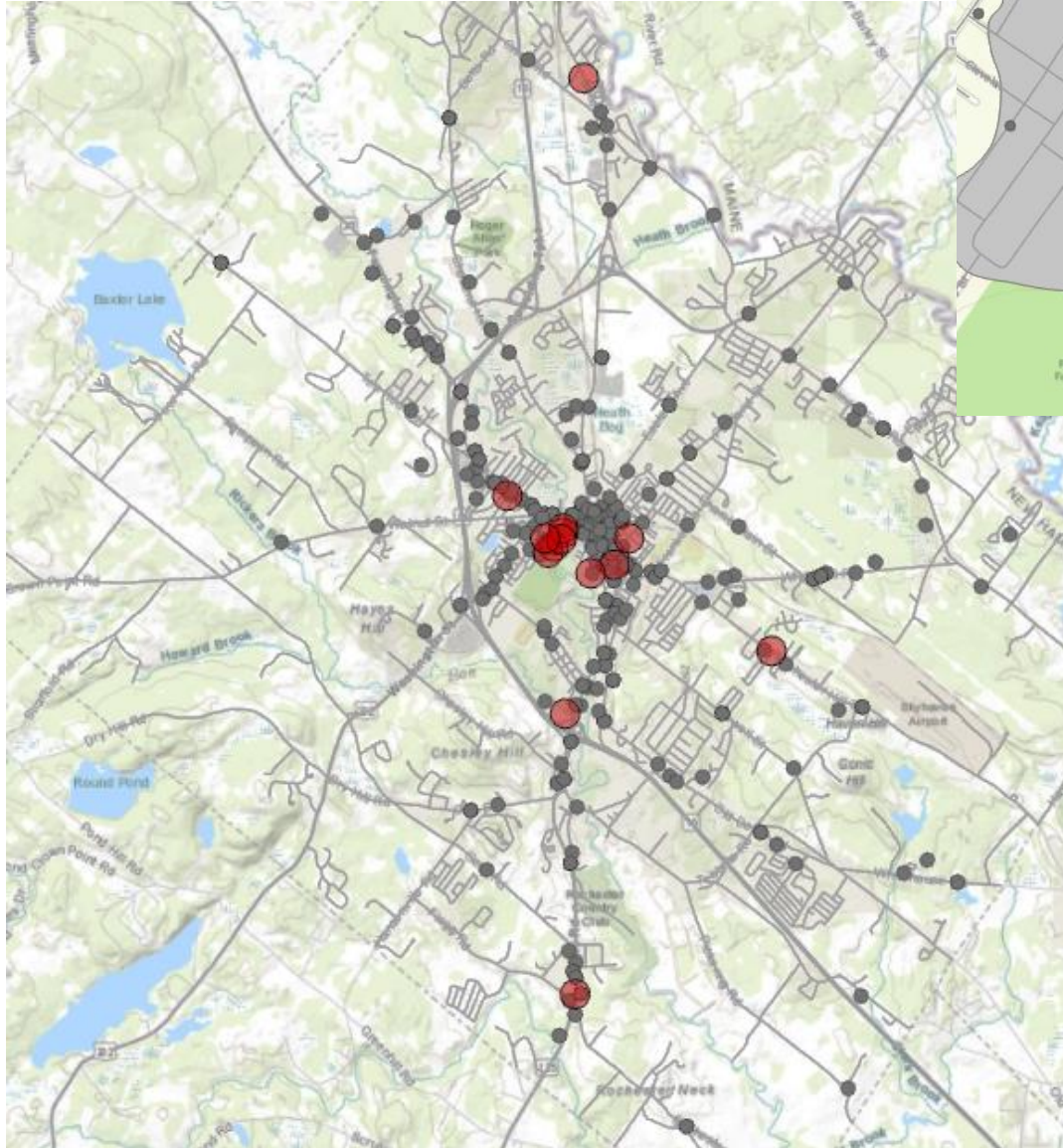


# April 2019 Field Activities

Specific Crimes	Apr-19	Apr-18	% Change	Mar-19	% Change	Feb-19	YTD 19	YTD 18	% Change	YTD 17
Traffic Stops	496	982	-49%	733	-32%	341	1856	3935	-53%	2560
Arrests from Stops	30	29	3%	17	76%	26	90	127	-29%	77
Summons	24	66	-64%	27	-11%	15	76	237	-68%	145
Warnings	418	871	-52%	657	-36%	294	1621	3473	-53%	2293
No Action	21	14	50%	28	-25%	5	61	82	-26%	50
Accidents	61	76	-20%	61	0%	77	285	335	-15%	281
Summons from ACs	1	1	0%	2	-50%	2	7	10	-30%	4
Arrests from ACs	5	5	0%	1	400%	4	17	24	-29%	13
Field Interviews	11	10	10%	7	57%	4	23	24	-4%	38
DWI	9	4	125%	7	29%	7	26	24	8%	29
<i>Narcotics</i>	0	0	0%	2	-100%	4	6	3	100%	4
<i>Alcohol</i>	9	4	125%	5	80%	3	19	21	-10%	25
DWI from Accidents	3	2	50%	0	0%	2	5	11	-55%	10



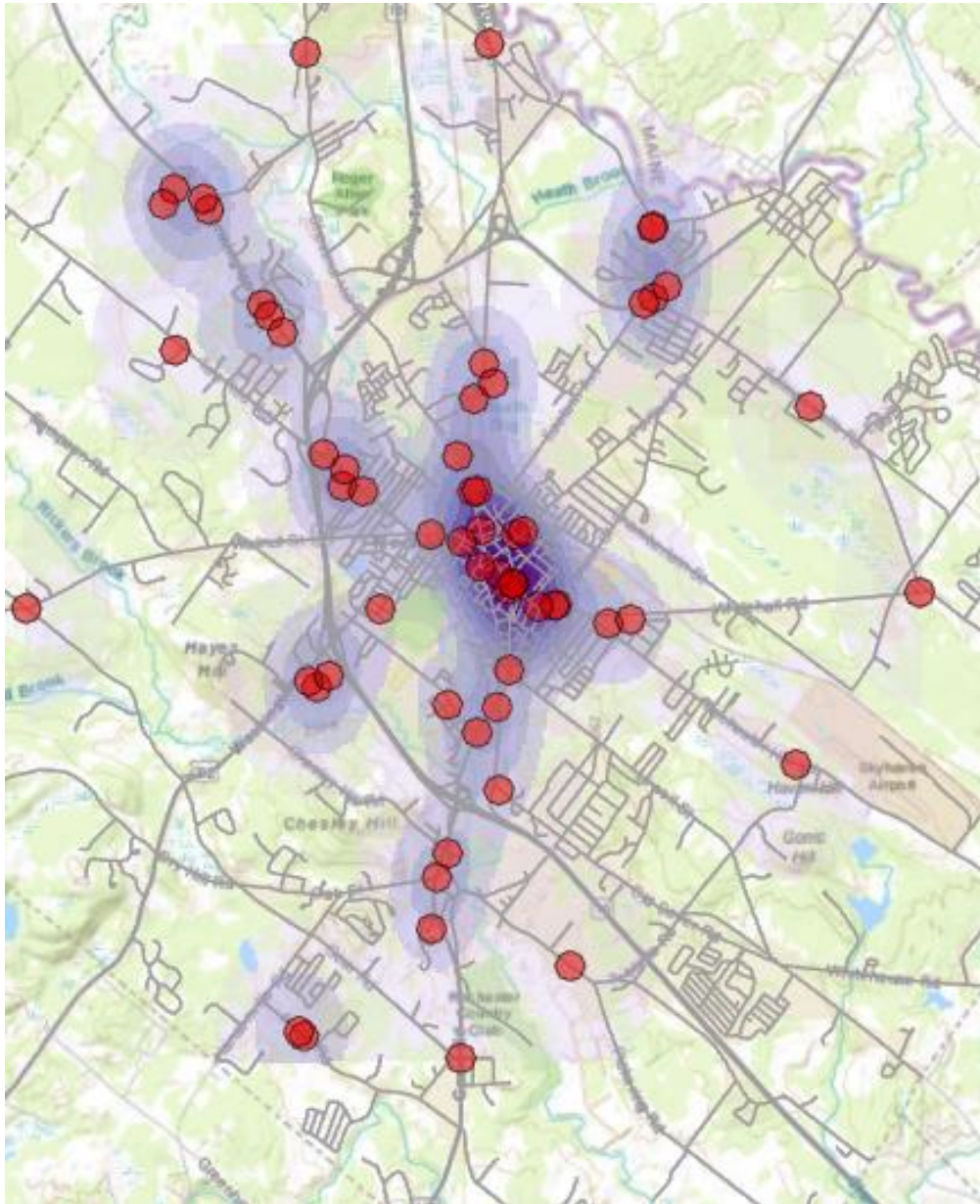
# April 2019 Traffic Stops and Drug Locations



149 (30%)  
of 496 Traffic  
Stops in the  
Downtown

# April 2019 Accidents

06/13/2019



17 (28%) of  
61 ACs in  
Parking Lots

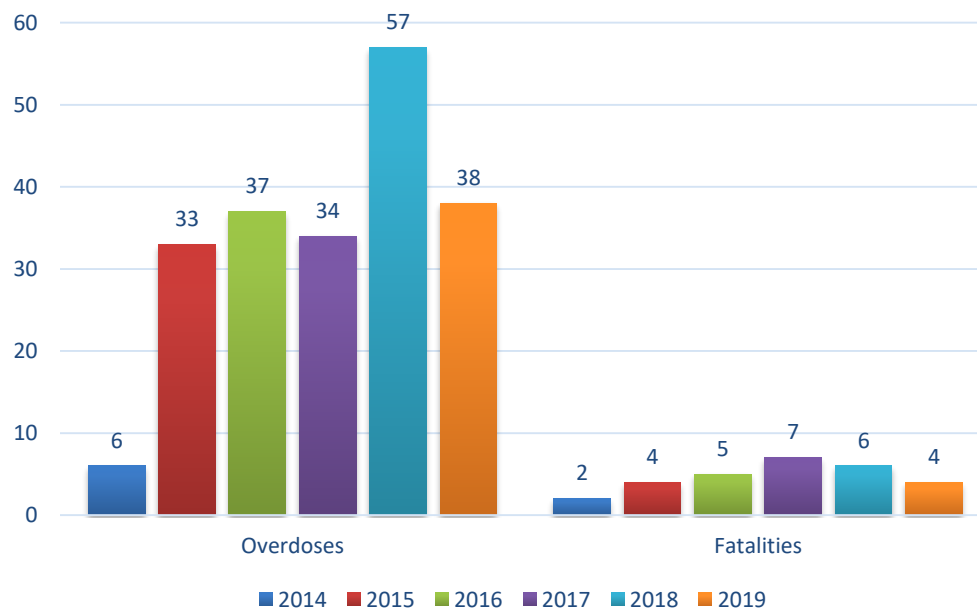


# April 2019 Property Crimes

All Incident Reports												
Specific Crimes	Apr-19	Apr-18	% Change	Mar-19	% Change	Feb-19	YTD 19	YTD 18	% Change	YTD 2019 Closure Rate	YTD 2018 Closure Rate	YTD 17
Burglary	14	9	56%	10	40%	5	32	31	3%	25%	16%	23
Shoplifting	17	27	-37%	16	6%	27	92	93	-1%	107%	81%	98
Theft from a Building	13	25	-48%	10	30%	19	53	68	-22%	25%	18%	64
Theft from M/V (including Parts)	14	9	56%	10	40%	12	42	38	11%	12%	3%	59
All Other Theft	8	8	0%	6	33%	7	26	34	-24%	8%	0%	50
M/V Theft	2	4	-50%	4	-50%	0	12	9	33%	17%	44%	7
Vandalism	32	38	-16%	22	45%	21	107	120	-11%	43%	38%	133
<b>Total Property</b>	<b>86</b>	<b>111</b>	<b>-23%</b>	<b>68</b>	<b>26%</b>	<b>86</b>	<b>364</b>	<b>362</b>	<b>1%</b>	<b>35%</b>	<b>31%</b>	<b>411</b>
Arrests												
Specific Crimes	Apr-19	Apr-18	% Change	Mar-19	% Change	Feb-19	YTD 19	YTD 18	% Change			YTD 17
Burglary	1	2	-50%	3	-67%	3	8	5	60%			3
Shoplifting	20	22	-9%	23	-13%	24	98	75	31%			75
Theft from a Building	1	3	-67%	4	-75%	2	13	12	8%			6
Theft from M/V (including Parts)	3	0	0%	0	0%	1	5	1	400%			2
All Other Theft	0	0	0%	1	-100%	1	2	0	0%			8
M/V Theft	0	1	-100%	1	-100%	0	2	4	-50%			2
Vandalism	13	15	-13%	8	63%	6	46	46	0%			44
<b>Total Property</b>	<b>37</b>	<b>41</b>	<b>-10%</b>	<b>37</b>	<b>0%</b>	<b>34</b>	<b>166</b>	<b>138</b>	<b>20%</b>			<b>137</b>

# April 2019 Drug Offenses

All Incident Reports												
Specific Crimes	Apr-19	Apr-18	% Change	Mar-19	% Change	Feb-19	YTD 19	YTD 18	% Change	YTD 2019 Closure Rate	YTD 2018 Closure Rate	YTD 17
Possession	11	14	-21%	10	10%	17	47	43	9%	83%	91%	61
Drug Events	15	N/A	N/A	15	0%	28	81	N/A	N/A			N/A
Overdoses	5	16	-69%	12	-58%	17	38	57	-33%			34
Fatal	3	2	50%	0	0%	1	4	6	-33%			7
Total Drug	26	30		25	4%	45	128	100				102
Arrests												
Specific Crimes	Apr-19	Apr-18	% Change	Mar-19	% Change	Feb-19	YTD 19	YTD 18	% Change			YTD 17
Possession	8	14	-43%	11	-27%	10	39	39	0%			56



# April 2019 Violent Crimes

All Incident Reports												
Specific Crimes	Apr-19	Apr-18	% Change	Mar-19	% Change	Feb-19	YTD 19	YTD 18	% Change	YTD 2019 Closure Rate	YTD 2018 Closure Rate	YTD 17
Homicide	0	0	N/A	0	N/A	0	0	0	N/A	0%	0%	0
Robbery	0	3	-100%	0	0%	1	2	7	-71%	150%	29%	17
Aggravated Assault	5	6	-17%	4	25%	4	17	21	-19%	59%	67%	18
<i>from DV*</i>	0	3	-100%	0	0%	1	3	11	-73%	100%	73%	7
Simple Assault	29	37	-22%	34	-15%	30	123	157	-22%	59%	38%	150
<i>from DV*</i>	11	13	-15%	14	-21%	17	55	75	-27%	71%	61%	75
<b>Total Violent</b>	<b>34</b>	<b>46</b>	<b>-26%</b>	<b>38</b>	<b>-11%</b>	<b>35</b>	<b>142</b>	<b>185</b>	<b>-23%</b>	<b>67%</b>	<b>33%</b>	<b>185</b>
Arrests												
Specific Crimes	Apr-19	Apr-18	% Change	Mar-19	% Change	Feb-19	YTD 19	YTD 18	% Change			YTD 17
Homicide	1	0	N/A	0	N/A	0	1	0	N/A			0
Robbery	0	0	0%	0	0%	0	3	2	50%			1
Aggravated Assault	3	2	50%	2	50%	3	10	14	-29%			8
<i>from DV*</i>	0	1	-100%	0	0%	2	3	8	-63%			6
Simple Assault	8	20	-60%	22	-64%	19	72	60	20%			66
<i>from DV*</i>	5	8	-38%	14	-64%	11	39	46	-15%			42
<b>Total Violent</b>	<b>12</b>	<b>22</b>	<b>-45%</b>	<b>24</b>	<b>-50%</b>	<b>22</b>	<b>86</b>	<b>76</b>	<b>13%</b>			<b>75</b>

# April 2019 Threshold

Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	86	72-100	61	Moderately Low
Traffic Stop	817	485-1149	496	Normal
DWI	7	4-10	9	Normal
Robbery	2	0-4	0	Normal
Aggravated Assault	6	3-8	5	Normal
Simple Assault	39	31-48	29	Moderately Low
Burglary	9	6-13	14	Moderately High
Shoplifting	25	18-32	17	Moderately Low
Theft from Building	18	11-25	13	Normal
Theft from MV	15	7-23	14	Normal
MV Theft	3	0-5	2	Normal
Vandalism	35	27-44	32	Normal
Possession	16	10-22	11	Normal
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	47	37-57	34	Moderately Low
Property	123	94-152	102	Normal

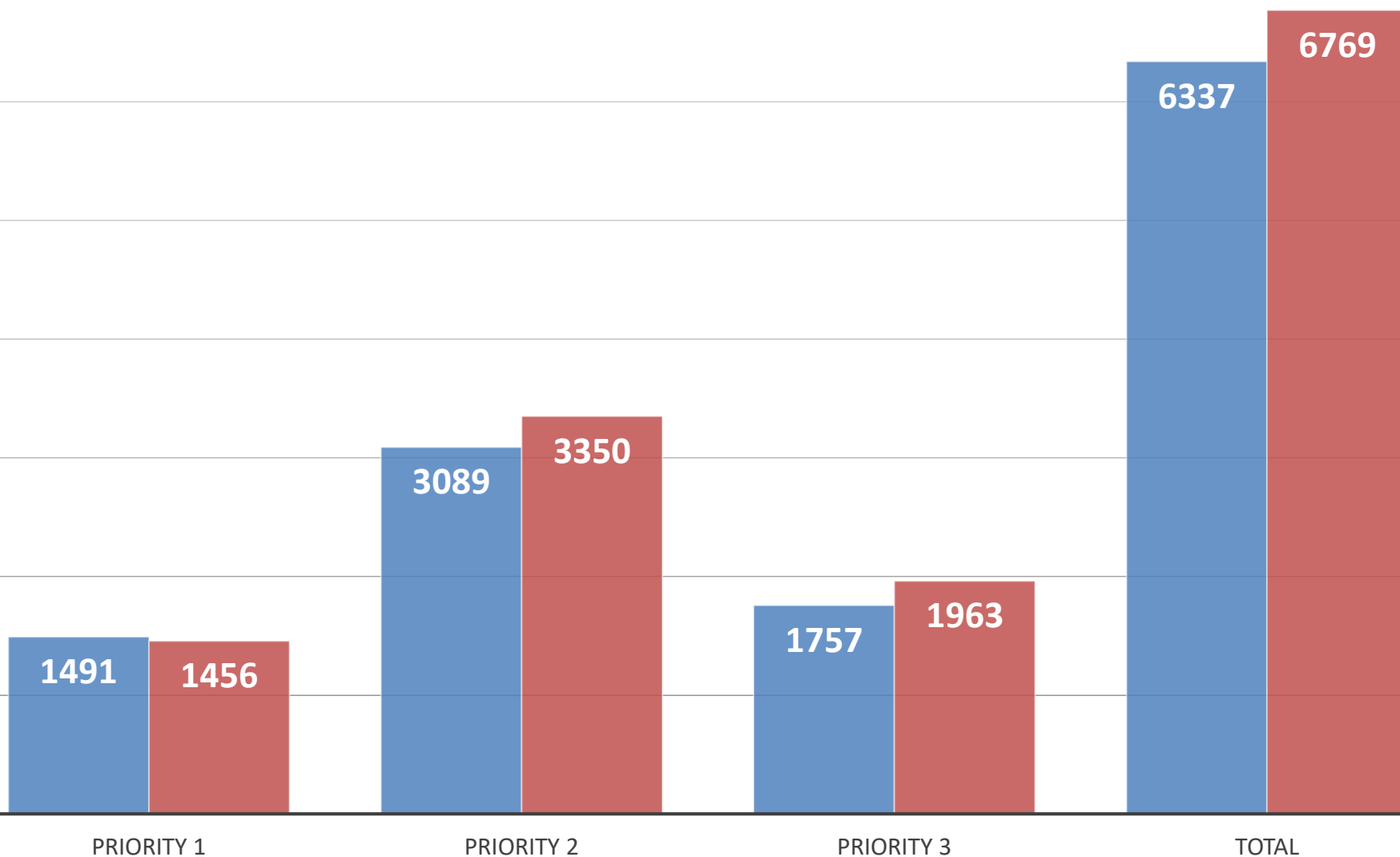


# Calls for Service 2018 v 2019

06/13/2019

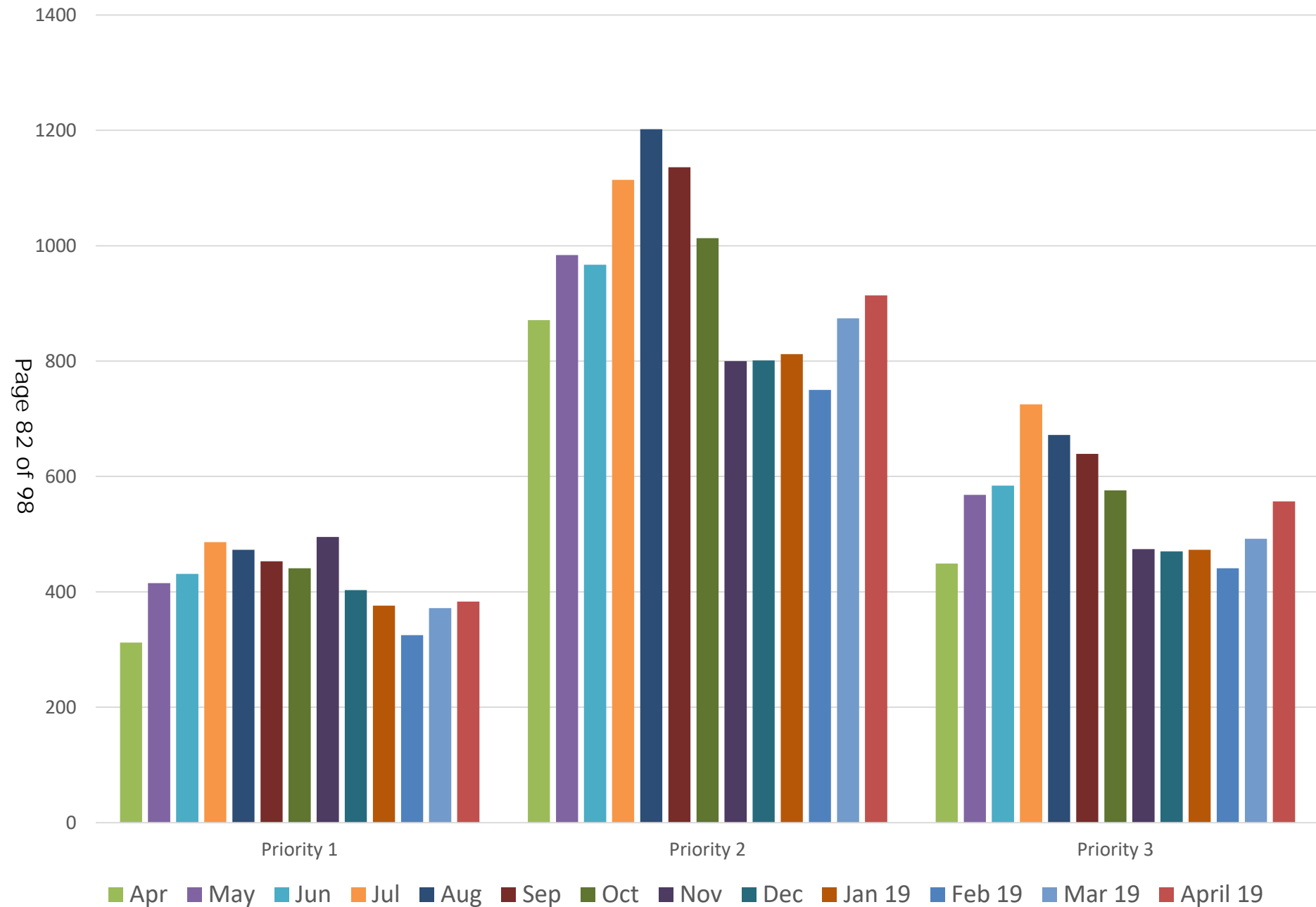
■ YTD 2018 ■ YTD 2019

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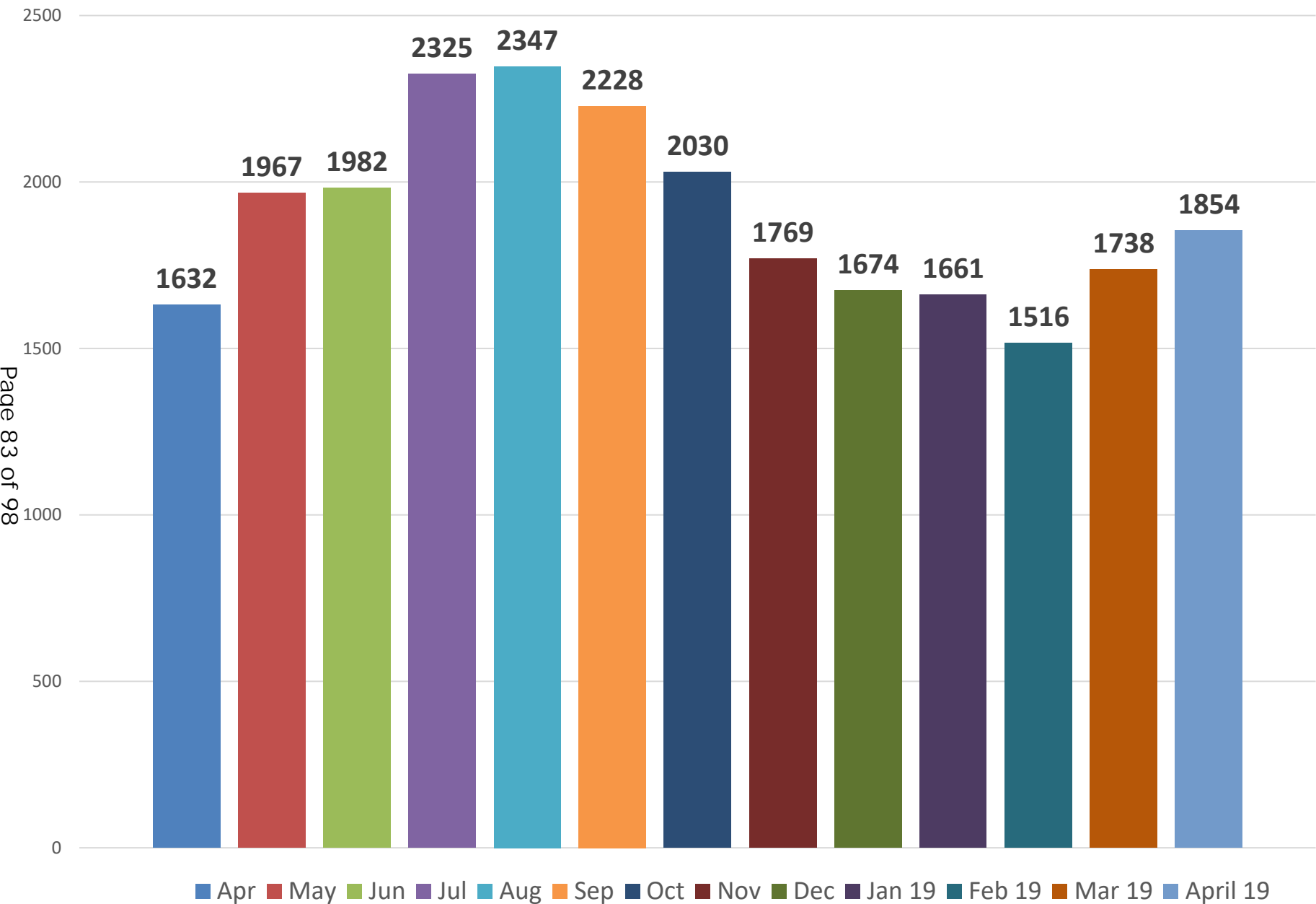
# YTD Calls for Service 2018 v 2019

06/13/2019



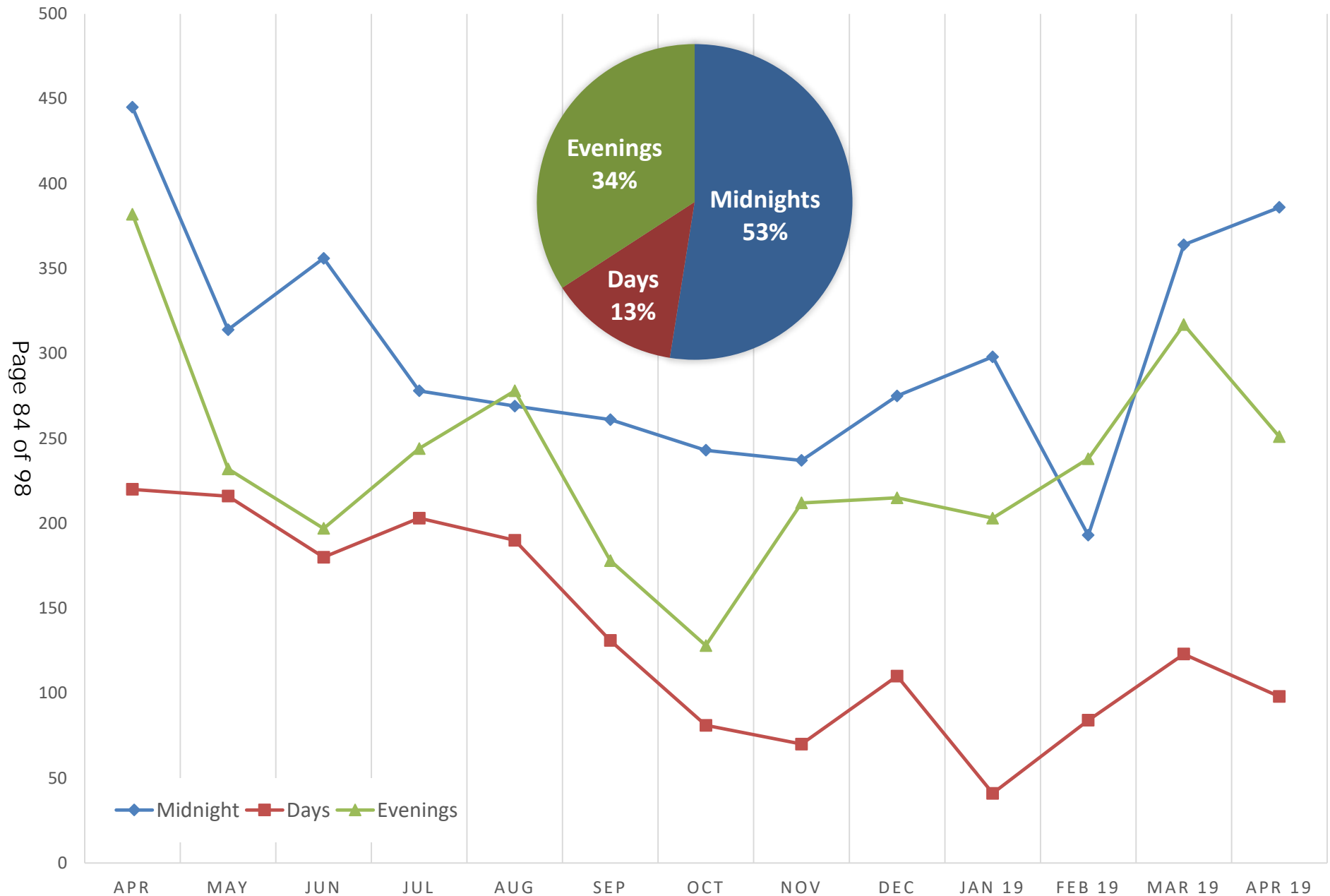
# YTD Calls for Service Total 2018 v 2019

06/13/2019



# April 2019 Proactive Hours

06/13/2019



# 2019 Response Time

	2018 YTD	2019 YTD	Percent Change	2017 YTD	Percent Change
Priority 1	13.69	17.12	25%	14.36	19%
Priority 2	43.54	46.36	6%	46.89	-1%
Priority 3	65	67.71	4%	70.92	-5%

**DV COMPSTAT****April 2019**

<b>Dates</b>	<b>12/1/18- 12/31/18</b>	<b>1/1/19- 1/31/19</b>	<b>2/1/19 – 2/28/19</b>	<b>3/1/19 – 3/31/19</b>	<b>4/1/18 – 4/30/18</b>	<b>Prior Verbal (PV)</b>	<b>YTD 2019</b>	<b>PV YTD</b>	<b>YTD 2018</b>
<b>Misdemeanor Arrests</b>	<b>12</b>	<b>21</b>	<b>17</b>	<b>19</b>	<b>10</b>	<b>3</b>	<b>67</b>	<b>7</b>	<b>60</b>
<b>Felony Arrests</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>7</b>	<b>2</b>	<b>9</b>
<b>Verbal Cases</b>	<b>17</b>	<b>20</b>	<b>16</b>	<b>26</b>	<b>14</b>		<b>76</b>		<b>77</b>
<b>Total Cases</b>	<b>33</b>	<b>43</b>	<b>35</b>	<b>47</b>	<b>25</b>	<b>3</b>	<b>150</b>	<b>6</b>	<b>146</b>

**2019 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	2	4	3	3		
Unique Clients	15	19	20	18		
	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
New Clients						
Unique Clients						

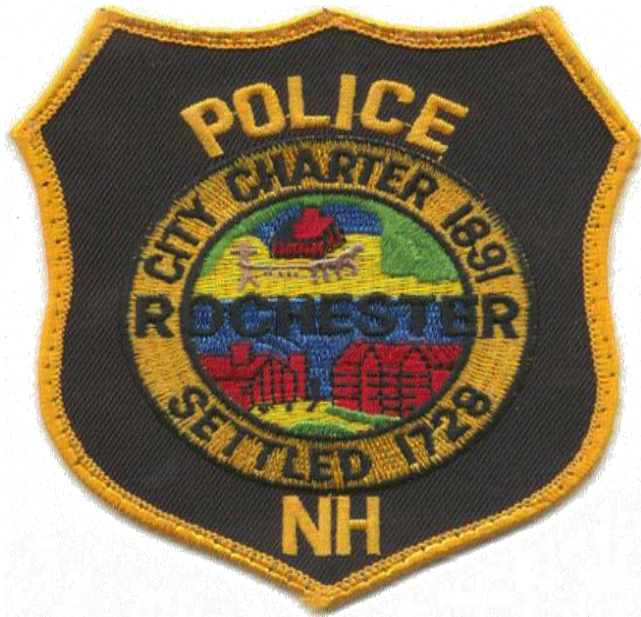
**2018 FJC Clients**

<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)	3 (22)	2(17)	5 (10)

\*\*\*FJC stats now represent new clients and unique clients\*\*\*

(Unique clients are those that have active case management and new clients are excluded from that number)





“WE MAY  
ENCOUNTER  
MANY DEFEATS  
BUT WE MUST  
NOT BE  
DEFEATED.”

—*Maya Angelou*

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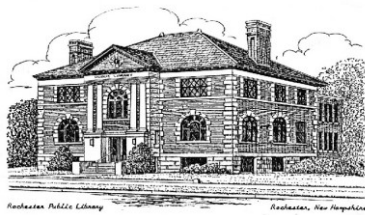
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City Clerk's Office

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

06/13/2019  
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**

### **May 2019**

There were a total of 14,386 items circulated with 16,074 people visiting the library in the month of May. One hundred eighty patrons used the library's Internet computers for 578 hours. Current number of patron registrations is 39,115. Interlibrary loan activity included 83 materials borrowed from other libraries and 200 loaned to other libraries.

Children's Room Librarian, Marie Kelly and the rest of the talented Children's Room staff were busy preparing for the Children's Summer Reading Program. "Read on the Wild Side" will be the theme this summer. A calendar of all summer events is available at the Children's Room desk and the library website.

May 1<sup>st</sup>, the library was happy to present a "Creative Journaling Workshop" with certified life coach, Laura Klain. Laura helped participants make their own inspirational journals, giving expert advice on how to use writing to create your ideal life.

May 11<sup>th</sup>, the Friends of the Rochester Library, were pleased to host the third annual Sweet Art Baking Competition. All contestants are non-professional bakers entering their own dessert creations. Each year the winner receives a Sweet Art Apron, a place of honor on the Sweet Art plaque that is displayed year round in the library and bragging rights as Rochester's Best Sweet Art Dessert Chef.

Free Comic Book Day was celebrated throughout many shops and businesses in downtown Rochester on May 4<sup>th</sup>. The Library was happy to participate again this year, treating patrons to a free comic book when visiting the library. This was a fun family event located throughout downtown Rochester with special guests, graphic novel creators, costume characters, and of course free comic books.

In addition to the print versions of available books, 300 of our library patrons downloaded 1,545 e-books to media devices through the library's web site this month. The RPL website also enabled 60 patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 253 digital downloads from Hoopla.

Trustees meet on May 18<sup>th</sup> in the Rose Room of the library at 6pm.

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City Clerk's Office

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## City of Rochester Tax Collector's Office

May 31, 2019

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2018	Warrant	63,834,824	62,553,506.47	97.99%	1,281,317.53	2.01%
2017		60,524,791	59,939,757.63	99.03%	585,033.37	0.97%
2016		58,196,003	57,892,564.50	99.48%	303,438.50	0.52%
2015		56,938,119	56,785,753.48	99.73%	152,365.52	0.27%
2014		55,068,779	54,972,703.43	99.83%	96,075.57	0.17%
2013		53,324,262	53,247,759.95	99.86%	76,502.05	0.14%
2012		50,952,912	50,907,776.60	99.91%	45,135.40	0.09%
2011		48,856,892	48,817,204.18	99.92%	39,687.82	0.08%
2010		47,308,832	47,275,054.25	99.93%	33,777.75	0.07%
2009		46,898,827	46,868,940.28	99.94%	29,886.72	0.06%
2008		46,522,769	46,505,442.89	99.96%	17,326.11	0.04%
2007		42,964,450	42,949,862.93	99.97%	14,587.07	0.03%
2006		40,794,160	40,784,414.20	99.98%	9,745.80	0.02%
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	33,304,965.89	99.98%	5,613.11	0.02%
2002		29,725,878	29,720,692.63	99.98%	5,185.37	0.02%
2001		26,943,136	26,937,802.91	99.98%	5,333.09	0.02%
2000		25,415,248	25,411,043.45	99.98%	4,204.55	0.02%
1999		22,973,308	22,969,992.33	99.99%	3,315.67	0.01%
1998		30,592,529	30,587,901.82	99.98%	4,627.18	0.02%
1997		29,835,914	29,831,457.52	99.99%	4,456.48	0.01%
1996		27,726,424	27,722,073.99	99.98%	4,350.01	0.02%
1995		27,712,029	27,709,191.61	99.99%	2,837.39	0.01%
1994		26,989,803	26,987,206.62	99.99%	2,596.38	0.01%
1993		25,611,050	25,608,622.48	99.99%	2,427.52	0.01%
1992		24,746,736	24,744,940.64	99.99%	1,795.36	0.01%
1991		24,296,285	24,294,507.32	99.99%	1,777.68	0.01%
					<b>2,748,821.67</b>	

Tax Collector  
Doreen Jones, CTC

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City Clerk's Office

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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
Nov	\$ 48,552.23	14
Dec	\$ 123,132.45	117
Jan	\$ 161,311.48	237
Feb	\$ 93,687.34	189
Mar	\$ 575,396.95	231
Apr	\$ 96,946.04	290
May	\$ 73,913.99	443
<b>Totals</b>	<b>\$ 1,300,335.74</b>	<b>1581</b>

Doreen Jones, CTC  
Tax Collector

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City Clerk's Office

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# Rochester, New Hampshire

## Inter office Memorandum

**TO:** Blaine Cox  
City Manager

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

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

**DATE:** June 7, 2019

This office reported 128 formal interview notes for the month.

Voucher amounts issued were as follows:

	29 <u>Families</u> 7 new	25 <u>Single</u> 8 new
Burial .....	1,300.00	1,550.00
Dental .....	.00	.00
Electricity .....	301.61	407.66
Food.....	.00	.00
Fuel heating .....	.00	.00
Mortgage .....	.00	.00
Prescriptions .....	.00	322.89
Rent .....	7,060.25	3,322.50
Temporary Housing.....	1,421.00	850.00
Transportation .....	<u>304.50</u>	<u>280.00</u>
<b>TOTAL</b>	<b>\$10,387.36</b>	<b>\$6,733.05</b>

This represents an average cost per case/family of \$358.18 and case/Individual of \$269.32 for this month.

Total vouchers issued: \$17,120.41

There was an increase of \$9,055.05 in assistance issued this month compared to May 2018. There was an increase of \$6,163.09 in vouchers issued this month compared to last month.

We received reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaling \$0.00.

### NOTES

Decreased family homeless shelter availability has resulted in increased temporary housing assistance (motels) until transitions to permanent housing or available homeless shelters.



Rochester Welfare  
Department  
Analysis of Assistance Given  
5/1/2019 - 5/31/2019

06/13/2019

	<u>Family</u>			<u>Single</u>		
	<u>Num</u>	<u>Amt</u>	<u>Pct</u>	<u>Num</u>	<u>Amt</u>	<u>Pct</u>
Burial	2	\$1,300.00	12.5%	3	\$1,550.00	23.0%
Electricity	3	\$301.61	2.9%	2	\$407.66	6.1%
Prescriptions	0	\$0.00	0.0%	2	\$322.89	4.8%
Rent	17	\$7,060.25	68.0%	10	\$3,322.50	49.3%
Temporary Shelter	5	\$1,421.00	13.7%	4	\$850.00	12.6%
Transportation	2	\$304.50	2.9%	4	\$280.00	4.2%
Tot Household Assistance:	29	\$10,387.36		25	\$6,733.05	
Tot Assistance:		\$17,120.41				
New Families This Period:		7				
New Singles This Period:		8				
Case Notes This Period:		128				



Rochester Welfare  
Department  
Analysis of Assistance Given  
5/1/2018 - 5/31/2018

06/13/2019

	<u>Family</u>			<u>Single</u>		
	Num	<u>Amt</u>	<u>Pct</u>	Num	<u>Amt</u>	<u>Pct</u>
Burial	1	\$650.00	10.8%	1	\$650.00	13.2%
Electricity	6	\$867.86	14.4%	2	\$253.25	5.1%
Rent	6	\$2,385.00	39.6%	10	\$3,521.71	71.3%
Temporary Shelter	6	\$2,114.00	35.1%	2	\$511.00	10.4%
Transportation	1	\$4.50	0.1%	0	\$0.00	0.0%
Tot Household Assistance:	20	\$6,021.36		15	\$4,935.96	
Tot Assistance:		\$10,957.32				
New Families This Period:		4				
New Singles This Period:		2				
Case Notes This Period:		93				



Rochester Welfare  
Department  
Analysis of Assistance Given  
4/1/2019 - 4/30/2019

06/13/2019

	<u>Family</u>			<u>Single</u>		
	<u>Num</u>	<u>Amt</u>	<u>Pct</u>	<u>Num</u>	<u>Amt</u>	<u>Pct</u>
Burial	1	\$650.00	8.2%	1	\$650.00	14.8%
Electricity	7	\$737.62	9.3%	2	\$145.57	3.3%
Fuel Heating	0	\$0.00	0.0%	2	\$134.96	3.1%
Rent	9	\$4,392.50	55.4%	10	\$3,459.00	78.8%
Temporary Shelter	9	\$2,143.00	27.0%	2	\$0.00	0.0%
Tot Household Assistance:	26	\$7,923.12		17	\$4,389.53	
Tot Assistance:		\$12,312.65				
New Families This Period:		3				
New Singles This Period:		12				
Case Notes This Period:		122				