



**Rochester City Council Special Meeting  
December 19, 2017  
Council Chambers  
7:00 PM**

**Agenda**

1. Call to Order
2. **AB 73** Resolution Authorizing Supplemental Appropriation to the Department of Public Works (DPW) Sewer Fund for Costs Associated with the Salmon Falls Road Sewer Main Repair Project in the Amount of \$136,160.00 **(Second Reading Required)** P. 3
3. Appointment: Nel Sylvain, Planning Board, Term to Expire January 2, 2021 P. 9
4. Adjournment

=====

**City Council Workshop  
December 19, 2017  
Council Chambers**  
*Immediately following the City Council Special Meeting*

**Agenda**

1. Call to Order
2. Public Input
3. Communications from the City Manager
4. Communications from the Mayor
5. Department Reports P. 11
6. Other
7. Non-Meeting
  - 7.1. Consultation with Legal Counsel
8. Adjournment

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**Resolution Authorizing Supplemental Appropriation to the Department of Public Works  
(DPW) Sewer CIP Fund for Costs Associated with the Salmon Falls Road Sewer Main  
Repair Project in the amount of \$136,160.00**

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

That the sum of One Hundred Thirty Six Thousand One Hundred Sixty Dollars (\$136,160.00) be, and hereby is, appropriated as a supplemental appropriation to the DPW Sewer CIP Fund for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the Salmon Falls Road Sewer Main Repair Project. Funds for the supplemental appropriation shall be derived in its entirety from the Sewer Fund Retained Earnings balance.

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

**CC FY18 12-19 AB 73**

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**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

Salmon Falls Road Sewer Main Repair - Supplemental Appropriation

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

AGENDA DATE	December 19, 2017 Special Meeting		
DEPT. HEAD SIGNATURE	Peter C. Nourse, PE-Orig w/ signature on file City Clerks		
DATE SUBMITTED	December 5, 2017		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

**FINANCE & BUDGET INFORMATION**

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Sewer Fund Retained Earnings
ACCOUNT NUMBER	55026020-771000-18XXX
AMOUNT	\$136,160.00
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

**LEGAL AUTHORITY**

City Charter, Section 4: Except as herein provided otherwise, the City Council shall have all powers conferred by law upon City Councils, Boards of Mayor and Aldermen, and the Selectmen of Towns so far as applicable to cities.

**SUMMARY STATEMENT**

The 10"-diameter sewer main and sewer manholes on Salmon Falls Road between Portland Street and Smoke Street are in need of immediate repair. The issue was discovered after a sink hole had formed in August. That section of pipe was repaired by open excavation. A visual assessment of the sewer pipe in the area was conducted and recorded by camera. The video revealed that significant repairs are needed as soon as possible. The DPW went out to bid for trenchless lining of approximately 2,800 feet of pipe, along with repair of nine manholes along this section of sewer. The trenchless lining of the sewer pipe work can be conducted in colder temperatures and should be completed as soon as possible.

The lowest responsible bid for Bid #18-17 Cured-in-Place Sewer Pipe Lining & Spray-applied Epoxy Manhole Lining was a total cost of \$118,400. This Supplemental Appropriation request includes a 15% contingency of \$17,760, which will be returned to the sewer fund retained earnings balance if not needed for project completion.

**RECOMMENDED ACTION**

1.) City Council Resolution for a Supplemental Appropriation in the amount of \$136,160 from the Sewer Fund Retained Earnings.

## AGENDA BILL - FUNDING RESOLUTION

## EXHIBIT

Project Name: Date: Fiscal Year: 

Fund (select):

GF  Water  Sewer  Arena CIP  Water CIP  Sewer CIP  Arena CIP Special Revenue Fund Type: Lapsing Non-Lapsing 

## Deauthorization

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

## Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	55026020	771000	185XX	-	-	\$136,160.00 -
2				-	-	-
3				-	-	-
4				-	-	-

## Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From   
To 

If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced Funds will be returned

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---





*City of Rochester, New Hampshire*  
CITY COUNCIL – APPOINTMENTS COMMITTEE  
31 Wakefield Street • Rochester, NH 03867  
(603) 332-1167  
[www.RochesterNH.net](http://www.RochesterNH.net)

**Appointments Committee Minutes**  
November 8, 2017

**Committee Members Present:**

Sandra Keans, Chair  
James Gray, Vice-Chair  
Ray Barnett  
Tom Abbott

**Absent:**

Donna Bogan

The meeting was called to order at 6:30 p.m. on November 8, 2017.

**Nel Sylvain – Planning Board**

Mr. Sylvain is happy with how the commission is operating. He advised that the attendance of members is being monitored.

Councilor Gray moved to recommend; Councilor Abbott seconded Mr. Sylvain to be reappointed to the Planning Board. The Appointments Committee unanimously recommends Nel Sylvain for reappointment to the Planning Board, term to expire January 2, 2021.

The meeting was adjourned at 6:45pm.

Respectfully submitted,

Sandra B. Keans, Chair

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

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

- 5.1 Assessor's Office P. 13**
- 5.2 Building, Zoning, and Licensing Services P. 15**
- 5.3 City Clerk's Office P. 21**
- 5.4 Department of Public Works P. 25**
- 5.5 Economic & Community Development P. 31**
- 5.6 Finance Office P. 35**
- 5.7 Planning & Development Department P. 37**
- 5.8 Recreation & Arena P. 41**
- 5.9 Rochester Fire Department P. 43**
- 5.10 Rochester Police Department P. 51**
- 5.11 Rochester Public Library P. 71**
- 5.12 Tax Collector's Office P. 73**
- 5.13 Welfare Department P. 75**

---

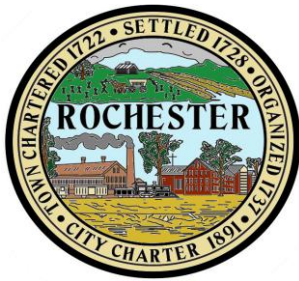
*Intentionally  
left blank...*

---

City Clerk's Office

---

---



## City of Rochester, New Hampshire

### Assessor's Office

19 Wakefield Street

Rochester, New Hampshire 03867-1915

(603) 332-5109

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

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

December 12, 2017

To: City Manager/Council

From: Theresa Hervey, Assessing

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

#### Revenue Received/Collection Warrants issued:

Land Use Change Tax Warrants	\$31,800.00
Timber Tax Warrants	\$ 4,098.24
Copies, Record Cards, & Maps Revenue	\$ 32.50

- The 2017 USPAP Compliant Assessment Statistical Update Manual was completed. A copy was sent to the Department of Revenue Administration for compliance approval and a copy can be viewed in the Assessing Office.
- Updates to the Assessing Office's website have been ongoing. Please feel free to view our web pages.
- The Assessing Office has started the necessary process of dividing up Baxter Lake Campground into individual parcels so that owners will be taxed separately per state statute.
- Three staff members attended the IAAO course, "Reading and Understanding Leases".
- All Assessing Office staff attended at least one day of the NHMA's Annual Conference.
- Updated tax maps are now available in the Assessing Office and online.

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



**City of Rochester, New Hampshire**  
**Department of Building, Zoning & Licensing Svcs**  
31 Wakefield Street \* Rochester, NH 03867  
(603) 332-3508 \* Fax (603) 509-1912  
Website: [www.rochesternh.net](http://www.rochesternh.net)

## **Zoning Monthly Report**

### **November 2017**

#### **Cases:**

**2017-14** Frederick Abbey, applicant for a Commercial Kennel permitted only by Special Exception according to Article 42.22 Section (c)(8).

**Location:** 100 Meaderboro Rd Rochester, NH 03867, 0232-0012-0000, in the Agricultural Zone.

***Special Exception was postponed by applicant.***

**2017-15** Thomas Fergus, applicant for a request to appeal an administrative decision according to Article 42.4 Section (a)(1).

**Location:** 53-55 River St, Rochester, NH 03867, 0121-0046-0000, in the Residential 2 Zone.

***Appeal was denied.***

**2017-16** Eco-Site and T-Mobile, applicant for a request a Special Exception for the construction of a wireless communication facility according to Article 42.22 Section (14).

**Location:** 144 Meaderboro Rd, Rochester, NH 03867, 0232-0016-0003, in the Agricultural Zone.

**2017-17** Eco-Site and T-Mobile, applicant for a request a Variance to permit a wireless communication facility taller than maximum building height according to Article 42. Table 19a.

**Location:** 144 Meaderboro Rd, Rochester, NH 03867, 0232-0016-0003, in the Agricultural Zone.

***Special Exception & Variance were postponed.***

# End of Month Council Report

12/14/17

To the Honorable Mayor and City Council of the City of Rochester, the following is a summary of the revenue collected and the activities performed by the Department of Building, Zoning and Licensing Services for the month of November 2017 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	November 2017	Year to Date
Building Permits	\$27,480.00	\$153,724.00
Electrical Permits	\$2,577.00	\$18,869.00
Gas Permits	\$0.00	\$0.00
Plumbing Permits	\$1,484.00	\$8,666.00
Zoning Permits	\$219.74	\$3,230.15
FireSuppression Permits	\$110.00	\$347.00
FireAlarm Permits	\$0.00	\$2,348.00
Sprinkler Permits	\$20.00	\$2,850.00
Mechanical Permits	\$3,170.00	\$18,338.00
Food_Milk Licenses	\$310.00	\$6,470.00
Taxi Licenses	\$0.00	\$100.00
General Licenses	\$265.00	\$1,335.00
<b>Net Revenue</b>	<b>\$35,635.74</b>	<b>\$216,277.15</b>



# End of Month Council Report

12/14/17

## Building Permit Detail

New Permits		November 2017		Fiscal Year to Date	
Permit Type	Permit For	Permits Issued	Estimated Construction Value	Permits Issued	Estimated Construction Value
Building Permits	Addition - Non-Residential	3	\$929,212.00	5	\$1,979,212.00
	Addition - Residential	0	\$0.00	7	\$126,300.00
	Alteration - Residential	2	\$42,000.00	31	\$563,821.00
	Alterations- Non Residential	1	\$434,000.00	12	\$937,524.00
	Apartment	0	\$0.00	0	\$0.00
	Barn	0	\$0.00	1	\$80,000.00
	Building - Non-Residential	0	\$0.00	5	\$3,789,000.00
	Condo	0	\$0.00	0	\$0.00
	Deck	2	\$4,000.00	33	\$180,856.00
	Demolition	1	\$19,568.00	23	\$90,220.00
	Fence	3	\$8,455.00	28	\$99,381.76
	Footing/ Foundation	2	\$10,000.00	43	\$119,132.00
	Garage	2	\$65,000.00	24	\$613,850.00
	Manufactured Home	0	\$0.00	33	\$2,299,012.00
	New Home	15	\$2,285,670.00	57	\$8,365,507.00
	Other	9	\$687,047.00	37	\$1,735,810.30
	Pool - Above Ground	0	\$0.00	3	\$19,600.00
	Pool - In Ground	0	\$0.00	1	\$23,800.00
	Repair/Replace - Non-Residential	1	\$23,000.00	6	\$241,700.00
	Repair/Replace - Residential	1	\$36,076.92	14	\$164,894.36
	Roofing	9	\$272,204.00	76	\$1,251,096.25
	Shed	4	\$10,665.00	29	\$105,693.75
	Siding	0	\$0.00	10	\$249,634.45
	Sign	1	\$400.00	13	\$122,271.19
	Windows	6	\$47,239.51	19	\$155,089.76
Electrical Permits	Electrical Underground	0	\$0.00	20	\$37,100.00
	Generator	2	\$12,310.00	9	\$59,812.50
	Meters	0	\$0.00	14	\$21,200.99
	Service	3	\$134,599.99	28	\$181,934.99
	Solar Electric System	3	\$203,600.00	8	\$271,107.02
	Temp Service	0	\$0.00	1	\$500.00

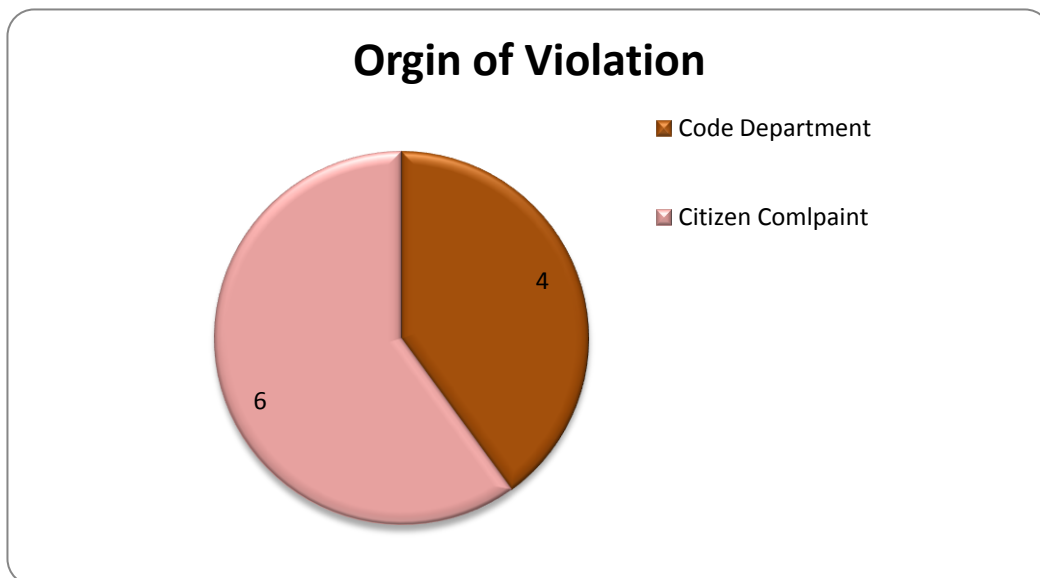
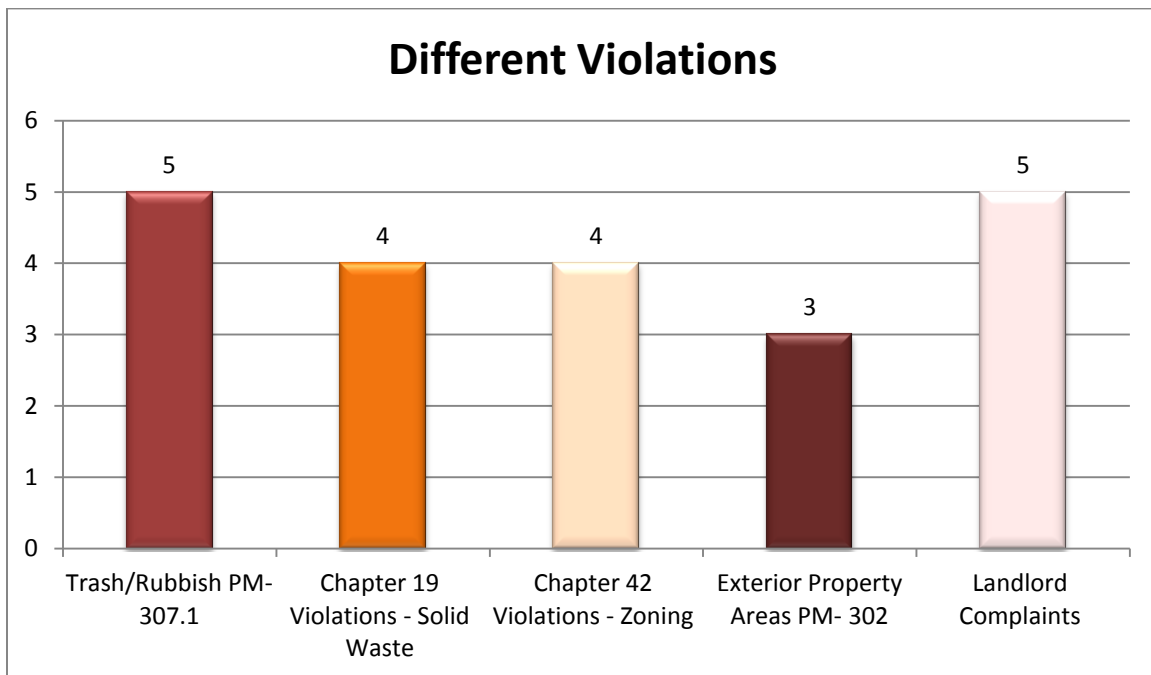
# End of Month Council Report

12/14/17

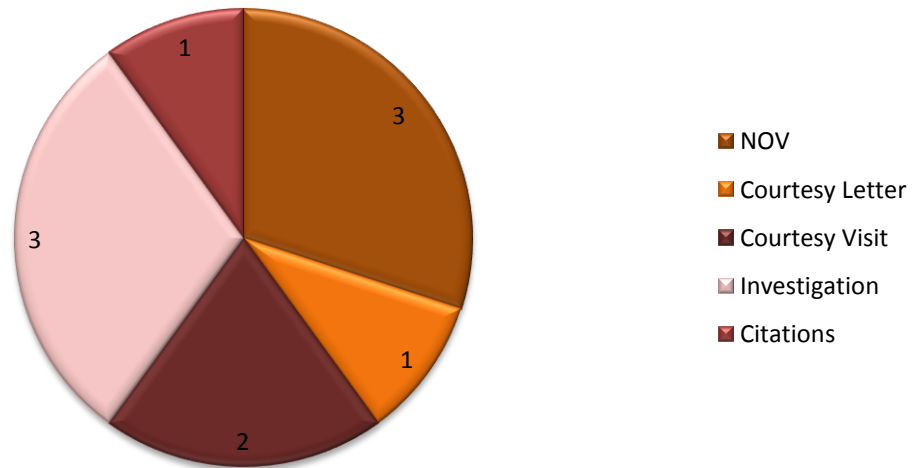
	Wiring	26	\$139,071.99	169	\$1,599,473.92
FireAlarm Permits	Fire Alarm Permit	4	\$41,400.00	20	\$196,915.00
FireSuppression Permits	Fixed Fire Suppression System	3	\$19,800.00	5	\$51,550.00
Mechanical Permits	Air Conditioning	1	\$4,800.00	16	\$476,039.00
	Furnace/Boiler	18	\$97,227.00	72	\$479,742.00
	Gas Line	3	\$1,850.00	17	\$50,086.00
	Gas Piping	5	\$19,850.00	40	\$204,920.00
	Heating	17	\$115,410.00	43	\$282,529.00
	Hot Water Heater	0	\$0.00	3	\$6,500.00
	Mechanical Underground	0	\$0.00	0	\$0.00
	Other	0	\$0.00	16	\$37,783.00
	Pressure Testing	2	\$188.00	7	\$1,663.00
	Propane Tank	1	\$950.00	23	\$25,039.05
	Sheet Metal Work	0	\$0.00	0	\$0.00
	Tank Installation	19	\$18,789.00	76	\$223,806.00
	Ventilation	1	\$500.00	2	\$45,500.00
Plumbing Permits	Plumbing	21	\$161,000.00	127	\$865,038.00
	Water Heater	3	\$7,934.00	14	\$24,948.00
Sprinkler Permits	Fire Sprinkler Systems	3	\$52,658.00	23	\$272,573.00
	<b>Total Permit Issued</b>	<b>197</b>	<b>\$5,906,475.41</b>	<b>1263</b>	<b>\$28,729,166.29</b>

## November 2017 Monthly Report

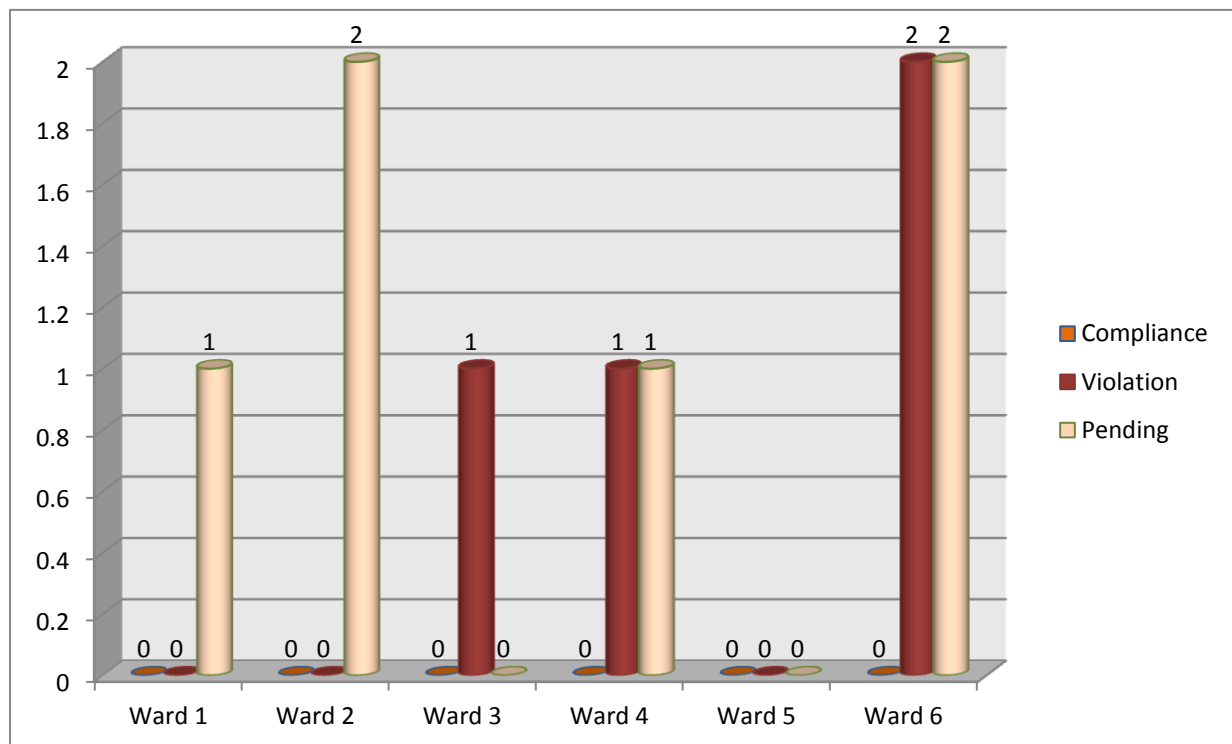
For the month of November Code Compliance dealt with 10 properties that had compliance or zoning issues for a total of 21 documented issues. All of property owners in these cases received either a Courtesy Notice or a formal Notice of Violation asking for them to bring their property into compliance, of the 10 properties 0 of them have been closed and have come into compliance, and 10 of them are pending. Of the 11 issues that were pending from October, 2 of them have been closed and brought into compliance and 9 are still being investigated.



## Type of Correspondence



## Breakdown by Ward's



Respectfully Submitted,

Joseph Devine

Compliance Officer



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



## City Clerk's Report November 2017

### Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 209 initial copies of vital records, and 130 subsequent copies of vital records. The City Clerk's staff issued 14 Marriage Licenses.

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

- 25 babies were reported in Rochester during the month of November, 8 of which were born to Rochester residents.
- 29 resident deaths were reported in Rochester.
- 4 couples celebrated their wedding ceremonies in Rochester during the month of November.

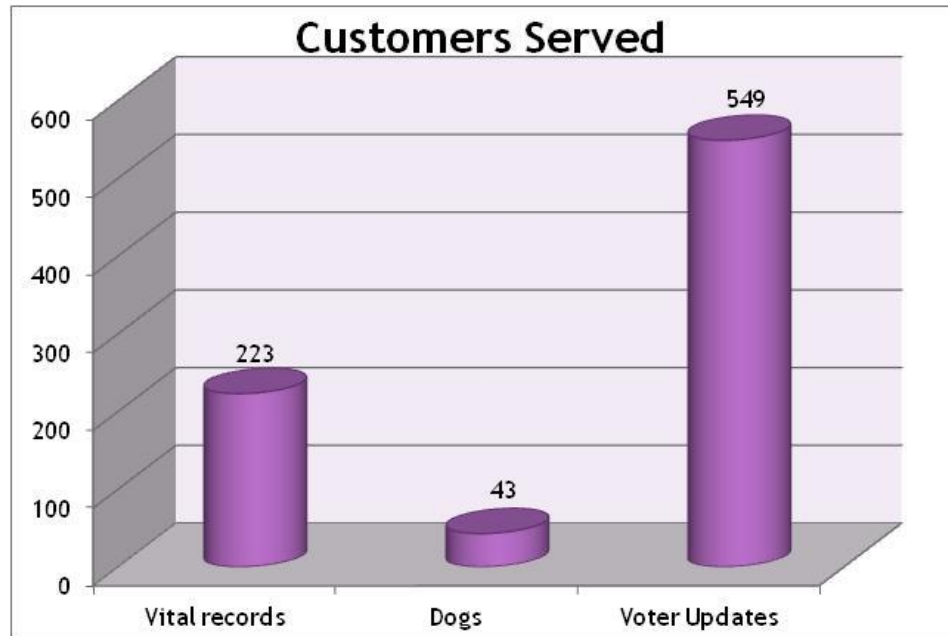
### Revenue – Vital Records/Marriage Licenses

	2016		2017	
	State	City	State	City
Initial/Subsequent copies:	\$2,073	\$1,872	\$2,322	\$2,113
Marriage Licenses:	\$602	\$98	\$602	\$98
<b>Total:</b>	<b>\$2,675</b>	<b>\$1,970</b>	<b>\$2,924</b>	<b>\$2,211</b>

### Dog Licensing

The City Clerk's office licensed 43 dogs during the month of November. There was \$175 in Civil Forfeitures collected in November 2017.

### **Customers Served**



### **Elections**

The supervisors of the checklist held a session Wednesday November 1, 2017. There were 549 changes made to the voter checklist including voter removals and party changes. Following the Supervisor's session, the checklist was closed until the November 7, 2017 Municipal Election.

The Municipal election was held on November 7, 2017 to fill positions for Mayor, all City Council seats, School Board, Police Commission and Election Officials. There were 2,837 ballots cast in the election city wide, a 14% voter turnout. Incumbent Mayor Caroline McCarley was voted in for a second term.

Ward 4 carried out a trial of an electronic checklist system by Electec. The electronic pollbook is a computerized version of the voter checklist and contains no confidential information.

A hand recount was held on Saturday November 18, 2017 for the Ward 5 City Council Seat B between Robert Gates and Sam Oliver. The contest had originally been won by Councilor Gates with a 7 vote margin. The recount found one more vote for Councilor Gates with Sam Oliver's vote count remaining unchanged.

The ballot question "Shall we allow the operation of keno games within the City of Rochester?" was approved by a single vote. A hand recount for this question was held on Wednesday, November 22, 2017. The recount resulted in a tie vote. In order to pass, the measure would have required a 50% plus one vote.

**Voter registration summary by party as of November 30, 2017:**

<b>Ward</b>	<b>Democrats</b>	<b>Libertarians</b>	<b>Republicans</b>	<b>Undeclared</b>	<b>Totals</b>
<b>1</b>	<b>1,026</b>	<b>1</b>	<b>1,153</b>	<b>1,388</b>	<b>3,567</b>
<b>2</b>	<b>942</b>	<b>0</b>	<b>1,086</b>	<b>1,601</b>	<b>3,629</b>
<b>3</b>	<b>995</b>	<b>2</b>	<b>1,195</b>	<b>1,368</b>	<b>3,558</b>
<b>4</b>	<b>829</b>	<b>1</b>	<b>784</b>	<b>1,609</b>	<b>3,222</b>
<b>5</b>	<b>934</b>	<b>0</b>	<b>1,117</b>	<b>1,350</b>	<b>3,401</b>
<b>6</b>	<b>1,016</b>	<b>0</b>	<b>846</b>	<b>1,219</b>	<b>3,081</b>
<b>Totals:</b>	<b>5,742</b>	<b>4</b>	<b>6,181</b>	<b>8,535</b>	<b>20,458</b>

Respectfully submitted,

Cassie Givara  
Deputy City Clerk

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



## **ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT**

### **November 2017**

The Department of Public Works responded to 139 requests for service in the month of November. The Highway Division had 45 requests that ranged from sign repairs, pothole and traffic light issues and other miscellaneous requests. The Utilities Division responded to 28 requests that included calls for water and sewer connection inspections, water pressure concerns and other misc concerns. The Buildings and Grounds Division had 66 requests which included heating & cooling issues, lighting repairs and requests for supplies.

**Happy Holidays from the DPW**



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

- Cleaned out and inspected catch basins throughout the city.
- Patched potholes
- Marked streets with yellow paint for locating of catch basins for winter maintenance.
- Assisted crack sealing company with flagging and traffic control
- Decorated downtown trees with Wreaths and lights.
- Put up Christmas tree and completed all preparation for tree lighting and parade.
- Installed sanders and wings for winter maintenance.

- Clean and organize back yard for winter.
- Installed snow fence where needed
- Repaired and installed street signs thought the City.
- Repaired 3 catch basins
- Assisted and paved Fieldstone Village.
- Brush trimming at various location
- Graveled sides of roads where shim paving was completed and in troubled areas.
- Treated one ice/snow event on 11/13
- Shop cleaning and general maintenance.
- Inspections on all 8' fisher plow.
- Replaced thermostat and temperature sensor on six wheel dump #17
- Replaced front suction tube on #63 Vac-Con
- Prepared and inspected sidewalk tractors for winter maintenance.
- Replace wheels on front end loader #39.

• **UTILITIES DIVISION WORK COMPLETED:**

- Numerous Dig Safe mark-outs of city utilities
- Continued winterization of Fire Hydrants
- Water gate valve exercising continued city wide
- Hydrant Hysteria Competition-Tim Robare & George Steele; members of the Utility Division qualified to compete at the East Coast Finals in Worcester, MA
- Water main breaks on Regency Court and Industrial Way were repaired. Industrial Way pipe needs further assessment.
- Three curb stop repairs.
- Two hydrants were repaired.
- Monthly jetting and vacuuming of problematic gravity sewer systems
- There were six clogged sewers reported and staff utilized the new camera system to rule out city liability where clogs were on private property.
- 2 New sewer services and 8 new water services were installed by private contractors and inspected by City Staff.

**BUILDINGS AND GROUNDS DIVISION WORK COMPLETED:**

- Downtown lighting upgrades that includes new globes and new LED bulbs on 168 light fixtures is complete. The DPW has received numerous reports of improved night visibility.
- Completed fall clean up of all City Properties.
- Renovations and relocation within City Hall continues.
- Winterization of newly acquired City properties continues.
- Maintenance on Parson Main is completed.
- Completed voting set up and take down for elections.



Washing the statue at Parson Main



Downtown Lighting-Left side new globe 1

### **WASTEWATER TREATMENT DIVISION**

The Wastewater Treatment Division continues to work with the coalition of communities on related wastewater and Great Bay Estuary issues. WWTP staff attended state sponsored training classes. Consulting engineers and contractors have continued to work on the automation project. WWTP is now working on FY19 O&M and CIP budgets. We continue to work with the Norway Plains Road developer and equipment representatives on the evaluation of the subdivisions pump station for transition to city ownership. The energy evaluation has been completed and we are awaiting the final report and will review with NHDES. There has not been an oil dump since October 14, 2017. The case is still open with the PD. The ultraviolet (UV) system HMI monitor has failed and a new unit has been ordered. Annual field instrumentation calibration and service



has begun. Annual fire sprinkler inspection is complete. Disk filter #3 has been chemical cleaned. All fire and yard hydrants at the WWTP facility have been winterized. We've been troubleshooting the soda ash chemical feed system. All required testing for EPA and the State has been completed and submitted. Members of the WWTP division performed preventative and corrective maintenance on equipment, machinery and instrumentation. Average effluent flow for the month was 2.617 million gallons per day (MGD). Percent of design flow = 52.0%. Percent of design flow for 2017 = 63.2%. Precipitation for the month = 2.09". Precipitation for 2017 = 42.2"

### **WATER TREATMENT DIVISION**

The treated water volume for the month of November was approximately 46.1 million gallons from the surface water treatment facility and 8.8 million gallons from the well. All of the water quality testing and monitoring was completed in accordance with NHDES requirements. We are pleased to report that the City of Rochester again met and exceeded all State and Federal standards for drinking water. Inspections were conducted throughout the watershed. The staff noted two parcels for sale along Sheepboro and Crown Point Roads. The battery for the Berry River gage was replaced. The diversion structure was inspected and cleaned; the gatehouse will be in need of repair or replacement. Valving for the raw water transmission main was set for winter operation. The monthly rainfall measured 1.7 inches at the Reservoir. All of the reservoirs are filled to capacity.

Equipment and grounds maintenance was performed at the plant, well, and tanks/stations. An exterior switchgear door panel was damaged at Industrial Way BPS – it has been secured pending replacement. Staff installed a new turbine assembly at the Washington BPS flowmeter and replaced a duty pump at Gina Drive BPS. Generators were fueled and additional PM was conducted at all stations. Maintenance at the well included repairs to the phosphate and fluoride systems, dehumidifier, and inspection of the wellhead and control enclosures. Maintenance at the WTF included chemical feed hose replacements, replacement of the pre-chlorine sample pump, service on the vacuum compressor and bicarbonate dryer, and power washing the pipe gallery to determine the source of moisture penetration from flocculation basins. Staff constructed a small shelter and heat tape for the PAC pilot system. The domestic water pump station may need replacement due to a failing duty pump and short cycling from feeding the PAC system.

Honeywell has been on site for WTF for boiler maintenance. The sand filter baffle installation project is complete. Disinfection and washwater rate calibration is underway. Staff attended asset management and legislative/technical seminars this month. We hosted a tour for Spaulding High School students. High hazard city backflow devices have been tested. Repairs to the raw water intake blowoff are pending. Fall directional flushing has been completed for the fall. Thank you to all who helped – the process was overall quite successful and we will be using the data and testing to plan for the spring schedule.

### **ENGINEERING**

- **Surface Water Treatment Plant Upgrades:** Construction of final items was completed in November.
- **Salmon Falls Road/Milton Road Water and Sewer (EDA Project):** Construction of public sewer and water infrastructure has been completed, as well as the final pavement overlay. Private water and sewer connection work is scheduled for completion in early December 2017.
- **Franklin St./Western Ave. Area Improvements:** Construction of buried infrastructure and base pavement have been completed on Western Avenue. Water, sewer, and drainage infrastructure construction continues on Franklin Street. A change order has been processed

that adds to the scope of work the completion of Third, Fourth, and Fifth Streets, as well as Adams Avenue between Third and Franklin Streets. Project completion has been extended to August 2018.

- **Colonial Pines Sewer Extension:** The construction project including pipe-jacking a sewer under the Spaulding Turnpike from Railroad Ave. to Birch Dr. is scheduled to be completed in early December. Pipe-jacking of the 24" diameter sleeve pipe and installation of the 12" diameter sewer was completed in November. Manhole structures on either end, backfilling of excavations, paving and final restoration and clean up is anticipated in early December. Funding of future phases of this multi-phased sewer extension program have been included in the CIP budget over the next few years.
- **Pavement Maintenance & Rehabilitation:** Paving overlays in Woodman/Myrtle project area, and on Lagasse, Wilfred, and Chestnut have been completed. Pavement reclamation and placement of base pavement has been completed on Dry Hill, Eastern, Pray, Lisa, and Stonewall; final wearing course to be placed in the spring of 2018. Other paving work from the FY18 list to be completed next year includes: Wakefield, City Hall Municipal Parking Lot, Irish, Osborne, and Scott. Paving list for SB38 funds includes the following: Clow Court, Nadeau Drive, portions of Portland Street and Sampson Road, and Woodside Lane.
- **Columbus Avenue (Rte. 125) Pedestrian Bridge:** The new pedestrian bridge was opened in February 2016. Temporary sidewalk approaches to the bridge are planned to be replaced with more permanent sidewalk and railings. This project was advertised for bids and bids were received in May; however, only one bid was received. DPW is working with this bidder to complete the construction in early 2018.
- **Dewey Street Pedestrian Bridge:** Construction of the replacement bridge began in September. The steel bridge structure was set on the abutments in October. Construction was substantially completed in November and the official bridge opening ceremony is scheduled for Friday, December 8th.
- **Strafford Square Roundabout:** Design continues. Bidding of the roundabout construction contract is now anticipated for late 2018. Prior to that contract and in preparation for that construction, a utility infrastructure contract is anticipated to be bid for construction in 2018.
- **Water Treatment Plant Low Lift Pump Station Upgrade:** Design is at 90%. This project is scheduled to be advertised for bids in early 2018 and be constructed in spring 2018.
- **Fieldstone Village MHP Master Meter:** Construction of water main and associated appurtenances necessary for the installation of a master meter and master backflow prevention device for this manufactured home park was completed in October 2017. Final paving was completed in November 2017.
- **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.
- **NPDES Permit - Wastewater & MS4 Permit - Stormwater:** The draft NPDES Permit for the Wastewater Treatment Facility has not yet been issued by USEPA Region 1, however issuance could happen at any time. As far as the MS4 Permit for stormwater, the new NH Small MS4 General Permit was issued by USEPA Region 1 on January 18, 2017; the Permit becomes effective on July 1, 2018. Both USEPA Region 1 and NHDES have conceptually proposed the idea of an integrated permit, combining the WWTF NPDES Permit and the MS4 Stormwater Permit.

---

*Intentionally  
left blank...*

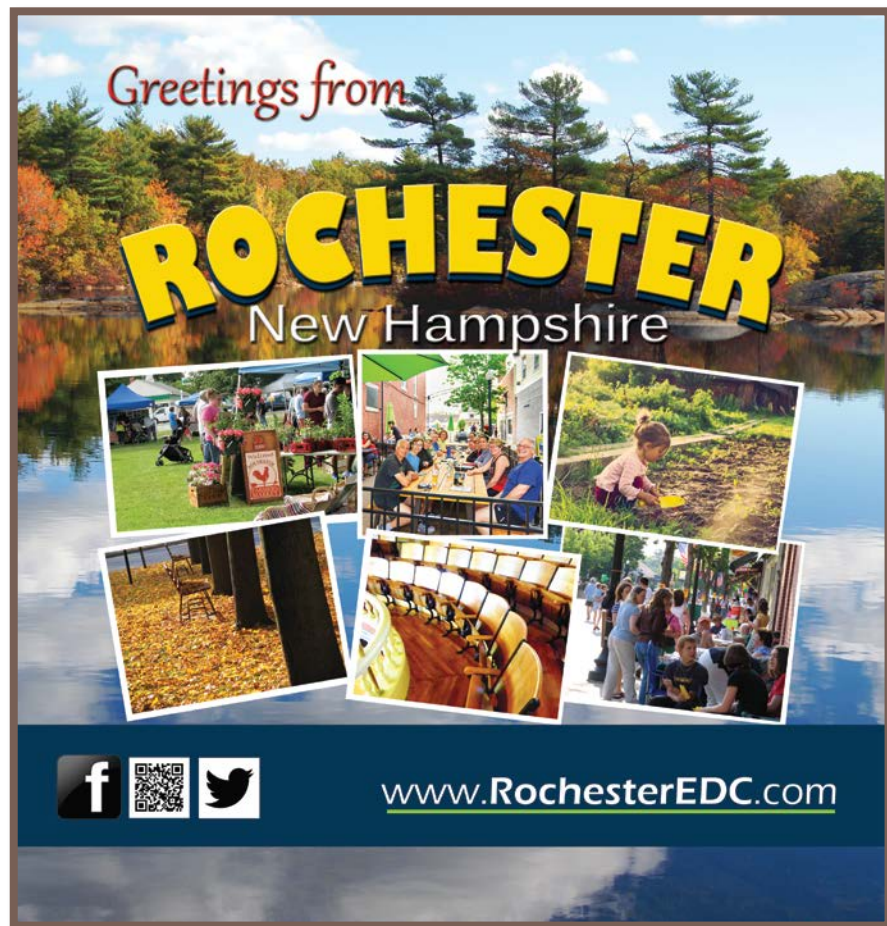
---

City Clerk's Office

---

---

# ECONOMIC & COMMUNITY DEVELOPMENT TEAM



11/30/2017

## Management Report

*Written & Respectfully  
Submitted by:*

*Jennifer Murphy Aubin*

**Rochester** is one of the fastest-growing cities in the Seacoast region with an excellent quality of life and renewing downtown district. Historically known for a landmark textiles manufacturing community, Rochester has reignited a dynamic, business climate, one that includes a thriving aerospace, advanced manufacturing industries and composites – the technological woven fabrics of the future.

# Economic & Community Development Team

KAREN POLLARD, CECD, ECONOMIC DEVELOPMENT MANAGER

## LOCAL BUSINESS GROWTH & GUIDANCE

Manager Pollard also met with Toyota to discuss expansion plans and application.

Manager Pollard met with the tenants at Spaulding Avenue to discuss property management, payment obligations and followed up with next steps.

In addition, Manager Pollard met with several developers interested in the downtown district.

## REGIONAL ECONOMIC RELATIONSHIPS

The Northeast Economic Development Association (NEDA) Advisory Board of Directors had a conference call regarding transition planning for a new Executive Director.

Great Bay Community College, announced that President Will Arvelo is named the State of New Hampshire's new director of the Division of Economic Development. He will start his new role in the New Year.

JENN MARSH, ECONOMIC DEVELOPMENT SPECIALIST

## STAFF DEVELOPMENT

Specialist Marsh traveled to Atlanta, GA for the IEDC training, business retention and expansion. This training represents the fourth and final core course for Specialist Marsh with two elective courses remaining. After course completion, participants are eligible to sit for the exam, which has a 30% pass rate on the first try. Practitioners usually take the exam twice, which features a written and oral competency presentation before a judging panel; have to re-sit for the exam to achieve the CecD designation. Annually, thereafter Certified Economic Community Developers (CecD) have annual requirements to maintain certification.

## CULTIVATING THE CRAFT

The Economic Development office sponsored the NH Craft Brewers Conference at UNH, with colleagues from across departments and commissions to greet the 200+ potential craft breweries. The booth was busy all day with interest on Rochester, with in depth discussions regarding our business friendly zoning which will be very attractive to a brewery/distillery. Specialist Marsh has fielded followed up with interest from two parties and is building relationships, sending fact sheets to each going forward. The Craft Brewers Conference also featured specific courses to help breweries start and expand. Having the premier



opportunity at the event as the only community sponsor represented, it demonstrated to the educators, the brewers and other complementary businesses that Rochester is proactive, welcoming and creative.

## ROCHESTER ECONOMIC DEVELOPMENT COMMISSION

The Rochester Economic Development Commission finalized and submitted to Council a petition for a zoning amendment to adjust the downtown commercial zoning density from 5000 square feet to 500 square feet. In addition, Vicky Poland, the new Rochester Fairgrounds Events Manager shared her background, future Fairground plans, along with seeking feedback going forward.

## HELPING BUSINESSES BE SUCCESSFUL

Specialist Marsh collaborates across departments to assist new and existing businesses through the City process. The scope of diverse business experience and knowledge varies greatly, some are well seasoned businesses with expansion plans and others are burgeoning entrepreneurs with need of more intensive guidance and resources. Some of those businesses that opened or received their approvals this month are: Mooyah Burgers, Shakes and Fries (60 Farmington Road), Curlie's Comedy Club (12 Union Street), Artisan's Gallery (22 North Main Street), Lilac City Restorative Massage (1 Old Dover Road) and iFix and Repair (inside Wal-Mart).

## BUILDING A STRONG WORKFORCE

Specialist Marsh, along with the Mayor, partners monthly with the RW Creteau Technology Center and local businesses to support and encourage the schools and businesses to create initiatives such as hands on training and internships. This enables student to have quality real life experience and get to know the diverse businesses and opportunities within the community. This is a priority for our office to strength the partnerships between staff, schools, educators, businesses and students. The feedback from other community partners about the Spaulding High School students is very positive, remarking the enthusiasm and professionalism of the students in the programs. Additionally, the group provides insight to career & job fairs, along with targeted interview training to become more proficient and confident in the future hiring process.

## JENNIFER MURPHY AUBIN, EXECUTIVE SECRETARY & MARKETING

### STAFF DEVELOPMENT

Secretary Aubin traveled to Atlanta, GA for the IEDC training, business retention and expansion. This training represents the second of the four core courses, with two elective courses remaining. The Certification will reflect the over 15 years in the economic development field, including roles as a regional manager and division manager for several retail stores. Secretary Aubin estimates that she will complete the remaining core courses over the next fiscal year. Annually, thereafter Certified Economic Community Developers (CecD) have annual requirements to maintain certification.

### PROMOTING PROPERTY

Secretary Aubin designed the Granite State Business Park Signs, which were installed to promote the land available.

## REGIONAL RELATIONSHIPS – UNITED WAY & ENVISION BERWICK

Because of her nonprofit and board development background, the United Way of the Greater Seacoast selected Secretary Aubin to participate in the Ending Homelessness Team judging panel to review applicants across the region, including Rochester sites, for grant fund allocations over the course of the fall into the New Year. She is reviewing financials and projected benchmarks. The allocations team will evaluate the slate of applications in the coming months.

Additionally, Secretary Aubin has been selected by Envision Berwick to Chair and revitalize an economic development committee as the community embarks on a major development to a former tannery site.

## CITY WEBSITE REFRESH

Secretary Aubin gained new permissions to update the Economic Development pages so that the Tax Increment Financing and resources sections are updated for ease of navigation. Secretary Aubin is working with the Building, Zoning and Licensing Services and Planning departments to update the pages and create a cohesive narrative.

## PANORAMIC VIEWS & NEW OFFICE INTERIOR SUPPORT

Secretary Aubin researched and coordinated a photo shoot to enhance the City's online presence by utilizing Google 360 Office, which creates a panoramic view of the award-winning new building, recently recognized by the AIA New Hampshire, which bestowed the Rick & Duffy Monahan Award for Design Excellent in Architectural Restoration and Preservation. Secretary Aubin has new photographic stills to use in future design work, along with providing personalized website experience, which will be installed soon.

Secretary Aubin coordinated the new furniture and finishing materials with DPW, Oak Point Associates and Creative Office Pavilion, ensuring additional requests and items were considered. All items are slated for installation in December.

## BIKE SHARE INITIATIVE

Assistant Director Krans and Secretary Aubin met with Derek Stehlin, consultant with Zagster to review the possibilities of a bike initiative. Stehlin provided an overview and reviewed the questions from the Rochester Economic Development Commission as well as providing examples of similar communities. Assistant Director Krans and Secretary Aubin requested a formalized plan to present to a combine commission meeting, including REDC and the Recreation Board in the New Year.

## DESIGN WORK

Designing ad for Area Development and was tapped to create a template for the Government Channel to showcase new services, including live video streaming.

## JULIAN LONG, CDBG COORDINATOR & GRANTS MANAGER

There was no meeting this month. A combined report spanning the time period of December 2017 and January 2018 will be forthcoming.

# FINANCE COMMITTEE

## Agenda Item

12/14/17

**Agenda Item Name:** Monthly Financial Statements Summary – as of November 30, 2017.

For the full detail report, click here: [November 2017 Financial Detail Report](#)

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

<b>ACCOUNT DESCRIPTION</b>	<b>REVISED ESTIM REV</b>	<b>ACTUAL YTD REVENUE</b>	<b>REMAINING REVENUE</b>	<b>% COLL</b>
11031 CITY CLERK REVENUE	\$ 105,320.00	\$ 41,868.20	\$ 63,451.80	39.8
11051 ASSESSORS REVENUES	\$ -	\$ 128.50	\$ (128.50)	100.0
11061 BUSINESS OFFICE REVENUE	\$ 55,000.00	\$ 106,826.14	\$ (51,826.14)	194.2
11062 BUSINESS OFFICE REVENUE	\$ 1,000.00	\$ 20.00	\$ 980.00	2.0
11071 TAX COLLECTOR REVENUE	\$ 30,204,907.00	\$ 46,436,004.71	\$ (16,231,097.71)	153.7
11081 GENERAL OVERHEAD REVENUE	\$ 4,625,450.00	\$ 1,612,215.94	\$ 3,013,234.06	34.9
11082 GENERAL OVERHEAD REVENUE	\$ 1,441,166.00	\$ -	\$ 1,441,166.00	0.0
11091 PUBLIC BLDGS REVENUE	\$ -	\$ 269.25	\$ (269.25)	100.0
11101 PLANNING	\$ 16,250.00	\$ 7,478.11	\$ 8,771.89	46.0
11201 REV LEGAL OFFICE	\$ 50,000.00	\$ 20,840.84	\$ 29,159.16	41.7
12011 POLICE CITY REVENUE	\$ 287,139.00	\$ 121,458.36	\$ 165,680.64	42.3
12021 FIRE CITY REVENUE	\$ 17,350.00	\$ 4,464.98	\$ 12,885.02	25.7
12022 FIRE STATE REVENUE	\$ 13,500.00	\$ -	\$ 13,500.00	0.0
12031 DISPATCH CENTER	\$ 60,290.00	\$ 60,289.44	\$ 0.56	100.0
12041 CODE ENFORCEMENT REVENUE	\$ 393,110.00	\$ 216,247.94	\$ 176,862.06	55.0
13011 PUBLIC WORKS REVENUE	\$ 41,250.00	\$ 18,528.88	\$ 22,721.12	44.9
13012 STATE HIGHWAY SUBSIDY	\$ 530,930.00	\$ 376,287.28	\$ 154,642.72	70.9
14011 WELFARE REVENUE	\$ 6,500.00	\$ 362.09	\$ 6,137.91	5.6
14021 RECREATION REVENUE	\$ 128,000.00	\$ 85,237.58	\$ 42,762.42	66.6
14031 LIBRARY REVENUE	\$ 16,290.00	\$ 5,308.61	\$ 10,981.39	32.6
<b>1000 GENERAL FUND</b>	<b>\$ 37,993,452.00</b>	<b>\$ 49,113,836.85</b>	<b>\$ (11,120,384.85)</b>	<b>129.3</b>
<b>ACCOUNT DESCRIPTION</b>	<b>REVISED ESTIM REV</b>	<b>ACTUAL YTD REVENUE</b>	<b>REMAINING REVENUE</b>	<b>% COLL</b>
5001 WATER ENTERPRISE FUND	\$ 6,177,568.00	\$ 1,223,128.47	\$ 4,954,439.53	19.8
5002 SEWER ENTERPRISE FUND	\$ 7,920,913.00	\$ 1,421,620.35	\$ 6,499,292.65	17.9
5003 ARENA ENTERPRISE FUND	\$ 601,492.00	\$ 155,405.19	\$ 446,086.81	25.8

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

### Expenditures – General Fund, Enterprise Funds

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
11000051 CITY MANAGER	\$ 443,619.00	\$ 160,610.38	\$ 42,734.89	\$ 240,273.73	45.80
11012351 ECONOMIC DEVELOPMENT	\$ 478,569.00	\$ 208,556.61	\$ 48,940.02	\$ 221,072.37	53.80
11020050 MUNICIPAL INFORMATION	\$ 605,662.00	\$ 221,282.98	\$ 28,742.64	\$ 355,636.38	41.30
11030051 CITY CLERK	\$ 298,925.00	\$ 126,826.71	\$ 34,078.42	\$ 138,019.87	53.80
11040050 ELECTIONS	\$ 32,519.00	\$ 19,592.18	\$ 1,833.20	\$ 11,093.62	65.90
11050070 ASSESSORS	\$ 443,600.00	\$ 183,497.32	\$ 31,771.58	\$ 228,331.10	48.50
11060051 BUSINESS OFFICE	\$ 526,898.00	\$ 231,442.83	\$ 1,297.39	\$ 294,157.78	44.20
11063151 HUMAN RESOURCES	\$ 163,882.00	\$ 59,284.01	\$ 4,421.03	\$ 100,176.96	38.90
11070070 TAX COLLECTOR	\$ 349,555.00	\$ 140,880.70	\$ 3,192.77	\$ 205,481.53	41.20
11080050 GENERAL OVERHEAD	\$ 796,958.00	\$ 260,736.27	\$ 172,826.92	\$ 363,394.81	54.40
11090050 PB CITY WIDE 50	\$ 641,981.00	\$ 239,994.79	\$ 20,139.58	\$ 381,846.63	40.50
11090051 PB CITY HALL 51	\$ 53,221.00	\$ 22,156.44	\$ 6,962.31	\$ 24,102.25	54.70
11090052 PB OPERA HOUSE 52	\$ 40,724.00	\$ 16,998.07	\$ 3,695.08	\$ 20,030.85	50.80
11090054 PB CENTRAL FIRE 54	\$ 10,717.00	\$ 3,468.81	\$ 3,449.26	\$ 3,798.93	64.60
11090055 PB GONIC FIRE 55	\$ 10,213.00	\$ 3,295.86	\$ 3,682.87	\$ 3,234.27	68.30
11090056 PB LIBRARY 56	\$ 19,303.00	\$ 9,411.58	\$ 7,159.41	\$ 2,732.01	85.80
11090057 PB DPW GARAGE 57	\$ 11,973.00	\$ 5,017.87	\$ 4,409.51	\$ 2,545.62	78.70
11090059 PB ER FIRE STATION 59	\$ 750.00	\$ 93.48	\$ -	\$ 656.52	12.50
11090061 PB HISTORICAL MUSEUM	\$ 1,600.00	\$ 186.00	\$ 1,140.00	\$ 274.00	82.90
11090063 PB HANSON POOL 63	\$ 5,005.00	\$ 958.51	\$ 6.67	\$ 4,039.82	19.30
11090064 PB GONIC POOL 64	\$ 7,380.00	\$ 559.00	\$ 6.67	\$ 6,814.33	7.70
11090065 PB EAST ROCHESTER POO	\$ 2,650.00	\$ 459.39	\$ 6.66	\$ 2,183.95	17.60
11090068 PB GROUNDS 68	\$ 7,460.00	\$ 1,129.26	\$ 728.74	\$ 5,602.00	24.90
11090069 PB DOWNTOWN 69	\$ 17,000.00	\$ 6,055.92	\$ 2,935.04	\$ 8,009.04	52.90
11090070 PB REVENUE BUILDING 7	\$ 21,847.00	\$ 6,821.18	\$ 3,914.85	\$ 11,110.97	49.10
11090071 PB PLAYGROUNDS 71	\$ 1,590.00	\$ 11.18	\$ -	\$ 1,578.82	0.70
11090075 PB NEW POLICE STATION	\$ 22,267.00	\$ 7,149.29	\$ 7,633.11	\$ 7,484.60	66.40
11090077 PB OLD POLICE STATION	\$ 36,119.00	\$ 8,048.85	\$ 3,149.78	\$ 24,920.37	31.00
11102051 PLANNING	\$ 382,398.00	\$ 148,789.67	\$ 5,100.87	\$ 228,507.46	40.20
11200051 LEGAL OFFICE	\$ 561,345.00	\$ 203,507.52	\$ 3,677.52	\$ 354,159.96	36.90
12010053 PD ADMINISTRATIVE SER	\$ 1,902,607.00	\$ 672,489.37	\$ 36,785.06	\$ 1,193,332.57	37.30
12012453 PD PATROL SERVICES	\$ 4,754,353.57	\$ 1,940,817.95	\$ -	\$ 2,813,535.62	40.80
12012553 PD SUPPORT SERVICES	\$ 415,523.00	\$ 164,612.72	\$ -	\$ 250,910.28	39.60
12020054 FIRE DEPARTMENT	\$ 4,317,891.00	\$ 1,764,224.64	\$ 48,745.82	\$ 2,504,920.54	42.00
12020055 FIRE DEPT 55 GONIC SU	\$ 28,556.00	\$ 4,242.45	\$ -	\$ 24,313.55	14.90
12020754 CALL FIRE	\$ 31,082.00	\$ 4,957.22	\$ -	\$ 26,124.78	15.90
12030153 DISPATCH CENTER	\$ 752,814.00	\$ 311,724.25	\$ 6,339.50	\$ 434,750.25	42.20
12040051 CODE ENFORCEMENT	\$ 579,216.00	\$ 243,097.70	\$ 2,779.03	\$ 333,339.27	42.40
12050050 AMBULANCE	\$ 57,945.00	\$ -	\$ -	\$ 57,945.00	0.00
13010057 PUBLIC WORKS	\$ 2,083,684.00	\$ 754,836.28	\$ 338,091.59	\$ 990,756.13	52.50
13010957 WINTER MAINTENANCE	\$ 476,806.00	\$ 9,998.33	\$ 57,135.50	\$ 409,672.17	14.10
13020050 CITY LIGHTS	\$ 239,000.00	\$ 70,001.87	\$ 1,842.97	\$ 167,155.16	30.10
14010051 WELFARE	\$ 467,177.00	\$ 163,246.04	\$ 13,406.13	\$ 290,524.83	37.80
14022072 RECREATION ADMINISTRA	\$ 608,545.00	\$ 228,010.80	\$ 6,047.65	\$ 374,486.55	38.50
14022150 RECREATION PLAYGROUND	\$ 86,237.92	\$ 71,313.39	\$ 99.68	\$ 14,824.85	82.80
14022250 RECREATION POOLS	\$ 81,479.08	\$ 61,336.73	\$ 620.00	\$ 19,522.35	76.00
14030056 LIBRARY	\$ 1,203,985.00	\$ 507,660.08	\$ 25,319.03	\$ 671,005.89	44.30
15000051 COUNTY TAX	\$ 6,308,218.00	\$ -	\$ -	\$ 6,308,218.00	0.00
17010051 TRANSFERS/PAYMENTS DE	\$ 4,090,020.00	\$ 1,317,464.55	\$ -	\$ 2,772,555.45	32.20
17030050 OVERLAY	\$ 92,256.00	\$ 13,595.73	\$ -	\$ 78,660.27	14.70
17040051 TRANSFER TO CIP & OTH	\$ 3,420,326.43	\$ 677,378.43	\$ -	\$ 2,742,948.00	19.80
1000 GENERAL FUND	\$ 37,993,452.00	\$ 11,277,831.19	\$ 984,848.75	\$ 25,730,772.06	32.30
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
5001 WATER ENTERPRISE FUND	\$ 6,177,568.00	\$ 1,698,620.06	\$ 115,912.24	\$ 4,363,035.70	29.40
5002 SEWER ENTERPRISE FUND	\$ 7,920,913.00	\$ 2,640,279.99	\$ 126,520.69	\$ 5,154,112.32	34.90
5003 ARENA ENTERPRISE FUND	\$ 601,492.00	\$ 218,762.24	\$ 16,517.85	\$ 366,211.91	39.10



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) 335-7585**  
**Web Site: <http://www.rochesternh.net>**

## **PLANNING & DEVELOPMENT DEPARTMENT MONTHLY REPORT FOR NOVEMBER 2017**

The Planning Board, Conservation Commission, and Historic District Commission (HDC) held their regular meetings in November. The Arts & Culture Commission did not meet in the month of November. The discussions/agenda items from the regular meetings of the Planning Board, Conservation Commission, and HDC are summarized below. The Planning Board also held a workshop meeting in November. The Board had two applications on the Workshop agenda. They discussed and approved the Cassaccio RE Holdings application and continued the Pondview Lane subdivision until December. The Board held a discussion on surety, performance guarantees and inspections and also discussed alternates becoming regular members and the appointment of another alternate. In addition, they discussed the need for the City Council to appoint new City Council representatives in the coming months. Finally, the Board decided that they would not be holding a workshop meeting in December.

Toward the end of October our Planner I, Michelle Mears, started leave for back issues and in November our Secretary, Crystal Galloway also went out on leave due to a surgery. We expect both of them back in December. Despite being short staffed, we continued to be busy in our Department. In addition to the Board/Commission meetings listed within this report, the Planning Staff attended variety of other meetings throughout the month. These include, but are not limited to the Strafford Metropolitan Planning Organization's Technical Advisory Committee, the City's Technical Review Group, Minor Site Plan reviews, various site visits for Planning Board approval follow-up and pre-construction meetings, Rotary, Life Safety Committee meeting, Planning & Development Department staff meeting, a meeting regarding Project Narratives and the process, a meeting on Codification, various webinars, Supervisory Training, NHMA Annual Conference, Finance Committee, and various meetings with consultants, developers, citizens, and other City staff. I also attended the Seacoast Housing Summit in Durham and the 2017 Housing and the Economy Conference in Manchester. Seth also attended the Gauthier Farm Conservation Easement signing. The Planning Board agenda for December is a full agenda with the Waste Management expansion application being a big, complicated and important application. We are still processing quite a few applications and continue to work on applications that have been before the Planning Board. We have all settled into our new offices and it has already proven to be very effective. All three Departments being under one roof has made it easier for the employees and the public to do business.



**APPLICATIONS REVIEWED BY THE PLANNING BOARD**

**John & Cheryl Huckins, 60 Huckins Lane** 3-Lot porkchop subdivision.

Case# 261 – 3-1 – A – 17 **APPROVED**

**Casaccio Re Holdings, LLC, 48 & 58 Farmington Road** (by Berry Surveying & Engineering) Site plan to construct a 9,562 sq ft expansion. Case# 216 – 6&7 – GRD – 17 **APPROVED**

**Paul & Sue Normand, 52 Pondview Lane** (by Norway Plains Associates) 2-Lot subdivision. Case# 203 – 27 – A – 17 **POSTPONED TO 12/4/2017**

**John & Sandra Scruton, 154 Meaderboro Road** (by Norway Plains Associates) 2-Lot subdivision. Case# 219 – 1 – A – 17 **APPROVED**

**APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION**

**Conservation Overlay District: Waste Management of NH, 90 Rochester Neck Road & 214 Isinglass Drive** (Site plan: Tax Map # 267/268 Lots 2&3/2&2-1. Wetland and wetland buffer impacts proposed.

The Commission chose not to vote on this application because the applicant was not present to speak to it.

**Minutes:** The meeting minutes of October 25, 2017 were reviewed and accepted.

**Reports:**

a) The Commission's liaison to the Technical Review Group gave an update on the applications currently being reviewed.

b) A report of the Planning Board was not given because Staff was not present.

**Other Business:** The Commission mentioned that a NH DES grant would soon be available to apply to. This grant is open statewide. The Ridge Marketplace Phase 2 site development proposal paid several hundred thousand dollars to NH DES for proposed wetland impacts; this pavement makes up some of the grant funds available.

**Non-Public Session pursuant to RSA 91-A:3 II(d):** Discussion of acquisition of real property and/or recent site walks and LACE sheets.

## APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

**The Artisans Gallery – Sherry Beaudoin**, 22 North Main Street, Certificate of Approval for a wall sign. Case# HDC 121 – 11 – DTC – 17 **APPROVED**

## ARTS AND CULTURE COMMISSION ACTIVITIES

The Arts and Culture Commission did not meet in November.

Respectfully submitted,

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

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---





# Memorandum

12/14/17

**To:** Dan Fitzpatrick, City Manager  
Mayor McCarley  
Members of the City Council

**From:** Lauren Krans, Recreation & Arena  
**Date:** December 12, 2017  
**Re:** November Department Report

## November Program Participation

Adult Co-Ed Pick-Up Basketball	104
Adult Recreation Ice Hockey League	103
Adult Volleyball	105
Circle of Moms	26
Collaborative Open Gym	45
Community Coffee	15
Learn To Skate	19
Parent/Child (Adult) Stick	95
Parent/Child Open Gym	223
Public Ice Skating	142
Restorative Meditation	10
Seasonal Craft	19
Senior Art	23
Senior Breakfast/Cookout	65
Senior Dance Lessons	21
Senior Open Gym	15
Senior Pen Pals	0
Senior Power Hour	126
Senior Social	11
Senior Table Tennis	11
Senior Yoga Chair	34
Senior Yoga Gentle	49
Teen Night	139
Teen Yoga	6
Aromatherapy Workshop	8
November Total	1439

## Veterans Day

This Veterans Day we took a moment to recognize our staff members who have served our country and who continue to serve our community. We are very proud and honored to have these individuals as part of our team:

Tasha Dooley-Army, Recreation Support Staff, Steve Hyzer-Army, Recreation Support Staff, Llew Millette-Air Force Certified Pool Operator, Louis Nagle-Navy, Senior Dance Instructor Leo Scarponi-Air Force, Arena Attendant, Bill Young-Army, Recreation Support Staff.

## Zagster Bike Share Program

In collaboration with the Department of Economic and Community Development, our department has been researching and exploring the Zagster bike share program. We believe this program has potential to enrich the downtown, provide convenient transportation as well as increase fun, recreational opportunities for our community. A representative from Zagster will be presenting to the Rochester Economic Development Commission in January. We look forward to receiving their input and guidance and look forward to the possibility of eventually bringing this to the City Council level.

## Adult Volleyball

Adult Volleyball continues to be a very popular program that brings in athletes from all over the Seacoast. As anticipated, our numbers begin to drop around this time of year, as we have to re-locate this popular program to the Spaulding High School Gymnasium so we can accommodate the gym facility needs of the high school basketball programs here at the Rec. The Community Center Gym is much larger than the high school and allows for more games to be played. We are happy to support school district athletics, but this is one of the many challenges of balancing both school department and recreation department programs within our facilities.

## Rochester Teen Night

Starting in November, Rochester Teen Night participants were required to bring a Rochester School ID in order to sign into the program. Both the Police Department and Recreation Department had strategized to come up with this new policy, believing it was in the best interest of preserving program quality. Much to our delight, all of our teens heeded our posts and reminders and everyone brought their school ID to the program.



---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



# ROCHESTER FIRE DEPARTMENT

MARK KLOSE  
CHIEF OF DEPARTMENT

12/14/17

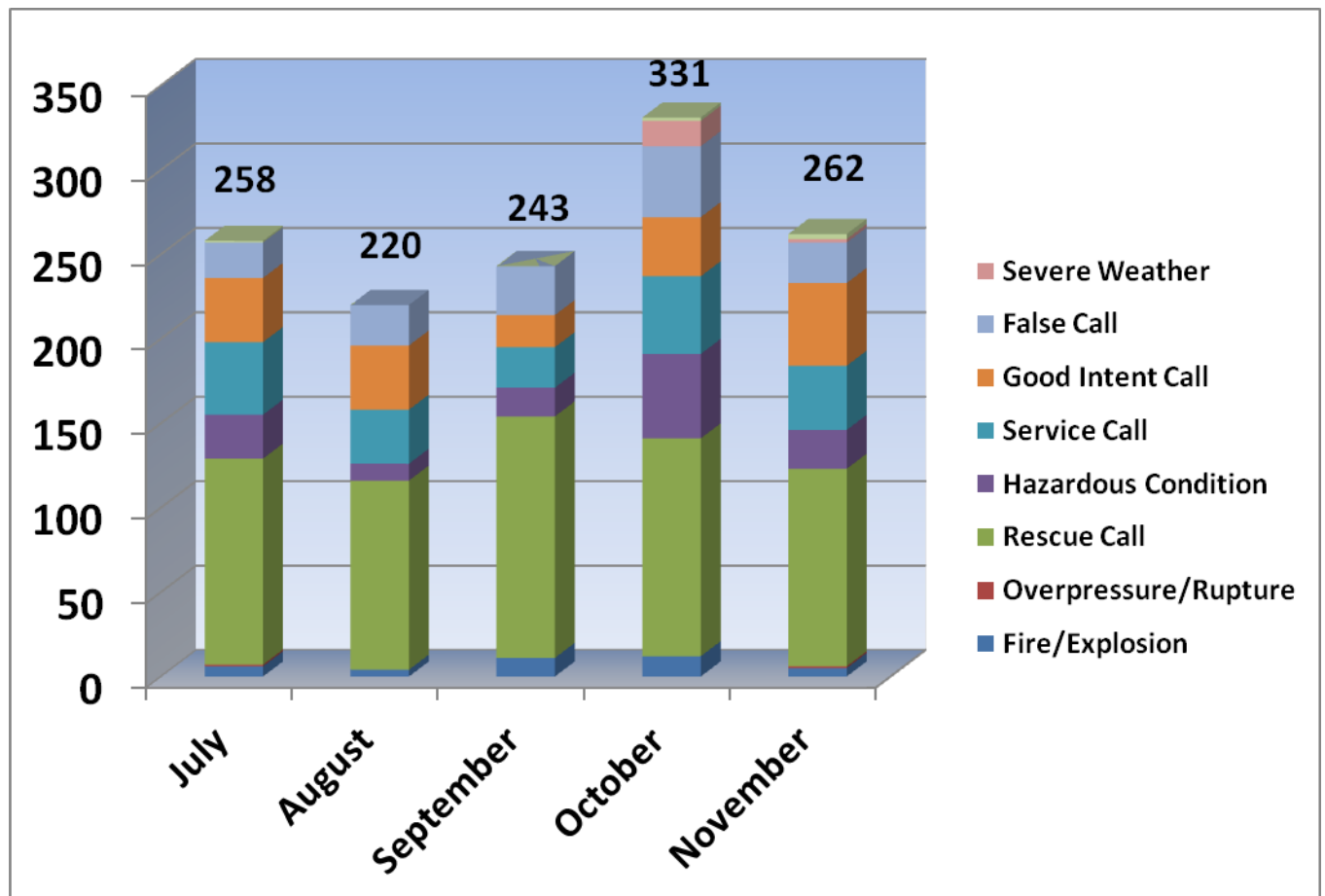


December 7, 2017

TO: City Manager Dan Fitzpatrick  
Mayor Caroline McCarley & City Council Members

## MONTHLY REPORT NOVEMBER 2017

### ADMINISTRATIVE STAFF:





# ROCHESTER FIRE DEPARTMENT

MARK KLOSE  
CHIEF OF DEPARTMENT

12/14/17



The above graph shows the calls broken down by type that have occurred since July 1<sup>st</sup>, or the beginning of the fiscal year. This graph also shows how the bulk of our calls are in rescue (green). The table below shows each category with their respective quantities.

	July	August	September	October	November	Totals
Fire/Explosion	6	4	11	12	5	38
Overpressure/Rupture	1	0	0	0	1	2
Rescue Call	122	112	143	129	117	623
Hazardous Condition	26	10	17	50	23	126
Service Call	43	32	24	46	38	183
Good Intent Call	38	38	19	35	49	179
False Call	21	24	29	42	24	140
Severe Weather	0	0	0	15	2	17
Undetermined	1	0	0	2	3	6
<b>Total</b>	<b>258</b>	<b>220</b>	<b>243</b>	<b>331</b>	<b>262</b>	<b>1314</b>
<b>FYTD Total for Month</b>	<b>258</b>	<b>478</b>	<b>721</b>	<b>1052</b>	<b>1314</b>	
<b>% Change Over Last FYTD for Month</b>	<b>5%</b>	<b>-14%</b>	<b>10%</b>	<b>49%</b>	<b>19%</b>	

## DEPARTMENT INFORMATION:

We continue to have two Rochester firefighters on active military duty. They are all safe and doing well as expected. FF Ken Hoyt and FF Darryl Jeffers. We thank them for their service to our Country. We are still running 3 shifts @8 fire officer/firefighters and 1 shift @ 9 fire officer/firefighters.

FF JB Riley and FF Kevin Banks are now state side and home on their 30-day adjustment leave. Expectation back on duty is December 7, 2017

One firefighter is on maternity leave till January.

Captain Paul LaClair has submitted his intent to retire letter. Captain LaClair has served the City of Rochester and the Rochester Fire Department for 27-years.

We've hired two new firefighters, FF Duane Marsh and FF Curt Fitton. They started on Monday November 27, 2017.

37 Wakefield Street

Rochester NH, 03867  
7545

[www.rochfd.org](http://www.rochfd.org)

Tel (603)-335-



# ROCHESTER FIRE DEPARTMENT

MARK KLOSE  
CHIEF OF DEPARTMENT

12/14/17



Rochester FD continues to respond to many narcotic overdoses monthly. One case last week, crews administered 10 mg of Narcan to one individual. Average is 16 overdoses per month since July 1, 2017.

RFD went mutual aid twice to Milton for Structure Fires  
Dc Chief Powers and Chief Klose assisted Durham FD on November 18<sup>th</sup> at the Whitmore Center. UNH hosted a Hip/Hop Concert and need further Command Staff assistance at the venue and for the Town of Durham.

## **FIRE PREVENTION:**

During the month of November the Fire Prevention Bureau had the chance to get caught up after a busy Fire Prevention month in October. We spend typically three times the amount of time doing reports and follow up work than it takes to complete the actual inspection. Code research and report writing is the backbone of our enforcement actions. Once complete we spend time educating property owners on the research completed and work with them to create an action plan to correct their deficiencies. We are looking forward to the holiday season but would like everyone to remember that fire safety should be a top priority when decorating and celebrating during this festive time. Merry Christmas from the Rochester Fire Department Fire Prevention Bureau.

## **FIRE DEPARTMENT TRAINING DIVISION**

### **Administration**

Continued multiple policy updates and work on new policies as well.

Continued work on developing the Driver /Operator Training Manual

Worked with Call Captain Hughes to prepare Call Force budget and reviewed Call Force policies.

Attended Fire Service Symposium at Primex. Topics were Workers Compensation Benefits, Social Media Policies and Digital Media Policies.

Attended budget training with Mark Sullivan.

Attended Supervisory training at City Hall

Met with representatives from Huntress Uniforms and Local 1451 members to work on uniform update proposals.

37 Wakefield Street

Rochester NH, 03867  
7545

Tel (603)-335-

[www.rochfd.org](http://www.rochfd.org)



# ROCHESTER FIRE DEPARTMENT

MARK KLOSE  
CHIEF OF DEPARTMENT

12/14/17



Organized 3 new firefighter gear and equipment issue.

Prepared Probationary Firefighters Manuals for two new hires.

## **Emergency Response**

Responded off duty to assist with a missing juvenile.

## **Training**

The Call Force trained on Breathing Air Trailer Operations, and began driver training on Utility-1.

The shifts continued the fourth quarter training packet, including 2 multi-company drills, 6 company drills and multiple shift training classes. This schedule runs from October through December.

EMS Training covered Hemorrhage Control.

One full 42 hour week was spent for orientation and training of 2 new firefighters, to prepare them to start shift in December.

## **EMERGENCY MANAGEMENT:**

November 4, 2017: Rochester School District and Rochester Fire Department participated in a NH Homeland Security School Shelter Drill at Rochester Middle School. About 20 school employees attended the drill. They learned who to “process” people checking into the drill, as well as setting up the gym for housing. All did a great job.

Respectfully submitted,

Mark Klose  
Fire Chief

12/14/17

12/04/2017 10:48 CITY OF ROCHESTER  
cindi OPERATING BUDGET FY18

p 1  
glytdbud

FOR 2018 05

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 GENERAL FUND							
-----							
12021 FIRE CITY REVENUE							
-----							
12021 402111 OUTSIDE SERVICES REVE	-15,000	-15,000	-2,059.25	-343.40	.00	-12,940.75	13.7%*
12021 402157 00505 TANK REMOVAL	-25	-25	-100.00	.00	.00	75.00	400.0%
12021 402157 00506 BLASTING	-25	-25	.00	.00	.00	-25.00	.0%*
12021 402157 00507 INCIDENT REPORT	-25	-25	-20.00	.00	.00	-5.00	80.0%
12021 402157 00508 F M REPORT	-25	-25	.00	.00	.00	-25.00	.0%*
12021 402157 00509 PHOTOGRAPHS	-25	-25	.00	.00	.00	-25.00	.0%*
12021 402157 00510 CD PHOTOS	-25	-25	.00	.00	.00	-25.00	.0%*
12021 402157 00511 FIRE ALARM PLAN	-500	-500	-931.00	.00	.00	431.00	186.2%
12021 402157 00512 SPRINKLER PLAN	-1,000	-1,000	-1,114.00	-50.00	.00	114.00	111.4%
12021 402157 00513 COMM HFS/CA	-100	-100	-150.00	-100.00	.00	50.00	150.0%
12021 402157 00514 RE-INSPECTION	-50	-50	.00	.00	.00	-50.00	.0%*
12021 402157 00515 FINE	-50	-50	.00	.00	.00	-50.00	.0%*
12021 402157 17578 FIRE PREVENTION	0	0	-10.00	.00	.00	10.00	100.0%
12021 406201 MISCELLANEOUS REVENUE	0	0	-80.73	.00	.00	80.73	100.0%
12021 406205 FIRE DONATIONS	-500	-500	.00	.00	.00	-500.00	.0%*
TOTAL FIRE CITY REVENUE	-17,350	-17,350	-4,464.98	-493.40	.00	-12,885.02	25.7%
TOTAL GENERAL FUND	-17,350	-17,350	-4,464.98	-493.40	.00	-12,885.02	25.7%
TOTAL REVENUES	-17,350	-17,350	-4,464.98	-493.40	.00	-12,885.02	
GRAND TOTAL	-17,350	-17,350	-4,464.98	-493.40	.00	-12,885.02	25.7%

\*\* END OF REPORT - Generated by Cindi Potts \*\*

# Rochester Fire Department

## Office of Fire Prevention

30-Nov

Building Fire Code Inspections	17
Building Site Consultation	5
Construction Plan Review	15
Fire Drills	8
Fire Investigations	3
Fire Permits Issued	1
Fire Prevention Education and Training	9
Foster Care / Day Care Inspections	6
Outdoor Burning Inspections	3
Permit of Assembly Inspections	9
Tank Removal / Installation Inspections	0
Training Sessions	3
Woodstove / Pelletstove Appliance Inspection	0
<b>Total</b>	<b>79</b>



## FIRE DEPARTMENT CALLS

	October-17		November-17	
	Occurences	Percentage	Occurences	Percentage
Fire/Explosion	12	3.6%	5	1.9%
Overpressure Rupture	0	0.0%	1	0.4%
Rescue Call	129	39.2%	117	44.5%
Hazardous Condition	48	14.6%	23	8.7%
Service Call	46	14.0%	38	14.4%
Good Intent Call	37	11.2%	49	18.6%
False Call	42	12.8%	24	9.1%
Undetermined	15	4.6%	6	2.3%
TOTAL	329	100.0%	263	100.0%

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

12/14/17



PAUL R. TOUSSAINT  
*Chief of Police*

## ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

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

*"Dedication, Pride, Integrity"*

POLICE COMMISSION

BRUCE E. LINDSAY  
*Vice Chairman*  
LUCIEN G. LEVESQUE  
*Commissioner*  
DAVID R. STEVENS  
*Commissioner*

December 13, 2017



TO: City Manager Daniel Fitzpatrick

RE: Monthly Report – November 2017

**OPERATIONS:** Nothing to report from the wards this period. Several meetings are scheduled for January, one was canceled, and one only the officer was present.

The investigations bureau had 46 cases sent from patrol for review or investigation. There are currently 66 cases assigned. There were 23 cases presented to the Grand Jury all with true bills. We logged in 372 pieces of evidence and returned 70 pieces. There were an additional 164 items destroyed. Fourteen phones were analyzed with the Cellebrite machine. There were 15 sex offender compliance checks and 6 pawn shop compliance checks completed. There were four detective call outs (1 robbery, 3 untimely deaths) and two evidence team call outs for a sexual assault and a burglary.

**BRIDGING THE GAPS:** Julie and Sgt. Deluca presented made a presentation to 32 middle school students on the project share program talking about the harms of smoking. Julie attended the NH Behavioral Health conference in Manchester, focusing on prevention workshops. Julie and board member Leah Roth attended the Board of Excellence Symposium to learn about exploring focus groups for prevention in communities. November is smoking awareness month, and Bridging the Gaps and the Recreation Department met with tenants of the community center to talk about smoking on the grounds and the exposure to second hand smoke. New signage has been placed around the building.

**COMMUNICATIONS:** We re-hired a per diem specialist to full time to fill a recent opening. The new SPOTS (state police on line telecommunications system) has glitches that the state and software company are working to resolve.

**COMP STAT:** There is a continued decrease in traffic stops, attributed to staff shortages and increases in call volume, specifically to higher priority calls. We are starting to release officers from field training to solo patrol which will help moving forward.

DWI's are still occurring on the outskirts of the city. Officers are aware of the drug component of impairment and investigating that aspect in addition to alcohol. Accidents for the month are up, with no pattern or specific location. Many are rear-end accidents. Officers continue to push recovery information and resources when responding to over dose calls.

Thefts from motor vehicles continue. All are from unlocked vehicles. It is important to secure all belongings and lock vehicles, even in your driveway. There were some burglaries and attempted burglaries at Baxter Lake Campground. While we have a suspect, there is not enough to move forward with charges. Extra patrols were done throughout the month. There was a robbery at Dunkin Donuts. No suspects have been identified and the case remains under investigation.

**DIVERSION:** November teen night served 141 youth. Staff attended the NH Behavioral Health Conference and the NH Association of Drug Counselors annual training for license hours as a certified recovery support worker. Staff also presented at the NH legislature to the criminal justice committee on the NH State Diversion network. Staff also met with the SHS criminal justice advisory board to help plan for next year's program.

**HOUSING:** There were 23 police-related calls at the housing complexes. 6 backgrounds were completed for prospective new tenants. Officer Blair attending the community partners meetings and also took part in the senior breakfast. Officer Funk continues coverage on the weekends and assisted with entry to a unit for a medical aid call.

**K9:** There were a total of six calls; 4 tracks and 2 drug searches, all in Rochester. The team also attended Teen Night.

**PROSECUTION:** In adult court this period there were 222 new cases with 366 charges. Of those there were 91 guilty pleas, 79 not guilty pleas and 58 failed to appear. Of the cases that went before the court there were 30 administrative guilty findings, 50 charges nol prossed as part of plea agreements, and 23 cases were dismissed by the Court. 26 cases were continued.

Juvenile prosecution had 4 arraignments, 1 review and 1 violation hearing. Nine trials were resolved by plea. Lt. Gould completed an investigation with three contempt charges for a juvenile. Lt. Gould also covered some arraignments this month in Atty. Mitrushi's absence.

**ADMINISTRATIVE:** The Council approved the finance committee recommendation for the Department to participate in the Taser 60 program.

The Council approved a supplemental appropriation and approved us to enter into a memorandum of understanding for the ICAC task force for our detective assigned to the unit. This will allow us to bill the task force for both salary and benefits when the detective is working on ICAC cases.

We briefed the finance committee on our current overtime situation. At the completion of 9 pays we are 98.75% spent in that line when factoring in comp time liability.

Other lines we are watching include the clothing line with is 64% spent (after outfitting several new officers), and vehicle maintenance which currently is only 38% spent.

The four officers at the Academy are set to graduate on December 15. Five of the six officers in FTO have been released to solo patrol.

We are conducting our annual firearms training at the range in Gonic.

Other training conducted this period included the field training officer course, tactical leadership, investigating citizen complaints and officer misconduct, stress management for supervisors, effectively community to resolve conflict, de escalation strategies for public safety and social media for modern policing.

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

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

Respectfully Submitted,

*Paul R. Toussaint*

Paul R. Toussaint  
Chief of Police

# Rochester Police Department <sup>12/14/17</sup> November 2017 Comp Stat Report



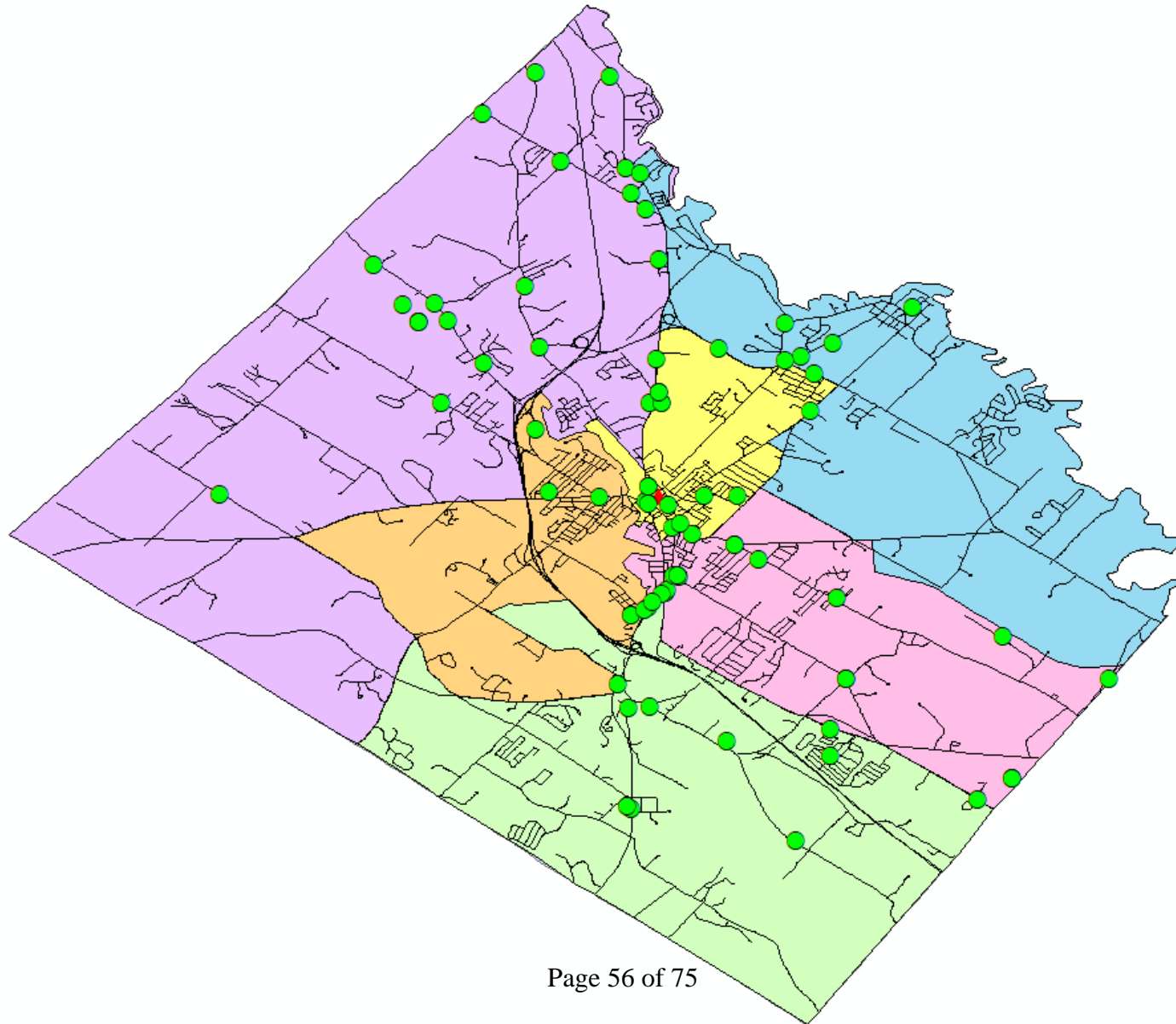
# November 2017 Field Activities

FIELD ACTIVITIES										
	Nov-17	Nov-16	% Change	Oct-17	Sep-17	% Change	YTD 17	YTD 16	% Change	YTD 15
Traffic Stops	672	1138	-41%	251	395	-36%	5936	12503	-53%	12103
Arrests from Stops	19	31	-39%	14	12	17%	207	398	-48%	377
Summons	42	51	-18%	17	35	-51%	370	872	-58%	995
Warnings	588	1017	-42%	215	322	-33%	5156	10843	-52%	10441
No Action	17	31	-45%	5	21	-76%	156	285	-45%	293
Accidents	80	93	-14%	103	109	-6%	1020	905	13%	950
Summons from Accidents	2	1	100%	7	2	250%	29	37	-22%	83
Arrests from Accidents	5	2	150%	4	5	-20%	70	61	15%	36
Field Interviews	17	7	143%	21	12	75%	161	194	-17%	216
DWI	8	6	33%	8	5	60%	74	69	7%	93
Narcotics	1	2	-50%	4	5	-20%	32	17	88%	37
Alcohol	7	4	75%	4	0	0%	42	52	-19%	56
DWI from Accidents	6	1	500%	3	2	50%	28	25	12%	24



# November 2017 Accidents

12/14/17





# November 2017 Property Crimes

PROPERTY CRIME - OF's by Incident												
Specific Crimes	Nov-17	Nov-16	% Change	Oct-17	Sep-17	% Change	YTD 17	YTD 16	% Change	YTD 2017 Closure Rate	YTD 2016 Closure Rate	YTD 15
Shoplifting	21	23	-9%	13	22	-41%	241	275	-12%	62%	75%	222
Theft from M/V	8	13	-38%	16	9	78%	182	113	61%	6%	5%	156
All Other Theft	28	32	-13%	30	32	-6%	410	407	1%	20%	19%	453
M/V Theft	1	3	-67%	3	2	50%	26	34	-24%	23%	24%	23
Vandalism	24	31	-23%	42	35	20%	398	425	-6%	30%	30%	388
Burglary	7	7	0%	8	13	-38%	102	128	-20%	15%	13%	86
<b>Total Property</b>	<b>89</b>	<b>109</b>	<b>-18%</b>	<b>112</b>	<b>113</b>	<b>-1%</b>	<b>1359</b>	<b>1382</b>	<b>-2%</b>	<b>26%</b>	<b>28%</b>	<b>1328</b>
PROPERTY CRIME - AR's by Incident												
Specific Crimes	Nov-17	Nov-16	% Change	Oct-17	Sep-17	% Change	YTD 17	YTD 16	% Change	YTD 2017 Closure Rate	YTD 2016 Closure Rate	YTD 15
Shoplifting	14	21	-33%	12	20	-40%	150	207	-28%	62%	75%	178
Theft from M/V	0	2	-100%	1	2	0%	11	6	83%	6%	5%	3
All Other Theft	7	3	133%	3	11	-73%	82	77	6%	20%	19%	111
M/V Theft	0	0	0%	1	2	-50%	6	8	-25%	23%	24%	9
Vandalism	6	11	-45%	14	9	56%	118	127	-7%	30%	30%	124
Burglary	0	1	-100%	1	2	-50%	15	16	-6%	15%	13%	17
<b>Total Property</b>	<b>27</b>	<b>38</b>	<b>-29%</b>	<b>32</b>	<b>46</b>	<b>-30%</b>	<b>382</b>	<b>441</b>	<b>-13%</b>	<b>26%</b>	<b>28%</b>	<b>442</b>

# November 2017 Drug Offenses

DRUG CRIME - OF's by Incident												
Specific Crimes	Nov-17	Nov-16	% Change	Oct-17	Sep-17	% Change	YTD 17	YTD 16	% Change	YTD 2017 Closure Rate	YTD 2016 Closure Rate	YTD 15
Possession	13	9	44%	17	7	143%	179	193	-7%	92%	90%	243
Overdoses	25	7	257%	20	38	-47%	218	121	80%			100
<i>Fatal</i>	0	1	-100%	3	2	50%	20	17	18%			10
<b>Total Drug</b>	<b>38</b>	<b>16</b>	<b>138%</b>	<b>37</b>	<b>45</b>	<b>-18%</b>	<b>397</b>	<b>314</b>	<b>26%</b>			<b>343</b>
DRUG CRIME - AR's by Incident												
Specific Crimes	Nov-17	Nov-16	% Change	Oct-17	Sep-17	% Change	YTD 17	YTD 16	% Change	YTD 2017 Closure Rate	YTD 2016 Closure Rate	YTD 15
Possession	8	9	-11%	16	8	100%	165	173	-5%	92%	90%	208

# November 2017 Violent Crimes

## VIOLENT CRIME - OF's by Incident

Specific Crimes	Nov-17	Nov-16	% Change	Oct-17	Sep-17	% Change	YTD 17	YTD 16	% Change	YTD 2017 Closure Rate	YTD 2016 Closure Rate	YTD 15
Homicide	0	0	0%	0	0	0%	0	1	-100%	0%	0%	0
Robbery	2	0	0%	1	0	0%	24	15	60%	38%	80%	12
Aggravated Assault	5	6	-17%	5	9	-44%	70	63	11%	66%	62%	71
<i>from DV</i>	3	5	-40%	1	7	-86%	32	39	-18%			32
Simple Assault	33	46	-28%	39	42	-7%	444	504	-12%	46%	49%	442
<i>from DV</i>	11	17	-35%	15	19	-21%	198	262	-24%			229
<b>Total Violent</b>	<b>40</b>	<b>52</b>	<b>-23%</b>	<b>45</b>	<b>51</b>	<b>-12%</b>	<b>538</b>	<b>583</b>	<b>-8%</b>	<b>37%</b>	<b>48%</b>	<b>525</b>

## VIOLENT CRIME - AR's by Incident

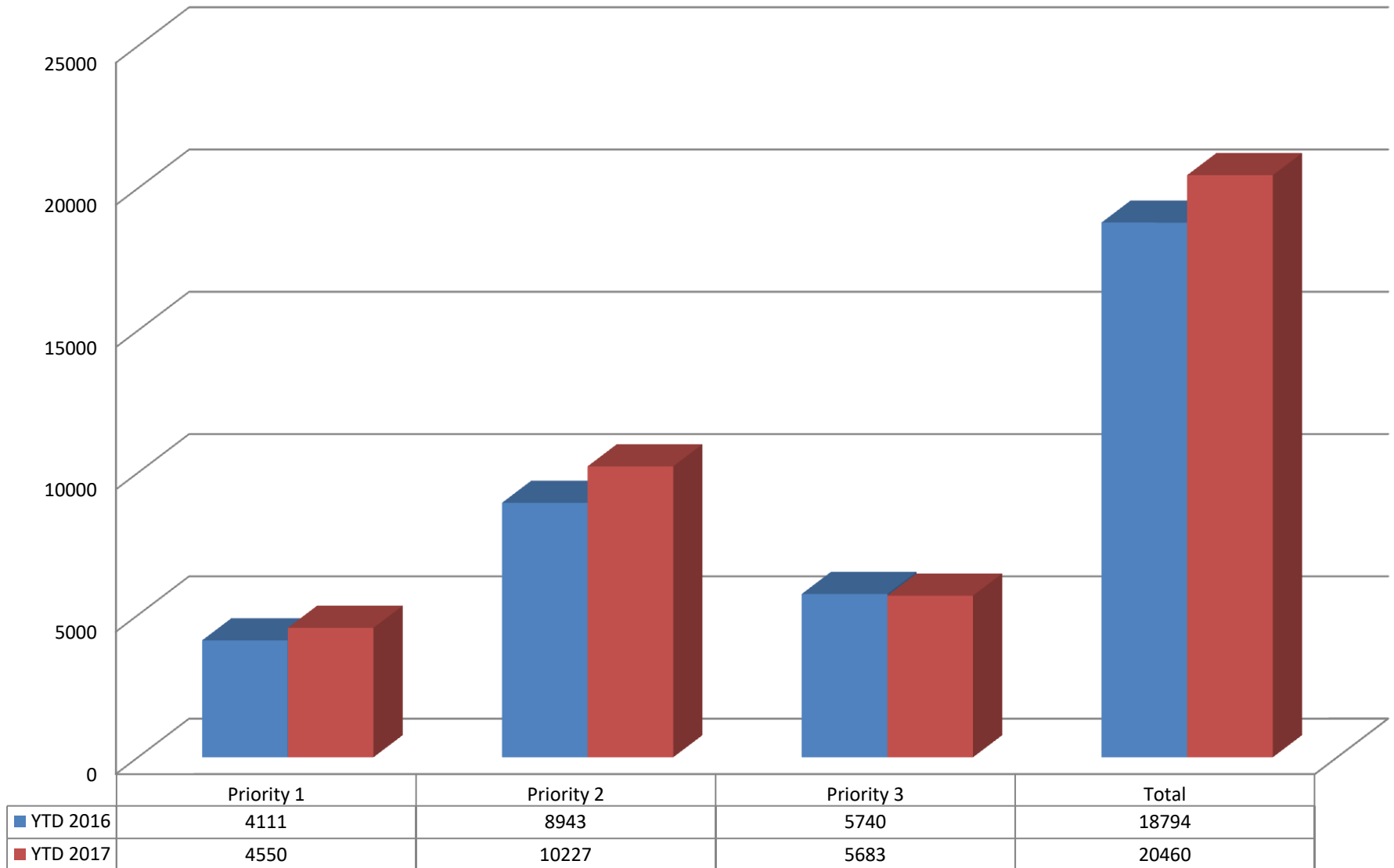
Specific Crimes	Nov-17	Nov-16	% Change	Oct-17	Sep-17	% Change	YTD 17	YTD 16	% Change	YTD 2017 Closure Rate	YTD 2016 Closure Rate	YTD 15
Homicide	0	0	0%	0	0	0%	0	1	-100%	0%	100%	0
Robbery	0	0	0%	0	1	-100%	9	12	-25%	38%	80%	6
Aggravated Assault	3	4	-25%	3	8	-63%	46	39	18%	66%	62%	55
Simple Assault	17	19	-11%	18	21	-14%	203	246	-17%	46%	49%	288
<b>Total Violent</b>	<b>20</b>	<b>23</b>	<b>-13%</b>	<b>21</b>	<b>30</b>	<b>-30%</b>	<b>258</b>	<b>298</b>	<b>-13%</b>	<b>37%</b>	<b>48%</b>	<b>349</b>

# November 2017 Threshold

ROCHESTER				
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	85	70-101	81	Normal
Robbery	2	0-4	2	Normal
Aggravated Assault	6	4-8	5	Normal
Simple Assault	41	32-50	39	Normal
Burglary	10	6-14	7	Normal
Motor Vehicle Theft	2	1-4	1	Normal
Theft from MV	15	5-25	8	Normal
Vandalism	37	28-46	24	Moderately Low
Total	113	74-152	80	Very Low

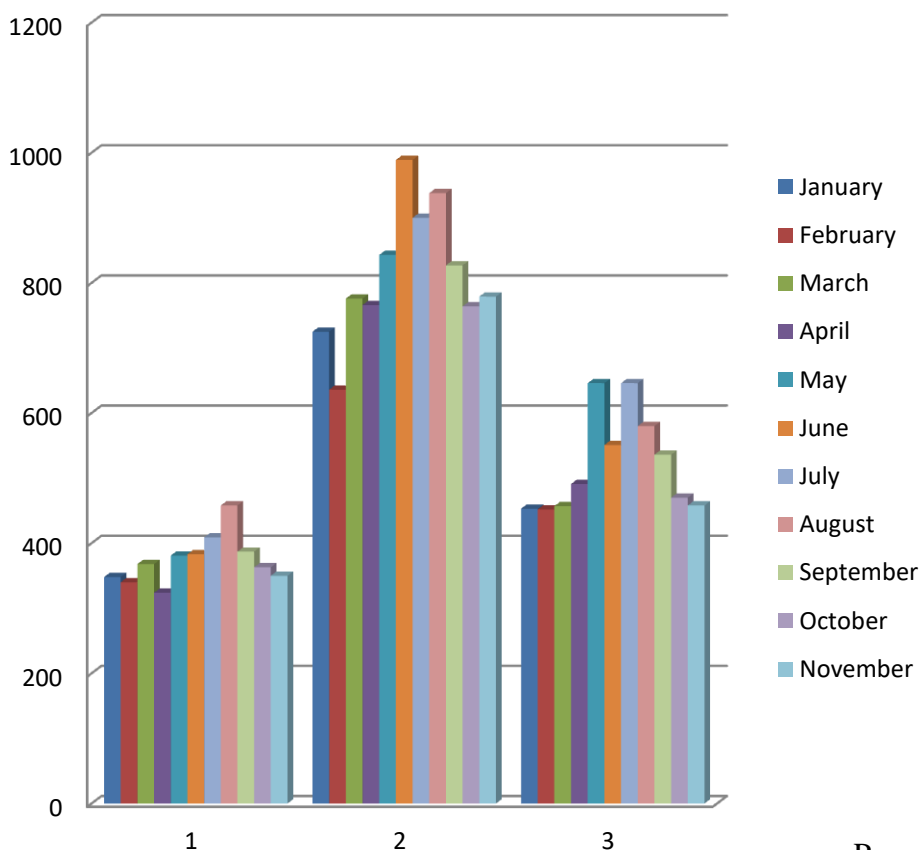
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	48	35-60	45	Normal
Property	63	42-83	69	Normal

# Calls for Service 2016 v 2017

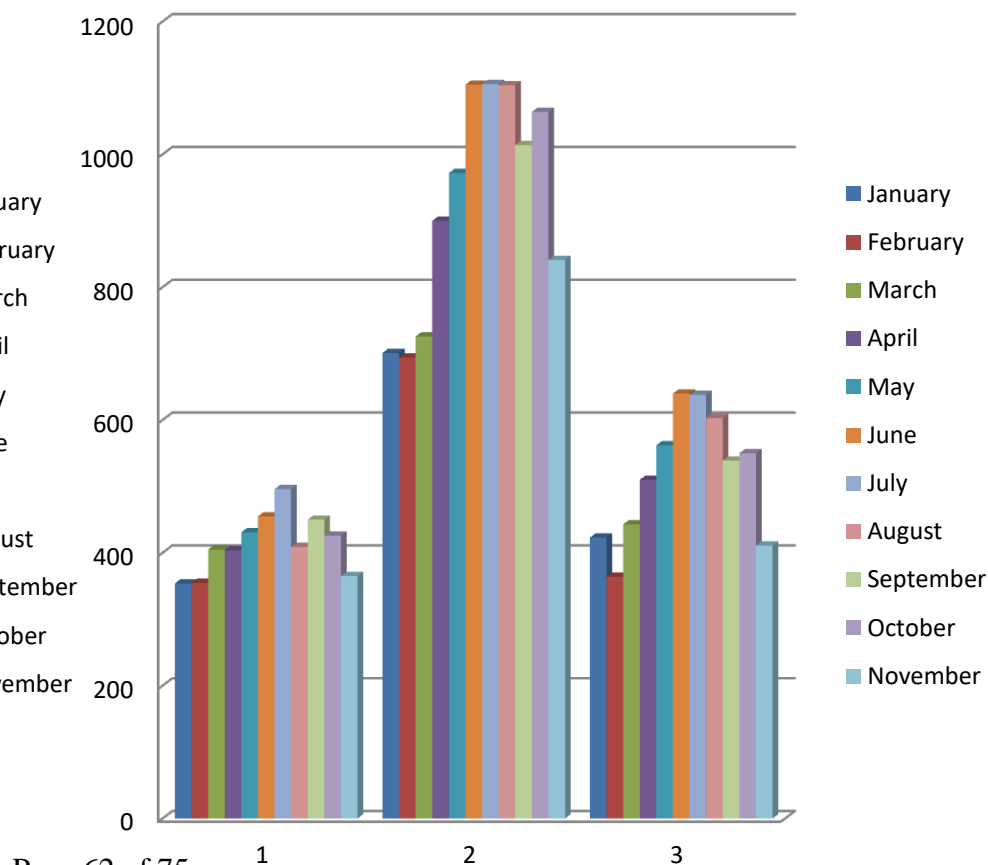


# YTD Calls for Service 2016 vs 2017

## CFS 2016 YTD

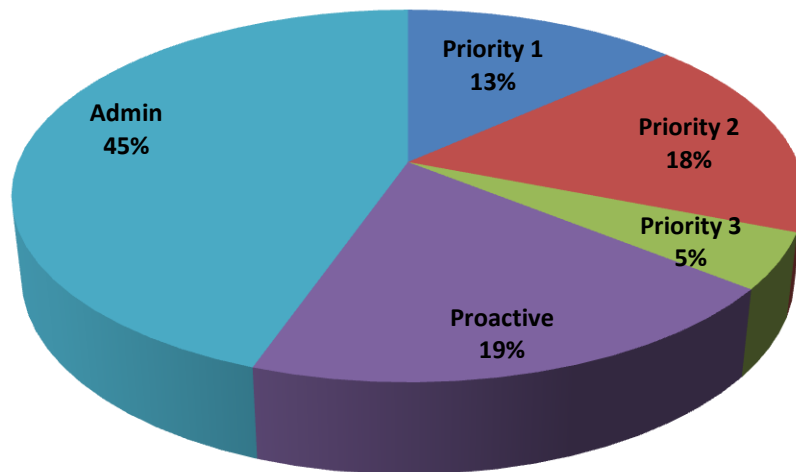


## CFS 2017 YTD

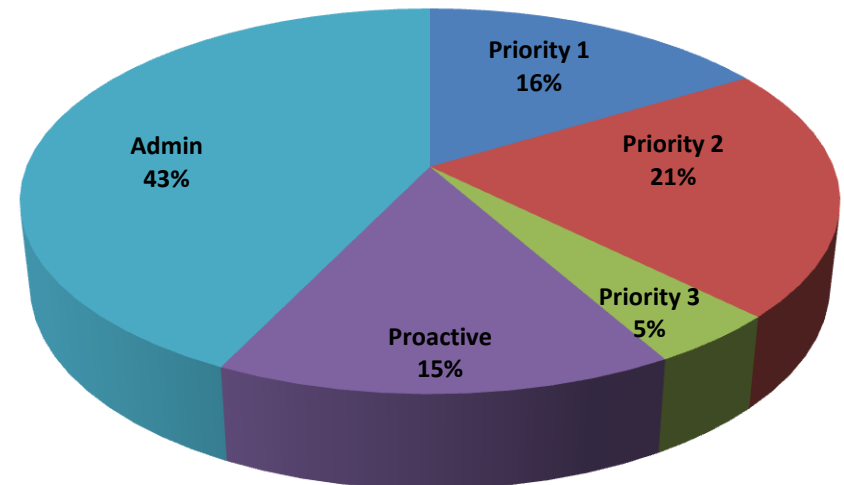


# November 2017 Manpower Hours

## November 2016

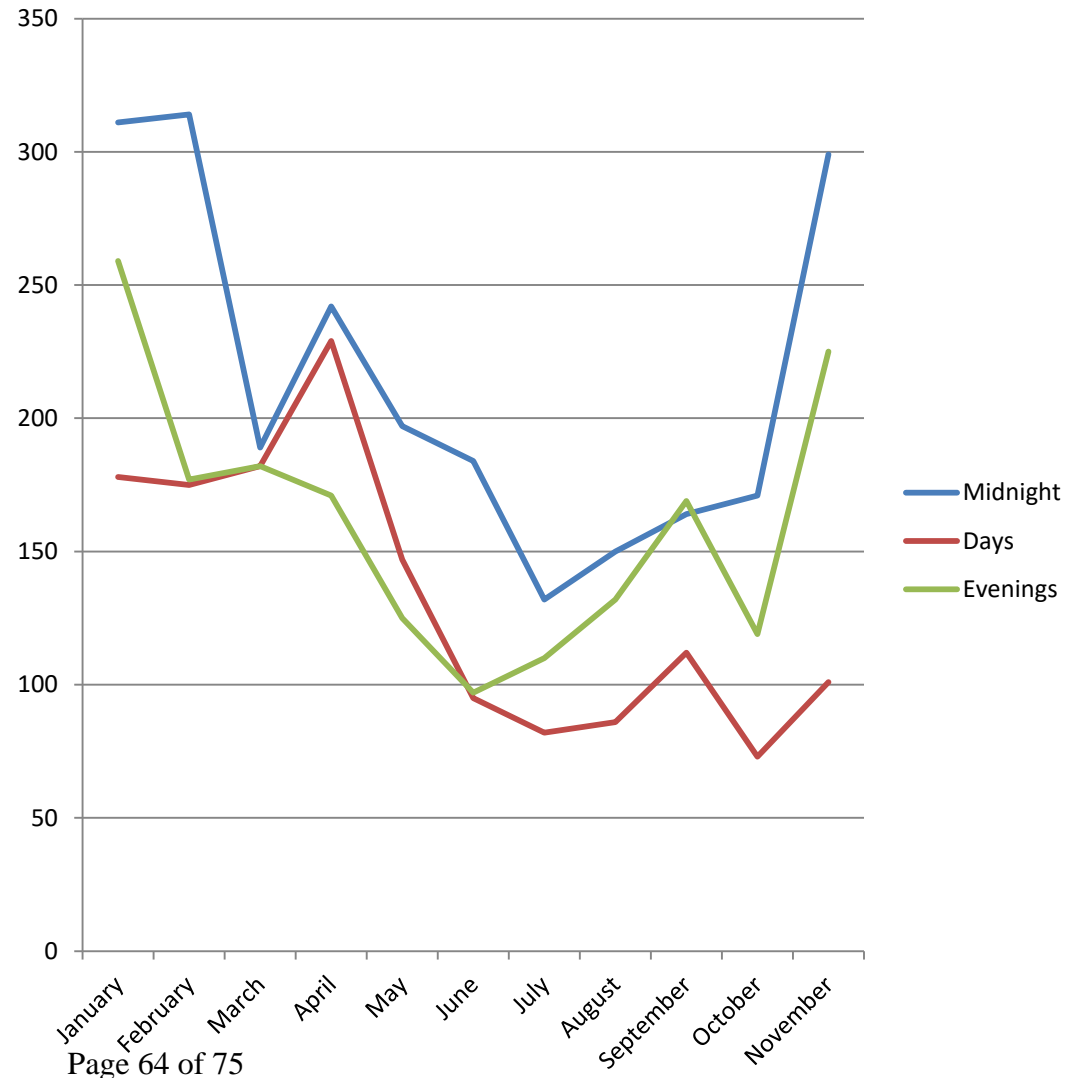
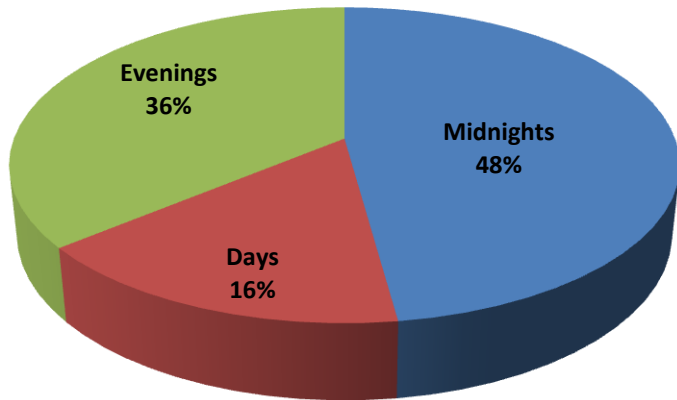


## November 2017



71.7% Increase in Proactive Hours from Oct 2017 - Nov 2017

# November 2017 Proactive Hours



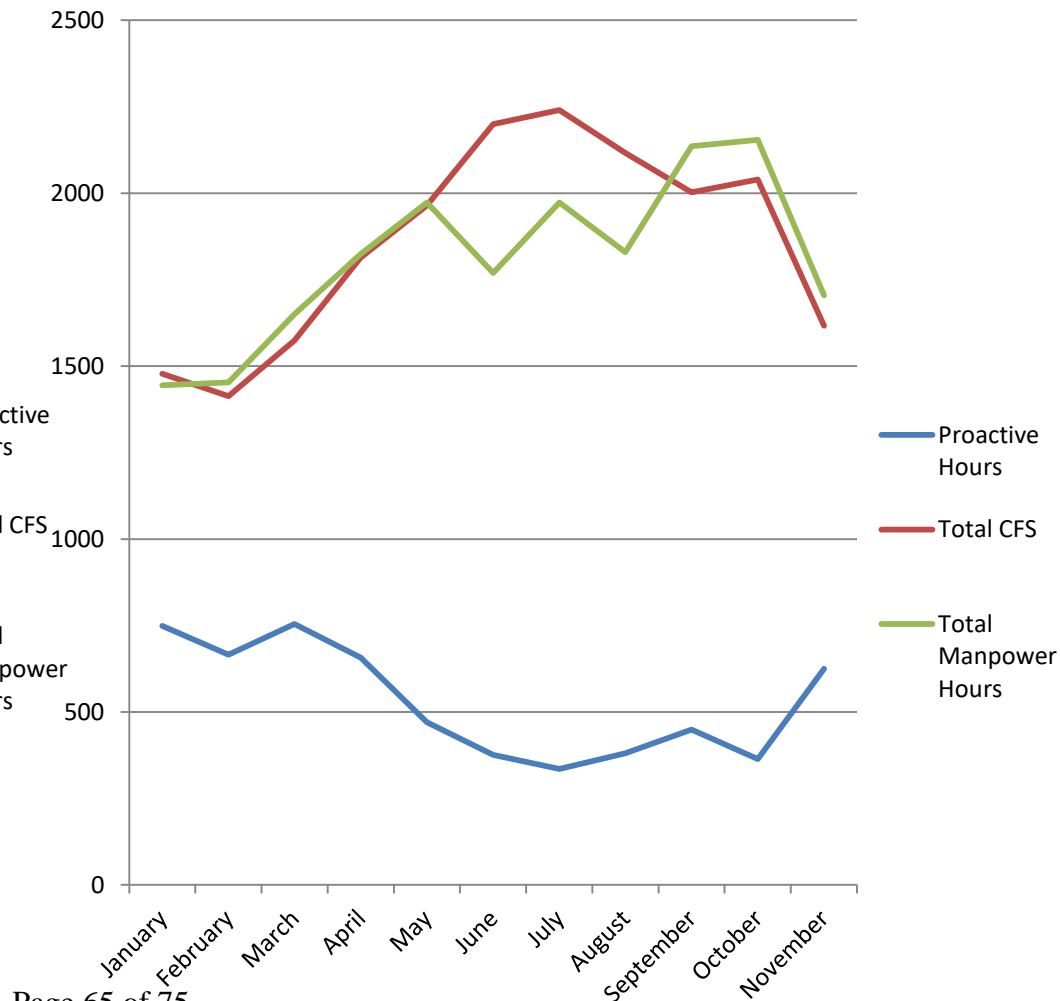


# 2016 v. 2017 CFS v. Manpower Hours

## 2016 YTD



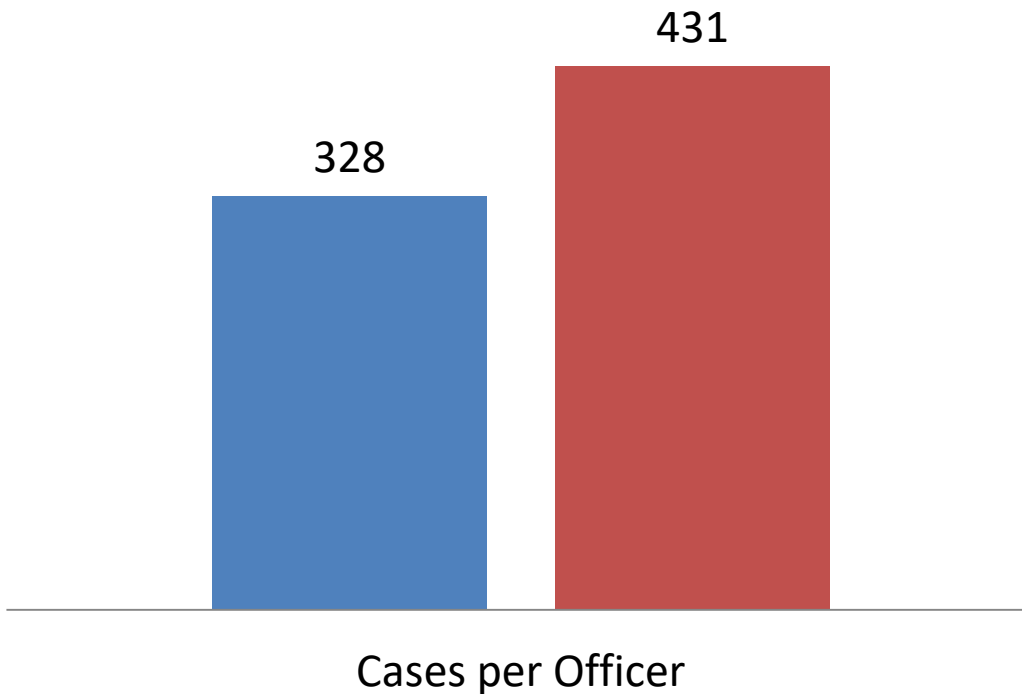
## 2017 YTD



# Cases per Officer YTD 2016 v 2017

## Chart Title

■ 2016 ■ 2017



## 2016:

8541 Cases

26 Officers

## 2017:

9057 Cases

21 Officers

**31% Increase**

# November 2017 Response Time YTD

	2016 YTD	2017 YTD	Percent Change	2015 YTD	Percent Change
Priority 1	13.79	16.52	20%	14.65	13%
Priority 2	47.06	58.34	24%	54.62	7%
Priority 3	68.2	87.33	28%	89.13	-2%

**DV COMPSTAT  
November 2017**

<b>Dates</b>	<b>7/1/17 – 7/31/17</b>	<b>8/1/17 – 8/31/17</b>	<b>9/1/17- 9/30/17</b>	<b>10/1/17- 10/31/17</b>	<b>11/1/17 – 11/30/17</b>	<b>Prior Verbal (PV)</b>	<b>YTD 2017</b>	<b>PV YTD</b>	<b>YTD 2016</b>
<b>Misdemeanor Arrests</b>	<b>20</b>	<b>12</b>	<b>26</b>	<b>18</b>	<b>9</b>	<b>2</b>	<b>175</b>	<b>21</b>	<b>219</b>
<b>Felony Arrests</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>17</b>	<b>4</b>	<b>19</b>
<b>Verbal Cases</b>	<b>20</b>	<b>29</b>	<b>27</b>	<b>30</b>	<b>22</b>		<b>259</b>		<b>270</b>
<b>Total Cases</b>	<b>41</b>	<b>43</b>	<b>57</b>	<b>49</b>	<b>32</b>	<b>2</b>	<b>451</b>	<b>25</b>	<b>508</b>

**2017 FJC Clients**

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

**2016 FJC Clients**

<b>Month</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
New Clients	15 (20)	7 (14)	11 (7)	13 (6)	25 (1)	14 (8)
	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
New Clients	21 (2)	30 (6)	9 (15)	8 (32)	5(21)	3(6)

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

Good things come to people who wait, but  
better things come to those who go out and get  
them. ~*Anonymous*



---

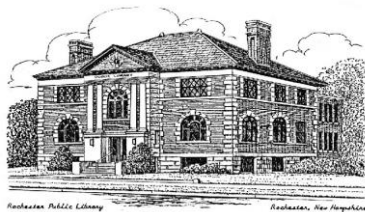
*Intentionally  
left blank...*

---

City Clerk's Office

---

---



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

12/14/17  
Main Desk: (603) 332-1428  
Reference: 335-7550  
Children's: 335-7549  
Fax: 335-7582  
[www.rpl.lib.nh.us](http://www.rpl.lib.nh.us)

## **MONTHLY REPORT**

### **November 2017**

There were a total of 16,082 items circulated with 10,009 people visiting the library in the month of November. Two hundred nineteen patrons used the library's Internet computers for 810 hours. Visitors to the library's web site numbered 12,786. Current number of patron registrations is 37,857. Interlibrary loan activity included 78 materials borrowed from other libraries and 248 loaned to other libraries.

The months of November and December are busy for everyone so the Children's Room offers "drop-in" Story Times for patrons with young children. These are informal story programs for 2-5 year olds and their parent or caregiver. Due to the wide age range and varying attendance, this is a much more casual program than the usual Story Times and consists of several fun stories. November 4<sup>th</sup>, twenty-five children joined the Children's Room staff in creating Gratitude Hand Trees during a fun Make-It and Take-It program.

November 6<sup>th</sup>, the Library was pleased to present an Oils, Salves, and Lip Balm program with Rivka Schwartz. Participants learned ways to keep lips moist all year round by making a lip balm with an easy all natural recipe. The art of creating salves was explored while also learning about medicinal herbs and oils to help with sore joints and wounds. All participants received home recipes and created samples in class.

The Library was pleased to host an exhibit by local artist, educator and curator, Susan Schwake through November. Schwake's passion for teaching art has found her working in diverse settings for more than 20 years. Thousands of people have been inspired through residencies she has conducted at her artstream studio and other settings. She exhibits her work in the U.S. and abroad. She has curated over 100 contemporary exhibitions at artstream studio and provides consulting services for corporate clients.

In addition to the print versions of available books, 250 of our library patrons downloaded 1,352 e-books to media devices through the library's web site this month. The RPL website also enabled 19 patrons access to Mango Languages and 276 digital downloads from Hoopla and Instant Flix.

Trustees meet on December 19<sup>th</sup> in the Rose Room of the library at 6pm.

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



**City of Rochester Tax Collector's Office**  
**November 30, 2017**

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2017	Semi Warrant	30,174,313	29,029,097.93	96.20%	1,145,215.07	3.80%
2016		58,196,003	57,405,070.67	98.64%	790,932.33	1.36%
2015		56,938,119	56,302,900.28	98.88%	635,218.72	1.12%
2014		55,068,779	54,724,501.91	99.37%	344,277.09	0.63%
2013		53,324,262	53,123,375.19	99.62%	200,886.81	0.38%
2012		50,952,912	50,816,131.33	99.73%	136,780.67	0.27%
2011		48,856,892	48,753,245.42	99.79%	103,646.58	0.21%
2010		47,308,832	47,216,523.51	99.80%	92,308.49	0.20%
2009		46,898,827	46,831,966.96	99.86%	66,860.04	0.14%
2008		46,522,769	46,466,928.27	99.88%	55,840.73	0.12%
2007		42,964,450	42,929,994.19	99.92%	34,455.81	0.08%
2006		40,794,160	40,773,865.18	99.95%	20,294.82	0.05%
2005		38,024,453	38,010,708.74	99.96%	13,744.26	0.04%
2004		36,065,496	36,052,491.92	99.96%	13,004.08	0.04%
2003		33,310,579	33,304,598.44	99.98%	5,980.56	0.02%
2002		29,725,878	29,719,955.43	99.98%	5,922.57	0.02%
2001		26,943,136	26,937,802.91	99.98%	5,333.09	0.02%
2000		25,415,248	25,411,043.45	99.98%	4,204.55	0.02%
1999		22,973,308	22,969,992.33	99.99%	3,315.67	0.01%
1998		30,592,529	30,587,901.82	99.98%	4,627.18	0.02%
1997		29,835,914	29,831,457.52	99.99%	4,456.48	0.01%
1996		27,726,424	27,722,073.99	99.98%	4,350.01	0.02%
1995		27,712,029	27,709,191.61	99.99%	2,837.39	0.01%
1994		26,989,803	26,987,206.62	99.99%	2,596.38	0.01%
1993		25,611,050	25,608,622.48	99.99%	2,427.52	0.01%
1992		24,746,736	24,744,940.64	99.99%	1,795.36	0.01%
1991		24,296,285	24,294,507.32	99.99%	1,777.68	0.01%
					<b>3,703,089.94</b>	

Doreen Jones, CTC Tax Collector

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

# Rochester, New Hampshire

## Inter office Memorandum

**TO:** Daniel Fitzpatrick  
City Manager

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

**SUBJECT:** Analysis of Direct Assistance for November, 2017.

**DATE:** December 13, 2017

This office reported 90 formal client notes for the month of November.

Voucher amounts issued for November, 2017 were as follows:

	23 <u>Families</u> 9 new	16 <u>Single</u> 3 new
Burial.....	650.00	.00
Dental .....	.00	.00
Electricity .....	661.05	178.41
Food.....	.00	.00
Fuel heating .....	229.90	.00
Mortgage .....	.00	.00
Prescriptions .....	.00	.00
Rent .....	5,517.50	3,061.00
Temporary Housing.....	178.00	180.00
Transportation .....	<u>.00</u>	<u>3.00</u>
<b>TOTAL</b>	<b>\$7,236.45</b>	<b>\$3,422.41</b>

This represents an average cost per case/family of \$314.63 and case/Individual of \$213.90 for this month.

Total vouchers issued: \$10,658.86

There was an increase of \$3,645.61 in assistance issued this month compared to November 2016. There was an increase of \$1,281.90 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