



City of Rochester, NH
Preamble for July 21, 2020 City Council Workshop and Special Meeting

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

a.) **Providing public access to the meeting by telephone:** At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. Some meetings will allow live public input, however you must have pre-registered online, otherwise, the meeting will be set to allow the public to "listen-in" only, and there will be no public comment taken during the meeting. [Public Input Registration](#) (Please note: In order to notify the meeting host that you would like to speak, press 5* to be recognized and unmuted)

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

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

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

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

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

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City Clerk's Office

**City Council Workshop Meeting
July 21, 2020
Meeting Conducted Remotely
6:30 PM**

Agenda

- 1. Call to Order**
- 2. Public Input**
- 3. Communications from the City Manager**
- 4. Communications from the Mayor**
- 5. *Presentation:* Downtown Master Plan – *Resilience Planning & Design, LLC* P. 7**
 - [Downtown Master Plan](#)
 - [Downtown Master Plan Implementation Matrix](#)
- 6. *Presentation & Discussion:* Hoffman Building (55 North Main Street) – *Kelly Davis, consultant***
- 7. Review of Legislative Policy Recommendations and Selection of Delegate P. 21**
- 8. Department Reports P. 33**
- 9. Other**
- 10. Adjournment**

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City Clerk's Office

**City Council Special Meeting
July 21, 2020
Meeting conducted remotely
*Immediately following the Workshop meeting***

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. **Discussion:** Outdoor Dining ordinance – Suggested changes
P. 107**
- 4. **Discussion:** Proposed New Polling Location for Ward 2 -
Chamberlain Street School *consideration for approval***
- 5. Resolution Authorizing Acceptance of Coronavirus
Emergency Supplemental Funding Program Grant and
Supplemental Appropriation in Connection Therewith *second
reading and consideration for adoption* P. 117**
- 6. **Discussion:** Resuming in-person meetings *consideration for
approval***
- 7. Non-Public/Non-Meeting**
 - 7.1 Non-Public Session – Land, RSA 91-A:3, II (d)**
 - 7.2 Non-Public Session – Personnel 91-A:3, II (a)**
- 8. Adjournment**

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City Clerk's Office



07/16/2020

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

RECOMMENDED ACTION

Rochester Downtown Master Planning



Project Area and Team

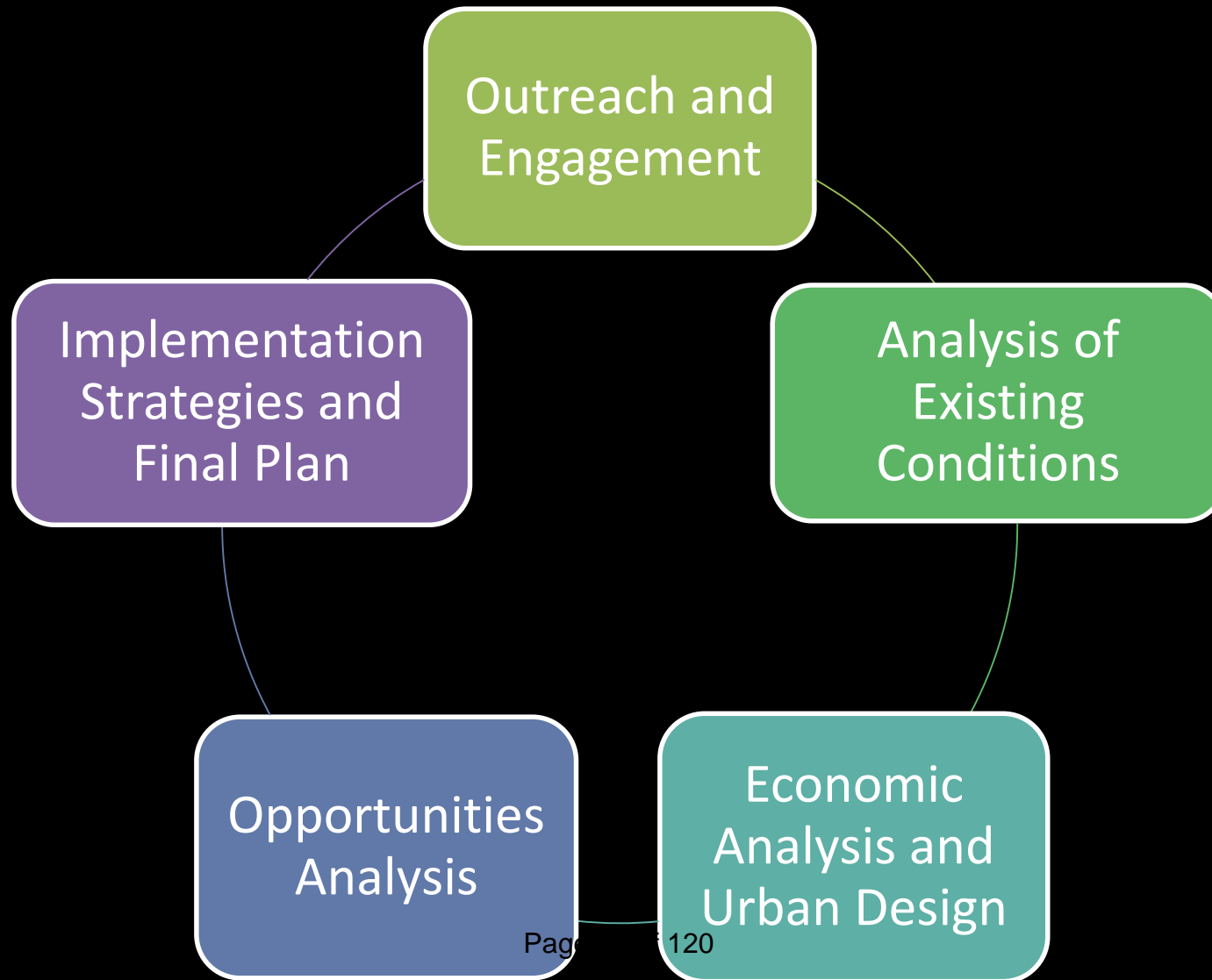


City of
ROCHESTER
New Hampshire



RESILIENCE
Planning & Design LLC

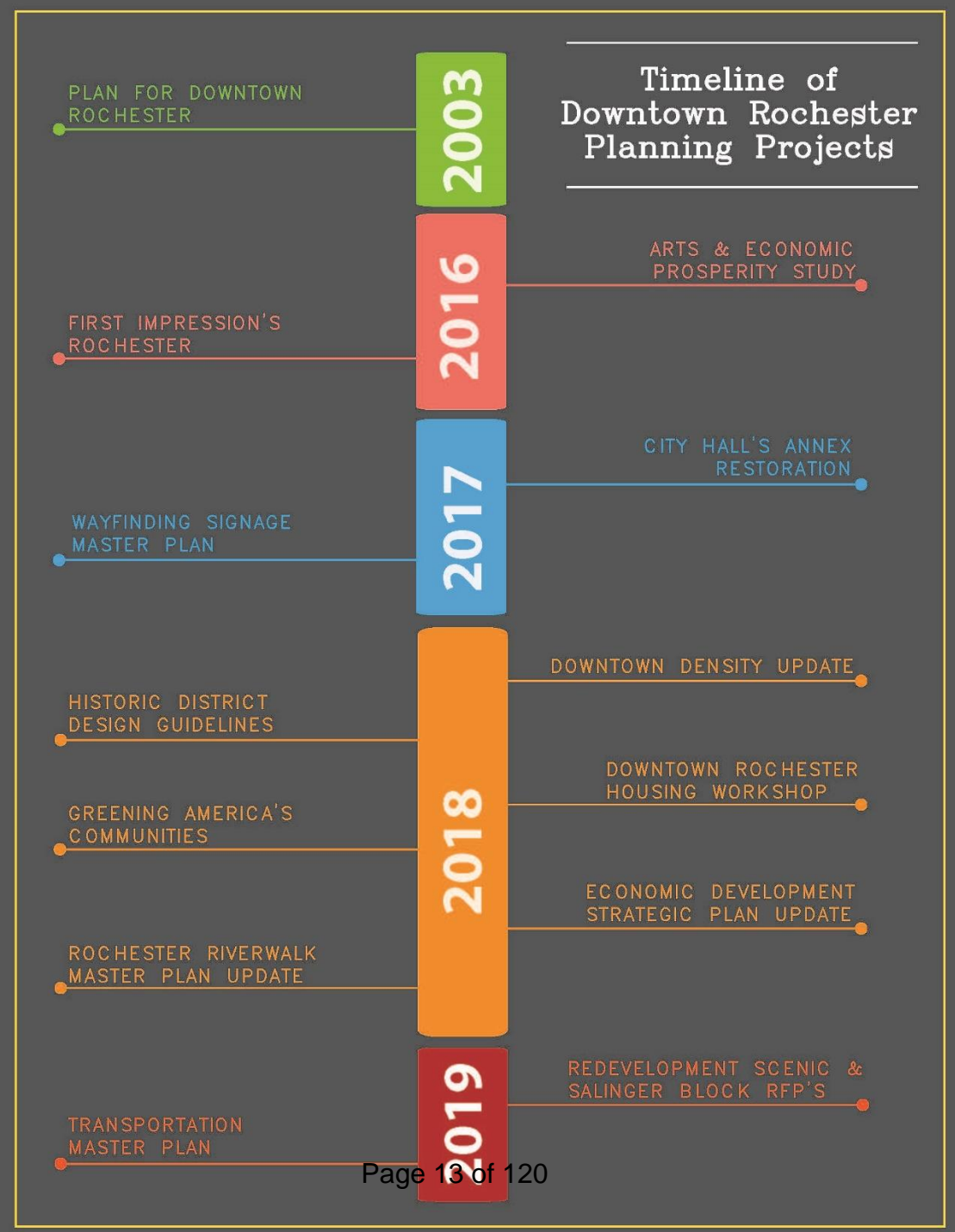
Planning Process



The Downtown Master Plan Committee




Analysis of Existing Conditions



Outreach and Engagement



























WE NEED **YOUR HELP**
TO SHAPE THE FUTURE
OF ROCHESTER'S
DOWNTOWN!




Visual Preference Survey - Downtown Master Plan

Built Infrastructure

For this project, "built infrastructure" refers to human-made, built, or constructed elements of the downtown including buildings, streets, sidewalks, and water/sewer systems. These elements help define the character of the downtown.





























Visual Preference Survey - Downtown Master Plan

Natural Infrastructure

For this project, "natural infrastructure" ranges from street trees to pocket parks to larger, unfragmented green space. This type of infrastructure provides a variety of benefits including supporting health and wellbeing, clean water and air, wildlife habitat, and cooling effects.

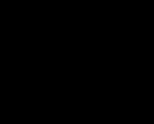
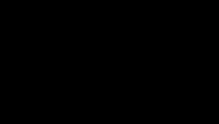
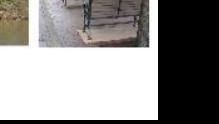
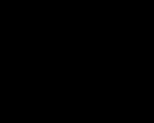
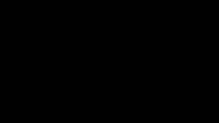























Visual Preference Survey - Downtown Master Plan

Social Infrastructure

For this project, "social infrastructure" refers to public space, streetscape elements, and other features that support an active public realm, builds social capital, and celebrates arts, history, and culture.



DESTINATION ROCHESTER 2030

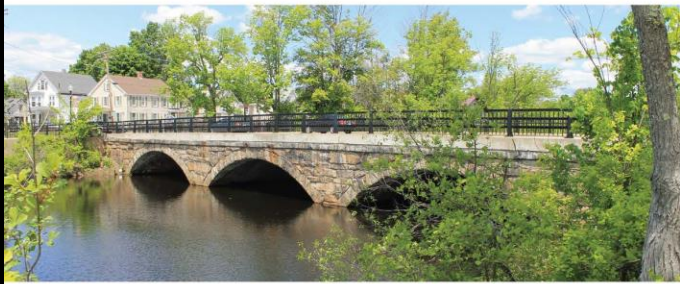
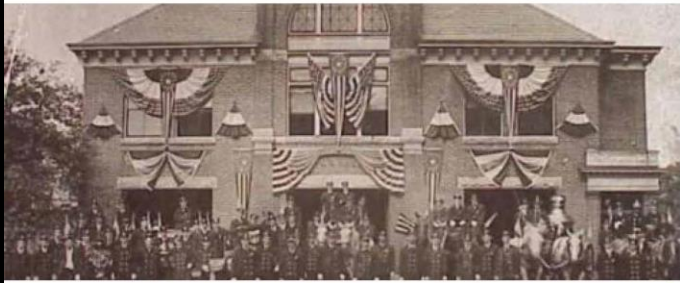
Downtown Master Plan



A framework for *economic redevelopment, creative placemaking, and a resilient path forward* in the Downtown

ADOPTED ON _____, 2020

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KEY ASSETS

There are a number of key assets that were identified during this planning process that help to define Downtown Rochester and are critical to placemaking efforts here. Placemaking is a planning approach that was used to develop this Downtown plan, and will be vital during implementation.

Here are a few of the most significant downtown assets identified:

PEOPLE

The many individuals, organizations, residents, and visitors that informed and shaped this Plan make Downtown Rochester special and are the key to future success. Rochester's culture includes a spirit of giving - its philanthropic history has resulted in the ability for many Downtown projects come to life (such as the Rochester Opera House).

HISTORY

The commitment to recognizing and celebrating the City's rich history will continue to inspire and inform the character of the Downtown.

RIVER

The beauty of the Cocheco River and its recreational resources present many opportunities for Downtown properties to reconnect with this river corridor.

ARTS AND CULTURE

The artists, installations, special programming, and events already present in the Downtown represent a significant opportunity to attract residents and visitors while branding the Downtown as an arts and culture destination.

ECONOMY

The existing population in the surrounding region represents economic opportunity that can be captured in the Downtown while promoting the many opportunities for new development activity.



Action Plan

01 INFRASTRUCTURE ANALYSIS & COORDINATED INVESTMENT

Improvements to the streetscape and traffic pattern in the Downtown were identified as a priority in this planning process and in the recently completed City-wide Transportation Master Plan.

These investments should be carefully coordinated with efforts to upgrade other aging infrastructure that needs to be addressed in the downtown (water, sewer, drainage, etc.) as identified by City Staff and Focus Group Participants.

The current condition of Downtown Rochester's streetscape falls short of contemporary models and favors vehicles and thru traffic over pedestrians. However, pedestrians are more important economically for a vibrant and thriving Downtown. This initiative aligns with the fact that the City needs to complete a major project that signifies a commitment to a better Downtown.

Case Study:

Main Street - Concord NH

For Concord, the motivations for redesigning the City's historic Main Street were fostering economic development and improving access. With it came an enjoyable and safe place to be and an attractive place to work, shop, dine, and live. The project resulted in an accessible street for pedestrians, bicyclists, and automobiles, that served as a catalyst for the regeneration of Concord's retail core. By creating an attractive, comfortable, safe, vibrant and sustainable setting as well as a destination for residents and visitors alike, the improvements have helped to preserve and enhance the economic vitality of Downtown Concord. This was achieved by reducing the vehicular travel lanes from four to two, considerably widening the sidewalks, and creating gathering spaces that can facilitate public art, small pocket parks, and events. Main Street has also become an integral and primary part of the City's open space system, and a common ground for the community and visitors to New Hampshire's Capital City. Funding for this project included a Federal TIGER Grant, obligation bonds and transportation impact fee funds appropriated by the City of Concord and Tax Increment Finance (TIF) Betterment District funds.



The first step will be to commission a detailed infrastructure analysis of the systems in question to determine the scope and timing of these projects. Then detailed designs can be developed and funding needs can be more accurately identified. With this information available it will be possible to schedule implementation, and it is possible that these efforts will need to be phased to be implemented successfully.

Streetscape and Traffic Pattern Changes

The most visible aspect of this initiative will be the changes to the roadway and streetscapes in Downtown, but these improvements should also signal the big changes that have taken place below the surface. This will be accomplished to some degree by integrating green infrastructure solutions that collect and filter stormwater and can accommodate large street trees. Improvements should:

- Be informed by a downtown traffic circulation and connectivity study.
- Be guided by a Green/Complete Streets Policy adopted by the City.
- Include the establishment of important sidewalk connections at recommended locations.
- Be coordinated with the completion of the Riverwalk.
- Result in improved bicycle accommodations in the Downtown.
- Include traffic calming measures that improve safety.
- Improve bus stop facilities in front of City Hall.
- Be informed by an updated City Street Lighting Policy to enhance security in well-traveled areas and encourage pedestrian activity.
- Identify key crosswalk locations that would benefit from improved crossing treatments (bumpouts, markings, etc.).
- Manage parking demand efficiently and make the best use of public lands for parking as possible.



Complete and Green Streets

Complete Streets are streets that are designed and constructed to accommodate all modes of transportation, including automobiles, buses, bicyclists, and pedestrians to the greatest extent possible. For too long, streets have been designed primarily for automobiles and this has had detrimental impacts on the environment and our communities. Nowadays, towns and cities are shifting their transportation planning practices to routinely design and redesign right-of-ways that are safe, convenient, and accessible for all users of the road. In planning for its Downtown, Rochester should advocate for traffic improvements that increase pedestrian safety and access, facilitate a well-connected bicycle and pedestrian network, and accommodate for public transportation.

Smart Growth America and the National Association of City Transportation Officials (NACTO) have acknowledged that Complete Streets **ARE** Green Streets, which are streets that integrate vegetation and stormwater management systems within the right-of-way. The City should evaluate the potential for green street investments to transform the public realm and create economic, social, and environmental benefits for all street users.

01

07/16/2020

01

Integrating Green Infrastructure

Integrating Green Infrastructure requires the dedication of space within the built environment for the use of street trees and other natural elements to address urban problems as identified in the Greening America's Communities Report for Rochester. Green infrastructure systems are designed with vegetation and other natural materials, providing many ecosystem services to the community, including improved air and water quality, reduced heat island effect, and mental and physical health benefits. Given that approximately half of Downtown is currently impervious surface, the Downtown's proximity to the river, the need for green space in Downtown, and the need to disconnect and update the stormwater infrastructure, there is a real opportunity for expanding green infrastructure in the Downtown area. Additionally, these techniques will assist the City in meeting its goals for MS4 permit compliance, which regulates stormwater pollution in Cities. **Green infrastructure tools for the City to consider in its Downtown include:**

BIOSWALES AND RAIN GARDENS

refer to a swale or depression that is planted with a combination of vegetation, such as trees, shrubs, and grasses, that collect, slow down, and filter stormwater runoff while also providing visually appealing landscaping and urban habitat.

STREET TREES AND TREE BOXES

are one of the most economical green infrastructure practices available. Tree boxes are a pre-manufactured concrete box which is installed in-ground, filled with soil media, and planted with a tree. They act as a compact bioretention system where space is tight, diverting stormwater runoff.

GREEN ROOFS

are living roofs that are partially or completely covered with vegetation and a growing medium, planted over a waterproofing membrane. They capture and filter rainwater, insulate the building, and reduce urban heat island effect.

STORMWATER PLANTERS

are a type of bioretention system adapted to fit into "containers" within urban landscapes. Integrated into tree boxes or urban landscaping planters, they collect stormwater from pavement and filter it through soil and plants to treat pollutants.

VEGETATED CURB EXTENSIONS

are a traffic calming device that narrow road width, provide a safer pedestrian environment, and slow the speed of traffic. Additionally, they incorporate stormwater treatment into their design, filtering and infiltrating stormwater from the street.



Tactical Urbanism

Planners and policymakers work to improve the public realm in cities, yet progress can seem slow. The cost of making improvements can be prohibitive and there is often a lack of resources allocated for this task in municipal budgets. Strategic planning processes with long-term implementation horizons can also make it difficult for planners to be responsive to local social and economic changes and to actively engage citizens in the process of planning. To combat this, temporary interventions have been increasing in popularity in cities as a way to make improvements that are relatively low-risk.

Tactical Urbanism is a process where flexible, action-oriented, and short-term projects are initiated to advance long-term goals related to street safety, public space, and more. It typically focuses on the re-purposing of

underutilized places using temporary materials, transforming them into more dynamic public spaces. Also known as DIY Urbanism, Pop-Up Placemaking, or Urban Acupuncture, this approach refers to a city, organizational, and/or citizen-led approach to neighborhood building using short-term, low-cost, and scalable interventions to catalyze long-term change. These strategies should engage the public and tweak designs while the City waits for the funding to make larger-scale infrastructure changes. This also helps to build momentum and support, and get some early results until projects can be completed. The examples below show pop-up elements that can be incorporated into a tactical urbanism demonstration. These projects inspire action, foster community identity, and perpetuate activities and improvements that make a City a better place to live, work, and play.

01

Streetscapes



Public Spaces



01 "Communities build powerful connections around the shared experience of 'making' a vision for the future together." — Team Better Block

How can the City support Tactical Urbanism?

- Use tactical urbanism when designing streetscape changes Downtown to engage the public and refine design solutions.
- Design a clear process that involves all relevant City departments for approval of Tactical Urbanism projects and reduce barriers to entry and aim to make it as streamlined as possible.
- Pilot Tactical Urbanism projects in City-owned venues or on publicly-owned land with citizens and nonprofit groups.

- Designate a central contact or community liaison for a Tactical Urbanism program. Identify a staff person to answer questions and help citizens navigate regulatory and policy issues.
- Seek guidance from researching other cities that have robust and successful Tactical Urbanism programs.
- Measure the impact after pop-up projects. Collect data on different indicators to see if projects are meeting their intended purpose (e.g. street liveliness, impact on traffic and businesses, etc.).

Programming



Infrastructure



01. INFRASTRUCTURE ANALYSIS & COORDINATED INVESTMENT

#	RECOMMENDED ACTIONS
1.1	Develop a detailed plan for upgrading the Downtown's aging infrastructure systems, such as drainage, water, and sewer, which includes timing of projects and associated costs.
1.2	As recommended in the City's 2019 Transportation Master Plan, the City should complete a Downtown Traffic Circulation and Connectivity Study to further analyze alternatives to make the downtown roadways more inviting to non-motorized users. This includes analyzing intersection improvements, traffic calming, and integration of on-road and off-road bicycle and pedestrian accommodations.
1.3	Undertake short-term low-cost traffic pattern and signal improvements to ease traffic flow.
1.4	Complete a sidewalk inventory of the Downtown. Systematically connect the pedestrian network in Downtown, prioritizing sidewalk construction in areas with the highest foot traffic that links Downtown destinations.
1.5	As streets are redesigned, plant street trees and construct other green infrastructure systems into the Downtown street network.
1.6	Construct Complete Street improvements along North Main Street, South Main Street, and Wakefield Street.
1.7	Adopt a Complete/Green Streets Policy to ensure all streets are designed to accommodate diverse transportation modes to the greatest extent possible.
1.8	Incorporate Tactical Urbanism into transportation improvement projects to test design solutions and engage the community.
1.9	Provide convenient public bicycle parking in Downtown, linked to pedestrians, bus stops, and parking facilities.
1.10	Install landscaping, pedestrian amenities, and site furnishings in Downtown locations to provide areas that can serve as informal gathering spaces.
1.11	Implement the wayfinding improvements outlined in the Rochester Wayfinding Study. Specifically install signage targeting 12 municipal lots from North Main to Columbus Ave, vehicular directional and pedestrian signage on the Municipal Campus and Downtown, and gateway signage on all major routes coming into downtown.
1.12	Develop a long-term parking management plan and assess parking garage feasibility. In doing this, assess the need to expand existing parking supply to meet future needs, and metrics to inform this investment.
1.13	Complete the design improvements outlined for the municipal parking lot located on Union Street, as outlined in the 2016 Greening America's Cities report.
1.14	Update the City Street Lighting Policy to enhance security in well-traveled areas and encourage pedestrian activity.
1.15	Encourage small scale, incremental development that infill vacant lots, and the revitalization of underutilized buildings.
1.16	Investigate the feasibility of creating a facade improvement program to incentivize property owners to improve the exteriors of their buildings. The non-profit organization, InTown Concord, in Concord, NH recently launched a facade improvement grant program that can be used as an example for guidance.
1.17	Integrate temporary and/or permanent public art installations into the streetscape and built environment.
1.18	Create a public process and develop Master Plan documents for East Rochester and Gonic that are modeled after this Downtown Master Plan.

Implementation Matrix

07/16/2020

Downtown Master Plan Implementation Matrix				
#	Recommendation	Timeframe (N=near term, M=medium term, L=long term, O=Ongoing)	Responsible Party	Partners
Infrastructure Analysis and Coordinated Investment				
1.1	Develop a detailed plan for upgrading the Downtown's aging infrastructure systems, such as drainage, water, and sewer, which includes timing of projects and associated costs.	N	Public Works Department	Planning Department, Finance Department, Strafford Regional Planning Commission, Public Works Committee, City Council
1.2	As recommended in the City's 2019 Transportation Master Plan, the City should complete a Downtown Traffic Circulation and Connectivity Study to further analyze alternatives to make the downtown roadways more inviting to non-motorized users. This includes analyzing intersection improvements, traffic calming, and integration of on-road and off-road bicycle and pedestrian accommodations.	N	Planning and Development	
1.3	Undertake short-term low-cost traffic pattern and signal improvements to ease traffic flow.	N	Public Works Department	Rochester Rise Up
1.4	Complete a sidewalk inventory of the Downtown. Systematically connect the pedestrian network in Downtown, prioritizing sidewalk construction in areas with the highest foot traffic that links Downtown destinations.	N	Strafford Regional Planning Commission and Public Works Department	Main Street, Riverwalk Committee
1.9	Provide convenient public bicycle parking in Downtown, linked to pedestrians, bus stops, and parking facilities	N	Planning and Development	Community Development Committee, COAST Bus
1.10	Install landscaping, pedestrian amenities, and site furnishings in Downtown locations to provide areas that can serve as informal gathering spaces.	N	Public Works Department	Planning and Development, Main Street, Rochester Rise Up, Rochester Social Club, Make Rochester Great
1.11	Implement the wayfinding improvements outlined in the Rochester Wayfinding Study. Specifically, install signage targeting 12 municipal lots from North Main to Columbus Ave, vehicular directional and pedestrian signage on the Municipal Campus and Downtown, and gateway signage on all major routes coming into Downtown.	N	Economic Development	Public Works, City Council, REDC
1.12	Develop a long-term parking management plan and assess parking garage feasibility. In doing this, assess the need to expand existing parking supply to meet future needs and metrics to inform this investment	N	Planning and Development	Economic Development, Public Works, Planning Board, REDC, City Council
1.14	Update the City Street Lighting Policy to enhance security in well-traveled areas and encourage pedestrian activity.	N	Public Works Department	Planning and Development
1.16	Investigate the feasibility of creating a facade improvement program to incentivize property owners to improve the exteriors of their buildings.	N	Economic Development	Planning and Development, Historic District Commission, REDC, City Council
1.6	Construct Complete Street improvements along North Main Street, South Main Street, and Wakefield Street.	M	Public Works Department	Planning and Development, Strafford Regional Planning Commission, Public Works Committee, Planning Board, Main Street
1.7	Adopt a Complete/Green Streets Policy to ensure all streets are designed to accommodate diverse transportation modes to the greatest extent possible.	M	Planning and Development	Public Works, City Council, REDC
1.13	Complete the design improvements outlined for the municipal parking lot located on Union Street, as outlined in the 2016 Greening America's Cities report.	M	Economic Development	Planning and Development, Public Works, City Council
1.19	Collaborate with partners and agencies to identify ways to incorporate safety for Rochester's vulnerable populations into the built environment during the design process.	M	Planning and Development	Public Works, Rochester Housing Authority, Strafford Community Action, Tricity task force on homelessness, Police Department
1.18	Create a public process and develop Master Plan documents for East Rochester and Fonic that are modelled after this Downtown Master Plan.	M	Planning and Development	Planning Board, City Council
1.5	As streets are redesigned, plant street trees and construct other green infrastructure systems into the Downtown street network.	O	Public Works Department	arborist

DESTINATION ROCHESTER 2030

Downtown Master Plan



A framework for *economic redevelopment, creative placemaking,*
and a resilient path forward in the Downtown

ADOPTED ON _____, 2020



City of
ROCHESTER
New Hampshire



RESILIENCE
Planning & Design LLC

Thank You!



**New Hampshire Municipal Association
2021-2022 Legislative Policy Process**

**Final Policy Recommendations for Legislative Policy Conference
October 2, 2020**

General Administration and Governance

Local Authority and Efficiency

NHMA supports maintaining local government authority without infringement by the state, and supports measures that enable municipalities to exercise existing authority more efficiently and with greater discretion.

NHMA supports:

- Legislation granting towns the same authority to adopt ordinances that cities have under RSA 47:17;
- The authority of municipalities to regulate or limit the use of firearms on municipal property, and to regulate the carrying of firearms by municipal employees while on duty;
- Legislation allowing a town, by vote of its legislative body, to authorize appointment of the town clerk or town clerk/tax collector by the governing body, or by the chief executive officer based on a town charter;
- Legislation allowing municipalities to satisfy notice publication requirements through the use of electronic notification rather than newspaper publication, in addition to posting notice in public places.

NHMA opposes legislation that detracts from existing local authority.

Right-to-Know Law

NHMA supports the purposes of the Right-to-Know Law: to ensure the greatest possible public access to the actions, discussions, and records of all public bodies, and to ensure government's accountability to the people. NHMA also supports measures to make the law clearer and make compliance with public access requirements easier and less burdensome for public officials and employees and less costly for taxpayers.

NHMA supports:

- Reasonable requirements to make governmental records available electronically if no additional cost is involved;
- The ability to recover reasonable labor costs for responding to voluminous, excessive, or vexatious record requests;
- Exemptions from disclosure that are easy to administer and that provide appropriate protection for confidential and other sensitive information;
- An expedited and inexpensive process for resolving right-to-know complaints;
- Legislation and funding that provide support for education about the Right-to-Know Law.

Elections

NHMA believes that state and local elections should be fair and open, that voting should be simple and convenient without risking election integrity or security, and that election processes should be efficient without imposing undue burdens on local officials.

NHMA supports:

- Establishment of an independent redistricting commission to draw election districts fairly and without regard to partisan advantage;
- Local autonomy over town and city elections;
- More frequent state review and approval of electronic ballot-counting devices;
- Registration and voting processes that are not unnecessarily complex or burdensome, either to voters or to election officials;
- The use of secure technology such as electronic poll books to make election processes more efficient;
- Greater flexibility in the processing of absentee ballots;
- State assistance for the cost of accommodations for disabled voters in local elections.

Labor and Employment

NHMA recognizes the importance of municipal employees, the need for good working conditions, and the right of employees to organize if they choose. NHMA also believes municipal employers should be free to set reasonable terms and conditions of employment or negotiate the same with their employees or employee representatives, without undue state interference.

NHMA supports existing laws governing public employee labor relations, and opposes changes that impose greater burdens or liabilities on employers.

NHMA opposes:

- Legislation creating a mandatory “evergreen clause” for public employee collective bargaining agreements;

- Mandatory binding arbitration as a mechanism to resolve impasses in municipal employee collective bargaining;
- A right to strike for public employees;
- New mandated employee benefits, including any proposal to enhance retirement system benefits that may increase employer costs in future years;
- Unnecessary limits on municipalities' discretion in making hiring decisions;
- Restrictions on municipalities' ability to privatize or use contracted services.

Substance Misuse Prevention & Response

NHMA supports programs to address substance use disorder and response to substance use issues, to include treatment and recovery support programs.

NHMA supports:

- State funding to address substance use disorder for the following efforts:
 - Prevention
 - Treatment
 - Recovery
 - Enforcement;
- Legislation that supports prevention, treatment, recovery, and enforcement efforts.

NHMA opposes:

- Reductions in state funding for substance use disorder or recovery support programs;
- Legislation that makes it more difficult to address the substance use disorder problem in our communities.

Finance and Revenue

Property Taxes and Related Revenues

NHMA supports legislation that allows municipalities to manage property tax levies in a manner that stabilizes tax rates and ensures equity, fairness, and efficiency in the assessment and collection of property taxes.

NHMA supports:

- The continuing right of municipalities to use any recognized method of appraisal upheld by the New Hampshire judicial system;
- Legislation to ensure that:

- property taxes are assessed to the proper owner by requiring that all owner name changes be separately filed at the registry of deeds when such an owner change is not created by a transfer of the property, and
- all liens, whether of a private or institutional nature, be filed at the registry of deeds, and that all changes to the name of a recorded lienholder be similarly filed;
- A legislative commission to study assessment and collection of property taxes and/or municipal utility fees on manufactured housing on land of another and on transient-type properties;
- Legislation ensuring fairness and accuracy in property tax exemptions including ensuring that all household income and assets are taken into account;
- Legislation that prohibits the use of the income approach by a taxpayer in any appeal of assessed value if the taxpayer refuses to provide such information as requested by the municipality;
- A legislative commission to study reimbursement through payments in lieu of taxes (PILOTs) for municipal services provided to exempt charitable properties, including charitable non-profit housing projects;
- Legislation amending RSA 80:56 to enable municipalities to charge a fee for any financial remittance issued to the municipality that is returned as uncollectible.

NHMA opposes:

- Legislation that directly or indirectly increases property taxes, including but not limited to new or expanded mandatory exemptions or credits, or changes in the process for valuing, assessing, or taxing specific classes of properties;
- Legislation that undermines the basic goals of the current use program or reduces the 10-acre minimum size requirement for qualification for current use beyond those exceptions now allowed by the rules of the Current Use Board;
- Legislation that expands the definition of “charitable” in RSA 72:23-1 unless the state reimburses municipalities for the commensurate loss of property tax base;
- An assessment methodology for big box stores that employs comparisons to “dark store” properties abandoned or encumbered with deed restrictions on subsequent use.

State Aid and Non-Property Tax Revenues

NHMA supports funding of state aid to municipalities, supports legislation authorizing local control over non-property tax revenue streams, and opposes legislation that reduces, suspends, or eliminates existing local taxes, fees, or state aid.

NHMA supports:

- Full restoration of revenue sharing under RSA 31-A;
- A state transportation policy that provides adequate and sustainable funding for state and municipal infrastructure and transportation systems and maintains at least the 12 percent share of state highway funds distributed to municipalities;
- Legislation authorizing the establishment of local option fees and providing for periodic adjustments to statutory fees to compensate for factors including, but not limited to, the

effects of inflation, such as an increase in the maximum optional fee for transportation improvements;

- Legislation to ensure the collection of unpaid bills for ambulance and other emergency services;
- Reimbursement from the state for the cost of municipal services provided to state-owned properties;
- Legislation amending motor vehicle registration enforcement laws to ensure collection of all state and local registration fees owed by New Hampshire residents;
- Legislation amending RSA 36-A:5 II to allow trustees of trust funds to invest conservation funds instead of only the town treasurer, if voted by the legislative body;
- Programming that supports reduced cost, cost sharing, or equipment sharing that upgrades or replaces aging or unsafe transportation network(s) for towns.

NHMA opposes:

- Suspension of the statutory catch-up provision of the meals and rooms tax distribution;
- Diversion of state highway funds for non-state transportation network purposes.

New Hampshire Retirement System (NHRS)

NHMA supports the continuing existence of a retirement system for state, municipal, school, and county government employees that is secure, solvent, fiscally healthy, and financially sustainable, and that both employees and employers can rely on to provide retirement benefits for the foreseeable future.

NHMA supports:

- Restoration of the state's 35% share of employer costs for police, teachers, and firefighters in the current defined benefit plan and any successor plan;
- Inclusion of participation by a municipal official designated by NHMA on any legislative study committee or commission formed to research alternative retirement system benefits plans or designs;
- Performance of an actuarial analysis of any legislation proposing benefits changes or other plan changes that may affect employer contribution rates.

NHMA opposes:

- Legislation expanding benefits that increase current or future employer contribution costs;
- Legislation that assesses additional charges on employers beyond NHRS board-approved rate changes;
- Legislation that expands the eligibility of NHRS membership to positions not currently covered by the plan;
- Legislation further restricting a municipality's ability to employ NHRS retirees in part-time positions or the imposition of any fees or penalties associated with such employment.

Education Funding

NHMA supports a revenue structure for funding an adequate education to meet the state's responsibilities as defined by the constitution, statutes, and the common law with revenue sources that are predictable, stable, and sustainable.

NHMA supports:

- A revenue structure that is not disruptive to the long-term economic health of the state;
- A revenue structure that is efficient in its administration;
- A revenue structure that is fair to citizens with lower to moderate incomes.

NHMA opposes:

- Retroactive changes to the adequate education funding distribution formula after the notice of grant amounts has been provided to local governments.

Infrastructure, Development, and Land Use

Energy, Environment, and Sustainability

NHMA supports preservation and enhancement of municipal energy, climate, and sustainability planning for communities, protection of the natural environment, and implementation of clean and renewable energy, while recognizing the need for municipalities to manage their resources and the natural environment without undue cost.

NHMA supports:

- Legislation that broadens municipalities' ability to install and use renewable energy sources, including higher caps or elimination of caps on net energy metering;
- Legislation that provides financial and other assistance to municipalities for conservation techniques and installation and maintenance of renewable energy sources;
- Legislation that allows municipalities to adopt local environmental regulations that are no less stringent than those implemented by the state;
- Legislation that enables municipalities to enact measures that promote local energy and land use systems that are both economically and environmentally sustainable;
- Legislation that protects and preserves local natural resources and public infrastructure, builds community resilience, and fosters adaptation to climate change and mitigates its risks;
- Policies that support customer and community choice in energy supply and use competitive market-based mechanisms to promote innovation, cost effectiveness, and sustainability; and

- Legislation that provides state or federal assistance to municipalities to mitigate environmental inequity impacts faced by their residents, and drive early local engagement in decision processes.

NHMA opposes:

- Legislation that overrides local determinations of appropriate energy sources and regulations.

Water Resources Protection, Control, and Management

NHMA supports measures enabling municipalities to protect, control, and manage efficiently and safely water and its resources, treatment, and movement, with a focus on management and infrastructure. NHMA believes any new mandates that impose additional costs on municipalities must be funded by the state or federal government.

NHMA supports:

- Legislation that provides state or federal investment in maintaining and making improvements to the state's critical water infrastructure, including, but not limited to, public drinking water, wastewater, and stormwater systems, and dams;
- Legislation that encourages regional and innovative solutions to drinking water, wastewater, stormwater, and groundwater issues;
- Regulation of emerging contaminants at feasibly achievable levels when supported by relevant scientific and technical standards that are broadly accepted by peer review and cost-benefit analyses, when coupled with appropriate state or federal funding.

NHMA opposes:

- Enactment of stricter drinking water, wastewater, or stormwater regulations for municipalities unless any costs of compliance are funded by the state or federal government.

Solid Waste Management

NHMA recognizes the need for cost-efficient solid waste disposal mechanisms that allow municipalities to protect, control, and manage efficiently and safely solid waste. NHMA believes any new mandates that impose additional costs on municipalities must be funded by the state or federal government.

NHMA supports:

- Programs that support municipal, regional, and state efforts to handle solid waste disposal through reduction, reuse, recycling, resource recovery, composting, and other measures, while maintaining local control;

- Comprehensive state programs to deal with existing and emerging contaminants at no additional cost to municipalities.

NHMA opposes:

- Increased tipping fees to pay for solid waste programs unless they are fully reimbursed by the state.

Housing

NHMA recognizes the need for diverse and affordable housing in New Hampshire and the responsibility of each municipality to afford reasonable opportunities for the development of diverse and affordable housing. NHMA believes municipalities should have discretion in how to satisfy this responsibility and supports legislation that enables municipalities to find innovative ways to ensure an adequate supply of housing.

NHMA supports:

- Legislation that allows municipalities to require the inclusion of affordable and diverse housing opportunities as part of new housing developments;
- Financial and other incentives to municipalities to encourage development of diverse and affordable housing;
- Statewide efforts to provide housing for those recovering from substance misuse, subject to reasonable municipal regulation;
- Policies that encourage documentation and financial traceability of cash and bartered rental transactions;
- Legislation and policies that encourage creative and flexible approaches to meeting housing needs of current and future demographics in different regions.

NHMA opposes:

- Legislation and policies that allow for or encourage housing practices that exclude people from and decrease the availability of quality, affordable housing;
- Legislation that erodes local control over land use decisions.

Land Use

NHMA supports the long-standing authority of municipalities to regulate land use matters with minimal interference from the state.

NHMA supports:

- Legislation authorizing municipalities to regulate short-term rentals of residential properties, including licensing requirements and health and safety protections;
- Legislation enabling municipalities at their discretion to adopt more recent editions of national/international building and fire codes than the current state-adopted editions.

NHMA opposes:

- Legislation that limits municipal control in implementing statewide priorities in zoning and land use regulation;
- New state mandates requiring municipalities to allow specific types of housing;
- All other statewide land use mandates.

Information Technology, Communications, and Cybersecurity

NHMA supports initiatives to make the most current information and communication technology accessible to New Hampshire communities, so long as local authority over land use regulation and safety issues is not compromised.

NHMA supports:

- Legislation that increases the ability of municipalities, especially those in rural and remote areas, to facilitate and advance access to reliable broadband technology to the premises in their communities;
- Legislation that provides flexibility for municipalities in accessing poles and pole attachments, including legislation that directs the New Hampshire Public Utilities Commission to adopt the FCC rule on access to poles called “One-Touch-Make-Ready” in order to facilitate bringing high-speed fiber optic cable to service all New Hampshire communities, homes, and businesses by internet service providers (ISPs) in an expedient and cost-effective manner;
- Legislation that provides state and federal investment, including grants, for installation of high-speed fiber optic broadband technology to serve all New Hampshire communities, homes, and businesses;
- Legislation that requires or encourages and incentivizes providers to disclose information to local government relative to access and broadband connections provided in the municipality to help municipalities better understand and address the needs of their community;
- State investment in cybersecurity assistance to municipalities to protect data and infrastructure.

NHMA opposes:

- Legislation that limits municipalities’ ability to prevent or regulate deployment of technologies that would impede vehicular or pedestrian passage on roadways or sidewalks;
- Statewide mandates on cybersecurity practices unless any associated costs are funded by the state or federal government.

Transportation

NHMA supports state policies that ensure access to convenient, efficient, reliable, and safe multi-modal transportation in New Hampshire as cost effectively as possible.

NHMA supports:

- Appropriate funding for state and local modes of transportation, including but not limited to roads, culverts, and bridges;
- Continued state and federal investment in public transit projects designed to reduce traffic on New Hampshire's roads.

NHMA opposes:

- Any action or inaction by the New Hampshire Department of Transportation that results in the downshifting of road, bridge, culvert, or drainage maintenance responsibilities from the state to municipalities.

Economic Development, Recovery, and Vitality

NHMA supports allowing municipalities to implement measures to foster economic development which allows for the preservation and creation of jobs and vitality within our communities.

NHMA supports:

- Legislation that allows for local adoption of more options and more flexibility to provide incentives for economic recovery and development;
- Expansion and more flexibility of state tax credit and exemption programs to foster economic recovery, development, and vitality.

NHMA opposes:

- Legislation that makes it more burdensome to implement economic recovery, development, and vitality measures.



Legislative Principles

In addition to the established legislative policy positions adopted by the New Hampshire Municipal Association membership, the following principles have also been adopted to guide staff in setting priorities during any legislative biennium:

1. Identify and oppose mandates that violate Part 1, Article 28-a of the New Hampshire Constitution.
2. Work to maintain existing revenue streams to municipalities, (i.e. revenue sharing, meals and rooms tax, highway, and other state aid). Be especially watchful of proposals to reduce local aid in order to meet other funding commitments.
3. Advocate to maintain and enhance existing local authority.
4. Support legislation that provides greater authority to govern more effectively, efficiently, and flexibly at the local level, including local option legislation. If the legislature is considering adopting a program that is particularly controversial at the local level, support a requirement that a local legislative body vote is necessary before full implementation of the measure.
5. Support bills proposed by individual municipal members, except when they conflict with these principles or NHMA's Legislative Policies. Staff should prioritize time and resources when there are competing demands in order to focus on NHMA's broad agenda first.
6. Encourage exemptions from state taxes rather than local property taxes when legislative intent is to preserve statewide resources.
7. Advocate for municipal representation on state boards, commissions, and study committees that affect municipal government and have non-legislative members.
8. Work cooperatively with other groups and associations to support efforts to improve the delivery of services at the local level.
9. Support municipal efforts toward effective regional and state cooperation and delivery of municipal and state services.
10. Advocate for local options for economic development and vitality in partnership, including public-private partnerships, with regional and state economic development goals to encourage the overall economic health and social well-being of New Hampshire.
11. Encourage clarity and the elimination of ambiguity in statutory language, especially in areas of decision-making authority.

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City Clerk's Office

June Department Reports:

- 8.1 Assessor's Office *forthcoming***
- 8.2 Building, Zoning, and Licensing Services P. 37**
- 8.3 City Clerk's Office P. 43**
- 8.4 Department of Public Works P. 47**
- 8.5 Economic & Community Development P. 57**
- 8.6 Finance Office P. 63**
- 8.7 Planning & Development Department P. 71**
- 8.8 Recreation & Arena P. 75**
- 8.9 Rochester Fire Department P. 77**
- 8.10 Rochester Police Department P. 81**
- 8.11 Rochester Public Library P. 101**
- 8.12 Tax Collector's Office P. 103**
- 8.13 Welfare Department P. 105**

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City Clerk's Office

Forthcoming: Assessor's Office Report

City Clerk's Office

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City Clerk's Office

End of Month Council Report

07/16/2020

To the Honorable Mayor and City Council of the City of Rochester, the following is a summary of the revenue collected and the activities performed by the Department of Building, Zoning and Licensing Services for the month of June 2020 with the fiscal Year to Date

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

Department Revenue

Permit Type	June 2020	Year to Date
Building Permits	\$25,677.00	\$318,939.80
Electrical Permits	\$2,042.70	\$41,396.70
Gas Permits	\$0.00	\$0.00
Plumbing Permits	\$2,552.00	\$18,164.00
Zoning Permits	\$378.35	\$4,391.30
Fire Suppression Permits	\$0.00	\$442.00
Fire Alarm Permits	\$164.00	\$3,734.00
Sprinkler Permits	\$175.00	\$9,451.00
Mechanical Permits	\$4,210.00	\$41,956.00
Food_Milk Licenses	\$8,585.00	\$17,774.00
Taxi Licenses	(\$140.00)	\$660.00
General Licenses	\$190.00	\$3,610.00
Net Revenue	\$43,834.05	\$460,518.80

End of Month Council Report

07/16/2020

Building Permit Detail

New Permits		June 2020		Fiscal Year to Date	
Permit Type	Permit For	Permits Issued	Estimated Construction Value	Permits Issued	Estimated Construction Value
Building Permits	Addition - Non-Residential	0	\$0.00	4	\$608,500.00
	Addition - Residential	6	\$222,000.00	13	\$505,000.00
	Alteration - Residential	7	\$104,185.00	80	\$1,927,469.00
	Alterations- Non Residential	1	\$5,000.00	23	\$1,987,932.00
	Apartment	1	\$30,000.00	11	\$8,086,022.00
	Barn	0	\$0.00	3	\$180,000.00
	Building - Non-Residential	2	\$730,510.00	7	\$35,015,248.00
	Condo	0	\$0.00	0	\$0.00
	Deck	10	\$57,780.00	82	\$435,477.00
	Demolition	7	\$9,201.00	38	\$216,196.00
	Fence	22	\$91,021.86	76	\$340,332.47
	Footing/ Foundation	1	\$0.00	51	\$307,421.00
	Garage	3	\$27,000.00	20	\$482,420.00
	Impact Fees	0	\$0.00	1	\$0.00
	Manufactured Home	1	\$87,500.00	17	\$1,399,162.00
	New Home	5	\$1,131,000.00	42	\$7,605,287.00
	Other	1	\$150,000.00	13	\$413,856.00
	Pool - Above Ground	9	\$51,700.00	16	\$114,450.00
	Pool - In Ground	0	\$0.00	4	\$132,350.00
	Repair/Replace - Non-Residential	2	\$10,178.00	12	\$1,557,635.00
	Repair/Replace - Residential	3	\$76,500.00	40	\$383,841.17
	Roofing	15	\$88,730.00	116	\$2,148,302.00
	Shed	10	\$29,615.00	49	\$161,405.50
	Siding	3	\$41,500.00	16	\$120,748.92
	Sign	4	\$6,315.00	24	\$159,482.00
	Windows	1	\$6,200.00	44	\$334,137.00
Electrical Permits	Electrical Underground	0	\$0.00	3	\$4,200.00
	Generator	2	\$17,300.00	26	\$185,133.00
	Low Voltage	0	\$0.00	4	\$81,000.00
	Meters	1	\$1,000.00	10	\$87,400.00
	Service	6	\$12,250.00	39	\$414,082.97
	Solar Electric System	1	\$7,068.00	19	\$472,401.00

End of Month Council Report

07/16/2020

	Temp Service	0	\$0.00	0	\$0.00
	Wiring	20	\$151,634.00	338	\$4,728,234.96
Fire Alarm Permits	Fire Alarm Permit	12	\$270,323.00	34	\$566,638.00
Fire Suppression Permits	Fixed Fire Suppression System	1	\$4,652.00	3	\$28,252.00
Mechanical Permits	Air Conditioning	18	\$208,649.00	68	\$688,296.00
	Furnace/Boiler	11	\$88,413.00	191	\$2,090,185.00
	Gas Line	2	\$8,500.00	24	\$31,170.00
	Gas Piping	3	\$3,600.00	62	\$167,609.00
	Heating	4	\$118,900.00	57	\$1,282,384.00
	Hot Water Heater	1	\$2,450.00	25	\$70,624.00
	Mechanical Underground	0	\$0.00	1	\$900.00
	Other	0	\$0.00	8	\$363,200.00
	Pressure Testing	0	\$0.00	16	\$6,100.00
	Propane Tank	14	\$6,750.00	119	\$56,667.00
	Sheet Metal Work	0	\$0.00	0	\$0.00
	Tank Installation	1	\$500.00	55	\$119,848.08
	Ventilation	2	\$2,745.00	13	\$80,365.00
Plumbing Permits	Plumbing	12	\$266,030.00	157	\$2,002,132.00
	Water Heater	0	\$0.00	12	\$26,533.00
Sprinkler Permits	Fire Sprinkler Systems	22	\$636,780.00	56	\$1,356,293.00
	Total Permit Issued	247	\$4,763,479.86	2142	\$79,532,322.07

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City Clerk's Office



City of Rochester, New Hampshire

Department of Building, Zoning & Licensing Services

ZONING MONTHLY REPORT - JUNE 2020

New Cases:

Z-20-10 James and Marsha Smith applicants seeks a *Special Exception* from Table 18-A of the Zoning Ordinance to permit an accessory apartment in the R1 Zone.

Location: 10 Roulx Dr, Rochester, NH 03867, MLB 0109-0036-0000 in the Residential 1 Zone.

Special Exception was APPROVED

Z-20-11 Chris Strickler, applicant seeks an *Equitable Waiver* to the terms of RSA 674:33-a Sub-Section I and asked that said terms be waived to permit construction of a single family home, part of which is inside the 15 foot setback.

Location: 24 Eisenhower Dr, Rochester, NH 03867, MLB 0237-0003-0009 in a PUD Zone

Equitable Waiver was APPROVED

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City Clerk's Office



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



City Clerk's Report June 2020

Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 219 initial copies of vital records, and 182 subsequent copies of vital records in the month of June. The City Clerk's staff issued 22 Marriage Licenses.

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

- 21 births were reported in Rochester during the month of June, 5 of these children were born to Rochester residents.
- 33 resident deaths were reported in Rochester.
- 10 couples celebrated their wedding ceremonies in Rochester during the month of June.

Revenue – Vital Records/Marriage Licenses

	2019		2020	
	State	City	State	City
Initial/Subsequent copies:	\$2,829	\$2,571	\$2,662	\$2,443
Marriage Licenses:	\$645	\$105	\$946	\$154
Total:	\$3,474	\$2,676	\$3,608	\$2,597

The City Clerk's Office opened for walk-in business on Tuesday June 2, 2020. The office is now open between the hours of 8:00 AM – 5:00 PM. We intend for the hours of 8:00AM – 9:00 AM to be reserved for seniors and high risk populations. We will be closed between the hours of 1:00PM – 2:00 PM.

The City Clerk's office has noted a significant increase in vital records requests since reopening for in-person business, with requests increasing more than double from the month of May and almost equaling the request for the same month last year. Requests for marriage licensing have also increased, with the month of June seeing 22 couples apply for their license; making it the busiest month this year.

Dog Licensing

The City Clerk's office licensed 550 dogs during the month of June. There were \$0 in Civil Forfeiture fees collected for dogs unlicensed from the prior fiscal year. As of June 1st, there was a \$1 penalty fee added for all Rochester dogs who were still unlicensed at that point and the owner's name will be listed on a warrant for further action by the animal control officer. There will be an additional \$1 late fee added on July 1. If dog licensing has still not been completed by mid-July, there will be a civil forfeiture fee added to all unlicensed dogs resulting in an additional fee of \$25 per dog.

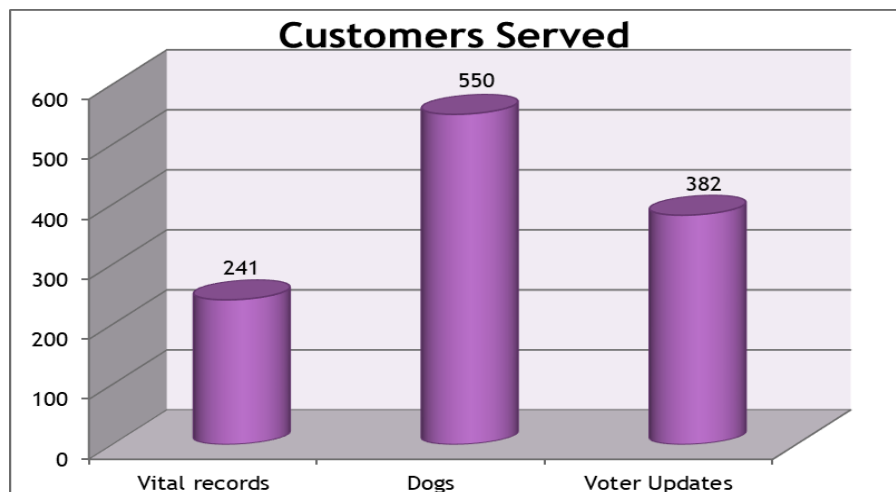
All Rochester residents owning dogs are required to have their dog updated on rabies vaccination and have their dog licensed with the City by April 30 of each year as mandated by RSA 466:1. The State of NH announced there would be no extension of the dog licensing deadline due to COVID-19. The City is unable to waive any penalty fees because said fees are issued by the State. Although the City or Rochester did not host our annual rabies clinics this year due to COVID-19, the Pope Memorial Humane Society has drive-thru rabies clinics scheduled. The majority of local veterinarians have also continued to operate throughout the pandemic to offer vaccinations and medical care.

Residents needing to license their dog(s) who would prefer to avoid coming to City Hall can license in one of several other ways:

- Visit our online dog licensing portal [Dog Licensing](#) for payment via credit card or ACH
- Send check or money order to the City Clerk's office
- Drop off a payment utilizing the drop box on the Revenue Building at 19 Wakefield Street
- Licensing over the phone via credit card during office hours Monday through Friday 9 am – 5pm

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

Customers Served during the month of June 2020



Elections

The deadline for party affiliation changes was on Tuesday, June 9, 2020. The next opportunity for voters to change their party affiliation will begin Wednesday, September 9, 2020 which is the day after the State Primary. Those voters who enter the Primary as undeclared voters may return their affiliation back to undeclared at the polls after casting their ballot for their chosen party.

The City Clerk's Office continues to prepare for the upcoming September 8, 2020 State Primary as well as the November 3, 2020 General election amid the uncertainty caused by COVID-19. We are in regular contact with the Secretary of State's staff as well as clerks throughout the state to plan and determine how to operate the polls in the safest way possible for both voters and staff. While the physical polling locations will be available in all 6 of our City wards, the procedures and appearance will be slightly altered with the presence of PPE, regular sanitization, and procedures and products in place to allow for social distancing.

Due to the Governor's executive order allowing COVID-19 to be used as an option for voting absentee, the City Clerk's office anticipates a greatly increased number of absentee ballot requests for both the State Primary and November General Election. Our office has brought on an additional part-time staff member solely to handle election-related workload, such as new voter registrations and processing of absentee ballot requests. The City Clerk's Office is closely following new proposed legislation which may modify the way absentee ballots are allowed to be received and processed prior to the election.

The filing period for the September 8, 2020 State Primary closed on Friday, June 12, 2020. The absentee ballots will likely be available by the end of July, but a listing of all candidates can be found on the Secretary of State's website [September 8, 2020 State Primary](#)

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

Ward	Democrats	Republicans	Undeclared	Totals
1	1,156	1,190	1,429	3,775
2	1,084	1,146	1,562	3,792
3	1,186	1,261	1,318	3,765
4	1,009	831	1,591	3,431
5	1,042	1,136	1,389	3,567
6	1,170	852	1,193	3,215
Totals:	6,647	6,416	8,482	21,545

Respectfully submitted,

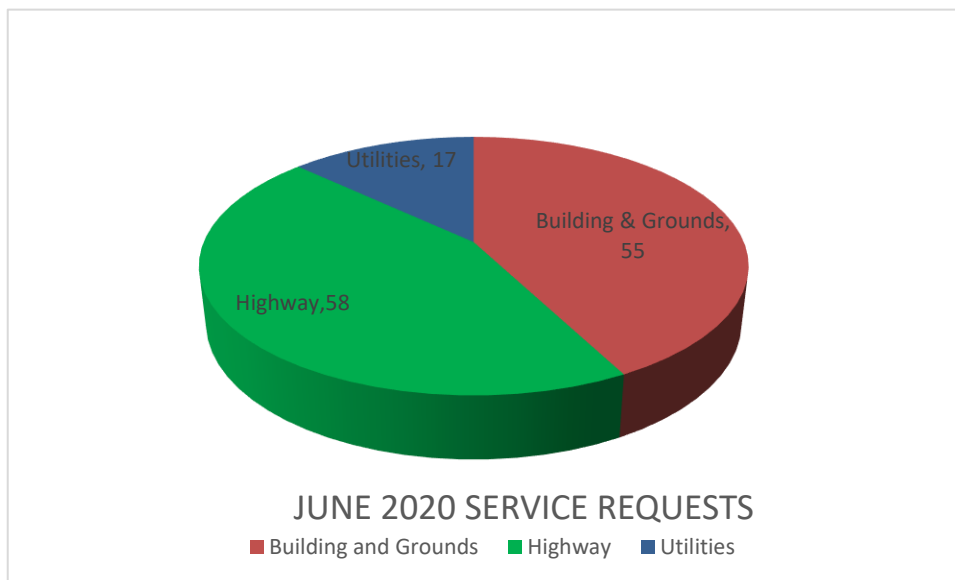
Cassie Givara
Deputy City Clerk

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City Clerk's Office

ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT JUNE 2020

In addition to the scheduled work performed, the Department of Public Works responded to approximately 130 requests for service in the month of June. The Highway Division had 58 requests that ranged from pothole repairs, traffic light maintenance, clean storm drain, repair culverts, replace missing street signs and trash that was dumped on the side of the road. The Utilities Division responded to 17 requests including sewer concerns, water and sewer inspections, daily digsafes mark outs and replaced curb stop cover. Buildings and Grounds Department completed 55 service requests including street-light repairs, filling janitorial supply orders for departments, unclogging drains, replace light bulbs, cleaning and disinfecting buildings, installed table tops, built custom made barriers for Revenue buildings and watered adopt a spots and city maintained flower gardens.



HIGHWAY & FLEET MAINTENANCE WORK COMPLETED:

- Patch pot holes
- Repaired a 5 catch basins through-out the city
- Cleaned 96 catch basins
- Swept streets in the city
- Finished sweeping sidewalks
- Started to trim sides of roads with the flail mower
- Continued to paint crosswalks and intersections
- Paint double yellow and fog lines through out the city
- Repaired fence at 69 Pine Street
- Installed highway finding signs in the down town area
- Paved a 300 ft. section on Shady Hill Road
- Cleaned out ditch line on Sandina Drive and Marcy Drive
- Cleaned out three Vortech units
- Paved Friendship, Pleasant and Orchard Street
- Did a shim on Bradley Street to get ready to pave
- Installed drainage swell and drain pipe at the city lot at Gonic pool
- Repaired and installed street signs through-out the City
- Brush trimming overhang though the City

- Repaired air fittings on air compressor
- Repaired e-break and hydraulic hose on back hoe #36
- Installed new jack and repaired lights on water plant trailer
- Repaired brake calipers on and replace O-ring on coupler back hoe #46
- Repaired hydraulic system gutter broom and replace curtain on street sweeper #13
- Repaired wiring on small roller trailer
- Replaced front coupler, pins and bushings on cat loader #39
- Service and mount flail mower on cat loader #38
- Replaced low air pressure switch and elbow six wheel dump #1
- Repaired trailer e-break release on service truck #106
- Did some repairs on sander
- Replaced front tires on backhoe #36
- Installed new laser on ten wheel dump #9
- Small repairs on some small generators
- Lube, oil and filter service on 3 vehicles
- Several minor repair on several vehicles
- Several minor repair on several small equipment





UTILITIES DIVISION

Utilities Division completed 17 service requests which included performing monthly maintenance on sewer cleaning in problematic areas. There was 178 utility mark outs for digsafes, staff responded to emergency sewer backups and water main repairs. Repaired broken hydrant at the corner of Mill Street and Main Street that was a result of an automobile accident. Staff repaired sludge line break at the corner of Howard Brook Drive and Estes Road. They continued working on standards for waterline installations for residential and commercial properties.



Mill Street



Howard Brook Drive

BUILDING AND GROUNDS DIVISION

Building and Grounds Division completed 55 work requests including street-light repairs, filling janitorial supply orders for departments, changing light bulbs, unclogging drains. Staff is continuing to add additional protective measures to city buildings with additional disinfecting, building custom barriers for the Revenue Office and building table tops. Staff also completed partitions at the library. Staff is preparing for the spring and summer adopt a spots, getting irrigation ready and mowing city maintained areas. The hanging flower baskets have been placed around downtown area. Several projects have been completed this month. The exterior lighting upgrade project and the walkway lighting at city hall is complete. The gear in the Opera House floor lift has been repaired, the new playground at the Commons opened in June to the public. A damage tree at the Commons had to be removed for safety reasons. The fence downtown by Parson Main has been repaired.

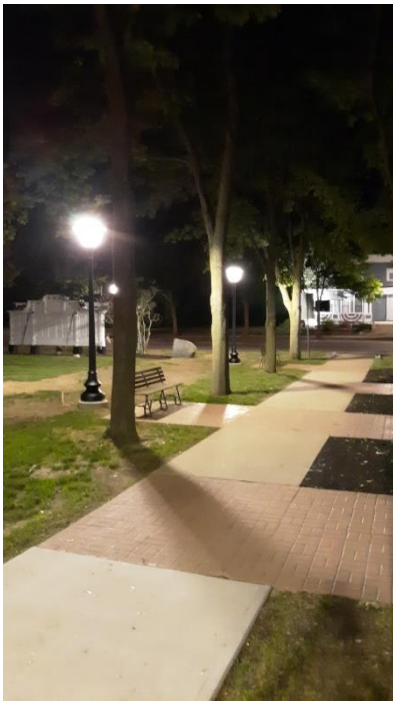


Exterior Lighting Upgrade Project Complete



First Customers to use the new Commons

Playground Repairs to Parson Main Fence



Walkway Lights at City Hall



Tree Damage at the Commons

WASTEWATER TREATMENT DIVISION

Items that were completed during the month of June were we continue to work with a number of Great Bay watershed communities in response to EPA's Draft Great Bay Total Nitrogen Permit. Dewatering and chemical storage facilities continue to move forward – poured concrete continues for the dewatering building and masons have started to construct the interior block walls. River Street pump station upgrade – property easement issues have been resolved and new utility poles are scheduled to be placed by July 10th. Route 11 pump station is in final design stage. Automation project is still in testing stage. PLC replacement project is continually being worked on and is progressing nicely. Working with industries on various issues. Herbicide application on rip-rap completed and WWTF site completed. Staff attended state sponsored training classes. Staff performed preventative and corrective maintenance on equipment, machinery and instrumentation at the WWTF and pump stations. All required testing for EPA and DES has been completed and submitted. Average effluent flow for the month was 2.667 Million Gallons per Day (MGD). Percent of design flow = 53%. Percent of design flow for 2020 = 73.2%. Precipitation for the month = 1.06". Precipitation for 2020 = 18.36".

Employee News: Adam Jenness has successfully passed the Grade 1 Wastewater Operator exam – great job and congrats!



WWTF Chemical Storage Building-Start of Masonry Work**WATER TREATMENT DIVISION**

Treated water volume for the month of June was approximately 64.8 million gallons from the surface water treatment facility and 13.5 million gallons from the well for a total 78.3 million gallons delivered to our customers.

All water quality testing and monitoring was completed in accordance with NHDES requirements. We are pleased to report that the City of Rochester again met all State and Federal standards for drinking water. Second quarter disinfection byproducts testing shows expected seasonal elevations due to usage patterns and temperature.

Watershed inspections were conducted on Tufts Pond, Berry Pond, Whaleback ponds, Berry Dam, both legs of the raw water transmission main, and the Cocheco wellhead. Signage was placed on the Hart Road and Tufts Pond Trails.

Instruments recorded 1.9 inches of rainfall at the reservoir. The US Drought Monitor has categorized our region as being in a moderate drought. We have commenced active harvesting between the reservoirs. Vegetation and debris mats which had washed downstream from heavy rains were removed from the diversion structure. Additional raw water monitoring of pH, dissolved oxygen, conductivity, and colors was performed.

Equipment and grounds maintenance was performed at the plant, well and tanks/stations. A variable frequency drive was replaced at Washington Street Pump Station. Overgrowth was removed from the Chesley Hill fencing. The well was off line due to low river levels for much of the month; maintenance included instrument calibration equipment PMI.

Maintenance at the WTF included repairs to carbon and sand filter injection lines; repairs to the sand filter backwash trough; modification to the carbon filter venturi system for improved air scour; and temporary adjustments to the overflow weirs to increase the hydraulic grade line through the system to improve output capacity. Finish water demand increased significantly at the end of the month. Organic concentrations have risen to 6 mg/L. We are reoptimizing our conditioned raw water and coagulation chemical doses to maximize natural organic matter removal and acidification.

Inspection and cleaning of the Rochester Reservoir Dam toe drain outfalls was performed this month.

A pump station capacity assessment, water main integrity inspection and soil analysis for the Industrial Way pressure zone was conducted this month.

Staff conducted cross connection surveys as several locations this month.

A break in the alum sludge line was located and repaired. Many thanks to the utility crew.

Spring hydrant flushing concluded early this month. Thanks to all who participated.

We are pleased to announce that the 2019 Water Quality Report (Consumer Confidence Report) is available electronically on the city website, at public posting locations, and by hardcopy upon request. Two Consumer Confidence Reports are available- the primary system that serves most Rochester residents, and the consecutive system that serves most Rochester residents and the consecutive system that serves a portion of newer customers on the southeast end of Old Dover Road.



Rochester Reservoir Dam Toe Drain



Vegetation Mats in Berry River

ENGINEERING

- **Asset Management:** The City continues to work with the selected vendor for the new Asset Management software for implementation; the software is now available for use by staff and a formal “go live” date will likely be set in the coming months. Efforts continue to improve the GIS data layers for City infrastructure, including the City’s stormwater network and catchment areas, which are required by the MS4 Permit. Staff continue to populate more detailed information such as asset age, material, and condition on all of our assets and coordinate with our consultants to develop baseline information related to our water, sewer, and stormwater systems’ “level of service”, “likelihood of failure”, “consequence of failure”, and “life cycle cost analysis”.
- **Colonial Pines Sewer Extension:** Phase 2 includes extension of the sewer from Birch Drive across Old Dover Road to Juniper Street, Towle Street, Vinewood Lane, Susan Lane, Hickory Lane, and a portion of Hillside Drive. The scope of the Phase 2 construction has now been modified to include sewer on Wildwood Lane and a portion of Tingley Street, as well as drainage improvements within the project area. A majority of the sewer installation work has been completed and about 3/4 of the homes have been connected to the new public sewer mains. Most of the drain pipe installation has been completed as well. Most of the roadway in the project area was base-paved in June. Given the additional work, construction of Phase 2 will continue through the 2020 construction season. Funding for Phase 3 of this multi-phased sewer extension program has been approved in the FY20 & FY21 CIP budgets. Additional funding for a final phase of sewer extension and drainage improvements will be requested in the FY22 CIP budget.
- **Former Kane Gonic Brickyard – Soil Remediation:** The NHDES Petroleum Reimbursement Fund has approved funding for soil remediation at the Former Kane Gonic Brickyard site on Pickering Road that is now owned by the City of Rochester. This project was advertised for bids in June; bids will be received and opened in July. Work is expected to be completed in 2020.
- **10-16 Wallace Street – Soil Remediation:** The City has been awarded NHDES Brownfields grant funds for soil remediation at the 10-16 Wallace Street – Former Advanced Recycling site. Advertisement for bids for this work is anticipated in July; bids would be received and opened in August. Work is expected to be completed in 2020.

- **Four Rod Road Culvert Rehabilitation:** This 6'-11"x10'8" arched corrugated metal pipe is considered a "Red-Listed Bridge" by NHDOT and in need of repair. This rehabilitation project proposes the application of a geopolymer liner on the inside of the existing pipe. It is anticipated that this project will be advertised for bids in July, and construction occurring in 2020.
- **Portland Street Twin Culvert Replacement:** This twin 36" corrugated metal pipe culvert is at end of life and in need of replacement. This project will replace these culvert pipes with twin 36" reinforced concrete pipes that are re-aligned with the stream and will provide a widened shoulder for future sidewalk installation. It is anticipated that this project will be advertised for bids in July, and construction occurring in 2020.
- **Pavement Maintenance & Rehabilitation:** The FY20 Paving list includes: Chapman, Huckins, Jonathan, and portions of Columbus, Cross, and Salmon Falls. Paving work is anticipated to begin on Salmon Falls Road in late summer/early fall of 2020; the remainder of the work will be completed in spring/early summer of 2021.
- **Strafford Square Roundabout:** Final design continues. Bidding of the roundabout construction contract is now anticipated for winter of 2020/2021. Prior to that contract and in preparation for that construction, a utility infrastructure contract is anticipated to be bid and constructed beginning in 2020. Right-of-way and easement negotiations are close to being finalized in preparation for the construction contracts.
- **Granite Ridge Development – Phase 2:** NHDOT has responded to the revised traffic impact analysis study of November 2019 and has requested further revisions. Further discussion with NHDOT and Waterstone in the coming months will direct the development of a design package for bidding of the public infrastructure to be constructed with TIF funds per the Developers Agreement. Construction is currently anticipated in 2021.
- **Granite State Business Park Water Main Interconnection:** Construction of the water main in Shaw Drive began in January 2020. Installation of the water main was completed in April; and, testing, acceptance and water service installation work were completed in May. A substantial completion walk-through was completed in early June. Final paving for the project is being coordinated with Albany Engineered Composites' parking lot paving and is anticipated to occur in July.
- **Water Treatment Plant Residuals Disposal:** An evaluation of alternatives has determined that the most cost effective method of disposal of residuals generated at the Surface Water Treatment Plant is an upgrade of the existing pipeline and addition of an attenuation tank. Design of the attenuation tank has begun. Funds for the implementation of this upgrade have either been approved in CIP budgets previously or will be requested in upcoming CIP budgets over the next few years.
- **WWTF Biosolids Dewatering Facility & Carbon Storage and Feed Building:** Construction of this project commenced in October 2019. Installation of steel piles to support the foundations of the two buildings was completed in January 2020. Pouring of concrete foundation walls is expected to continue into early July. Construction will continue through 2020 into 2021, with Final Completion anticipated in March 2021.
- **River Street Sewer Pump Station Upgrade:** Construction has begun and is expected to be completed by the end of the calendar year.
- **Route 11 Sewer Pump Station Upgrade:** The 90% design documents have been reviewed. This project is expected to be ready for bid advertisement in the next couple of months. Construction duration is anticipated to be one year.
- **WWTF Upgrades (various projects):** There are several projects on-going at the WWTF: Soda Ash System Replacement, Aeration System Automation, Aeration Basin Sidewall Blower Tie-in (Iris Valve) and Mechanical Mixers, and Programmable Logic Controllers (PLC) Replacement. All of these projects are expected to be completed in 2020.
- **Wastewater Interceptor Upgrades:** A Basis of Design Report has been received from the design consultant. This report summarizes alternatives and recommends a sewer collection system master plan before proceeding with final design. Funding for a Sewer System Master Plan was approved with the FY19 CIP Budget; consultant selection process will commence in the coming months.

- NPDES Permits - Wastewater Treatment Facility & MS4 Permit (Stormwater):** In January 2020, USEPA Region 1 published in the Federal Register a draft General Permit for total nitrogen (TN) loading in the Great Bay Estuary watershed. This draft permit would add a TN load limit to the WWTF effluent, require a Nitrogen Optimization Plan, and require contribution to the cost of a monitoring program in the estuary, as well as an optional non-point source/stormwater point source reduction pathway. Comments on the draft general permit were submitted to EPA in early May 2020. A new draft individual National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Facility (WWTF) has not yet been issued by USEPA Region 1. As far as the Municipal Separate Storm Sewer System (MS4) NPDES General Permit for stormwater, the 2017 NH Small MS4 General Permit issued by USEPA Region 1, became effective on July 1, 2018; on September 28, 2018, the City submitted a Notice of Intent (NOI) to comply with this MS4 General Permit; and, on June 12, 2019, the City was granted authorization by USEPA Region 1 to discharge stormwater from Rochester's MS4 under this permit. The first annual report for the MS4 permit was submitted to EPA in September 2019. With the end of Year 2 in June 2020, a second annual report is now being prepared for submission in September 2020.
- New DPW Facility:** The construction contract was awarded in January 2020. A pre-construction meeting was held in early May and construction began in late May. A Groundbreaking ceremony was held on June 30th. Construction of the facility is anticipated to continue through September 2021.

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City Clerk's Office

Economic & Community Development



6/30/2020

MANAGEMENT REPORT



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

Community Development Report, Written by Julian Long



ECONOMIC DEVELOPMENT DEPARTMENT

MICHAEL SCALA, DIRECTOR OF ECONOMIC DEVELOPMENT

PROJECTS IN THE PIPELINE

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

MICROLOAN PROGRAM

Feedback from both rounds of Borrowers was positive. Most participants also applied for and received funding through a number of federal and state programs but they stated that the money provided through our program bridged them until larger awards were disbursed.

SCENIC/SALINGER

The demolition of the Scenic / Salinger began the week of June 19th. Work is on schedule and expected date of completion remains 7/24. Transfer of title to Chinburg Properties is slated for some time during the last week of July.

GRANITE RIDGE DEVELOPMENT DISTRICT – WATERSTONE PROPERTIES GROUP, PHASE II

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

WAYFINDING (Phase I)

Phase I of the City's Wayfinding Project is scheduled for completion in July. Both Parking ID's and Trailblazer signs have been installed by a combination of Advantage Signs and DPW. The Route 16 Gateway Sign is complete and will be installed in July. Plans are underway to roll out Phase II this fall.

GRANITE STATE BUSINESS PARK

The loan between REDC and the BFA was reviewed and approved at the Governor and Council meeting on 6/24. Final edits on the loan documentation (LDI/REDC – REDC/BFA) are underway with a proposed closing toward the end of July.

On 6/30, the City closed with Prep Partners on the parcel within the GSBP. Prep Partners received approval from the PB to start work at the site.

55 Main (Hoffman Building)

Resolution set to be voted on during the 7/7 CC meeting. If approved, closing planned to commence shortly thereafter.

Phase I completed with no findings. Market Study set to begin in August. Both the Phase I and Market Study will be funded through Brownfields money from the EPA.

JENN MARSH, ECONOMIC DEVELOPMENT SPECIALIST

TECHNICAL REVIEW GROUP

Lydall Performance Materials has been awarded a \$13.5 million contract with the Department of Defense to help increase production of N95 masks in their Rochester, NH facility. Technical Review staff, especially the Planning and Public works departments worked tirelessly to approve an addition at their Chestnut Hill Road location. See article [here](#).

COMMUNITY PANEL

Jenn was asked to be a panelist at the Stafford Regional Planning Commissions annual meeting. The topic was the impacts on Covid-19 on the local economy, and how businesses, communities and other organizations have creatively adapted. Jenn covered Rochester's proactive approach to outdoor dining, the microloan program and the temporary allowance of food trucks on city property.

LOCAL CONNECTIONS

Commissioner Taylor Caswell of the Business and Economic Affairs office has been holding weekly meeting with ED departments in the State to discuss the economic impacts of Covid-19 in NH. Economic Developers are informed of the state's response, updated on changing guidelines and new incentive programs and are able to ask questions regarding their specific communities.

OUTDOOR DINING

Staff worked closely with City Manager Cox to approve 17 temporary outdoor dining permits. Staff also inspected 5 previously approved outdoor dining locations to ensure guidelines were being met. Economic Development will continue to work with restaurants on both public and private property in hopes to continue the very popular outdoor dining initiative after the 2020

season.

ROCHESTER FARMERS MARKET

The Farmers Market opened on June 16th in the Community Center parking lot. Available are local meats, fresh seafood, vegetables, flowers, soaps, knife sharpening, baked goods, local honey and other fresh items. Due to Covid the market started with only essential items but will be allowing some local crafters to join starting in July. The market is open rain or shine every Tuesday from 3-6 pm (severe weather may affect these times).

JULIA LIBBY, EXECUTIVE SECRETARY

EMERGENCY OPERATIONS CENTER

The emergency operations center's last day in the Annex was June 5th. Julia attended a few virtual meetings for the EOC for the first half of June until it was decided that meetings could be held on an as needed basis.

BUSINESS RETENTION

In 2019 Economic Development staff put together a Business Retention and Expansion Survey for Rochester businesses. Julia compiled and summarized the results of the survey into a data table for staff and the Rochester Economic Development Commission to analyze and incorporate into future ideas and possible programs.

VIEWPIONT CLOUD – SOFTWARE IMPLEMENTATION

During the first half of June Julia completed setting up functions in ViewPoint for Code Compliance, to include a citizen complaint record and workflows for the enforcement officer to be able to issue letters and violations through the system. She has also worked closely with the Planning and Development department to narrow down issues that have come up in the process of setting up their complex application workflows.

With implementation nearing completion, ViewPoint held an End User training for City staff that will be using the software. In the second half of June heavy testing is being done in efforts to work through any issues that could come up in the workflow of various applications and reporting. Julia has continued to meet with the City's Customer Success Manager from View Point on a weekly basis to review progress in the software set up. She has also met with various City staff one on one to help them with using and testing the system as needed.

OTHER

Julia worked with accounts payable and Director Scala on closing out open ends for the close of the fiscal year and prepared a list for upcoming expenses in the new fiscal year.

JULIAN LONG, CDBG COORDINATOR & GRANTS

MANAGER

CDBG PROGRAM

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

FY 2020-2025 Consolidated Plan: The Community Development Coordinator has submitted the FY 2020-2025 Consolidated Plan, along with the FY 2021 and CDBG CARES Act funding allocations, to HUD for review and approval. A draft of the Consolidated Plan was submitted earlier for pre-review, so hopefully the final plan will be approved in a timely fashion.

FY 2021 CDBG Projects: The Community Development Coordinator has published the combined Findings of No Significant Impact and Notices of Intent to Request the Release of Funds for the FY 2021 facilities and housing rehabilitation projects. The Request for Release of Funds will be submitted after the required public comments period, in late July.

FY 2021 CDBG-CV Funding Requests: The Community Development Coordinator has drafted contracts for all CARES Act CDBG funds (CDBG-CV) subrecipients and emailed out to be signed.

Subrecipient Site Monitoring: Due to the ongoing COVID-19 pandemic, the Community Development Coordinator conducted annual site monitoring via teleconference. No findings were identified during any of the site monitoring meetings. As suggested by HUD, the Community Development Coordinator drafted official monitoring letters after the completion of the site monitoring meetings outlining items discussed during the meetings, findings and concerns (if any), and suggested or required areas of improvement for subrecipients.

NH DHR Annual Report: Per the City of Rochester's Programmatic Agreement with the New Hampshire Division of Historical Resources, the City of Rochester must submit an annual report on CDBG activities to the state outlining which activities have fallen under the Programmatic Agreement and which activities have not. The Community Development Coordinator submitted this report to NH DHR in early July. A copy of the report is attached.

HUD August 2019 Site Monitoring: HUD has requested another round of revisions to the draft CDBG policies and procedures drafted as part of the City of Rochester's corrective action. The Community Development Coordinator is revising accordingly.

NON-CDBG ACTIVITIES

Federal and State COVID-19 Grants: The Community Development Coordinator has been

tracking COVID-19 grant opportunities and sharing information with relevant city departments. The Community Development Coordinator has also been working with Deputy City Manager Katie Ambrose to submit a revised reimbursement request for state GOFERR municipal funding, to submit a grant application to the Bureau of Justice Assistance for Police Department funding, and to draft and required paperwork for FEMA funding.

EMPG Grant: The Community Development Coordinator is working on the quarterly progress report for July in conjunction with the Fire Department and IT Department.

VOCA Grant: The Community Development Coordinator is working on the quarterly financial report for July in conjunction with the Legal Department and Finance Department.

REPORT ATTACHMENTS

FY 2020 Annual Report to the New Hampshire Division of Historical Resources – electronic only

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https://www.rochesternh.net/sites/g/files/vyhlf1131/f/uploads/city_of_rochester_cdbg_fy20_report_to_shpo.pdf

FINANCE COMMITTEE

Agenda Item

07/16/2020

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

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

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

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

Meeting Date Requested: July 14, 2020

Issue Summary Statement

The June 30, 2020 financial summary reports are attached. General Fund expenses are 97.5% of budget, and revenues collections are at 93% of budget. Transfer to CIP expense is the driver in expenses being higher than revenues. Use of General fund unassigned fund balance was used to fund various CIP projects. Below are summaries of the revenues Finance has been tracking since March-20.

Motor Vehicle Registrations-UPDATED: A softening began in March-20 revenues down 14% from March-19, April-20 revenues down 36% from April-19. However, May-20 revenues recovered to only 2.72% down from May-19 revenues, and June-20 revenues were also strong. Total FY20 revenue receipts are approximately \$5.5MM, \$200k over FY19 level. This revenue did not succumb to Covid-19 slow-downs.

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

Building Permits-UPDATED: March-20 revenues were down 30% from March-19, April-20 revenues down 45% from April-19, and May-20 revenues down 39% over May-19 revenues. Jun-20 building permit revenues did a complete flip, and were 39% higher than Jun-19 revenues. Total revenue is \$425,000, which has exceeded FY20 budget of \$350,000 by \$75,000.

Interest Income-UPDATED: Interest income through Apr-20 has is \$475,000, and has exceeded the FY20 by \$125,000. Even though the interest rates on our liquid accounts is down from 2.2% to .50%, the levels of cash, primarily from the recent \$20MM bond issue, generated more interest income. The budget freeze/slow down was also a contributing factor to cash reserve build up.

Interest on Delinquent Taxes-UPDATED: Interest on delinquent taxes has recovered primarily due to the recent tax lien process in Apr-20, and stands a \$382,000, only \$18,000 lower from the FY20 budget.

State of NH Rooms & Meals-UPDATED: Confirmation received from the State of NH Budget

Director that revenue thresholds for municipalities have been set in the State's Treasury Budget as flat amounts. The revenues are not directly tied to current revenue receipts, and we should anticipate the same level of funding as we received since 2018, which is approximately \$1.5 million.

Water-Sewer User Fee payment-UPDATED: Water User Fee collections were up 14% March 20- versus March-19, April-20 collections were down 12% from April-19, and May-20 collections were down 34% from May-19. Jun-20 revenue collections recovered to only 13% down from Jun-19. Since Covid-19 revenues collections are 20% down, but are showing signs of recovery. The water billing for the quarter Apr-20 to June-20 was 10% higher on residential side versus same period in 2019. Prior to Covid-19 FY20 collections were at same level as FY19. Total FY20 collections through Jun-20 are only down 5.5% from same period FY19.

Highway Block Subsidy-UPDATED-The final payment for FY20 has been received. However the May revenue has not yet be recorded in Munis. The total FY20 budgeted revenue has not been decreased. City received the full \$649k,

Summary-UPDATED : Non property tax revenues have performed a V-shaped bounce to recovery. Down March-20-April-20, then sharp recoveries in May-20-Jun-20. The preliminary tax billing generated approximately \$34.5 million in property tax revenues. Bills were mailed on 6-1-20 with the last day due before interest begins of 7-1-20. Overall collections as of 6-30-20 were 77%, or \$26MM. Property tax collections are a little softer than the same mark in 2019, which was approximately 88%. However, several large commercial property owners have not submitted their payments as of 6-30-20, but anticipate they will by end of day 7-1-20. This would push collections to the in the mid 80% collection range. The budget freeze has ended, our cash holdings and revenue receipts are in good shape. In the event there is another stay at home order we now have some experience on what to expect.

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CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 12

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
1000 GENERAL FUND						
11011 ECONOMIC DEVELOPMENT REVENUE	0	1,000	1,000	2,602.25	-1,602.25	260.2%
11031 CITY CLERK REVENUE	105,920	0	105,920	114,376.66	-8,456.66	108.0%
11051 ASSESSORS REVENUES	0	0	0	249.50	-249.50	100.0%
11061 BUSINESS OFFICE REVENUE	350,000	0	350,000	474,802.27	-124,802.27	135.7%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	.01	999.99	.0%
11071 TAX COLLECTOR REVENUE	32,271,384	531,787	32,803,171	33,726,138.21	-922,967.21	102.8%
11072 TAX COLLECTOR REVENUE	0	3,308	3,308	.00	3,308.00	.0%
11081 GENERAL OVERHEAD REVENUE	4,080,748	5,647,508	9,728,256	4,487,937.49	5,240,318.59	46.1%
11082 GENERAL OVERHEAD REVENUE	1,548,683	14,074	1,562,757	2,248,835.19	-686,078.19	143.9%
11091 PUBLIC BLDGS REVENUE	0	0	0	27,795.96	-27,795.96	100.0%
11101 PLANNING	16,250	0	16,250	61,757.42	-45,507.42	380.0%
11201 REV LEGAL OFFICE	50,000	0	50,000	42,602.55	7,397.45	85.2%
12011 POLICE CITY REVENUE	325,400	0	325,400	309,464.03	15,935.97	95.1%
12021 FIRE CITY REVENUE	25,500	0	25,500	25,057.23	442.77	98.3%
12022 FIRE STATE REVENUE	41,812	0	41,812	3,375.00	38,437.00	8.1%
12031 DISPATCH CENTER	60,290	0	60,290	61,109.02	-819.02	101.4%
12041 CODE ENFORCEMENT REVENUE	394,175	0	394,175	454,352.10	-60,177.10	115.3%
13011 PUBLIC WORKS REVENUE	33,700	0	33,700	52,916.25	-19,216.25	157.0%
13012 STATE HIGHWAY SUBSIDY	634,612	14,563	649,175	519,340.37	129,834.63	80.0%
14011 WELFARE REVENUE	2,500	0	2,500	5,781.24	-3,281.24	231.2%
14021 RECREATION REVENUE	120,000	0	120,000	109,413.73	10,586.27	91.2%
14031 LIBRARY REVENUE	14,200	0	14,200	7,803.77	6,396.23	55.0%
TOTAL GENERAL FUND	40,076,174	6,212,240	46,288,414	42,735,710.25	3,552,703.83	92.3%
5001 WATER ENTERPRISE FUND						
510001 WATER WORKS REVENUE	6,607,310	0	6,607,310	3,687,726.01	2,919,583.99	55.8%
TOTAL WATER ENTERPRISE FUND	6,607,310	0	6,607,310	3,687,726.01	2,919,583.99	55.8%
5002 SEWER ENTERPRISE FUND						
520001 SEWER WORKS REVENUE	8,017,640	0	8,017,640	4,725,646.97	3,291,993.03	58.9%
520002 SEWER WORKS REVENUE	411,989	0	411,989	198,128.64	213,860.36	48.1%
TOTAL SEWER ENTERPRISE FUND	8,429,629	0	8,429,629	4,923,775.61	3,505,853.39	58.4%

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 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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FOR 2020 12

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
<hr/>						
5003 ARENA ENTERPRISE FUND						
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530001 ARENA REVENUE	402,865	0	402,865	396,785.38	6,079.62	98.5%
TOTAL ARENA ENTERPRISE FUND	402,865	0	402,865	396,785.38	6,079.62	98.5%
6000 COMMUNITY CENTER SP REV FUND						
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600001 COMMUNITY CENTER REVENUE	861,466	0	861,466	666,955.25	194,510.75	77.4%
TOTAL COMMUNITY CENTER SP REV FUND	861,466	0	861,466	666,955.25	194,510.75	77.4%
GRAND TOTAL	56,377,444	6,212,240	62,589,684	52,410,952.50	10,178,731.58	83.7%

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

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 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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FOR 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 GENERAL FUND							
11000051 CITY MANAGER	470,894	0	470,894	434,266.43	5,361.63	31,265.94	93.4%
11012351 ECONOMIC DEVELOPMENT	510,030	22,800	532,830	449,881.66	40,109.09	42,839.25	92.0%
11020050 IT SERVICES	797,462	-8,800	788,662	731,611.78	28,150.07	28,900.15	96.3%
11030051 CITY CLERK	334,803	-8,100	326,703	319,838.23	14,052.72	-7,187.95	102.2%
11040050 ELECTIONS	54,479	0	54,479	43,277.65	85.19	11,116.16	79.6%
11050070 ASSESSORS	569,498	0	569,498	536,238.59	244.00	33,015.41	94.2%
11060051 BUSINESS OFFICE	543,461	0	543,461	524,867.75	3,076.12	15,517.13	97.1%
11063151 HUMAN RESOURCES	213,071	10,000	223,071	217,037.81	8,305.53	-2,272.34	101.0%
11070070 TAX COLLECTOR	382,295	0	382,295	364,130.05	8,955.99	9,208.96	97.6%
11080050 GENERAL OVERHEAD	1,021,733	-397,258	624,475	537,431.36	75,586.32	11,457.32	98.2%
11090050 PB CITY WIDE 50	668,503	12,068	680,571	659,493.92	24,316.82	-3,239.28	100.5%
11090051 PB CITY HALL 51	66,066	0	66,066	71,186.99	791.58	-5,912.57	108.9%
11090052 PB OPERA HOUSE 52	48,551	0	48,551	38,241.41	4,337.94	5,971.65	87.7%
11090054 PB CENTRAL FIRE 54	10,979	0	10,979	9,712.47	842.14	424.39	96.1%
11090055 PB GONIC FIRE 55	10,594	0	10,594	7,888.39	1,140.00	1,565.61	85.2%
11090056 PB LIBRARY 56	18,893	0	18,893	17,117.59	238.51	1,536.90	91.9%
11090057 PB DPW GARAGE 57	11,874	0	11,874	10,306.84	1,134.50	432.66	96.4%
11090059 PB ER FIRE STATION 59	775	0	775	164.45	.00	610.55	21.2%
11090061 PB HISTORICAL MUSEUM 61	1,520	0	1,520	784.25	364.00	371.75	75.5%
11090063 PB HANSON POOL 63	5,100	0	5,100	4,434.05	248.67	417.28	91.8%
11090064 PB GONIC POOL 64	2,900	0	2,900	2,014.66	.00	885.34	69.5%
11090065 PB EAST ROCHESTER POOL 65	2,600	0	2,600	1,715.13	.00	884.87	66.0%
11090068 PB GROUNDS 68	12,160	4,596	16,756	15,994.25	.00	761.29	95.5%
11090069 PB DOWNTOWN 69	17,000	0	17,000	9,842.10	2,798.10	4,359.80	74.4%
11090070 PB REVENUE BUILDING 70	22,331	0	22,331	19,944.09	2,717.59	-330.68	101.5%
11090071 PB PLAYGROUNDS 71	3,000	0	3,000	898.29	.00	2,101.71	29.9%
11090075 PB NEW POLICE STATION	24,252	0	24,252	18,512.58	1,620.91	4,118.51	83.0%
11090077 PB ANNEX	4,260	0	4,260	1,775.59	866.00	1,618.41	62.0%
11102051 PLANNING	433,139	-20,000	413,139	393,571.60	5,633.93	13,933.47	96.6%
11200051 LEGAL OFFICE	597,718	-37,000	560,718	527,973.12	4,716.12	28,028.76	95.0%
12010053 PD ADMINISTRATIVE SERVICES	1,976,055	1,000	1,977,055	1,831,838.62	37,933.92	107,282.46	94.6%
12012453 PD PATROL SERVICES	4,951,564	-51,000	4,900,564	4,869,454.05	.00	31,109.95	99.4%
12012553 PD SUPPORT SERVICES	4,425,815	0	4,425,815	393,267.92	.00	32,547.08	92.4%
12020054 FIRE DEPARTMENT	4,669,781	19,000	4,688,781	4,800,680.84	83,192.76	-195,092.60	104.2%
12020055 FIRE DEPT 55 GONIC SUBSTAT	28,735	0	28,735	18,014.96	4,100.33	6,619.71	77.0%
12020754 CALL FIRE	31,373	-9,000	22,373	15,812.94	1,627.67	4,932.39	78.0%
12023354 EMERGENCY MANAGEMENT	41,812	50,000	91,812	17,355.16	20,474.10	53,982.74	41.2%
12030153 DISPATCH CENTER	882,328	0	882,328	790,946.38	2,066.21	89,315.41	89.9%
12040051 CODE ENFORCEMENT	606,553	0	606,553	571,509.91	10,964.30	24,078.79	96.0%
12050050 AMBULANCE	61,832	0	61,832	61,832.08	.00	-.08	100.0%

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CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13010057 PUBLIC WORKS	2,301,219	82,284	2,383,503	2,254,036.38	125,834.13	3,632.49	99.8%
13010957 WINTER MAINTENANCE	518,492	0	518,492	458,920.65	7,772.83	51,798.52	90.0%
13020050 CITY LIGHTS	218,000	0	218,000	173,923.70	22,261.94	21,814.36	90.0%
14010051 WELFARE	469,070	0	469,070	422,757.06	2,124.24	44,188.70	90.6%
14022072 RECREATION ADMINISTRATION	650,242	-2,800	647,442	624,870.07	2,316.82	20,255.11	96.9%
14022150 RECREATION PLAYGROUNDS/CAM	98,951	0	98,951	89,435.43	839.75	8,675.82	91.2%
14022250 RECREATION POOLS	83,588	2,800	86,388	68,119.84	5,106.49	13,161.67	84.8%
14030056 LIBRARY	1,299,148	23,410	1,322,558	1,241,065.29	14,577.50	66,915.21	94.9%
15000051 COUNTY TAX	6,610,000	104,406	6,714,406	6,714,406.00	.00	.00	100.0%
17010051 TRANSFERS/PAYMENTS DEBT SV	4,159,335	0	4,159,335	4,057,107.97	.00	102,227.03	97.5%
17030050 OVERLAY	92,000	455,495	547,495	129,378.28	.00	418,116.72	23.6%
17040051 TRANSFER TO CIP & OTHER FU	3,040,340	5,958,339	8,998,679	8,998,679.08	.00	.00	100.0%
TOTAL GENERAL FUND	40,076,174	6,212,240	46,288,414	44,573,565.69	576,886.46	1,137,961.93	97.5%
5001 WATER ENTERPRISE FUND							
51601057 WATER WORKS EXPENSE	5,294,828	19,500	5,314,328	3,711,741.77	15,527.62	1,587,058.61	70.1%
51601073 WATER TREATMENT PLANT	1,250,396	-19,500	1,230,896	1,047,835.37	39,157.61	143,903.02	88.3%
51601570 WATER REVENUE OFFICE	62,086	0	62,086	62,478.38	.00	-392.38	100.6%
TOTAL WATER ENTERPRISE FUND	6,607,310	0	6,607,310	4,822,055.52	54,685.23	1,730,569.25	73.8%
5002 SEWER ENTERPRISE FUND							
52602057 SEWER WORKS EXPENSE	4,513,071	118,450	4,631,521	4,515,041.73	12,230.48	104,248.79	97.7%
52602074 SEWER TREATMENT PLANT	3,855,328	-118,450	3,736,878	1,640,474.50	158,680.08	1,937,723.42	48.1%
52602470 SEWER REVENUE OFFICE	61,230	0	61,230	62,578.79	.00	-1,348.79	102.2%
TOTAL SEWER ENTERPRISE FUND	8,429,629	0	8,429,629	6,218,095.02	170,910.56	2,040,623.42	75.8%
5003 ARENA ENTERPRISE FUND							
53603060 ARENA EXPENSE	402,865	0	402,865	372,127.58	11,175.26	19,562.16	95.1%
TOTAL ARENA ENTERPRISE FUND	402,865	0	402,865	372,127.58	11,175.26	19,562.16	95.1%
6000 COMMUNITY CENTER SP REV FUND							

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 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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FOR 2020 12

6000	COMMUNITY CENTER SP REV FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6070572	COMMUNITY CENTER EXPENSE	861,466	0	861,466	703,983.11	64,421.97	93,060.92	89.2%
	TOTAL COMMUNITY CENTER SP REV FUND	861,466	0	861,466	703,983.11	64,421.97	93,060.92	89.2%
	GRAND TOTAL	56,377,444	6,212,240	62,589,684	56,689,826.92	878,079.48	5,021,777.68	92.0%

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City Clerk's Office



Planning Board
Conservation Commission
Historic District Commission
Arts & Culture Commission

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

PLANNING & DEVELOPMENT DEPARTMENT MONTHLY REPORT FOR JUNE 2020

The Planning Board and Conservation Commission held their regular meetings in June, all were held remotely via Microsoft Teams. You will find the summaries of the agendas and discussions further down in this report.

The Planning Board took up much of their workshop meeting to review and approve a regular meeting's item (site plan application). It's worth noting that this site plan application was for an expansion of Lydall, which is an industrial manufacturing facility on Chestnut Hill Rd. Lydall was chosen by the Federal Government to increase the production of one of their fabrics; the fabric is used in N95 masks, and as such will be used in the efforts to prevent the spread of Covid-19. The City's DPW engineers worked tirelessly with the Planning Dept. to ensure that this project stayed on a very tight schedule, but staff did so while always looking out for the best interest of the citizens of Rochester. If you see any of the DPW engineers, give them a well-deserved 'thanks' for their efforts on this project.

The Planning Dept. reopened its doors to the public in July and have been practicing social distancing with all customers and staff. We also continue to work outside of normal business hours to accommodate much of the world who has not returned to any standards business hours. Staff continues to put in a lot of hours and extra efforts to keep customer's and other staff's projects on track, while continuing to chip away at our own longer range planning efforts (such as the Downtown Master Plan, zoning amendments, etc...).

We have also welcomed an intern from UNH, Polina Pivak. She is enrolled in the Community and Environmental Planning bachelor's degree program, and will be a senior this coming fall. We have also welcomed back consulting Planner, Liz Durfee, AICP, from EFD Design LLC. Liz will be helping the department one to three times per week so that we can stay afloat as we are still down one employee.

The Planning Dept. continues to be busier than usual as the real-estate market stays strong and the City continues to support Planning efforts to strengthen downtown, as well as other efforts applicable City-wide. The amount of predevelopment discussions, state and regional Planning efforts, and collaboration with other departments has not slowed. We expect this to continue throughout the year.

APPLICATIONS REVIEWED BY THE PLANNING BOARD

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

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

Lydall, Inc., 134 Chestnut Hill Road (by Norway Plains Assoc.) Site plan to construct a 148,850 s.f. manufacturing building addition with associated parking, loading area and driveway construction. Case# 216&221 – 32, 186, 187 – I – 20 **APPROVED**

Northern Utilities, Inc., 770 Columbus Avenue (by Process Pipeline Services) Site plan to construct a new 35' x 80' natural gas regulator station. Case# 137 – 3 – NMU – 20 **APPROVED**

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

1. Minutes: Meeting Minutes of April 22nd, 2020 were reviewed, edited, and approved.

2. Conservation Overlay District:

a) Prep Partners Group, LLC, 0 Innovation Drive (by Norway Plains Assoc.) - Site plan to construct a 150,000 warehouse and distribution building, with associated wetland/wetland buffer impacts.

The Commission reviewed and discussed (with the project engineer) the proposed wetland/buffer impacts associated with this proposal. After several questions, and the applicant's commitment to plant more trees to help with storm water uptake, cooling of storm water runoff leaving the pavements, etc... the project was approved.

3. NH DES Wetland/Shoreland Applications. None.

4. Discussion: None.

5. Notice of Intent to Cut Wood or Timber / Intent to Excavate:

a) Notice of Intent to Cut – Tax Map 127-36 53 Rochester Hill Rd.

The Commission noted that this is a conserved property and as such there likely needs to be a Forester Management Plan. They asked staff to look into this and reach out to the logger.

b) Notice of Intent to Cut – Tax Map 220-24 98 Ten Rod Rd/Sampson Rd.

No concerns.

c) Notice of Intent to Cut – Tax Map 243-39A 215 Rochester Hill Rd./Tebbetts Rd.

The Commission noted that this property abuts a conserved property and suggested that the property line be inspected to make sure cutting doesn't cross the property line.

6. New Business: None.

7. Reports:

a) Technical Review Group. The Commission's liaison to TRG updated the members on what is currently being reviewed by TRG.

b) Planning Board. Staff gave the Commission a synopsis of what has been voted on by the PB over the last two months.

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission did not hold a June 2020 meeting. There were no new applications for the HDC to review.

ARTS AND CULTURE COMMISSION ACTIVITIES

The Arts and Culture Commission did not hold a June 2020 meeting. However the Planning and Development Department staff have worked with the following Departments: City Manager, Building, Zoning, and Licensing Services, Economic Development on draft language for murals. There will be a few changes to the draft language it will be sent to the Planning Board.

Respectfully submitted,
Seth Creighton, AICP
Chief Planner/ Interim Director of Planning & Development

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City Clerk's Office



07/16/2020

Rec & Arena Monthly Report

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

From: Lauren Krans, Asst. Director Recreation & Arena
Date: July 8, 2020
Re: June Monthly Report

Recreation & Arena Advisory Commission

On June 8th, our long time commission member Dave Anctil passed away. Dave was an integral part of our team and volunteered over 30 years to the Rochester Arena, most recently serving as co-chair on our advisory commission. This is a huge loss to our department and community. Dave will be fondly remembered by everyone and we look forward to carrying on his memory through the Anctil Cup which will be played for each year at the Rochester Arena when Spaulding Hockey plays Dover. We will miss Dave greatly.

Per past practice, our commission does not meet during the months of July or August. We will resume our meetings, either in person or online, in September.

Adapting to the New Norm

The month of June focused on planning and preparing for the gradual re-opening of department operations. Our department continues to stay informed of updates related to COVID19 and our goal is to encourage the health and safety of our community while still offering creative recreation experiences and services to the City.

Outdoor Recreation Facilities Update

City playgrounds re-opened to the public on June 19th. Due to concerns over the close contact nature of basketball, the Hanson Pines Basketball Courts opened two weeks later on July 1. Both openings mirrored the practices of neighboring communities. Recreation staff created and posted signage at these facilities with the guidance of Primex. Updated signage encourages patrons to practice social distancing, avoid large crowds and notifies them that equipment is not sanitized and to use at their own risk. Recreation team members visit outdoor facilities daily to share information with patrons and replace signage as necessary. All signage and facilities updates can be viewed on our website, www.RochesterRec.com by clicking "Facilities & Parks".

Family Swim

Health and safety colleagues reviewed and approved our Family Swim Proposal in June, allowing us to start this new program on July 6th. This creative alternative to closing the pool meets the new COVID-19 Aquatic Facilities Guidelines and allows Rochester Residents to reserve half hour swim blocks at one of the three outdoor pools. Residents may bring up to 7 members of the same household to their swim block. Protocols related to COVID19 are in place at each location, including temperature checks, cleaning of facilities in between customers and signing of a release waiver. As a pilot program, we will continue to review and assess for necessary changes and improvements each week.

Rec En Route

As part of June planning and research, our team created the idea of "Rec En Route". This mobile program allows Rochester residents to sign up online for an hour of front yard fun with Recreation staff and is geared to start the second week of July. Rec staff will arrive to each customer's house (practicing COVID19 guidelines) with fun, outdoor activities to keep families engaged and laughing. More information available on our website.

Like us on Facebook!



**Rochester NH
Recreation & Arena**



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City Clerk's Office



ROCHESTER FIRE DEPARTMENT

MARK E KLOSE
CHIEF OF DEPARTMENT



37 Wakefield Street

Rochester NH, 03867
www.rochfd.org

Tel (603) 335-7545

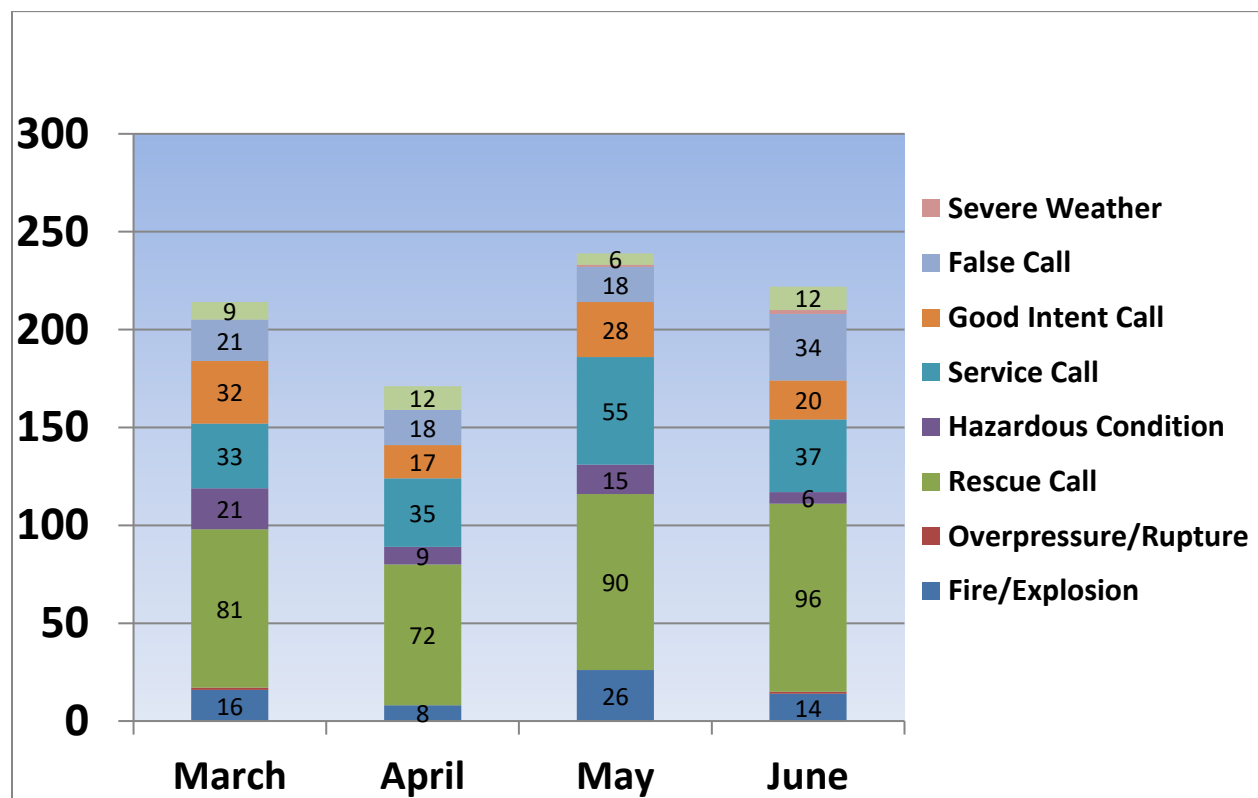
To: Blaine Cox, City Manager

From: Mark E Klose, Fire Chief

Date: June 1, 2020

Ref: Monthly Report for June 2020

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



The above graph shows our runs for Fiscal Year 2020 with June's data shown individually with their respective totals. For the month of June there were 222 calls for service. Rochester Fire has responded to a total of 2461 calls for Fiscal Year 2020.

FIRE DEPARTMENT OPERATIONS

Managed shift coverage assignments during the COVID 19 pandemic

Managed and organized equipment and supply purchases as needed

Managed apparatus repairs as needed

Managed COVID PPE distribution to members of the department

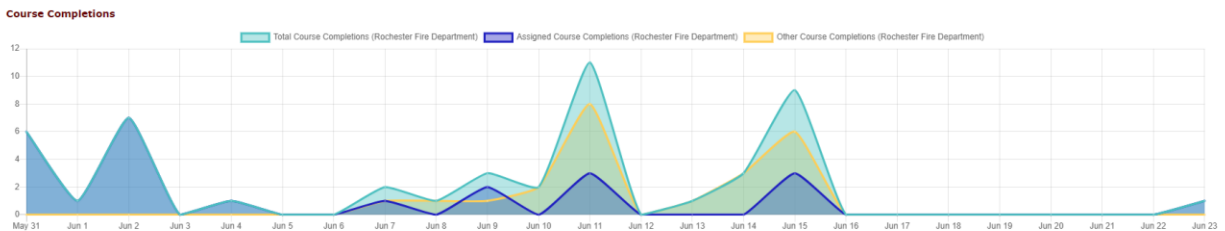
FIRE PREVENTION BUREAU

Fire Prevention continues to complete a variety of plan reviews and inspections throughout the City; sprinkler, permit of assembly, life safety inspections fire pit evaluations and follow-ups on complaints. Firework permits and site evaluations for members of the community were increased. The month of June, Deputy Chief Hughes continued to work COVID-19 related issues which included outdoor seating and tent inspections with the restaurants and clubs.

Since going to the online only burn permit system through NH Division of Forest & Lands on March 13th, Rochester has issued 1008 burn permits. In the month of June, 151 were issued.

TRAINING DIVISION

Date From: 06/01/2020
Date To: 07/01/2020



Total Hours of Training Completed in IMC: 431

Total Hours Completed in FR1: 51.5

Continued to develop standard lesson plans for RFD

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

Plan/Conduct/Deliver the 2020 RFD Promotional exam of 9 candidates to include: Written Exam, Oral Board, Practical Exam

Plan/Delivered Initial 5 day "New Hire" program for three probationary FF's

DEPARTMENT INFORMATION:

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

- 3 Shifts at 9 Firefighters (1 Captain, 1 Lieutenant and 7 Firefighters)
- 1 Shifts at 10 Firefighters (1 Captain, 1 Lieutenant and 8 Firefighters)

- Manning Station 1 and Gonic Station

PERSONNEL:

All members have returned from their deployments

We welcomed back FF Brandt Berry from his deployment

The department hired three new firefighters – FF Lilah Cherim, FF James Coon, FF John Powers.

RESPONSE ACTIVITY:

June 14 – Rochester – Fire Outside of the Building. Engine 3, Engine 2 and Truck 1 responded to 129 North Main Street for a reported fire on the outside of the building. Fan was set up to evacuate the smoke & checked the building. Scene was turned over to K-1.

June 18 – Rochester – Building Fire. Engine 3, Engine 2 and Truck 1 responded to 19 Farrington Street for a reported appliance fire. Chief 2 arrived on scene with smoke showing. Engine 2 arrived on scene and deployed a hand line. Fire was found in the basement, coming from the dryer. Fire was quickly knocked down and overhaul was started. Scene was turned over to K-1.

June 19 – Rochester – Building Fire. Engine 5, Engine 2, Truck 1, Chief 3 and Chief 2 responded to 25 Silver Street for fire in the building. Fire was found on the first floor and extinguished by Engine 5's crew. All crews did a primary search of the building with nothing found.

June 21 – Strafford – Mutual Aid. Forestry 1 responded to Strafford for an outside fire. Crews helped battle a woods fire 200' x 300' in size. Crews were released and returned to the City.

June 30 – Barrington – Mutual Aid. Engine 2, Rescue 1, Chief 1 and Chief 3 responded to Mahala Way in Barrington to assist with an animal rescue. Crews provided manpower and lifted a horse from a barn floor to standing position. Crews released and returned to the City.

Respectfully submitted,

Mark E Klose

Mark E Klose, Fire Chief

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City Clerk's Office



ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127
FAX (603) 330-7159
www.rochesterpd.org
"Dedication, Pride, Integrity"

POLICE COMMISSION

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

PAUL R. TOUSSAINT
Chief of Police

June 26, 2020



TO: City Manager Blaine Cox

RE: Monthly Report – June 2020

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

The investigations bureau had 28 cases submitted for review. There are currently 79 cases assigned. There were two detective call outs, (1 completed suicide and one arson). There were two evidence call outs. There was one background investigation and one polygraph. There were seven compliance checks for sex offenders. There were 193 pieces of evidence logged in, and 34 items returned to owners.

COMMUNITY ENGAGEMENT OFFICER/PROBLEM ORIENTED POLICING UNIT: Officer Danie has been working on resources for those suffering from substance misuse disorder. Using his resources in the community last week, he was able to contact an advocate that assisted in getting a person to a care facility for treatment. We will be working further with Nicole Rodler to increase our options in the field.

POP Officers have been keeping a heavy presence in the downtown as outdoor dining continues. Officers have seen an increase in positive activity in the downtown and a decrease in the unwanted behavior. The word is that businesses would like to keep the outdoor dining going after the Covid restrictions subside.

The POP unit conducted a Granite Shield Operation last week with ISB and patrol. This was an excellent group effort working on problems in the city. The unit has been working on nuisance properties, brainstorming ways to combat issues. They continue to watch and work on drug activity, the homeless situation, property crime and quality of life issues. The entire unit also worked the peaceful protest at the commons in a plain-clothes capacity.

Officer Robinson is coordinating with other agencies on an active spate of counterfeit bills being passed in this area.

The unit will be conducting fireworks enforcement on July 3 and 4.

COMPSTAT: The report for the last reporting period reflects the continued impact on the agency due to the COVID-19 pandemic. The Governor's mandatory stay-at-home order continued throughout the month; however, restrictions on Field Activities were loosened during the month.

Field Activities increased slightly during the month, reflecting the loosening of restrictions regarding self-initiated activity. Crashes were up from 41 to 66, reflecting the increase in vehicular traffic. The number of crashes is still slightly lower than “normal” levels, and are down 7% from 2019. Crash trends continued to show many crashes occurring in parking lots, primarily in the areas of Lowes, Walmart, and Market Basket (Ridge). The number of DWI’s remained the same as the previous month with (6). 1 DWI was the result of a crash while the others were either called in/welfare checks or traffic stops. 4 DWI’s were alcohol related and 2 were drug related.

Regarding Property Crimes, burglaries continued to drop from 8 the previous month to 2 this month. Motor vehicle thefts decreased as well from 9 last month to 5 this month. Shoplifting and thefts from buildings showed slight declines while all other thefts reflected a slight increase. After reviewing these cases, no apparent trends were evident and these incidents seemed isolated.

Drug related activity remained consistent throughout the month. Most of the possession cases continued to be the result of search incident to arrest or vehicle searches. The number of overdose related calls officers responded to remained consistent with the previous month. There were 3 overdose fatalities during the month, an increase from 1 the previous month. Overdose fatalities for the year are at 9, which shows a slight increase from previous years. Officers continue to promote rehabilitation and recovery services with minimal success.

Violent Crime had 1 reported Robbery. Aggravated Assaults increased slightly from 2 the previous month to 5. Simple Assaults increased slightly from 33 the previous month to 38. Assaults appear to have been committed by persons known to the victim, and there do not appear to be any unusual trends in these incidents.

Domestic violence related assaults declined from 24 the previous month to 20. The number of incidents officers responded to during the month was higher overall than the previous month. However, a check of the previous 5 years has shown an actual decline in the number of DV related calls officers responded to.

Overall, property and drug related crime throughout the city has shown slight declines from the previous year. Violent crime appears to have increased slightly, primarily due to the 3 robberies that occurred the previous month. Assaults during the month appear to be from individuals known to each other and not unknown persons. In looking at this reporting period there does not appear to be any crime series or trends that stand out.

COMMUNICATIONS: All three dispatchers that had been out on maternity leave have returned to work. Their return to work brings us to full staff with just one trainee still in training.

We are moving forward with the radio project, and broke down the back up dispatch center in Gonic, as we are utilizing that equipment. The new radios should be cutting over by the end of the week. 2 way has been working in the dispatch Center overseeing this project.

Communications Manager Keri Devine met with IT and a representative from NH 911 regarding the Valor CAD system that we currently use regarding receiving 911 calls. They are upgrading their software to include mapping and will be installing two additional CADs, 1 at each terminal. There was no charge for the additional CADs as these are supported through the State 911.

We submitted our Audit to NCIC and haven’t heard back on any discrepancies but it was pretty straight forward mostly consisting of verification.

We are in the process of switching our existing CODE Red system over to the State's CODE RED, the only changing feature would be, if we needed to troubleshoot we would have to go through NH State Police to have someone contact a representative at Code Red. By switching this saved our budget approx. \$12,000.

The UNION contract passed on June 16 unanimously. There was an adjustment to the pay scale, which brings the dispatchers more in line with surrounding agencies meeting the same criteria and call volume.

DIVERSION: Nicole continues to work on the Juvenile Probation Transformation Certificate Program with the State team and given the current climate around racial disparities, the focus of the group is concentrating in making sure the juvenile justice system is accounting for any inequities.

As part of the Governor's Opiate Task Force, Nicole is looking at State policies around Involuntary Civil Commitment. The State is looking for solutions to the challenges around multiple relapses in opiate addiction and how best to help families.

Nicole presented with the NHJCD Network's Evaluator to the Service to Science team to cross the first stage of Promising Practice and will continue to work in establishing the measures to obtain Evidence –based Practice.

Nicole met with the coordinating parties at Strafford County CAP who will be establishing Family Resource Center services in Rochester. As well, Staff has met with the Program Director for Waypoint that oversees their Teen Centers and Street Out-reach, as they are looking to support these efforts in Rochester.

Nicole has been working with Strafford County Addiction Task Force and our Data Analyst in identifying the need for mental health/substance services around suicidality. Staff is working with the POP Unit to share resources as needed and will work with the County in developing services where there are gaps. Nicole has also been working with the Strafford County Diversion Program and is assisting in closing out five cases while the Sheriff's Dept. is working to transition between Coordinators.

Nicole has been working with SHS in developing their own restorative justice based program for vaping cases, as these do not go through Diversion.

Nicole continues to work with the Fire Department on plans for National Night Out to coincide with Fire Prevention week in October.

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

FINANCIAL/PURCHASING: Closing out FY20, we will have a significant fund balance due to staffing and the spending freeze.

The city council passed the FY21 budget, which includes five new vehicles for the department (3 frontline and 2 backline). There is a new electronic bid process, which I am working with the finance department on getting the bids out to the different dealers. We anticipate the bid opening in late July.

We reviewed the bi-annual bids for service contracts with the deputy finance director. It has been determined that several of the amounts we spent did not meet the new purchasing policy thresholds and therefore we did not need to go out to bid on some of them. In line with the new purchasing policy, we requested and were approved for sole source purchasing for our both our radio maintenance and cruiser emergency equipment maintenance with 2-Way who has been our vendor for over 12 years. I will be further working on adding our current vehicle repair/maintenance vendor to the city preferred vendor list.

Work on the radio replacement project continues with all outside work at the department completed. Work has moved into the building in the radio room and dispatch center. We expect cutover to the new dispatch equipment the week of June 29-July 3. Work will then transition to the tower locations.

During the month of June, there were no purchases over the \$5000 threshold that required commission signature.

As part of the federal aid in response to the Covid19 Pandemic, the city is eligible for an \$89,226 grant to respond to the crisis through the DOJ. City staff held a video meeting earlier this month where potential needs were discussed. As a result of this crisis we discovered a lack of a backup dispatch center should we have a problem in our current center. The Chief pitched the idea of using the money to build a backup mobile dispatch center, which was agreed would be a worthwhile project for the grant. We have been working with 2-Way and the finance department developing a rough estimate for the project. It will be going before the council in July.

FORFEITURE SPENDING: There was no forfeiture spending this period.

HIRING: Conditional offers were extended to all three candidates interviewed by the Commission on June 22. Two have accepted the offer, and one declined based upon salary. The backgrounds are to commence on the other two as soon as all paperwork is submitted.

HONOR GUARD: The CHaD annual football game is (tentatively) scheduled for August 1.

HOUSING: Over the month, calls for service were down to 24 police related calls. Officer Blair has been seeing more people out of the buildings during the day now that the weather is warmer and Covid guidelines have relaxed. Officer Blair has been handing out bicycle helmets to parents and kids as well as McDonald's cards. Sgt. Babine continues to patrol random evenings.

There were only two criminal background checks performed for new residents as housing continues to work mostly remotely. We have been keeping in touch with the manager and sharing information via phone and email. Sgt. Babine was able to meet with Housing Director earlier this week. We will be meeting with Housing regarding the pending departure of Officer Blair

K-9: This month the Rochester K-9 Unit responded to four calls for service. All four were tracks in Rochester.

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

PROSECUTION - JUVENILE: These numbers are not typical but are a result of the reduction in cases presented by the Court. Juvenile prosecution had 27 petitions, and 1 CHINS. The following hearings were also held: 14 arraignments set for trial, 4 arraignments resolved by plea, 1 show cause hearing, 3 Emergency placement, 3 violation hearings, 1 dispositional hearing, 2 trials

resolved by plea. There was one competency hearing. There was one motion to bring a case forward for trial and three motions to impose suspended sentences.

Lt. Gould is currently working with the court to address logistical issues involved with telephonic trials and the mandated procedures to properly prosecute cases. Lt. Gould assisted with the Spaulding graduation and participated in oral boards for new hires.

RENTAL PROPERTY OWNERS ASSOCIATION: The RPOA met remotely through Zoom on June 4. Lt. Bossi did not present at this meeting, but did answer questions pertaining to drug activity and the use of camera systems. There were additional questions related to the use of marijuana in and around the units. What options are available to stop this? There were questions related to the recent protest situations taking place in NH. The next meeting will be on July 9.

SCHOOL RESOURCE OFFICERS: SRO Jackson and SRO Porfido are assigned to Patrol. Sgt. Deluca has been doing report review for all reports completed by other SROs while they are on Patrol. He participated in awards ceremonies at the Middle School and assisted with the Spaulding High graduation. He has been checking the middle school after hours. He conducted five meetings with students and participated in four meetings with command staff.

Explorer Post: No meetings were held this period.

TRAINING: Officers Knox, Colson and Kimball have entered phase three of their FTO training program. Both officers are doing exceptional and tentatively are scheduled for final training review board on July 13 where they are expected to be released to solo patrol.

Officer Matt Kimball started phase 2 of his field-training program and is progressing faster than expected. He continues to work on orientation throughout the city. With his accelerated progress, we expect his phase 3 to be very short and him to have a final training review board in July.

Outside training classes at PSTC and other facilities have continued to be closed due to covid-19. Sgt. Cost has been reviewing the training programs available to us through the Policeone online training academy. With the recent events nationwide impacting the policing profession he has put together a group of three classes totaling 3hrs of training dealing with cultural awareness and diversity for all sworn officers to take. This is a proactive step for the department in addressing the issue before it has a chance to become a problem for the agency.

Respectfully Submitted,

Paul R. Toussaint
Chief of Police

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City Clerk's Office

Rochester Police Department

June 2020 Comp Stat Report



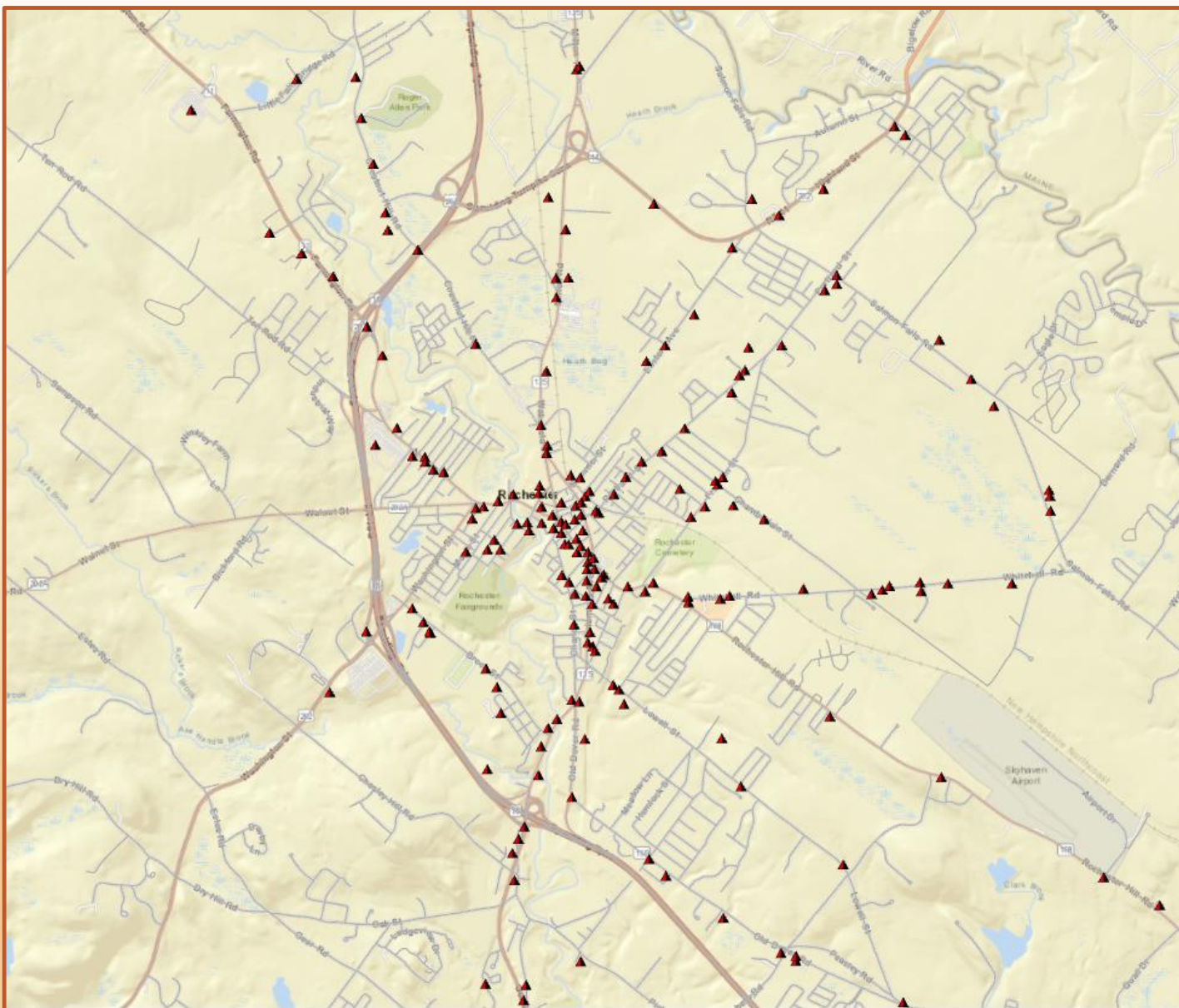
Field Activities

Specific Crimes	Jun-20	Jun-19	%Change	May-20	%Change	Apr-20	YTD 20	YTD 19	%Change	YTD 18
Traffic Stops	326	323	1%	120	172%	32	1948	2636	-26%	5413
Arrests from Stops	16	17	-6%	9	78%	2	71	117	-39%	193
Summons	18	18	0%	13	38%	6	96	106	-9%	346
Warnings	284	273	4%	93	205%	21	1736	2312	-25%	4725
No Action	6	14	-57%	2	200%	1	32	88	-64%	140
Accidents	86	104	-17%	66	30%	41	417	459	-9%	509
Summons from ACs	3	3	0%	0	100%	5	11	11	0%	15
Arrests from ACs	10	6	67%	3	233%	2	27	29	-7%	31
Field Interviews	10	12	-17%	11	-9%	5	50	49	2%	59
DWI	7	11	-36%	6	17%	6	37	42	-12%	41
Narcotics	3	3	0%	4	-25%	2	14	12	17%	10
Alcohol	4	8	-50%	2	100%	4	23	30	-23%	31
DWI from Accidents	2	3	-33%	1	100%	1	10	11	-9%	13

Traffic Stops

- 326 Total Traffic Stops
 - 16 Arrests
 - 18 Summons'
 - 284 Warnings

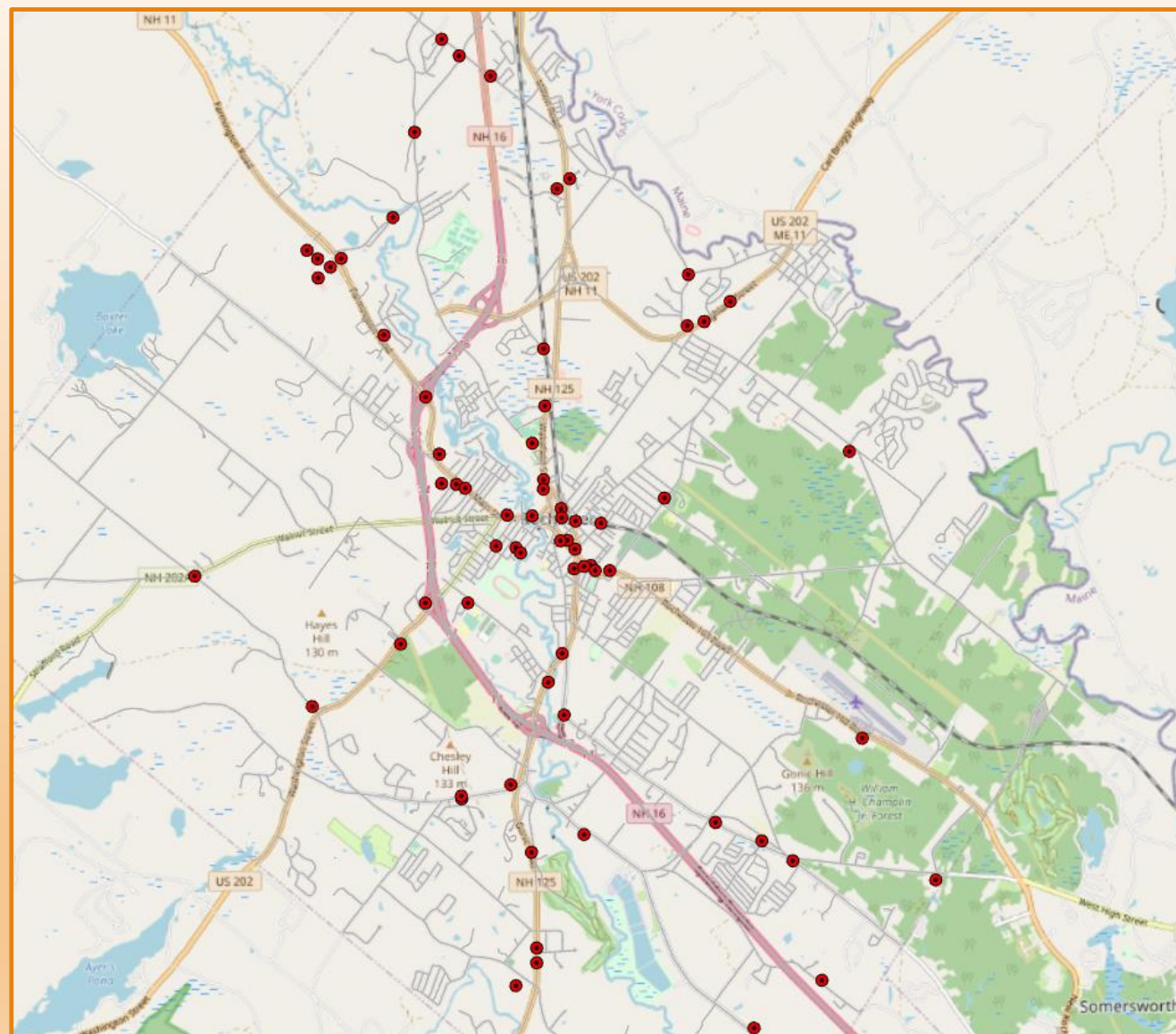
The number of traffic stops continues to increase during the month. As can be seen in the adjacent map, the majority of traffic stops were conducted in the town center and along major routes into and outside the city.

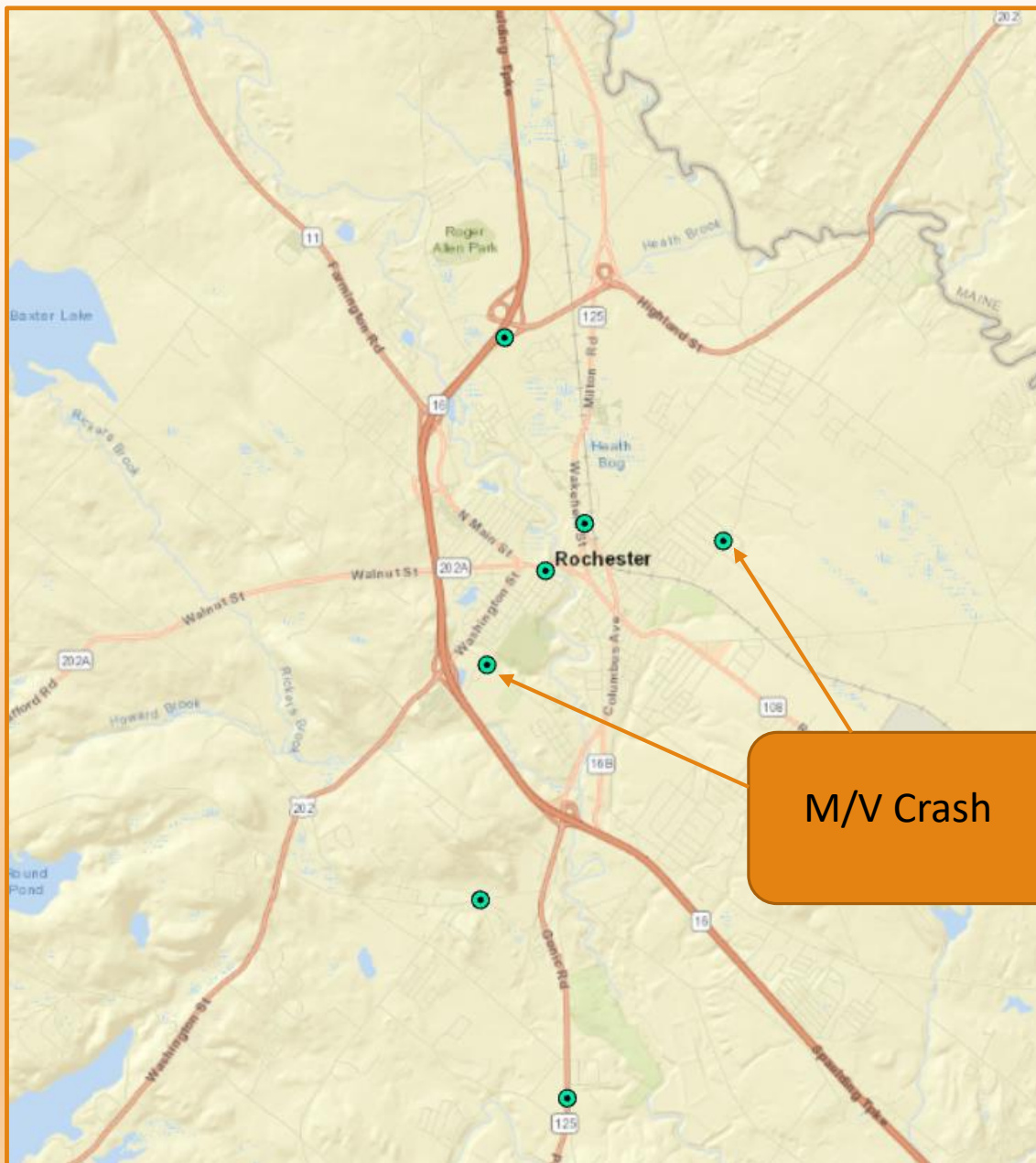


- 86 total crashes
- 2 reported crashes that resulted in DWI arrest, both alcohol related. (Franklin St/ Brock St)
- Continued trend of parking lot accidents at many of the stores around town.
 - Walmart (6)
 - Market Basket (Ridge) (4)
- High Volume Roads:
 - Farmington Rd – 10
 - South Main St - 7
 - N. Main & Wakefield – 6 each

STREET ADDRESS	DATE TIME RECEIVED	Total
FARMINGTON RD, ROCHESTER, NH	06/01/2020 07:08 AM	1
	06/01/2020 09:23 AM	1
	06/06/2020 12:03 PM	1
	06/12/2020 04:52 PM	1
	06/13/2020 05:10 PM	1
	06/18/2020 03:33 PM	1
	06/19/2020 04:02 PM	1
	06/19/2020 12:08 PM	1
	06/23/2020 01:14 PM	1
	06/26/2020 08:31 PM	1
FARMINGTON RD, ROCHESTER, NH Total		10
SOUTH MAIN ST, ROCHESTER, NH	06/09/2020 12:13 PM	1
	06/15/2020 01:45 PM	1
	06/19/2020 03:32 PM	1
	06/20/2020 04:02 PM	1
	06/21/2020 02:53 PM	1
	06/23/2020 04:12 PM	1
	06/24/2020 05:20 AM	1
SOUTH MAIN ST, ROCHESTER, NH Total		7
NORTH MAIN ST, ROCHESTER, NH	06/04/2020 04:35 PM	1
	06/05/2020 02:16 PM	1
	06/07/2020 12:43 PM	1
	06/22/2020 07:15 AM	1
	06/25/2020 03:41 PM	1
	06/29/2020 03:35 PM	1
NORTH MAIN ST, ROCHESTER, NH Total		6
WAKEFIELD ST, ROCHESTER, NH	06/02/2020 06:08 PM	1
	06/03/2020 04:31 PM	1
	06/17/2020 02:25 AM	1
	06/26/2020 06:39 PM	1
	06/26/2020 11:21 AM	1
	06/30/2020 12:45 PM	1
WAKEFIELD ST, ROCHESTER, NH Total		6

Motor Vehicle Crashes





DWI Incidents

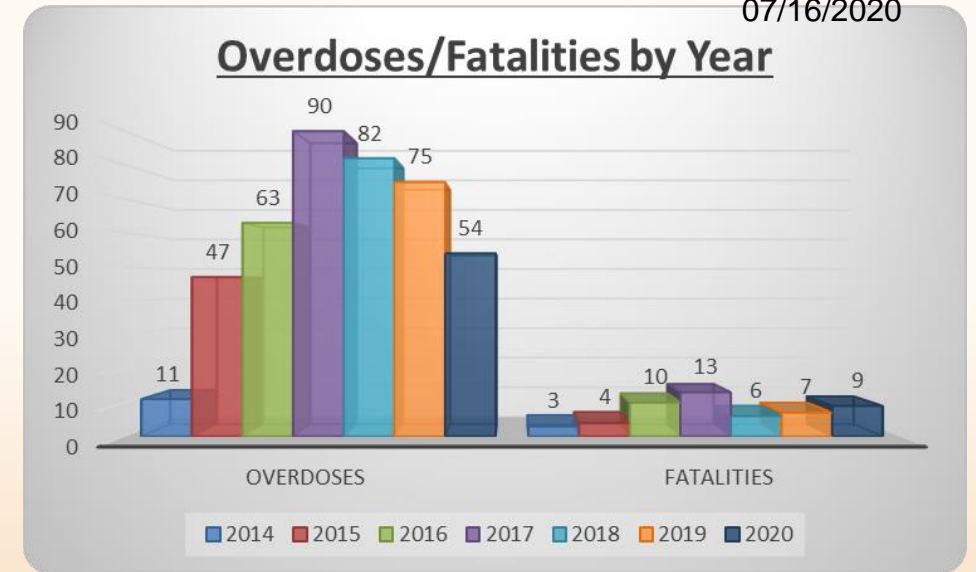
- 7 Total Incidents
 - 3 BOLO's
 - 2 Crashes
 - 1 Welfare Check
 - 1 Result of Disturbance Investigation
- 3 Drug / 4 Alcohol related incidents
- 7 Arrests

Property Crimes

All Incident Reports												
Specific Crimes	Jun-20	Jun-19	%Change	May-20	%Change	Apr-20	YTD-20	YTD 19	%Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Burglary	1	11	-91%	2	-50%	8	29	50	-42%	14%	15%	47
Shoplifting	8	13	-38%	13	-38%	24	94	121	-22%	73%	82%	137
Theft from a Building	8	13	-38%	10	-20%	17	78	80	-3%	28%	28%	97
Theft from M/V (including Parts)	17	34	-50%	4	325%	9	47	95	-51%	0%	4%	52
All Other Theft	14	21	-33%	17	-18%	12	79	58	36%	9%	7%	58
M/V Theft	4	3	33%	5	-20%	9	21	18	17%	14%	18%	15
Vandalism	51	31	65%	31	65%	27	209	179	17%	25%	28%	185
Total Property	103	126	-18%	82	26%	106	557	601	-7%	25%	28%	591
Arrests												
Specific Crimes	Jun-20	Jun-19	%Change	May-20	%Change	Apr-20	YTD-20	YTD 19	%Change			YTD 18
Burglary	0	2	-100%	0	0%	3	4	10	-60%			8
Shoplifting	3	14	-79%	5	-40%	16	69	125	-45%			125
Theft from a Building	0	0	0%	3	-100%	6	22	17	29%			9
Theft from M/V (including Parts)	0	1	-100%	0	0%	0	0	6	-100%			1
All Other Theft	0	2	-100%	2	-100%	1	7	4	75%			5
M/V Theft	0	3	-100%	0	0%	1	3	6	-50%			4
Vandalism	10	19	-47%	8	25%	4	52	79	-34%			68
Total Property	13	41	-68%	18	-28%	31	157	247	-36%			220

Drug Incidents

07/16/2020



All Incident Reports												
Specific Crimes	Jun-20	Jun-19	%Change	May-20	%Change	Apr-20	YTD-2020	YTD 2019	%Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Possession	14	16	-13%	8	75%	9	74	72	3%	57%	85%	72
Drug Events	7	34	-79%	2	250%	3	51	149	-66%			N/A
Overdoses	12	13	-8%	4	200%	3	54	75	-28%			82
Fatal	0	0	0%	3	-100%	1	9	7	29%			6
Total Drug	33	50	-34%	17	94%	16	188	221	-15%			154
Arrests												
Specific Crimes	Jun-20	Jun-19	%Change	May-20	%Change	Apr-20	TYD-20	YTD 19	%Change			YTD 18
Possession	4	13	-69%	4	0%	8	42	61	-31%			68

Violent Crimes

All Incident Reports												
Specific Crimes	Jun-20	Jun-19	% Change	May-20	% Change	Apr-20	YTD 20	YTD 19	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Homicide	0	0	0%	0	0%	0	0	0	0%	0%	0%	1
Robbery	0	1	-100%	1	-100%	3	7	4	75%	71%	75%	10
Aggravated Assault	3	8	-63%	5	-40%	2	18	36	-50%	67%	58%	37
<i>from DV*</i>	3	2	50%	2	50%	1	10	11	-9%	100%	73%	17
Simple Assault	33	43	-23%	38	-13%	33	207	197	5%	50%	63%	243
<i>from DV*</i>	17	25	-32%	20	-15%	24	116	100	16%	66%	70%	119
Total Violent	36	52	-31%	44	-18%	38	232	237	-2%	47%	74%	291
Arrests												
Specific Crimes	Jun-20	Jun-19	% Change	May-20	% Change	Apr-20	YTD 20	YTD 19	% Change			YTD 18
Homicide	0	0	0%	0	0%	0	0	1	-100%			0
Robbery	0	0	0%	0	0%	5	5	3	67%			5
Aggravated Assault	3	6	-50%	3	0%	1	12	21	-43%			20
<i>from DV*</i>	3	1	200%	2	50%	1	10	8	25%			12
Simple Assault	16	29	-45%	20	-20%	21	103	125	-18%			122
<i>from DV*</i>	12	18	-33%	15	-20%	17	76	70	9%			82
Total Violent	19	35	-46%	23	-17%	27	120	150	-20%			147

June 2020

Misdemeanor – 21

Felony - 3

90F - 22

Domestic Violence Related Calls

2020 Monthly Comparison

	Jan	Feb	Mar	Apr	May	Jun
Misdemeanor	23	14	24	19	25	21
Felony	6	1	4	2	2	3
90F*	11	14	16	9	25	22

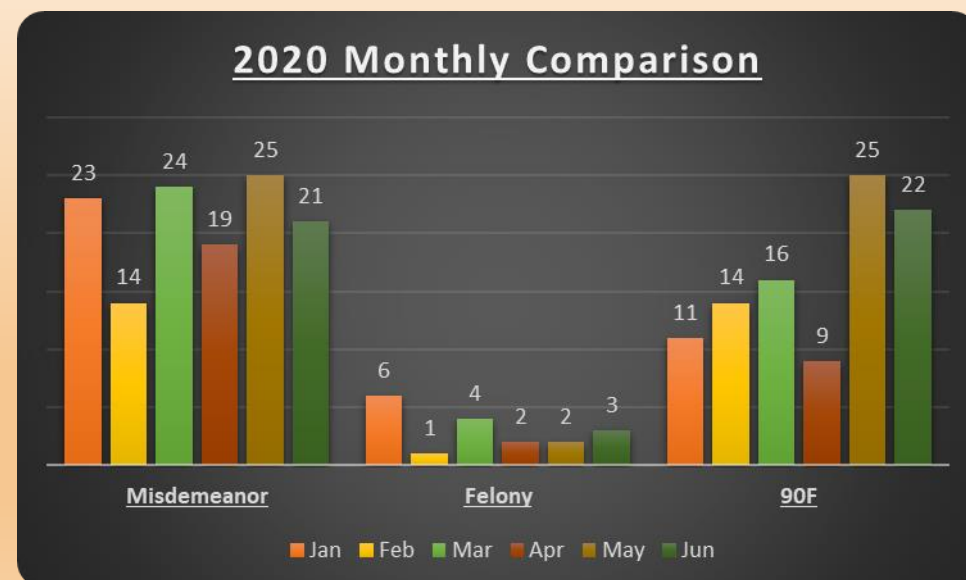
* denotes, Non-violent family disturbance

3-Year Comparison

	June 2018	June 2019	June 2020
Misdemeanor	17	19	21
Felony	0	2	3
90F*	21	16	22

* denotes, Non-violent family disturbance

2020 Monthly Comparison



3 Year Comparison



Domestic Violence Related Calls, (cont.)

5 Year Comparison

	YTD	2019 YTD	2018 YTD	2017 YTD	YTD 2016
Misdemeanor	126	110	100	92	125
Felony	18	10	14	8	9
90F*	97	90	103	108	141

* denotes, Non-violent family disturbance



Threshold

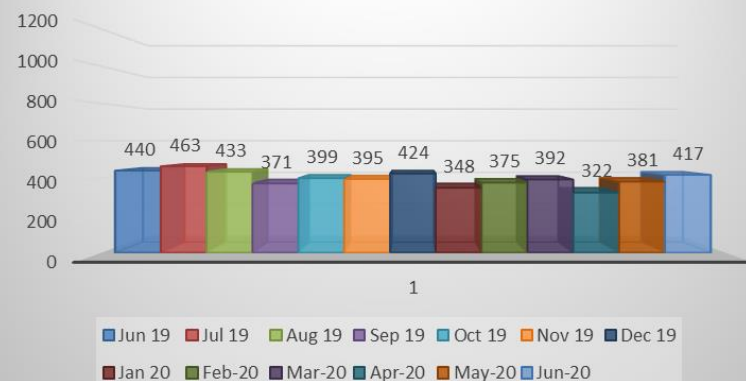
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	85	69-101	86	Normal
Traffic Stop	734	376-1093	326	Moderately Low
DWI	7	4-10	7	Normal
Robbery	2	0-3	0	Normal
Aggravated Assault	6	3-8	3	Moderately Low
Simple Assault	38	30-47	33	Normal
Burglary	9	5-13	1	Moderately Low
Shoplifting	23	16-31	8	Very Low
Theft from Building	18	11-24	8	Moderately Low
Theft from MV	16	7-24	17	Normal
MV Theft	3	1-5	2	Normal
Vandalism	35	27-43	51	Moderately High
Possession	15	10-21	14	Normal
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	46	36-56	36	Moderately Low
Property	120	91-148	101	Normal

Calls for Service 2019 v 2020

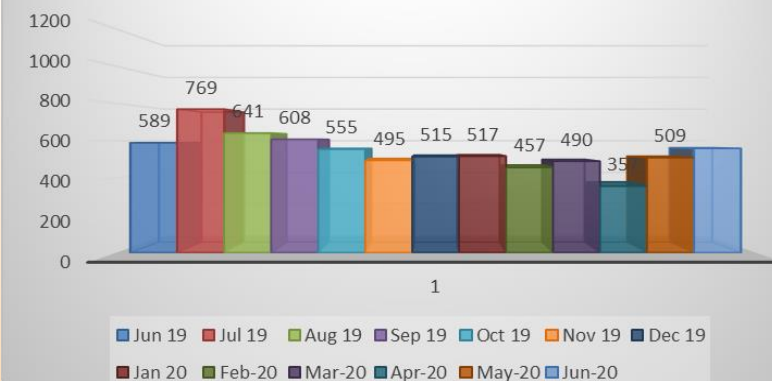


Calls for Service by Priority

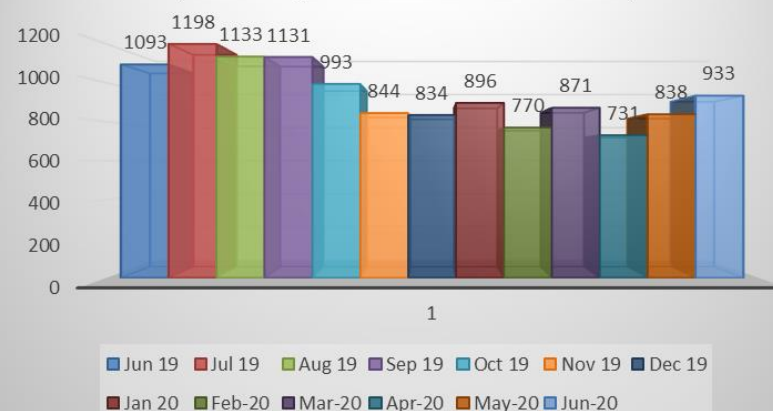
Priority 1 Calls For Service



Priority 3 Calls For Service

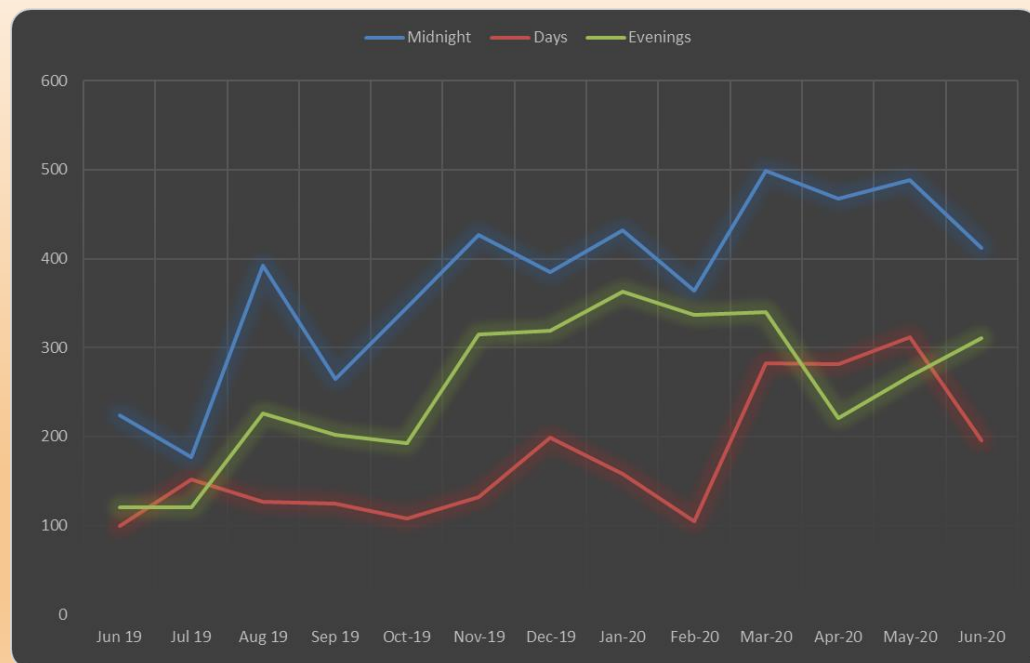


Priority 2 Calls For Service



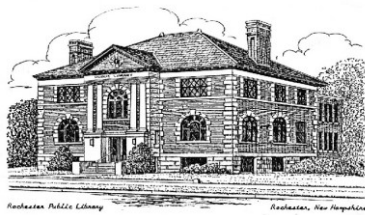
Proactive Hours by Shift

June 2020



4-year Comparison by Month





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

07/16/2020
Main Desk: (603) 332-1428
Reference: 335-7550
Children's: 335-7549
Fax: 335-7582
www.rpl.lib.nh.us

MONTHLY REPORT

June 2020

The Library staff continued throughout the month of June to post interactive content to social media pages and the library's website daily. The Children's Summer Reading Program "Imagine Your Story" started June 1st and runs through Friday, July 31st. Due to uncertainty and social distancing this year's program will be completely online. Children can log books and earn digital badges. The program is accessed through the Children's Room page on the library website.

The Children's Room staff continued posting fun crafts with instructions on social media for patrons with children. Throughout the month of June, the Children's Room Blog contained instructions for activities and crafts including Fairy Cloud Dough, Paper Bag Crowns, a Woodland Fairy Nature Hunt and Dragon Eyes craft.

Adult Circulation Services started the adult summer reading program "Summer Escape" on June 22nd. Every week through August 14th any patron that would like to sign-up through the library website will receive five "Escape-Themed" book recommendations as well as suggestions for free virtual summer fun. Each email address signed up for the program will be entered to win a Barnes and Noble Nook randomly chosen on Monday, August 17th.

Over a hundred people enjoyed the Guided Meditation & Home Yoga Practice videos by Naomi Kaplan that were posted weekly on the library website in May.

Although the library remained closed to the public a new service called "RPL to Go" began at the beginning of June. Patrons select items online, through email or over the phone and staff members check-out these items and call with a designated pick-up time. Items are packaged in bags and a contactless pick-up is in the ground floor lobby. Over 565 appointments for pick-ups were made throughout the month.

Three hundred and thirty of our library patrons downloaded 1,808 e-books to media devices through the library's web site this month. The RPL website also enabled 26 patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 699 digital downloads from Hoopla.

Trustees will be meeting in the library on July 14th at 6pm.

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City Clerk's Office

City of Rochester Tax Collector's Office

June 30, 2020

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2020	Semi Warrant	34,438,631.00	31,896,484.39	92.62%	2,542,146.61	7.38%
2019		66,169,796	65,117,057.12	98.41%	1,052,738.88	1.59%
2018		63,834,824	63,171,346.89	98.96%	663,477.11	1.04%
2017		60,524,791	60,238,645.75	99.53%	286,145.25	0.47%
2016		58,196,003	58,056,641.35	99.76%	139,361.65	0.24%
2015		56,938,119	56,829,403.49	99.81%	108,715.51	0.19%
2014		55,068,779	54,998,614.95	99.87%	70,164.05	0.13%
2013		53,324,262	53,270,380.41	99.90%	53,881.59	0.10%
2012		50,952,912	50,917,932.55	99.93%	34,979.45	0.07%
2011		48,856,892	48,823,018.08	99.93%	33,873.92	0.07%
2010		47,308,832	47,281,789.86	99.94%	27,042.14	0.06%
2009		46,898,827	46,874,102.02	99.95%	24,724.98	0.05%
2008		46,522,769	46,509,357.93	99.97%	13,411.07	0.03%
2007		42,964,450	42,952,792.47	99.97%	11,657.53	0.03%
2006		40,794,160	40,787,509.45	99.98%	6,650.55	0.02%
2005		38,024,453	38,019,001.03	99.99%	5,451.97	0.01%
2004		36,065,496	36,059,946.10	99.98%	5,549.90	0.02%
2003		33,310,579	33,306,755.65	99.99%	3,823.35	0.01%
2002		29,725,878	29,722,554.10	99.99%	3,323.90	0.01%
2001		26,943,136	26,940,170.75	99.99%	2,965.25	0.01%
2000		25,415,248	25,413,243.68	99.99%	2,004.32	0.01%
1999		22,973,308	22,971,980.41	99.99%	1,327.59	0.01%
1998		30,592,529	30,590,734.68	99.99%	1,794.32	0.01%
1997		29,835,914	29,834,230.90	99.99%	1,683.10	0.01%
1996		27,726,424	27,724,777.67	99.99%	1,646.33	0.01%
1995		27,712,029	27,711,835.43	100.00%	193.57	0.00%
					5,098,733.89	

Tax Collector
Doreen Jones, CTC

CSS Count FY 20		
Month	Total \$\$	# of Payments
July	\$ 832,265.53	656
Aug	\$ 86,735.97	451
Sept	\$ 133,727.95	391
Oct	\$ 99,634.76	446
Nov	\$ 55,408.66	288
Dec	\$ 349,963.17	584
Jan	\$ 895,412.34	645
Feb	\$ 233,759.07	426
Mar	\$ 254,442.89	546
Apr	\$ 137,878.37	541
May	\$ 251,188.19	743
June	\$ 1,117,278.54	846
Totals	\$ 4,447,695.44	6563

Online Credit Card Payments (Citizen Self Service)

Doreen Jones, CTC
Tax Collector

Rochester, New Hampshire

Inter office Memorandum

TO: Blaine Cox
City Manager

FROM: Todd M. Marsh
Director of Welfare



SUBJECT: Analysis of Direct Assistance for June 2020.

DATE: July 1, 2020

This office reported 52 formal case notes for the month of June.

Voucher amounts issued were as follows:

	4 <u>Families</u> 2 new	7 <u>Single</u> 1 new
Burial	1,300.00	.00
Dental00	.00
Electricity00	.00
Food.....	.00	.00
Fuel heating00	.00
Mortgage00	.00
Prescriptions00	.00
Rent	750.00	1,040.00
Temporary Housing.....	.00	1,095.00
Transportation00	.00
TOTAL	\$2,050.00	\$2,135.00

General Assistance above represents an average cost per case/family of \$512.50 and case/individual of \$305.00 for this month.

Total vouchers issued: \$4,185.00

There was a decrease of \$14,879.84 in assistance issued this month compared to June 2019. There was a decrease of \$400.00 in vouchers issued this month compared to last month. We received reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaling \$.00

NOTES

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

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City Clerk's Office



07/16/2020

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

RECOMMENDED ACTION

Red – Indicates suggestions and notes on the current amendments
Purple – indicates suggested wording for amendments

Article II Outdoor Dining Establishments

[Adopted 1-12-2016 (§ 26.10 of the 1995 Code)]

§ 80-14 Requests for use of City property.

Requests for use of City property for outdoor dining providing food and alcohol service shall be made in writing to the City Manager on an annual basis by February 1 with no expectation of continued year-to-year use of the City property on a continuing basis. Requests will only be accepted by businesses licensed to serve food to the public. In the event that a new business opens during the outdoor dining season and wishes to incorporate outdoor dining in its plans, an application will be allowed for the remainder of the dining season only.

Do away with the date and let the application be rolling. Staff has proven they can approve outdoor dining applications within a few weeks.

§ 80-15 Site plans required.

Such requests shall include a dimensioned site plan of the existing conditions, including a depiction of public infrastructure such as curblines, light poles, bike racks, street trees, tree grates, manhole covers, meters, licensed A-frame signs, adjacent on-street parking and loading zones, adjacent accessible sidewalk curb cuts and the like. Such requests shall also include a dimensioned site plan depicting the proposed table/chair layout plan for outdoor dining, dimensioned routes of travel within the outdoor dining area and on the adjoining public sidewalk, as well as detail sheets for the proposed enclosure system, tables, chairs, lighting, trash receptacles, and the like. These plans will be reviewed by the Technical Review Group and suggestions forwarded to the City Manager.

§ 80-16 Area service agreement; season.

[Amended 3-1-2016]

The terms and conditions of any such requests that are approved by the City Manager in any given year shall be described in an annual area service agreement, which includes a clear depiction of the area approved for outdoor dining use and the time period of approved use ("season"), with said area service agreement to be signed by the City Manager and the party or parties making the request. The season shall run from April 1 through October 31.

Request to extend the season in case we have a warm fall. Public works would keep a close eye on impending storms and give as much notice as possible to break down if snow is in the forecast.

THE CITY OF ROCHESTER ORDAINS:

That Chapter 80 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (additions in *italics* and deletions ~~struck out~~):

§ 80-16 Area service agreement; season.

The terms and conditions of any such requests that are approved by the City Manager in any given year shall be described in the annual area service agreement, which includes a clear depiction of the area approved for outdoor dining use and the time period of approved use ("season"), with said service agreement to be signed by the City Manager and the party or parties making the request. The season shall run from April 1 through ~~October 31~~_____.

The effective date of these amendments shall be upon passage.

A.

Area service agreements shall not be assignable to other parties.

B.

Use of the area subject to the area service agreement (the "area") may be precluded, modified or made subject to any such terms and conditions as may be determined by the City Manager at any time during the season in order to accommodate special municipal events.

§ 80-17 Fee.

A minimum fee for the season of twenty-five dollars (\$25.) shall be required even if the size of the area subject to the agreement is less than 100 square feet. A fee of one dollar (\$1.) per square foot will be charged for the area subject to the agreement for all square feet above 100 square feet. The fee shall be due and payable to the City of Rochester prior to authorization to use the area.

§ 80-18 Restoration of area.

[Amended 3-1-2016]

The area specified for outdoor dining use in the area service agreement shall be restored upon termination of the area service agreement at season's end.

Specifically, at season's end, the enclosure system, tables, chairs and all other materials in their entirety shall be removed from the City-owned area with the area left in an unobstructed, undamaged, clean and sanitary condition at no cost to the City. Semi-permanent objects may remain in the area at season's end at the discretion of the City Manager.

§ 80-19 Indemnification; insurance.

Outdoor dining establishments on City property shall indemnify and hold harmless the City of Rochester and shall maintain and provide insurance of the types and amounts specified by the City's Legal Department and shall list the City as additional insured. A certificate of insurance documenting said types and amounts of insurance is to be submitted to the City's Legal Department before the start of the season.

§ 80-20 Damaging or obstructing public facilities.

Outdoor dining establishments shall not damage sidewalks, curbing, bike racks, street trees, light poles, trash containers, utilities or any other City amenities or infrastructure, or make the same inaccessible for public use (other than within the approved area) or maintenance purposes.

§ 80-21 Hours of operation.

Outdoor dining establishments may utilize the area for outdoor dining during their normal business hours, except that all tables within the area shall be cleared of all food and alcoholic beverages by 11:00 p.m. Monday through Saturday and by 10:00 p.m. on Sunday with no alcohol served within the area subsequent to 1/2 hour before the foregoing closure times.

We have a request to extend the outdoor dining to same hours allowed by the liquor commission for indoor dining.

THE CITY OF ROCHESTER ORDAINS:

That Chapter 80 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (additions in *italics* and deletions ~~struck out~~):

§ 80-21 Hours of operation.

Outdoor dining establishments may utilize the area for outdoor dining during their normal business, except that all tables within the area shall be cleared of all food and alcoholic beverages by ~~11:00 p.m.~~ ____ a.m. Monday through Saturday and by ~~10:00~~ ____ p.m. on

Sunday with no alcohol served within the area subsequent to ½ hour before the foregoing closure times.

The effective date of these amendments shall be upon passage.

§ 80-22 **Alcoholic beverages.**

A.

Outdoor dining establishments shall agree at all times to comply with all laws, rules and regulations of the New Hampshire State Liquor Commission and all other local, state and federal laws. Approval of the area service agreement by the State Liquor Commission is required. Alcoholic beverage violations shall be self-reported to the State Liquor Commission and the City Manager. See RSA 178:24 and 179:27.

B.

Outdoor dining establishments shall only serve alcoholic beverages to patrons who are seated at a table and who are ordering food with service at tables conducted by wait staff only.

Do away with having to order food, patrons should be able to sit and enjoy a drink without being required to order food. The Cigar bar does not serve food so in order for him to stay open we need to get rid of this.

§ 80-23 **Accessibility.**

Outdoor dining establishments will agree that they shall be solely responsible for compliance with the Americans with Disabilities Act (ADA).

§ 80-24 **Suspension of area service agreement.**

The area service agreement may be suspended at the sole discretion of the City on an administrative basis.

§ 80-25 **Revocation of area service agreement.**

The area service agreement may be revoked in its entirety, excepting for indemnity provisions, by the City Manager at any time.

§ 80-26 **Site design standards for establishments with alcohol service.**

Outdoor dining establishments with alcohol service should meet the following site design standards:

A.

Outdoor dining establishments shall be separated from the public pedestrian space on the adjacent municipal sidewalk by an enclosure system consisting of

heavy-duty black decorative metal materials or equivalent as approved by the City Manager or his/her designee; special attention shall be paid to the method used to support the enclosure system in order to avoid damage to public property and ensure public safety; the minimum height of the enclosure system shall be 30 inches and the maximum height shall be 36 inches.

The restaurants have proven they can make their areas look nice without this added expense. They would still be required to follow the regulations for barriers from the liquor commission if selling alcohol. TRG will make recommendations for approval to City Manager who has final approval.

Staff recommends getting rid of height restrictions and approving on a case by case basis.

B.

Outdoor dining establishments shall not have live entertainment of any type located outside, and no visual entertainment shall be situated on the inside of the building in such a manner that it is directed toward patrons in the outdoor dining area.

All restaurants are asking for this to be removed. The Revolution lease allows for outdoor entertainment and staff recommends using similar language for the outdoor dining ordinance:

The Lessee agrees that it will use the Premises for outdoor activities designed and intended to attract and/or entertain potential patrons and customers of the commercial, retail service, professional and/or restaurant establishments located in Rochester downtown. Lessee may use the Premises for Outdoor Dining consistent with the provisions of City of Rochester Ordinance 26.10. Outdoor live music will conclude each night by 10:00 p.m. and no amplified music will be allowed.

Could state acoustic only with 2/3 people per band at a time.

Planning does not support outdoor entertainment, they prefer designated areas for entertainment.

Remove no visual entertainment shall be situated on the inside of the building in such a manner that it is directed toward the patrons outside.

C.

Seating shall be appurtenant and contiguous to a doorway accessing the main restaurant facility with service provided within the area approved by the City

Manager. Exceptions to this provision will be allowed consistent with New Hampshire State Liquor Commission approval for particular licensees.

[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]

D.

The internal dimensions and table/chair layout of the outdoor dining area must allow for the passage of customers and wait staff and shall, in any event, meet ADA requirements.

E.

Outdoor dining establishments must provide a five-foot radius clearance from the center of restaurant doorways (exterior), and doorways shall be kept clear at all times and a five-foot minimum clear pedestrian path in front of restaurant doorways (exterior) shall be maintained at all times.

F.

The enclosure system, tables and chairs shall be movable/nonpermanent.

G.

In all areas where outdoor dining establishments are allowed the width for the pedestrianway adjacent to the area shall, at a minimum, be three feet and, in any event, meet ADA requirements, but will depend on site conditions. The pedestrianway in both instances shall allow for and provide clear unimpeded passage and access along the area. The pedestrianway shall be located entirely on the public sidewalk and shall meet criteria that ensure pedestrian safety, usability and ADA compliance. In no event shall the area interfere with accessibility or public safety, including safe lines of sight for motor vehicles.

H.

Canopies over the outdoor dining areas shall not be allowed unless they are completely supported by hardware on the building structure, that is, there shall be no vertical supports in or around the outdoor dining. Table umbrellas are allowed, but must not extend beyond the area.

Canopies, tents, umbrellas, anything with open flames or other heat sources, and anything attached to or added to a barrier will need additional inspections and approvals from the appropriate departments. These should all be a part of the TRG inspection and approval process, anything added after the fact will also need approval.

I.

No object strictly related to advertising shall be allowed in the area.

J.

No improvements or personal property located within the area shall extend on or over any City property located outside the area.

§ 80-27 Rules and regulations.

Outdoor dining establishments shall agree at all times to comply with all local laws, rules, regulations and orders, including but not limited to the following:

A.

The Health Department shall approve outdoor food service operations and cleaning operations, with the area to be left in a clean and sanitary condition at all times, and no outdoor garbage containers will be permitted. The area shall be left in clean condition at close of business with all garbage removed in its entirety from the area, and any ground debris swept up, at close of daily business. No food prep, ,grilling, **cooking appliances**, service windows, service counters, wait stations, or bus buckets shall be allowed in the area and no condiments, paper products or the like shall be stored on the tables in the area. The Health Department shall review/approve that kitchen facilities are sufficient to support additional seating.

There are temporary wait stations and bus buckets that have been put up this year that look nice. These are taken in nightly and will be a part of the design approval by the City Manager.

Remove service windows and counters. These would need to be review by TRG to ensure there are no sidewalk obstructions. All other approvals and permits will be required for adding new windows.

B.

The Director of Buildings, Zoning, and Licensing Services shall review/approve that bathroom facilities are sufficient to support outdoor dining seating.

C.

Only decorative lighting shall be permitted.

D.

A place of assembly inspection and updated place of assembly permit shall be required from the Fire Department, and the Fire Department shall review/approve means of egress as part of the Technical Review Group process.

§ 80-28 Approval of agreement.

No area service agreement should be approved by the City Manager except in conformance with the foregoing.

§ 80-29 Other terms and conditions.

The above are policy guidelines that will serve as the basis for area service agreements, which may include other terms and conditions deemed by the City Manager to be in the public interest.

§ 80-30 Number and location of establishments.

The number and location of outdoor dining establishments on City property shall be at the sole unfettered discretion of the City Manager acting in the public interest, and no entitlement is created by this policy for any party to have outdoor dining at any location.

§ 80-31 Use of property other than sidewalks.

[Added 4-5-2016]

Use of City property, other than sidewalks, for outdoor dining as defined in this article and the terms of said use must be separately negotiated with the City outside of the above-delineated permitting process.

Remove this section. This restricts businesses from using property other than sidewalks without full City Council approval. Removing this allows the TRG to recommend action to the City Manager for approvals and the applicant will not be required to go to City Council for approval.

THE CITY OF ROCHESTER ORDAINS:

That Chapter 80 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (deletions ~~struck out~~):

~~**§ 80-31 Use of property other than sidewalks.**~~

~~Use of City property, other than sidewalks, for outdoor dining as defined in this article and the terms of said use must be separately negotiated with the City outside of the above-delineated permitting process.~~

The effective date of these amendments shall be upon passage.

**Resolution Authorizing Acceptance of Coronavirus Emergency Supplemental Funding
Program Grant and Supplemental Appropriation in Connection Therewith**

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

That a U.S. Department of Justice Assistance Coronavirus Emergency Supplemental Funding Program Grant in the amount of Eighty-Nine Thousand Two Hundred Twenty-Six Dollars (\$89,226.00) awarded to the City of Rochester's Police Department is hereby accepted.

Further, that a supplemental appropriation in the amount of Eighty-Nine Thousand Two Hundred Twenty-Six Dollars (\$89,226.00) be, and hereby is, appropriated to the Rochester Police Department for the purpose of carrying out the purposes of the U.S. Department of Justice Assistance Coronavirus Emergency Supplemental Funding Program Grant. The entirety of the supplemental appropriation shall be derived from the U.S. Department of Justice Assistance Coronavirus Emergency Supplemental Funding Program Grant. The funds will be used for the purchase and retrofitting of a backup mobile dispatch center trailer for the Rochester Police Department.

Still further, that the City Manager or his designee is authorized to enter into a grant agreement and any other contracts with the U.S. Department of Justice Assistance Program that are necessary to receive and administer the grant funds detailed above; and

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution. All projects will be assigned a unique account number for tracking and reported purposes.

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left blank...*

City Clerk's Office



07/16/2020

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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SUMMARY STATEMENT

RECOMMENDED ACTION