



**City Council Public Hearing
September 21, 2021
Council Chambers
31 Wakefield Street
6:30 PM**

Agenda

- 1. Call to Order**
- 2. Resolution Authorizing Placement of Proposed Charter Amendments On The November, 2021 Municipal Ballot in Accordance With RSA 49-B:5 P. 5**
- 3. Resolution Authorizing Acceptance of \$1,296,285.00 of Additional State Education Adequacy Aid and Transfer of the same to the School Building Capital Reserve Fund P. 13**
- 4. Adjournment**

**City Council Special Meeting
September 21, 2021
Council Chambers
31 Wakefield Street
*Immediately following the public hearing***

Agenda

- 1. Call to Order**
- 2. Resolution Authorizing Placement of Proposed Charter Amendments On The November, 2021 Municipal Ballot in Accordance With RSA 49-B:5 *second reading and consideration for adoption* P. 5**

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City Clerk's Office

3. **Resolution Authorizing Acceptance of \$1,296,285.00 of Additional State Education Adequacy Aid and Transfer of the same to the School Building Capital Reserve Fund *second reading and consideration for adoption*** P. 13
 4. **Adjournment**
-

**City Council Workshop
September 21, 2021
Council Chambers
31 Wakefield Street
*Immediately following the Special Meeting***

Agenda

1. **Call to Order**
2. **Public Input**
3. **Communications from the City Manager**
4. **Communications from the Mayor**
5. ***Update:* E911 Recommendations for Tebbetts Road P. 19**
6. **Department Reports P. 39**
7. **Other**
8. **Non-Public**
 - 9.1 **Non-Public Session – Personnel, RSA 91-A:3, II (a)**
9. **Adjournment**

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City Clerk's Office

Resolution Authorizing Placement of Proposed Charter Amendments on the November, 2021 Municipal Ballot in Accordance with RSA 49-B:5

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

That, in accordance with RSA 49-B:5, and after a duly notice public hearing, the Proposed Charter Amendments contained in **Exhibit A** of this Resolution shall be placed on the November, 2021 Municipal Ballot. **Exhibit B** provides an Informational Packet to be handed out to each voter.

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City Clerk's Office

SAMPLE BALLOT
CHARTER AMENDMENT
ROCHESTER, NEW HAMPSHIRE
November 2, 2021

**SHALL THE CITY OF ROCHESTER APPROVE THE CHARTER AMENDMENTS
SUMMARIZED BELOW?**

Amendment of Section 6

This Amendment resolves a conflict between Section 6 of the City Charter and Section 9 of the City Charter regarding the succession of the Deputy Mayor to the position of Mayor upon the Office of Mayor being declared vacant.

YES ☐ NO ☐

Amendment of Section 22

This Amendment resolves a conflict between Section 22 of the City Charter and State law, particularly RSA 202-A:11, V, regarding the terms of employment and compensation of City of Rochester employees who work at the Rochester Library.

YES ☐ NO ☐

Amendment of Section 70

This Amendment resolves a conflict between Section 70 of the City Charter and State law, particularly RSA 49-C:13. This Amendment makes Section 70 of the City Charter valid under State law.

YES ☐ NO ☐

Amendment of Section 47

This Amendment resolves a conflict between Section 47 of the City Charter and State law, particularly RSA 656:5a and brings the City Charter into harmony with current election law and practice.

YES ☐ NO ☐

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**SHALL THE CITY OF ROCHESTER APPROVE THE CHARTER AMENDMENTS
SUMMARIZED BELOW?**

Amendment of Section 51

This Amendment resolves a conflict between Section 51 of the City Charter and State law, particularly RSA 657:4 and brings the City Charter into harmony with current election law and practice.

YES ☐ NO ☐

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Amendment of Section 55

This Amendment resolves a conflict between Section 55 of the City Charter and State law, particularly RSA 654 and brings the City Charter into harmony with current election law and practice.

YES ☐ NO ☐

=====



Amendment of Section 57

This Amendment eliminates an elected position from the City Charter which is no longer currently active and is not required to exist under State Election Law.

YES ☐ NO ☐

EXHIBIT B

City of Rochester, NH
Charter Amendments – Informational Packet
November 2, 2021

Amendment to Section 6: Qualifications of Councilors.

Each City Councilor and the Mayor shall be a registered voter of the City of Rochester at the time they file their declaration of candidacy, pursuant to Section 47 of this Charter. Each Ward Councilor shall be a resident and registered voter of their ward at the time they file said declaration, at the time of their election, and throughout their term of office. If a City Councilor or the Mayor moves their residence from the City of Rochester during their term of office, then their office shall be declared vacant, and the vacancy shall be filled as provided in Section 68 of this Charter *in the case of a City Councilor and filled as provided in Section 9 of this Charter in the case of the Mayor*. If a Ward Councilor moves their residence from their ward during their term of office, then their office shall be declared vacant, and the vacancy shall be filled as provided in Section 68 of this Charter.

What a “yes” vote means: This would correct a conflict with Section 9 “Deputy Mayor”.

What a “no” vote means: The City Charter would remain unchanged.

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Amendment to Section 22: Board of Library Trustees

The Board of Library Trustees shall be comprised of the City Manager, or his designee, and six members to be elected by the City Council, one member to be elected from each ward for a term of three years, and their election so arranged that 1/3 of the members of the Board shall be elected each year. Elections by the City Council shall be conducted pursuant to Section 68 of this Charter. The duties and powers of said Board of Trustees shall be those enumerated in Chapter 202-a of the Revised Statutes Annotated, as presently enacted or the corresponding provisions of any recodification or amendment of the New Hampshire Revised Statutes Annotated. The Board of Trustees of the Public Library shall organize annually by the choice of a Chairman and such other officers and committees as it deems necessary. ~~The Board of Trustees of the Public Library shall elect a Library Director and such other employees as may be necessary for the efficient operation of the Public Library, as vacancies occur.~~ **The Board of Trustees shall appoint a librarian who shall not be a trustee and their compensation and other terms of employment shall be in conformity with relevant provisions of this Charter and City Ordinances.**

What a “yes” vote means: This would change the City Charter to be in conformity with the provisions of RSA 202-A:11, V.

What a “no” vote means: The City Charter would remain unchanged.

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Amendment to Section 47: Municipal election filing period, ballot preparation.

The name of any qualified person shall be printed upon the municipal election ballot upon his filing with the City Clerk not later than five o'clock in the afternoon of the 45th day, nor earlier than nine o'clock in the forenoon of the 60th day prior to the date of said municipal election, his declaration in writing that he is a candidate for an office to be filled at the next succeeding municipal election. Each candidate shall pay to the City Clerk a filing fee in an amount established by ordinance, but which in no event shall exceed \$50 for any office.^[1] The City Clerk shall prepare the ballots to be used at the municipal

election. The ballot shall contain the names, ~~in alphabetical order~~ **according with RSA 656:16/2021** but party designation, of all persons who qualify with the City Clerk as a candidate for any office to be voted on at said municipal election. Below the list of names of candidates for each office there shall be as many blank spaces for write-in votes as there are votes permitted for such office.

What a “Yes” vote means: This would amend Sections 47 to conform to State laws according with RSA 656:5a and current practice of the City Clerk.

What a no vote means: The charter would remain unchanged.

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Amendment to Section 51: Absentee voting.

~~Any registered voter in the City of Rochester is absent from the City on the day of the municipal election or any City election, or who cannot appear in public on an election day because of his observance of a religious commitment, or who, by reason of physical disability, is unable to vote in person, may vote at such election by absentee ballot. The provisions of RSA 669:26 through 669:29 as presently enacted or the corresponding provisions of any recodification or amendment of the New Hampshire Revised Statutes Annotated shall apply to such absentee balloting, except that the duties performed therein by the Town Clerk shall be performed by the City Clerk.~~ **who qualifies, under RSA 657:4, for an absentee ballot**

What a “Yes” vote means: This would amend Sections 51 to conform to State law under RSA 657:4 and current practice of the City Clerk.

What a no vote means: The charter would remain unchanged.

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Amendment to Section 55: Supervisors' session, voter registration.

~~For each municipal election said Board of Supervisors shall be in session for the purpose of revising and correcting the list of voters at such places as they shall designate in accordance with the requirements of RSA 654:27, as presently enacted or the corresponding provisions of any recodification or amendment of the New Hampshire Revised Statutes Annotated. In the preparation of said list the said Board of Supervisors shall have all of the powers granted to and perform all of the duties imposed upon such Supervisors by the provisions of Chapter 654 of the New Hampshire Revised Statutes Annotated, so far as the same are not inconsistent with the provisions hereof. Any person of legal age who shall present either his birth certificate or other evidence of birth in the United States or naturalization papers to the City Clerk and shall sign a written affidavit as to his Rochester residence under oath before either said City Clerk or justice of the peace or notary public or commissioned officer of the armed forces for those in the military service shall be registered to vote in the forthcoming elections. The Board of Supervisors of the Checklist shall receive said affidavit and certification from said City Clerk on forms to be prepared by said Board of Supervisors of the Checklist. The City Clerk shall receive such applications at any time, but no applications received within 10 days of the next election shall be considered for said election.~~

What a “Yes” vote means: This would amend Sections 55 to conform to State law under RSA 654 and current practice of the City Clerk.

What a no vote means: The charter would remain unchanged.

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Amendment to Section 57: Supervisors of the Checklist, election day duties.

~~The Chairman of said Board, with the advice and consent of the other members, shall, at every election, select one of their number to serve in each ward, whose duty shall be to decide such contested cases as may arise by reason of the omissions specified in Section 55 of this act.~~

What a “Yes” vote means: This would eliminate an elected position which is not currently active.

What a no vote means: The charter would remain unchanged.

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Amendment to Section 70: Removal of elected officials.

By an affirmative roll-call vote of at least nine City Councilors, the City Council may, **consistent with RSA 49-C:13**, ~~remove any elected City official from office for prolonged absence, inattention to duty, mental or physical incapacity, incompetence, willful violations of state statutes, this Charter, or City ordinances, or misconduct in office. Such vote shall be on specific written charges approved by a majority of the City Council, and after due notice and hearing called upon the majority vote of the Council,~~ **on specific charges and after due notice and hearing, at any time remove the Mayor or one of its own members for cause, including but not limited to prolonged absence from or other inattention to duties, crime or misconduct in office, or as specified in the charter.** A vacancy occasioned by removal under this section shall be filled in the manner provided in the Charter.

What a “yes” vote means: This section is in conflict with RSA 49-C:13. The proposed change would correct that conflict.

What a “no” vote means: The City Charter would remain unchanged.

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City Clerk's Office

Resolution Authorizing Acceptance of \$1,296,285.00 of Additional State Education Adequacy Aid and Transfer of the same to the School Building Capital Reserve Fund

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

That City hereby accepts One Million Two Hundred Ninety Six Thousand Two Hundred Eighty Five Dollars (\$1,296,285.00) in additional State Education Adequacy Aid from the State of New Hampshire.

Further, pursuant to New Hampshire RSA Chapter 34, that One Million Two Hundred Ninety Six Thousand Two Hundred Eighty Five Dollars (\$1,296,285.00) be, and hereby is, transferred to the School Building Capital Reserve Fund, which was created by the City Council by way of Resolution on December 15, 2015, with the funds being derived in their entirety from the aforementioned additional State Education Adequacy Aid.

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.

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City Clerk's Office



09/16/2021

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

AGENDA DATE	September 7, 2021		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	August 18, 2021		
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

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

The current FY2022 Adequacy Aid Budget for the School Department was estimated back in the fall of 2020. Since then, the Legislature authorized the DOE to review the Average Daily Membership (ADM) data (which is used to calculate a portion of the Adequacy aid) in SY 2019-2020 and SY 2020-2021 and select the greater of the two. Our ADM was higher in SY 19-20 which has resulted in an increase of \$1,305,361. There are only two ways to handle an increase in Education funding, let the increase go to reducing taxes or request a supplemental appropriation. We are requesting a Supplemental Appropriation and have the funds deposited into the School Building Fund.

RECOMMENDED ACTION

Approve Supplemental Appropriation and funding to be deposited into the School Building Fund.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Supplemental Appropriation into School Building Fund

Date: August 18, 2021

Fiscal Year: 2022

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						
5						
6						
7						
8						

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD					
2						
3						
4						
5						
6						
7						
8						

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	2000002	453110				\$1,305,361
2						
3						
4						
5						
6						
7						
8						

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced ☐Funds will be returned ☐

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City Clerk's Office



PLANNING & DEVELOPMENT DEPARTMENT
City Hall Annex
33 Wakefield Street,
Rochester, New Hampshire 03867-1917
(603) 335-1338 - Fax (603) 330-0023
Web Site: www.rochesternh.net

Planning Board
Conservation Commission
Historic District Commission
Arts and Culture Commission

Memo

To: Mayor Lauterborn and the City Council
From: Shanna B. Saunders, Planning Director; Timothy Wilder, Assistant Fire Chief
Date: September 21, 2021
Re: Tebbetts Road Proposed re-numbering

On behalf of the Rochester E-911 Committee we appreciate your time tonight to explain how important the renumbering of Tebbetts Road is. Our presentation will begin with an explanation of the Statewide recommendations for E911 numbering from Kenny-Lynn Dempsey, E9-1-1 Field Representative, ESF2 Data Operations Unit, State of New Hampshire, Division of Emergency Services and Communications.

City Staff will then explain why this is so important in the City of Rochester and the process employed by the E911 City Staff in weighing the options for renumbering as required by a recent subdivision.

This will show how and why we are at the point we are now: requesting that the City Council approve a full renumbering of Tebbetts Road.

Rochester E911 Committee Members:

Timothy Wilder, Assistant Fire Chief with support from Kelly Gagne
Shanna B. Saunders, Director of Planning and Development
Gary Boudreau, Deputy Police Chief
Jonathan Rice, Chief Assessor
Keri Devine, Communications Center Supervisor

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City Clerk's Office



PLANNING & DEVELOPMENT DEPARTMENT

City Hall Annex – First Floor

33 Wakefield Street

Rochester, New Hampshire 03867-1917

(603) 335-1338 - Fax (603) 335-7585

Web Site: www.rochesternh.net

Planning & Zoning
Conservation Commission
Historic District Commission
Arts & Culture Commission

March 8, 2021

RE: Tebbetts Road Address Reassignment

Dear E-911 Committee:

This letter is to provide a draft address reassignment list for Tebbetts Road to the E-911 Committee for review and confirmation.

The draft addresses for all purposes (emergency services, mail, official records, etc) are:

Map Lot	Existing Address	Proposed Address Reassignment
0257-0060	2 TEBBETTS ROAD	
0257-0061	0 TEBBETTS ROAD	
0257-0043	0 TEBBETTS ROAD	
0257-0042	5 TEBBETTS ROAD	
0257-0066	0 TEBBETTS ROAD	
0257-0062	8 TEBBETTS ROAD	
0257-0063	10 TEBBETTS ROAD	12 TEBBETTS ROAD
0257-0064	12 TEBBETTS ROAD	14 TEBBETTS ROAD
0257-0065	14 TEBBETTS ROAD	20 TEBBETTS ROAD
0257-0066	0 TEBBETTS ROAD	
0253-0085	0 TEBBETTS ROAD	
0253-0086-0014	36 TEBBETTS ROAD	46 TEBBETTS ROAD
0253-0086	50 TEBBETTS ROAD	0 TEBBETTS ROAD
0253-0086-0013	42 TEBBETTS ROAD	56 TEBBETTS ROAD
0253-0082	47 TEBBETTS ROAD	57 TEBBETTS ROAD
0253-0087	44 TEBBETTS ROAD	58 TEBBETTS ROAD
0253-0081	57 TEBBETTS ROAD	61 TEBBETTS ROAD
0253-0080	53 TEBBETTS ROAD	63 TEBBETTS ROAD
0253-0079	59 TEBBETTS ROAD	65 TEBBETTS ROAD
0253-0008	70 TEBBETTS ROAD	76 TEBBETTS ROAD

Map Lot	Existing Address	Proposed Address Reassignment
0253-0009	74 TEBBETTS ROAD	78 TEBBETTS ROAD
0253-0047	0 TEBBETTS ROAD	
0253-0010	76 TEBBETTS ROAD	82 TEBBETTS ROAD
0253-0011	78 TEBBETTS ROAD	84 TEBBETTS ROAD
0253-0047-0001	81 TEBBETTS ROAD	91 TEBBETTS ROAD
0253-0047-0002	85 TEBBETTS ROAD	93 TEBBETTS ROAD
0253-0012	86 TEBBETTS ROAD	94 TEBBETTS ROAD
0253-0013	88 TEBBETTS ROAD	96 TEBBETTS ROAD
0253-0047-0003	87 TEBBETTS ROAD	97 TEBBETTS ROAD
0253-0047	91 TEBBETTS ROAD	99 TEBBETTS ROAD
0253-0014	94 TEBBETTS ROAD	100 TEBBETTS ROAD
0253-0047-0005	95 TEBBETTS ROAD	103 TEBBETTS ROAD
0253-0047-0006	97 TEBBETTS ROAD	105 TEBBETTS ROAD
0253-0047	0 TEBBETTS ROAD	
0253-0015	100 TEBBETTS ROAD	108 TEBBETTS ROAD
0253-0016	106 TEBBETTS ROAD	116 TEBBETTS ROAD
0253-0037	122 TEBBETTS ROAD	127 TEBBETTS ROAD
0253-0036	125 TEBBETTS ROAD	131 TEBBETTS ROAD
0253-0035	127 TEBBETTS ROAD	135 TEBBETTS ROAD
0253-0034	131 TEBBETTS ROAD	137 TEBBETTS ROAD
0253-0029	130 TEBBETTS ROAD	138 TEBBETTS ROAD
0253-0033	133 TEBBETTS ROAD	143 TEBBETTS ROAD
0244-0005	142 TEBBETTS ROAD	144 TEBBETTS ROAD
0244-0005-0006	NEW PARCEL	148 TEBBETTS ROAD
0244-0005-0005	NEW PARCEL	150 TEBBETTS ROAD
0243-0058	141 TEBBETTS ROAD	155 TEBBETTS ROAD
0243-0005-0004	NEW PARCEL	156 TEBBETTS ROAD
0244-0005-0003	NEW PARCEL	160 TEBBETTS ROAD
0243-0057	143 TEBBETTS ROAD	161 TEBBETTS ROAD
0244-0005-0002	NEW PARCEL	162 TEBBETTS ROAD
0243-0056	145 TEBBETTS ROAD	165/173 TEBBETTS ROAD (TWO DRIVEWAYS)
0244-0005-0001	178 TEBBETTS ROAD	
0243-0054	197 TEBBETTS ROAD	191 TEBBETTS ROAD

You will NOT need to make any changes to your property deed until your property is sold or you re-finance your mortgage.

E9-1-1 will notify GPS mapping companies of any/all road name changes. E9-1-1 will also notify phone service providers of the upcoming changes and the effective dates of those changes.

Q: I have had my address for the entire time I have lived in this community. It is part of my identity. Is there another way to go about this?

A: We completely understand that people have a connection to their address. The longer we live in one location, the more pride and affinity we hold for that particular address. Our children memorize it when they are young and they grow up knowing that it means “home”. It is truly special. However, what is more important is that emergency providers are able to reach you in that moment of sheer need when your loved one is having a medical emergency or their life is being threatened.

Those of us that have been tasked with keeping you and your family safe want the best possible opportunity to be successful when we are called upon. We hope you never need us, but if you do, we want to be there as quickly as humanly possible.

Division of Emergency Services and Communications

33 Hazen Dr

Concord, NH 03301

603-271-6911



To locate, communicate and connect people in an emergency with the help they need.



NH Department of Safety

**Division of
Emergency Services
and Communications**

PROPOSED 9-1-1 STANDARDIZATION – EXPLANATION & ANSWERS

Based upon addressing standards created and recommended by NENA (National Emergency Number Association) for addressing throughout the United States, the NH Division of Emergency Services and Communications, E9-1-1 has made recommendations for changes in your community. The standards are designed to: eliminate confusion, create consistent numbering with regard to distance, allow for any/all future expansion, and create consistency from community to community. Ultimately all of these things allow for the quickest and most accurate response from emergency services.



The NH Division of Emergency Services and Communications analyzed your communities' addressing and made recommendations based on the State of NH Addressing Standards.

Some of the most common addressing standards are as follows (not all inclusive):

- ≈ A single structure should not have more than one address
- ≈ An address should not be alpha numeric or fractional numeric
- ≈ Each addressable structure should have its own unique address (address numbers should not be duplicated)
- ≈ Addresses should be in proximity to each other (i.e. 30 should be across from 31)
- ≈ Addresses should be in sequence and be consistent with odd numbers on one side and even numbers on the other
- ≈ Any driveway that provides access to three or more addressable structures should be assigned a road name and the structures should be addressed from the newly named road
- ≈ Any road that contains disconnected road segments due to impassable portions are considered mutually independent therefore they should not have the same road name

Your local town 9-1-1 committee has thoroughly reviewed the recommendations for possible adoption in order to enhance the safety of the citizens in your community.

Q: *Wouldn't large, reflective signs at the bottom of a driveway serve the same purpose as naming the driveway?*

A: No. Locating an address that is off a driveway with 3-8 houses in the middle of the night during an emergency situation can be extremely difficult. Although posting large reflective numbers is better than nothing, creating a road name is ideal. A definitive intersection can be easily explained to all responders (i.e. "Third left off of Main St") even if they aren't familiar with the area. Furthermore, responders look for consistent numbering in regards to distance. Addresses are calculated based on the distance the driveway is from the beginning of the road. When there are multiple structures on a shared driveway, those structures take the available address numbers for structures further down the road. This means the addresses on the odd numbered side of the road may no longer line up with the address numbers on the even side of the road.

Q: *GPS knows where my house is. Why can't emergency responders use that technology?*

A: Responders could certainly use GPS to locate your residence when responding to a non-emergency call such as a lost dog, wallet or a non-severe medical call.

Time is critical during an emergency response. There is usually only one officer in the vehicle. The officer is using emergency lights and sirens while driving in excess of the speed limit. The officer is talking on the radio to collect as much

information as possible prior to arrival and requesting additional units, and/or providing instruction for other responders. That said, using additional technology while responding to an emergency would quite simply be unsafe. In an emergency situation, every second counts.

Q: *If my road name is going to change, do I even get a say in the new name?*

A: Absolutely! If there is a possibility of a road name change, please talk with your neighbors about suggestions. Remember the name cannot be similar to any other street name in your community and cannot contain numbers or directions. Bring any suggestions for consideration to the Board of Selectmen meeting.

Q: *Changing my address is extremely difficult and time consuming!*

A: It is true – changing your address is very inconvenient and can be time consuming. Your community has created a packet of information to make the process as simple as possible.

Additionally, your community will notify the US Postal Service (USPS) of any and all changes, as well as the effective date of the changes. You will NOT need to complete a change of address form with USPS.

You will be provided with a letter containing your new address that you can forward to your mortgage company or any other debtors/utilities.

ROCHESTER, NH

Potential Tebbetts Rd
re-addressing

OVERVIEW



The Division of Emergency Services and Communications (DESC) works in conjunction with City of Rochester's E-911 Committee to assist with addressing recommendations that will aid in emergency response.

The mission of the DESC is:

"To locate, communicate and connect people in an emergency with the help they need".

S.W.O.T. ANALYSIS

- **Strengths of current addressing**

- Residents are familiar with addressing
- Children have memorized their address
- Police/Fire are aware of addressing issues.

- **Opportunities of re-addressing**

- Corrects all non-standard addressing
- Eliminates any duplicate road names
- Every 50' a number would be available
- Eliminates confusion for emergency responders
- Addresses would geo-code properly which would help with navigation, deliveries

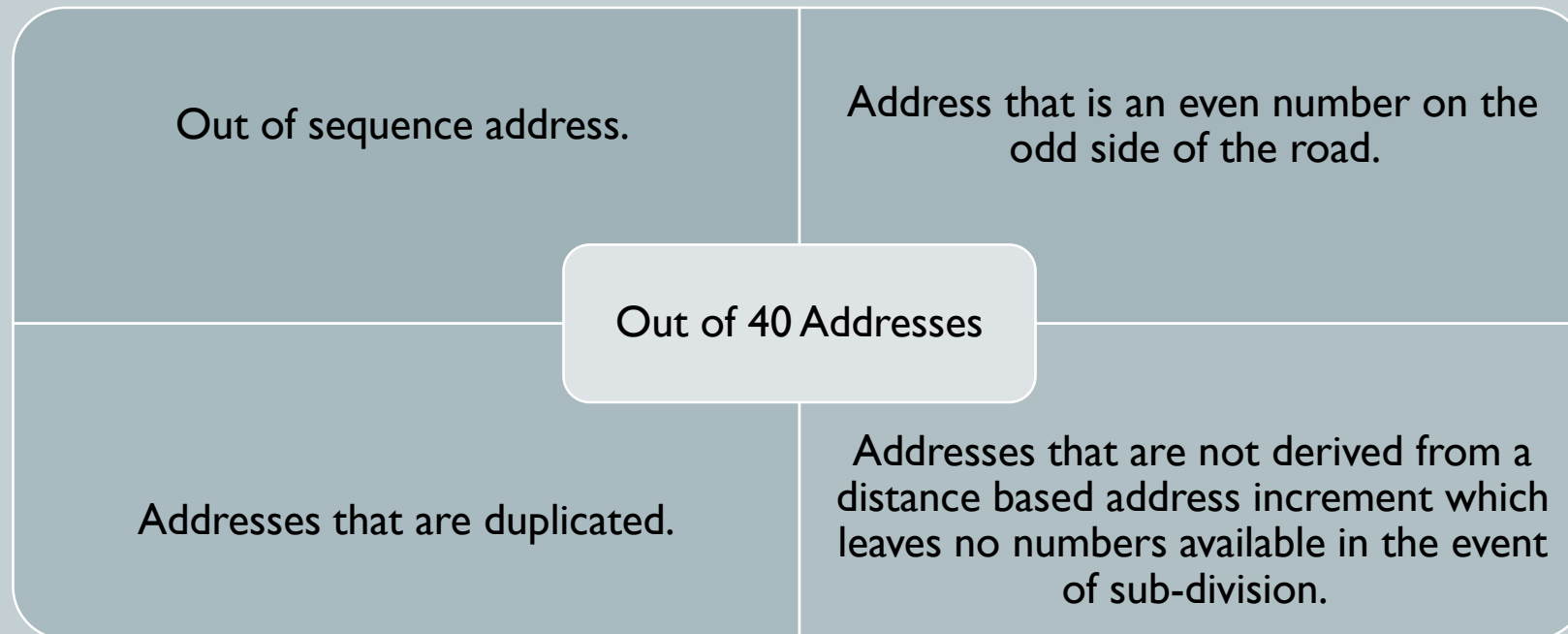
- **Weaknesses of existing addressing**

- Does not leave address numbers available for development.
- Does not conform to E911 guidelines
- Does not allow for proper geo-coding

- **Threats of current addressing**

- Delay in emergency response due to confusion.
- Duplicate, alpha-numeric and fractional addressing occurs because no numbers are available.
- Confusion for mutual aid responders and new hires not familiar with the addressing.

MOST COMMON ISSUES FOUND



WHO ARE THE STAKEHOLDERS

- Residents
- Police / Fire / EMS
- Mutual Aid / Sheriffs office
- E9-1-1 - Division of Emergency Services and Communications
- Town offices
- Phone service providers
- USPS
- Utility companies
- Delivery companies
- Mapping companies

WHO ARE THE STAKEHOLDERS



Tue 9/14/2021 8:22 AM

Blaine Cox

RE: [Rochester NH] House Number Change Request

To  Tim Wilder;  Shanna Saunders

Cc   Paul Toussaint

 Follow up. Start by Tuesday, September 14, 2021. Due by Tuesday, September 14, 2021.

You replied to this message on 9/14/2021 9:24 AM.

Message:

I am inquiring about changing the street number of my home at Church Street in Gonic.

As soon as we moved into our home 7 years ago, we noticed we were getting our neighbors mail and vice versa. Then it became confusing when having something delivered to our home; even with a description of our home and not going to our neighbor's home, it still happens. More recently, there was a knock at my door by Rochester PD at 2:30 am, and they were at the wrong address. Since it was a domestic wellness check, the officers wouldn't leave until my wife came down to show that we were sleeping and there weren't any problems at my home, but my neighbors were having an issue. After a recent family tragedy, I realize that this is a matter of safety, not convenience.

My family has dealt with this issue for a long time but would like to petition the city to evaluate house numbers on my street. My neighbor's address is Church Street and is a single-family residence. I have been told that the original homeowner of my home owned both plots of land and subdivided it, thus the I propose that my address be updated to and the street numbers South of my home be revised. It would be terrible to lose precious moments in an emergency if public safety personnel arrive at the wrong home.

Is there anything that the City can do to help solve this issue?

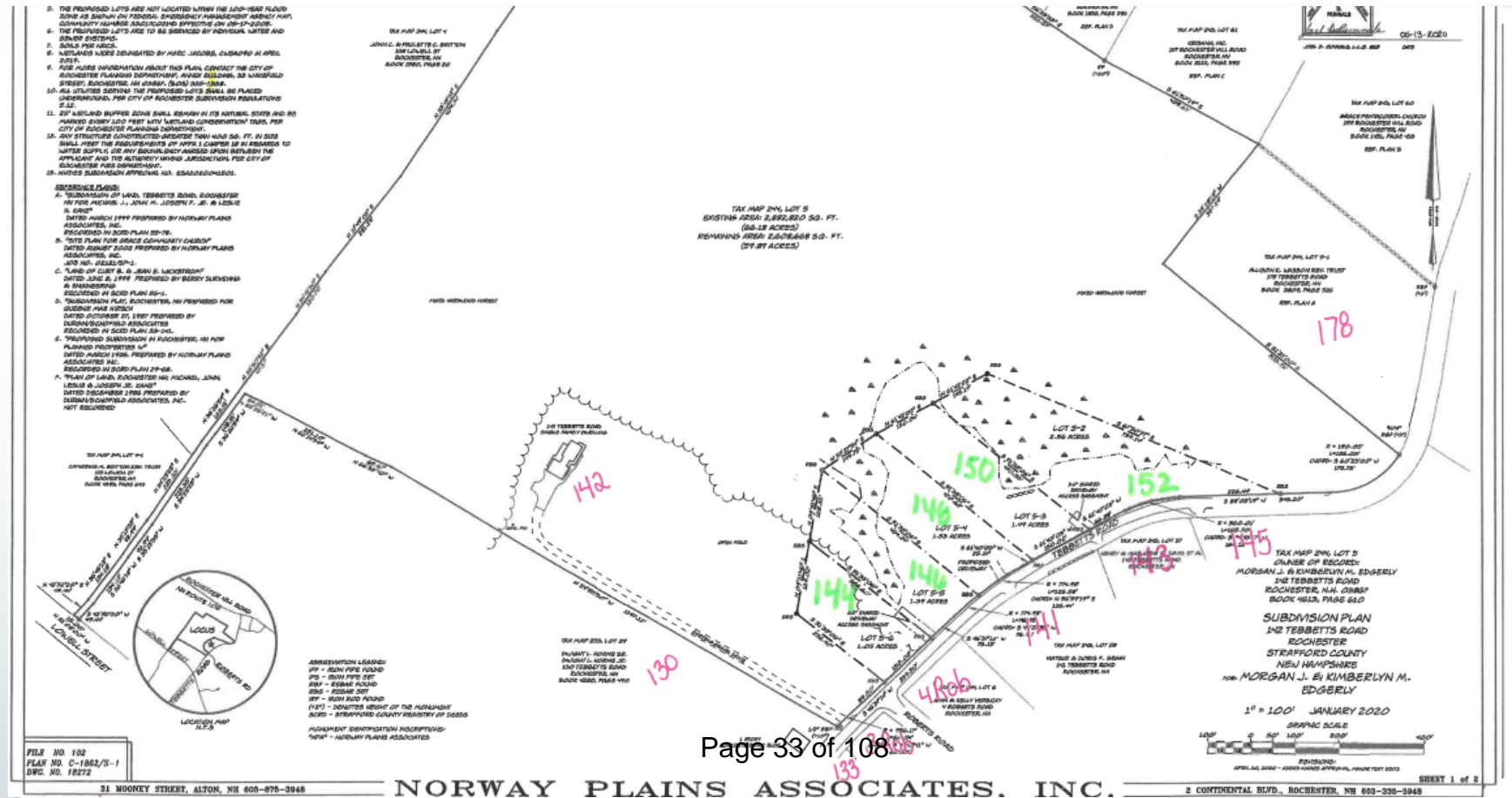
OPTION ANALYSIS

1. Assign number as best we can given the constraints
2. Fix the closest constraints and assign numbers
3. Renumber the whole road according to the standards.

Assign number as best we can given the constraints

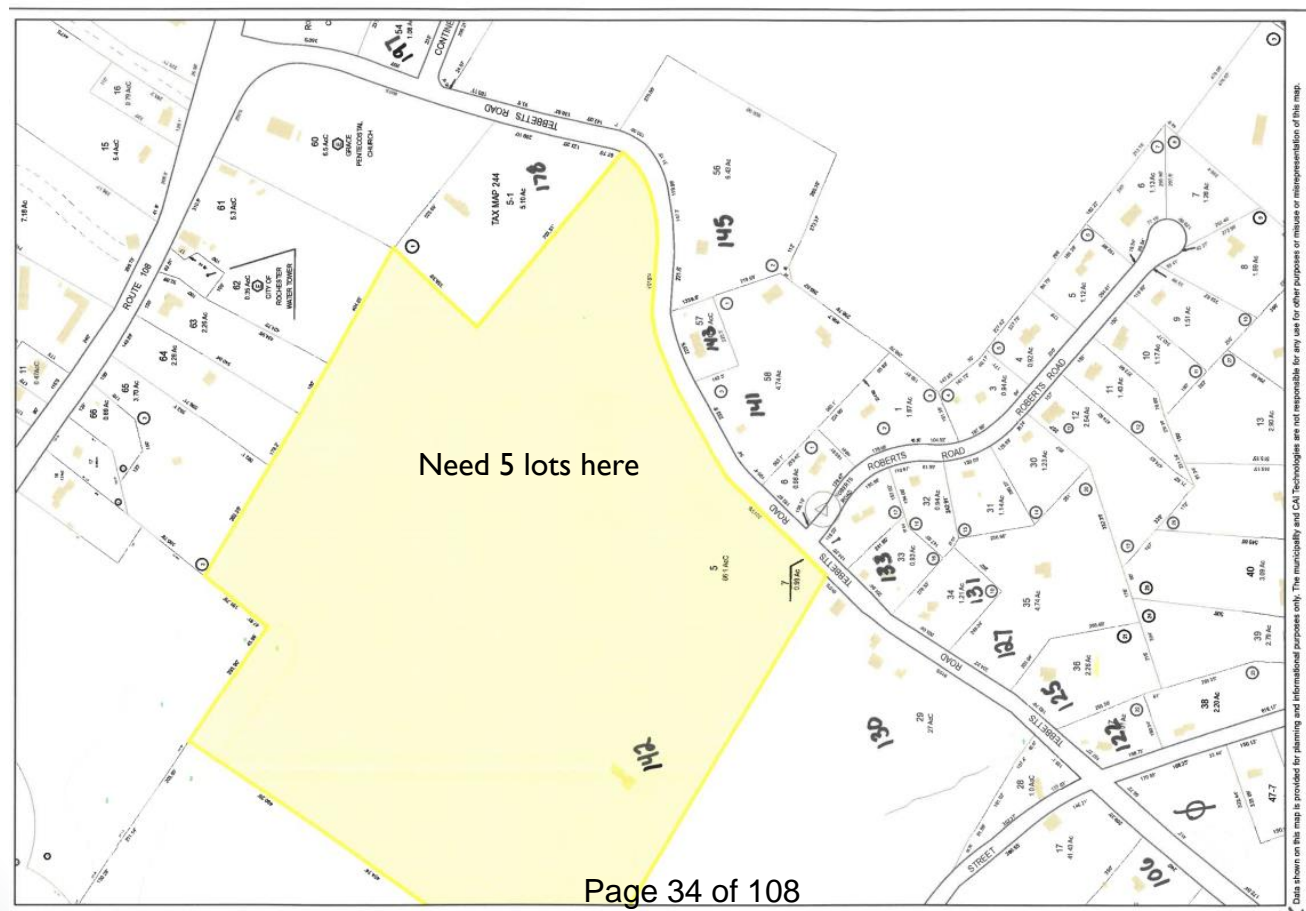
OPTION ANALYSIS I

Assign number as best we can given the constraints



OPTION ANALYSIS 2

Fix the closest constraints and assign numbers



142

106

130

142

142

142

142

142

142

OPTION ANALYSIS



OPTION ANALYSIS

Questions?

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City Clerk's Office

August Department Reports:

- 6.1 Assessor's Office P. 41**
- 6.2 Building and Licensing Services P. 43**
- 6.3 City Clerk's Office P. 45**
- 6.4 Department of Public Works P. 49**
- 6.5 Economic & Community Development P. 59**
- 6.6 Finance Office P. 65**
- 6.7 Planning & Development Department P. 67**
- 6.8 Recreation & Arena P. 71**
- 6.9 Rochester Fire Department P. 73**
- 6.10 Rochester Police Department P. 81**
- 6.11 Rochester Public Library P. 103**
- 6.12 Tax Collector's Office P. 105**
- 6.13 Welfare Department P. 107**

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City Clerk's Office



City of Rochester, New Hampshire

ASSESSING DEPARTMENT

19 Wakefield Street, Rochester, NH 03867
 (603) 332-5109 Assessor@rochesternh.net
www.rochesternh.net

September 7, 2021

To: City Manager/Council

From: Darcy Freer, Deputy Assessor

Subject: August Council Report

Revenue Received/Collection Warrants issued:

Current Use Warrants	\$	112,728.50
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- Vision CAMA data continues to be distributed to other departments through the City's IT Department. The City's GIS system is now updated nightly with current assessment data. Further, "safe" options to access the City's CAMA data continues to be evaluated by IT.
- All Rochester sales continue to be validated in preparation of conducting a ratio study for equalization this fall.
- Noah Hoffman, the Assistant Timber & Gravel Appraiser for the NH Department of Revenue, provided an on-site training/review to department employees on Timber Intents and Reports.
- Payment in Lieu of Taxes (PILOTS) were calculated in preparation of the MS-1 form.
- Preparations were made to finalize the MS-1 form.
- Preliminary tax maps from all 2021 changes were received and are being looked over for final review.
- The office is preparing a plan to move into the basement of the Revenue Building for anticipated upcoming renovations.

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City Clerk's Office

End of Month Council Report

09/16/2021

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 and Licensing Services for the month of August 2021

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

Department Revenue

Permit Type	August 2021
Building Permits	\$23,451.00
Electrical Permits	\$3,155.00
Plumbing Permits	\$2,221.00
FireSuppression Permits	\$37.00
FireAlarm Permits	\$1,093.00
Sprinkler Permits	\$173.00
Mechanical Permits	\$4,575.50
Food_Milk Licenses	\$385.00
Taxi Licenses	\$0.00
General Licenses	\$25.00
Net Revenue	\$35,115.50

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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 August 2021

Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 232 initial copies of vital records, and 124 subsequent copies of vital records in the month of August. The City Clerk's staff issued 31 Marriage Licenses.

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

- 11 births were reported in Rochester during the month of August; 6 of these children were born to Rochester residents. Additionally, 8 Rochester residents gave birth in neighboring communities.
- 26 resident deaths were reported in Rochester.
- 8 couples celebrated their wedding ceremonies in Rochester during the month of August. There were an additional 10 Rochester residents who married elsewhere in the State.

Revenue – Vital Records/Marriage Licenses

	2020		2021	
	State	City	State	City
Initial/Subsequent copies:	\$2,671	\$2,459	\$2,481	\$2,244
Marriage Licenses:	\$774	\$126	\$1,333	\$217
Total:	\$3,445	\$2,585	\$3,814	\$2461

Dog Licensing

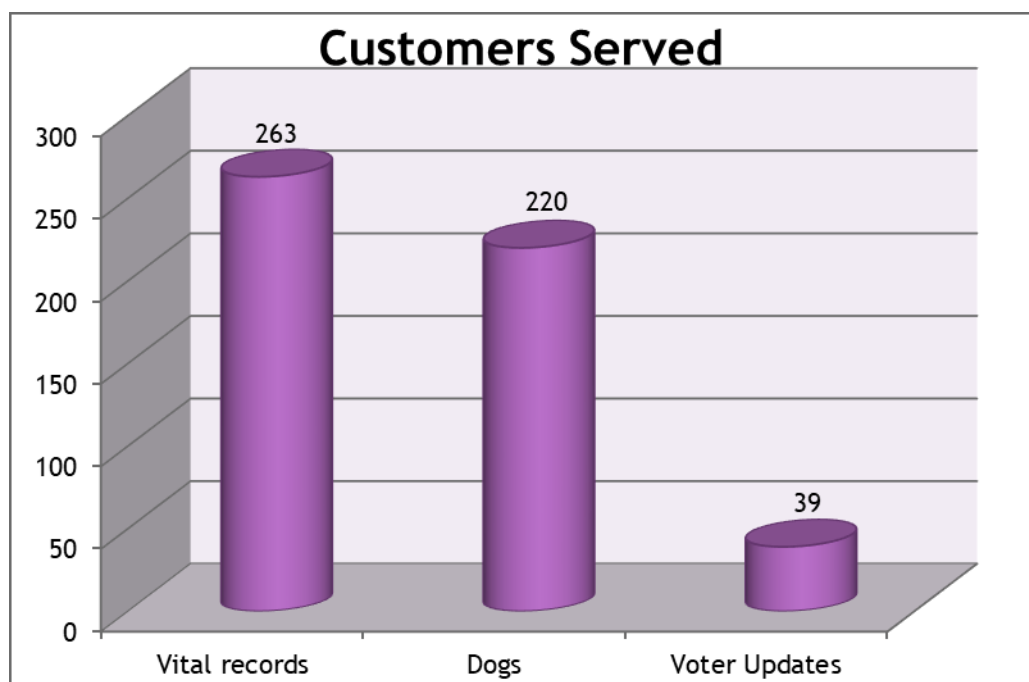
The City Clerk's office licensed 220 dogs during the month of August. There were \$1725 in Civil Forfeiture fees collected for dogs unlicensed from the prior fiscal year. There was an additional \$402 in late penalty fees collected in August.

Starting on August 16th, the Animal Control Officer mailed the civil forfeiture certified letters for all dogs which remain unlicensed nearing 4-months past the statutory due date. This civil forfeiture adds an additional fee of \$25 per dog plus a \$5 administrative processing fee. Owners who do not comply with the civil forfeiture letter will be issued a summons and the process will then need to be handled through the court system prior to licensing with the City. It should be noted that those residents who inform the clerk's office that they have moved out of Rochester or that their pets have died are not subject to the civil forfeiture fee, even if the certified letter has already been received.

Dog licensing is due on April 30 of each year, regardless of when the dog was licensed the prior year. The licensing year runs May 1 through April 30 for all dog owners as opposed to the license being due exactly one year after the last date it was done.

More information on dog licensing, such as fees, schedule and rabies vaccine information can be found on the City Clerk's webpage [Dog Licensing Information](#)

Customers Served during the month of August 2021



Elections

The supervisors of the checklist will be meeting on Thursday, September 2, 2021. This session will serve to finalize all new voter registrations as well as changes and removals from the voter checklist prior to the opening of the filing period for the November 2, 2021 Municipal Election.

The City Clerk's office is gearing up for the upcoming Municipal Election which will take place on Tuesday, November 2, 2021. All seats for City Council, School Board, Police Commission, Election Officials and Mayor will appear on the ballot as well as ballot questions in regards to amending the City Charter. The filing period for the Municipal Election will open on Friday, September 3, 2021 at 9:00

AM and will remain open until Monday, September 20, 2021 at 5:00 PM. More information on the filing period, as well as additional information of elections can be found at [City Clerk - Election](#)

The City Clerk's office has been receiving many calls in the past few months from interested parties inquiring about the requirements to run for office. In Rochester, to run for City Council, School Board, Mayor, Police Commission, or election official you must:

- Be 18-years old
- Be a registered voter in Rochester
- Be domiciled within the ward for the office that you are running

There are no petitions or signatures required to run for office in Rochester. The filing fees are as follows:

- Mayor: \$50
- City Council: \$10
- School Board: \$10
- Police Commission: \$10
- Election Officials: \$2

Voter registration summary by party as of August 31, 2021:

Ward	Democrats	Republicans	Undeclared	Totals
1	981	1,034	1,150	3,165
2	930	1,028	1,205	3,163
3	975	1,124	1,134	3,233
4	863	725	1,276	2,864
5	878	1,015	1,166	3,059
6	872	715	984	2,571
Totals:	5,499	5,641	6,915	18,055

Respectfully submitted,

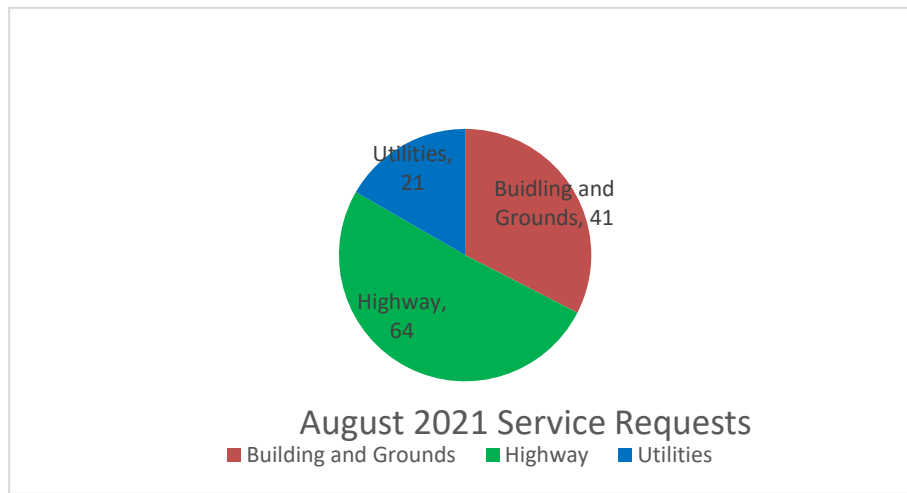
Cassie Givara,
Deputy City Clerk

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City Clerk's Office

ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT AUGUST 2021

In addition to the scheduled work performed, the Department of Public Works responded to approximately 126 requests for service in the month of August. The Highway Division had 64 requests that ranged from pothole repairs, traffic light maintenance, clean storm drains, repair culverts and replace missing street signs. The Utilities Division had 21 requests including sewer concerns, water and sewer inspections and daily dig safe mark outs. Buildings and Grounds Department completed 41 service requests including street light repairs, filling janitorial supply orders for departments, changing light bulbs, replacing broken electrical outlets and broken door locks, unclogging drains, working on maintaining the Adopt a Spots and City grounds and disinfecting work areas throughout the City.



HIGHWAY & FLEET MAINTENANCE WORK COMPLETED

- Repaired a 6 catch basins throughout the City
- Cleaned 89 catch basins
- Continue to sweep all City streets
- Replace 12" culverts on Nadeau Drive
- Trimmed tall grass over taking sidewalks throughout City
- Grade dirt roads
- Shim and then overlay French Hussey Road
- Made a parking lot at Squamanagonic Park
- Install 60 feet of 12" culvert and tie into catch basin on Hillcrest Drive
- Cleaned ditch on Industrial Way
- Fill in cellar hole on Hanson Street
- Ditched on Sampson Road
- Ditched and install 3" erosion stone all the way down Hillcrest Drive
- Paint crosswalks and arrows throughout the City
- Pave a 300 foot section of road on Riverlawn Avenue
- Cleaned up ditch and side of roads throughout City
- Crew did a lot Brush trimming overhang throughout the City
- Replaced 2 batteries in Cat loader #114
- Replaced batteries in the Sno-Go blower and remove old coupler
- Replaced valves and handles on Vac-Con #47
- Replaced trailing arm and ties on 20 ton trailer #80

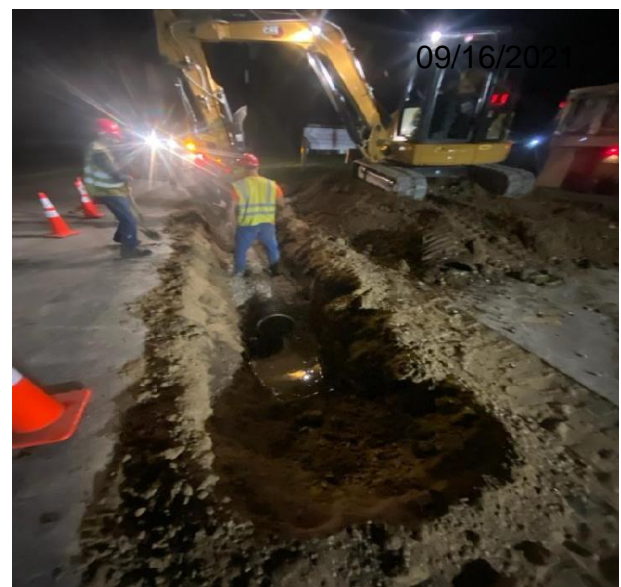
- Replaced drag link and work on break system on #17 six wheel dump
- Repaired left front spring and repair exhaust clamps in #17 six wheel dump
- Replaced Nox sensor in #48 service truck
- New tires on PB trailer
- Replaced starter in #17 six wheel dump
- Started to go through and inspect all sanders
- Repaired left rear spring u-bolts on #8 six wheel dump
- Replaced 3 idlers pulleys and belt on one ton dump #24
- New tires on service truck #108
- New tires on service truck #56
- New tires on service truck #21
- New tires on one ton dump #24
- Repaired back cargo door on Vac-Con #63
- Replaced ball joints, break repair and steering shaft repair on service pick up #44
- Lube, oil and filter service on 16 vehicles
- Fleet also did 28 State on NH inspections
- Several minor repair on several vehicles
- Several minor repair on several small equipment



Parking lot at Squamanagonic



Installed 12" culvert & tied into catch basin



Nadeau Drive 12" culvert replacement

UTILITIES DIVISION

Utilities Division operators completed many service requests and work orders in August 2021. This work included dig safes, routine maintenance, customer service requests and several emergency responses. Contractor support and inspections were provided on Chestnut Hill Road, the Strafford Square Project, Autumn Street, Hayes Hill Road and Rail Road Avenue.

Water Distribution System

Mainline gate valves were cleaned, exercised and repaired as needed on Highland Street, Autumn Street and Main Street in East Rochester.

Operators responded to a water break at the intersection of King and Court Street on Sunday, August 21st. This break left area residents without water for several hours.

Operators responded to a main break at Tara Estates on Wednesday, August 25th. This break left hundreds of customers without water for several hours.

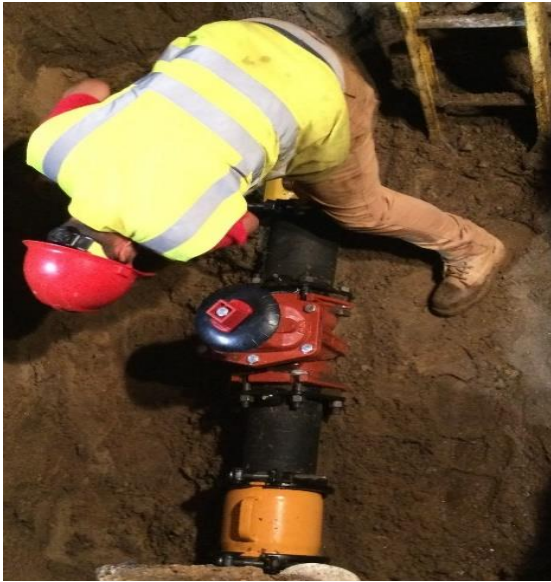
A new mainline valve was installed on Allen Street.

Sewer Collection System

Preventative maintenance was performed at all of the City's siphon systems and problematic areas.

A sewer lateral and sewer manhole were repaired at 45 Old Dover Road.

Sewer mainline cleaning and CCTV continued at Franklin Heights, Brenda Circle and Collins Lane.



Valve insertion on Allen Street



An operator remotely guides a camera thru a sewer main during a mainline inspection

BUILDING AND GROUNDS DIVISION

Building and Grounds Division completed 41 work requests including street light repairs, filling janitorial supply orders for departments, changing light bulbs and ballasts, changing out electrical outlets, changing batteries in various equipment, unclogging drains, fixing leaky pipes and assisting departments when needed. Staff have been working on several projects in the month of August. Staff have installed a gate at Squamanagonic Park and did extensive weeding at the Commons to beautify the area. They made repairs to the granite walls and steps at the Annex building and stucco and painting repairs to the Central Fire Department exterior staff did maintenance to one the Duval fountains and are also adding an electrical service at the park for the fountain so future events can be held there. There was a traffic accident at the Commons, staff repaired a portion of the fence. Staff continue to do grounds maintenance on all the City maintained properties.



Squamanagonic gate installation



Weeding at the Commons



Repairs to granite walls and steps at the Annex



**Exterior building maintenance
Historical Museum**



Fountain maintenance before and after



Concrete pad and conduit for electrical service Duval Park



Stucco and painting repairs to Central Fire Station



Fence repair at Commons due to vehicle accident



Parson Main landscape maintenance

WATER TREATMENT DIVISION

Treated water volume for the month of August was approximately 62.6 million gallons from the surface water treatment facility and 23.0 million gallons from the groundwater treatment plant, for a total of 85.6 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. Annual sampling for Inorganic, Synthetic, Volatile, and PFAS contaminants was performed; analyses are pending. Sampling for Lead and Copper compliance for the consecutive system was performed this month. Inspections were conducted throughout the entire watershed. 3.3 inches of rain was recorded at the Rochester Reservoir. All reservoirs remain full. Debris and sludge mats were removed from the diversion structure. Equipment and grounds maintenance was performed at the plant, well and tanks/stations. A duty pump at Gina Drive BPS was replaced. Repairs were made to the telemetry and control system at Richardson Street

BPS. Maintenance at the well included housekeeping; chemical feed system PMI; instrument calibrations; and wellhead inspection. Maintenance at the WTF included continued bulk chemical storage tank cleaning; cleaning the sand filter media surface; replacement of the chlorine and fluoride feed lines; replacement and installation of wash-down hose reels in the filter room; repairs to the entry gate; and cleaning and calibration of the online laboratory instrumentation, staff are continuing a review of the distribution system to prepare for fall flushing and to improve residence time in select neighborhoods.

ENGINEERING

Updates for August 2021:

- **Asset Management:** The City continues to work with the selected vendor for the new Asset Management software for implementation. DPW is now “live” with the Service Request portion of the software and plans to go “live” with other portions in the coming months. DPW has expanded the number of vehicles included in the GPS vehicle tracking system for improved operations. Efforts continue as staff constantly improve City infrastructure information linked from our GIS software to our Asset Management software. In the future more detailed information, such as asset age, material, and condition as well as baseline information that has been developed related to our water, sewer and stormwater systems' “level of service”, “likelihood of failure”, “consequence of failure”, and “life cycle cost analysis”, will be incorporated into our Asset Management software. The Department is moving forward on work regarding wastewater “vertical assets”, such as the WWTF and pump stations.
- **Strafford Square Roundabout:** Bidding of the roundabout construction contract is now anticipated during winter 2021/2022. Prior to construction of that contract, a utility infrastructure contract is now under construction, which will primarily facilitate relocating existing above-ground utilities to underground conduits and vaults, along with other underground utility improvements. The utility infrastructure contract was awarded in early June 2021 and construction began in July 2021; construction is anticipated to continue into spring 2022, after which the roundabout construction would commence.
- **Woodman Area Infrastructure Improvements:** This project includes water, sewer, drainage, roadway, sidewalk and lighting infrastructure improvements, as well as the rehabilitation of Woodman Park and certain parking areas in the Congress/Charles/Woodman /Myrtle area. A contractor pre-qualification process was completed in June 2021. Advertisement for bids is anticipated in Fall 2021. Construction of this project is anticipated to commence during Winter 2021/2022 or Spring 2022.
- **Colonial Pines Sewer Extension:** Phase 3 of this multi-phased sewer extension program was advertised for bids in July 2021, following a contractor pre-qualification process that was completed in June 2021. Construction of Phase 3 is anticipated to be awarded in September 2021 and commence during Fall 2021. As in Phase 2, Phase 3 will include drainage improvements in the project area. Additional funding for a final phase of sewer extension and drainage improvements is anticipated to be requested in the FY23 CIP budget.
- **Route 202A Water Main Extension and Water Tank:** This project consists of a 250,000 gallon elevated water storage tank near the Highfield Commons development, and the extension of new water main along Bickford Road, Route 202A, Winkley Farm Lane and Fiddlehead Lane. Following a contractor pre-qualification process that was completed in June 2021, this project was advertised for bids in August 2021. Bids are scheduled to be received and opened in September 2021 and construction of this project is anticipated to commence during Fall 2021.
- **Little Falls Bridge Road Right Turn Lane:** This project consists of widening the intersection of Little Falls Bridge Road and Chestnut Hill Road for the addition of a dedicated right turn lane from Little Falls Bridge to Chestnut Hill. This project was advertised for bids in July 2021; and, the construction contract was awarded in August 2021. Construction is expected to be completed by the end of the calendar year 2021.
- **Pavement Maintenance & Rehabilitation:** The FY21 Pavement Rehabilitation list included portions of the following Streets: Betts, Chamberlain, Crow Hill, Dartmouth, Donald, Edgewood, Four Rod, Hillcrest, Hobart, Nature, Norman, Phillips, Ramsey, Sunset, Walbridge and Yale. FY21 Pavement Rehabilitation work began during June 2021 and was substantially completed in August 2021.

- **Sidewalk Rehabilitation:** The FY21 Sidewalk Rehabilitation work, which commenced in May 2021, included completing sidewalk rehabilitation in East Rochester in the Coheco Avenue area and rehabilitating sidewalk along Oak Street in Gonic. Accessibility improvements to curb ramps to facilitate the FY21 pavement rehabilitation work were also included in the FY21 sidewalk rehabilitation scope. FY21 Sidewalk Rehabilitation work was substantially completed in August 2021.
- **Granite Ridge Development – Phase 2:** Waterstone has submitted to NHDOT a response to comments on the revised traffic impact analysis study of November 2019. A decision from NHDOT on the Phase 2 driveway permit is expected in September 2021. It is also anticipated that Waterstone will present the Phase 2 development to the Planning Board in October 2021. Following the NHDOT driveway permit decision and the Planning Board approval of the Phase 2 development, the City will be able to finalize the design package with its engineering consultant for bidding of the public infrastructure to be constructed with TIF funds per the Developers Agreement. Waterstone’s construction of site development is now expected to be completed in two phases; however, the public infrastructure construction will coincide with the first phase of development and is expected to begin in 2022.
- **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 attenuation tanks. Design of the attenuation tanks is in process. 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. In February 2021, the construction contract was terminated by the City for convenience. Construction is anticipated to commence with another construction contractor later in 2021.
- **River Street Sewer Pump Station Upgrade:** Construction was substantially completed in April 2021. Final completion is now anticipated in September 2021.
- **Route 11 Sewer Pump Station Upgrade:** A contractor pre-qualification process was completed in April 2021. Bids were received from pre-qualified contractors in June 2021. Additional funding was approved by the City Council and the construction contract was awarded in August 2021. Construction is anticipated to commence in early fall 2021 and have a duration of 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. Construction of these projects is expected to be completed in the next few months.
- **Sewer System Master Plan:** A 2015 Basis of Design Report for Wastewater Interceptor Upgrades recommended a sewer collection system master plan be completed before proceeding with final design. Funding for a Sewer System Master Plan was approved with the FY19 CIP Budget. A Sewer System Master Plan was also included as a compliance item in the City’s AOC with USEPA finalized in March 2021. This evaluation and planning effort commenced in April 2021 with the installation of flow meters throughout the sewer collection system to evaluate existing flows in the system. Following this initial flow metering effort, a Sewer System Master Plan scope of work was submitted to USEPA and NHDES on September 1, 2021 for review and comment. The Sewer System Master Plan is expected to be finalized by Fall 2024.
- **NPDES Permits - Wastewater Treatment Facility & MS4 Permit (Stormwater):**
 - In November 2020, USEPA Region 1 published a final General Permit for total nitrogen (TN) loading in the Great Bay Estuary watershed. Rochester submitted a Notice of Intent (NOI) to “opt in” to this permit in March 2021. The City has also entered into an Administrative Order on Consent (AOC) with the USEPA that allows for an interim effluent limit and certain nitrogen reduction project deadlines. USEPA has issued Rochester an Authorization to Discharge with an effective date of coverage of May 1, 2021; the City submitted to EPA & NHDES its first semi-annual AOC compliance report on June 1, 2021 for the reporting period of May 1-31, 2021. In addition, Rochester, along with Dover and Portsmouth, has entered into an agreement with an environmental stakeholder that commits to certain TN reduction efforts in exchange for a commitment from the stakeholder to refrain from appealing the General Permit. In July 2021, Rochester joined 5 other Seacoast municipalities (collectively known as the Municipal Alliance for

Adaptive Management (MAAM)) in submitting to USEPA a Joint Adaptive Management Plan (AMP) under Part 3 of the TN General Permit. In August 2021, Rochester, along with Dover and Portsmouth, submitted to the environmental stakeholder a Report of Progress outlining projects and efforts tied to nitrogen reduction.

- As far as the City's individual National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Facility (WWTF), a new draft permit has not yet been issued by USEPA Region 1; however, USEPA did contact the Department in June 2021 to request updated information related to the City's 2002 NPDES Renewal Application. The requested information was provided in June 2021 and the Department has sent additionally requested information to USEPA in July 2021.
- And, 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 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 second annual report for the MS4 permit was submitted to USEPA in September 2020. Year 3 efforts were completed in June 2021, including a revision to the City's Stormwater Ordinance Chapter 218, which was presented to the Planning Board in April 2021, to the Codes and Ordinances Committee in May 2021, and approved by voted of the City Council in June 2021. The third annual report is planned for submission to USEPA in September 2021.
- **New DPW Facility:** Building construction continued in August 2021 with in-ground lifts installed in the garage, PVC panels installed in the vehicle wash bay, structural steel painted, and overhead doors installed, among other mechanical, electrical, and plumbing work. The facility is now on permanent power. Additional paving, curbing and sidewalk was installed on-site in August 2021. The fuel storage tanks are expected to be delivered to the site in September 2021. Construction of the facility is anticipated to continue through early November 2021, with furniture move-in scheduled for mid-November.

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City Clerk's Office

Economic & Community Development



8/31/2021

MANAGEMENT REPORT



Economic Development Report, Written by Mike Scala and Jenn Marsh

Community Development Report, Written by Julian Long



ECONOMIC DEVELOPMENT DEPARTMENT

MICHAEL SCALA, DIRECTOR OF ECONOMIC DEVELOPMENT

PROJECTS IN THE PIPELINE

Director Scala and Assistant Director 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.

Scala and Marsh also attend bi-weekly calls held by the NH Business Economic Affairs Department (BEA) to receive updates from Commissioner Caswell on the State's ongoing efforts to assist businesses and organizations through the pandemic.

Econ Dev continues to work with multiple developers interested in several lots throughout the city. Most notably, 13 Sawyer Avenue, 38 Hanson, and 55 N. Main.

SCENICSALINGER Project

Chinburg Properties continues the construction phase of the project. They are still on track for a January/February 2022 opening.

Driveway paving of Water Street has been tentatively early fall after the Congress Street water connection has occurred.

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. The City is still in discussions to accept a reduced Infrastructure plan to jumpstart the project.

Waterstone will be presenting plans for the 3 pads at the front of the property to the Planning Board in a future meeting.

GRANITE RIDGE DEVELOPMENT DISTRICT – Residential Ordinance Change

Econ Dev has contracted with Weston and Sampson to conduct a study to review the draft ordinance and how it would affect the development of residential units in the GRD. Expected delivery of the study is for the end of September. ED will then return to the Planning Board to present the findings prior to their recommendation vote and submission to the CC for approval.

WAYFINDING (Phase III)

Econ Dev and Community Engagement continue to discuss signage for the final phase of this project. The goal is to complete the remaining installations before the end of the year.

SIG SAUER - AMAROSA DRIVE

Sig has started the renovations of 8 Amarosa Drive.

The City continues to work with Sig on the planned sewer extension down Milton Road and intersection reconfiguration along Rt. 125.

GRANITE STATE BUSINESS PARK

LDI continues to work on construction of their facility. The exterior walls are complete with scheduled move-in date September 6th, 2021.

Prep Partners is nearing completion of their site work. The sewer connection across the PDA property will occur sometime this fall.

Pella Windows has experienced a delay with the installation of their elevator. A recent meeting with staff and Pella stakeholders discussed a solution to the issue of providing a CO for the second floor. No CO will be issued prior to the approval of the elevator, but the first floor can be approved for use.

55 N. MAIN (HOFFMAN BUILDING)

The developer recently presented to the HDC concerning their proposed building. HDC had some questions and suggestions and has agreed to schedule a special meeting in September to look at the suggested revisions to the project.

38 Hanson Street

The developer recently said that they reached an agreement with a local landowner to purchase a lot close to the 38 Hanson that would be utilized for parking. Econ Dev is waiting for an update on this transaction so we can proceed with sale of our parcel.

13-17 Hanson Street

DPW has started the process of filling the cellar hole at the site. They will then hydro-seed and remove the fencing surrounding the lot. Future plans call for several picnic tables for public use.

JENN MARSH, ASSISTANT DIRECTOR ECONOMIC DEVELOPMENT

REDC

REDC received interest from multiple businesses that are interested in adding signage to the Ten Rod Road Industrial Park sign. The REDC will be making some minor changes to the sign to allow all the interested businesses to have a panel on the sign. After the August meeting there will still be one blank panel available.

NEW BUSINESSES

Mr. Sippy's BBQ opened at 184 South Main Street (previously Benedict's). Their hickory smoked BBQ is available for dine-in or take out.

ROCHESTER FARMERS MARKET

The market is gearing up for September, which hosts Vouchers for Veterans. September is also the last month of the market so make sure to stop in and stock up on market items. There are a few new vendors for September to ensure there is enough for all the Veterans and shoppers.

ROCHESTER MAIN STREET

Main Street was a part of Free Comic Book Day in August. Next year's event will hopefully be moving back to the May date. Jetpacks and Main Street are working with the Recreation Department to add a few more details to next year's event. It was a perfect day on Central Square for pride day. Central Square also was the location for this year's summer music series which ended in August.

Main Street is currently working on the following events:

- PorchFest on September 26th
- Trick or Treat and Zombie Walk on October 29th

JULIAN LONG, CDBG COORDINATOR & GRANTS MANAGER

COMMUNITY DEVELOPMENT BLOCK GRANT (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 subrecipients 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 2021 Consolidated Annual Performance and Evaluation Report (CAPER): The Community Development Coordinator finished drafting the FY 21 CAPER, which is due to be submitted to HUD by September 30th. Despite the COVID-19 pandemic, most performance goals were met during FY 2021. Goals were not met for rental assistance, likely due to the pandemic-related eviction moratoria, and public facilities projects, also impacted by the pandemic. The draft FY 21 CAPER is available at

https://www.rochesternh.net/sites/g/files/vyhlif1131/f/uploads/py_20_caper_rochester_nh_v4.pdf.

NH Division of Historical Resources Annual Report: As part of the Programmatic Agreement between the City of Rochester and the New Hampshire Division of Historical Resources, the Community Development Coordinator prepares an annual report that reviews CDBG-funded projects and the historic preservation information related to those projects. The FY 2021 report was submitted to NH DHR in August and is available at

https://www.rochesternh.net/sites/g/files/vyhlif1131/f/uploads/city_of_rochester_cdbg_fy21_report_to_shpo_0.pdf.

FY 2023 Public Input Process: The Community Development Coordinator has started the process of gathering public input for the FY 2023 CDBG Action Plan. The Community Development Coordinator has met with the RHA advisory board in late August, has attended the September community coffee and city chat public input sessions, and has released the autumn 2021 community survey. The survey is available online at <https://www.surveymonkey.com/r/K2WTB6P>. Hard copy versions of the survey are available at the City Clerk's office, the Welfare office, the Recreation Department, the Tax and Auto Registration office, and at the Rochester Public Library.

Homeless Center for Strafford County – Kitchen Installation: The kitchen equipment was installed at the end of August.

Trainings and Webinars: The Community Development Coordinator has attended webinar trainings on new Section 3 final rule compliance, youth substance use prevention, federal labor compliance issues, immigrant health equity issues.

EASTER SEALS SENIOR AFFORDABLE HOUSING PROJECT

Background: Easter Seals (formerly the Homemakers) is proposing approximately 80 units of

affordable supportive senior housing to be located at the Rochester Easter Seals property. Easter Seals presented on its proposed project at the February 2021 Community Development Committee.

NH Community Development Finance Authority Grant Application: Easter Seals has submitted a pre-application to NH Community Development Finance Authority requesting \$1,000,000 in state CDBG CARES Act funds for the project. Easter Seals has also requested \$4.25 million from NH Housing Finance Authority and \$926,076 from the City of Rochester's American Rescue Plan Act funds. NH CDFA has informed Easter Seals that the project must have a municipal or county entity as the grantee, with Easter Seals as subgrantee. Easter Seals has requested that the City of Rochester serve as grantee for the project.

NON-CDBG ACTIVITIES

COVID-19 Grants: The Community Development Coordinator submitted the City of Rochester's interim report on its American Rescue Plan Act funds expenditures in August, as required by the U.S. Treasury.

VOCA Grant: The Community Development Coordinator worked with the Victim-Witness Advocate to draft and submit a progress and performance summary to the state.

FINANCE COMMITTEE

Agenda Item

09/16/2021

Agenda Item Name: Monthly Financial Statements Summary – as of August 31, 2021

For the full detail report, click here: [August 2021 Financial Detail Report](#)

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

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

Meeting Date Requested: September 14, 2021

Issue Summary Statement

Below are the revenues & expense highlights through August 31, 2021. August-21 represents approximately 20% completion of FY22

GENERAL FUND REVENUES

Motor Vehicle Registrations: Revenues remain strong at \$994,922, 20% collected.

Waste Management Host Fees: First FY22 payment received of \$1,406,135, highest ever received. School Department received an allocation of \$394,702 from this payment.

Building Permits: Revenues remain strong at \$77,860, 26% collected.

Interest Income: Remains soft, investment accounts only yielding .20% (2-tenths of 1%).

Interest on Delinquent Taxes: Collections steady at \$47,296, 14%

State of NH Rooms & Meals: This revenue is typically received in December of each year.

Highway Block Subsidy: First FY22 payment received \$185,127.

Current Use Taxes: Current Use tax revenues are strong at \$102,581

GENERAL FUND EXPENSES: First couple of months of fiscal year many purchases orders established for partial of full year expenses. Salary & benefits are trending below budget at 14%. Overall expenses are trending to budget at 22%.

Police & Fire Over Time: Fire Department Overtime trending high at 40% expended, Police Overtime trending at 24% expended

Welfare Direct Assistance: Continues to trend low at 10% expended.

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City Clerk's Office



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

Planning Board
 Zoning Board
 Conservation Commission
 Historic District Commission
 Arts & Culture Commission

PLANNING & DEVELOPMENT DEPARTMENT MONTHLY REPORT FOR AUGUST 2021

APPLICATIONS REVIEWED BY THE PLANNING BOARD

Planning Board met August 2nd for a Regular Meeting.

Jeffrey Gudim, 131 Pickering Road (by Jeffrey Gudim) Lot line revision for expanded pool location. Case # 141 – 38&39 – R2 – 21 **APPROVED**

Farmington Associate Properties, LLC, 68 Farmington Road (by Tighe & Bond) Site plan to construct three restaurants, associated parking and drainage. Case# 216 – 9- GRD – 21 **CONTINUANCE TO 9/13/21**

New England Gaming, LLC, 7 Milton Road (by Richard Bedrosian) Site plan to allow a function hall/ charitable gaming operation. Case# 222 – 94 – HC – 21 **APPROVED**

L. P. Gas Equipment, Inc., 111 Northcoast Drive (by Norway Plains Associates, Inc.) Amendment to Approved Project to install an additional railroad track and unloading rail to the north of the existing track. Case# 210 – 16 – I – 21 **APPROVED**

Ossipee Aggregates Corporation, 99&79 Northcoast Drive (by Norway Plains Associates, Inc.) Amendment to Approved Project to install additional railroad track and unloading rail to the north of the existing tracks. Case# 210 – 18&21 – I – 21 **APPROVED**

401 North Main Street, LLC., 0 North Main Street (by TFMoran, Inc.) Nonresidential Site Plan Application to construct a proposed auto dealership with a 1-story building and associated improvements, including and not limited to, access, grading, storm water, management systems, utilities, lighting, and landscaping. Case# 114 – 7 – HC – 21 **APPROVED**

APPLICATIONS REVIEWED BY THE ZONING BOARD OF ADJUSTMENT

Zoning Board of Adjustment met on August 11th

Z-21-17 Hope on Haven Hill, Inc. Seeks a *Variance* from Table 18-B to permit an office and meeting room in the Residential-2 zone. **Location:** 38 Charles Street, Rochester, Map 125 Lot 214 in the Residential-2 Zone. **GRANTED**

Z-21-18 Allen Pierson & Brian Bentley Seeks a *Special Exception* from Section 24.1.F to permit the parking of more than one ordinary passenger vehicle as part of a home occupation. **Location:** 3 Quail Drive, Rochester, Map 255 Lot 36 in the Agricultural Zone. **GRANTED**

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

The Conservation Commission met on August 25th.

PUBLIC HEARING:

Pursuant to the provisions of RSA 36-A:4, RSA 36-A:5, and RSA 675:7, the Rochester Conservation Commission will conduct a public hearing on August 25, 2021 at 6:30p.m. in Rochester's City Council Chambers concerning the acquisition of conservation land by the Society for the Protection of New Hampshire Forests and to vote on spending Conservation Fund money for this land acquisition and related transaction and stewardship expenses.

The proposed land acquisition project would encumber via conservation restrictions some or all of the following lot(s) identified as Tax Map 243, Lot 39 and/or Tax Map 243, Lot 39-4. These lots are now/formerly addressed as 215 Rochester Hill Rd.

There was no one from the public to speak for or against the additional allocation of 30K to the project.

The Con Com voted to expend \$30,000 in additional funds toward the land conservation project at Champlin Forest, which when combined with the vote from the last meeting, would total \$200,000 from the Conservation Fund for this project.

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

Historic District Commission met on August 18th

G & P Boston Properties, LLC, 45 & 55 North Main Street (by Market Square Architects), Certificate of Approval for demolition of existing structure and construct a new six story 55,000 s.f. residential building with commercial space on ground floor. Case # 121 – 372 – DTC – 21
CONTINUED TO A SPECIAL MEETING ON 9/1/2021

Work continued on the CLG Historic District Review Grant by the firm Historic Preservation.

ARTS AND CULTURE COMMISSION ACTIVITIES

The Arts & Culture Commission met on August 26th

They discussed the Art Walk the Art Awards, and putting together an art show in 2022. One of the Members talked about the upcoming Lila Dance Festival and a paper she read called Sharing the Aesthetic Perspectives Framework

Respectfully submitted,
Shanna B. Saunders,
Director of Planning & Development

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City Clerk's Office

Rec & Arena Monthly Report

09/16/2021

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

From: Lauren Krans –Asst. Recreation & Arena Director
Date: August 2021 Monthly Report

August Programs	Participation #'s
Concert on the Common	70
Community Swim Hanson Pines	1453
Community Swim Gonic	702
Community Swim East Rochester	997
Senior Aqua Zumba	73
Senior Breakfast/Cookout	70
Senior Cardio Drumming	35
Senior Swim	169
Senior Zumba Gold	36
Summer Camp	95
Teen Travel Camp	25
Adult Volleyball	109
Walk & Talk: History of the Common	25
Senior Power Hour	83
Senior Trip	9
AUGUST TOTAL	3951

Summer Camp

Our team is extremely proud that our first pandemic summer camp season was a huge success. We provided 95 Rochester children with a safe, fun summer. We were able to navigate the summer safely with no mask mandate for our campers. We kept each camp in separate 'pods' and did not take any field trips that required bus transportation. We worked closely with staff and families to encourage best health practices and to self-monitor daily. Our administrative team conferenced weekly with city health officials to stay abreast of any Covid related updates. Evening recreation staff sanitized equipment and facility spaces each day after the program. We are thankful that we safely executed this program with no positive Covid cases.

Community Swim

Like all sectors, staffing was a challenge for us this year. Our traditional lifeguard staff is upwards of 16, and this summer we had 10. Despite these challenges, we hosted a busy August with Community Swim. Community Swim participation in August totaled 3,152 swimmers across all three pools. Our Pool Attendants played a crucial role in coordinating registrations; welcoming visitors and signing in 'walk ins'. Our well-organized system was popular with the community and many patrons commented on how much they liked the controlled, non-crowded atmosphere of the pools. Even with this reservation based system, we were able to accommodate all walk ins this summer and did not have to turn any patrons away.



Northeast Passage

Northeast Passage utilized the arena concrete floor during the month of August for their Power Soccer and rugby league. Power Soccer is developed specifically for power wheelchair users and incorporates the game of soccer with the use of high-speed power wheelchairs. This use of the facility was a great success and totaled 17 hours during August. We will continue this relationship with Northeast Passage into the fall and winters months when the rent the gymnasium for their sports leagues.

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City Clerk's Office



Rochester Fire Department

Mark E. Klose

Chief of Department

09/16/2021



37 Wakefield Street

Rochester, NH 03867

Tel: (603) 335-7545

www.rochfd.org

To: Blaine Cox, City Manager

From: Mark E. Klose, Fire Chief

Date: September 15, 2021

Ref: **Monthly Report for August 2021**

On behalf of the Rochester Fire Department, I am pleased to provide you with my last monthly report as Chief of the Department. The report serves as a summary of the activities, projects and programs underway with the fire department.

DEPARTMENT INFORMATION:

- Manning Station 1 and Station 2 (Gonic)
- 3 Shifts at 10 firefighters (1 Captain, 1 Lieutenant and 8 Firefighters)
- 1 Shift at 9 (1 Captain, 1 Lieutenant and 7 Firefighters)

PERSONNEL:

- August 2nd Chief Klose submitted his intent to retire effective September 30th, 2021

OPERATIONS DIVISION:

August 3rd, RFD attended National Night Out at the Common

Frisbie EMS is now being dispatched on the fire frequency

D/C Wheeler Acquired Additional Equipment to Place the UTV in service.

Worked with dealer to complete mounting on Rescue 8.



Rochester Fire Department

Mark E. Klose
Chief of Department



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INCIDENTS (Total 257)

August 3, 2021. Engines 5, 3, 2 Chief 1 and Chief 4 responded to the Spaulding By-Pass for a motor vehicle crash involving a Tractor-Trailer and a SUV. Result was a fatal accident.

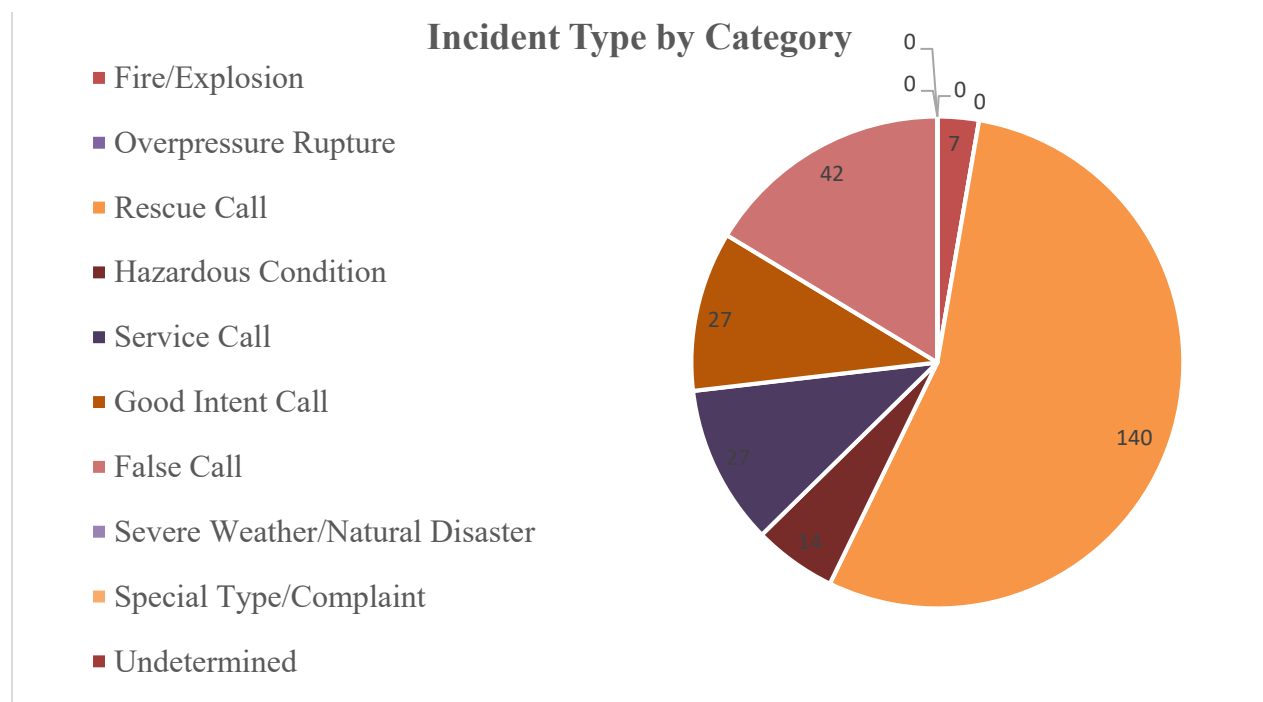
August 4, 2021 Engines 2, 3, Truck -9, Chief 4 and K-1 responded to 41 Old Dover Road for smoke in the building. Extinguished machinery fire.

August 4, 2021, Engines 5, and 2, Truck-9 Chief's 1, 2, 3, 4 and K-1 along with Somersworth FD to 103 N Main Street for a building fire.

August 4, 2021 Engine-2, Forestry-1 and Chief 1 mutual aid to Somersworth for a large homeless encampment fire.

August 27, 2021 Engine 5, 2, 3 to Salmon Falls Rd near Haven Hill for a head-on crash. Extricated patients from vehicles. Crews utilized new battery operating extrication tools.

August 30, 2021 Engine 5, Chief 1 and Chief 4 responded to 10 Rod Road for a utility worker that was electrocuted.





09/16/2021

Rochester Fire Department

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August 3rd MVA: Rote 16 By-Pass



Salmon Falls Road MVA August 27, 2021



(Photo courtesy of L-1451)



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APPARATUS:

UTV (Utility 2) was “wrapped” in red. Windshield, emergency lights, directionals, horn and roof were added



Utility 1 was outfitted with emergency lighting and radios.

EMERGENCY MANAGEMENT:

- City of Rochester has been awarded an EMPG Grant for the update of the Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP).
- Multiple thunder storms during the month of August, only minor damage to city infrastructure.



Rochester Fire Department

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Chief of Department



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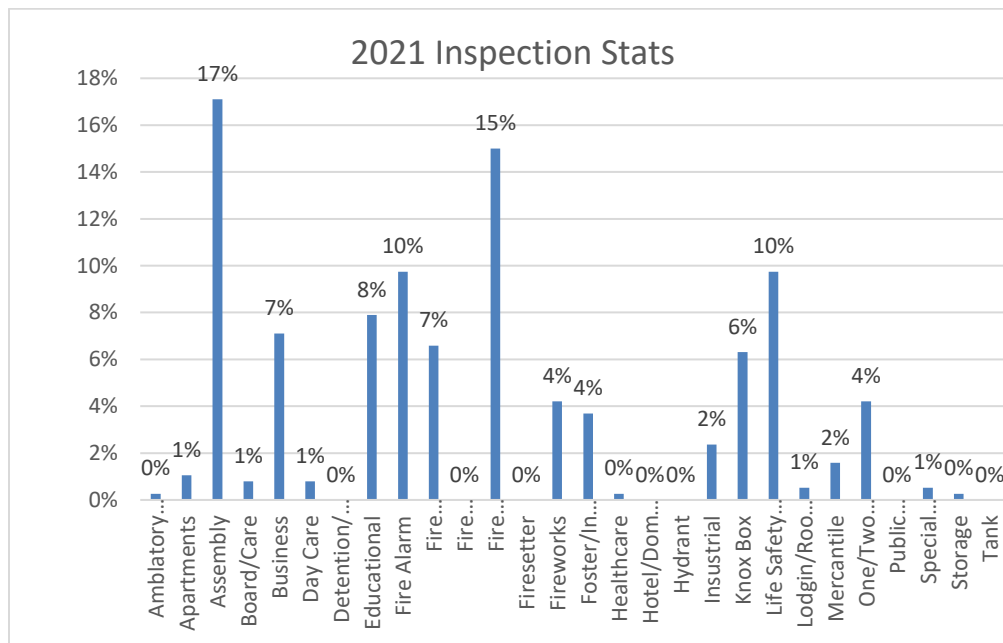
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FUTURE PROJECTS(s):

- Fire Department Records Management Software (RMS) Emergency Response (ER) data entry continues.
- Working with Dover and Somersworth EMD's preparing for the seasonal shelter in Dover

FIRE PREVENTION DIVISION:

The Prevention Division continues to complete various types of inspections and investigations throughout the City. During the month of August, there was a growth in requests for Life Safety and Places of Assembly Inspections. The Prevention Division conducted two fire investigations during the month of August, which resulted in no actions required from outside agencies. The prevention Division also continues to work with the Opera House staff to provide fire watch details during events and has started the process of preparing for the Granite State Fair with their staff.





Rochester Fire Department

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Chief of Department



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TRAINING DIVISION: Crews Trained at the Waste Management Facility



CAR SEAT SAFETY PROGRAM (FF KAITLIN TAATJES AND JOHN BOODEY)

- Car Seats Installed: 5



Rochester Fire Department

Mark E. Klose

Chief of Department

09/16/2021



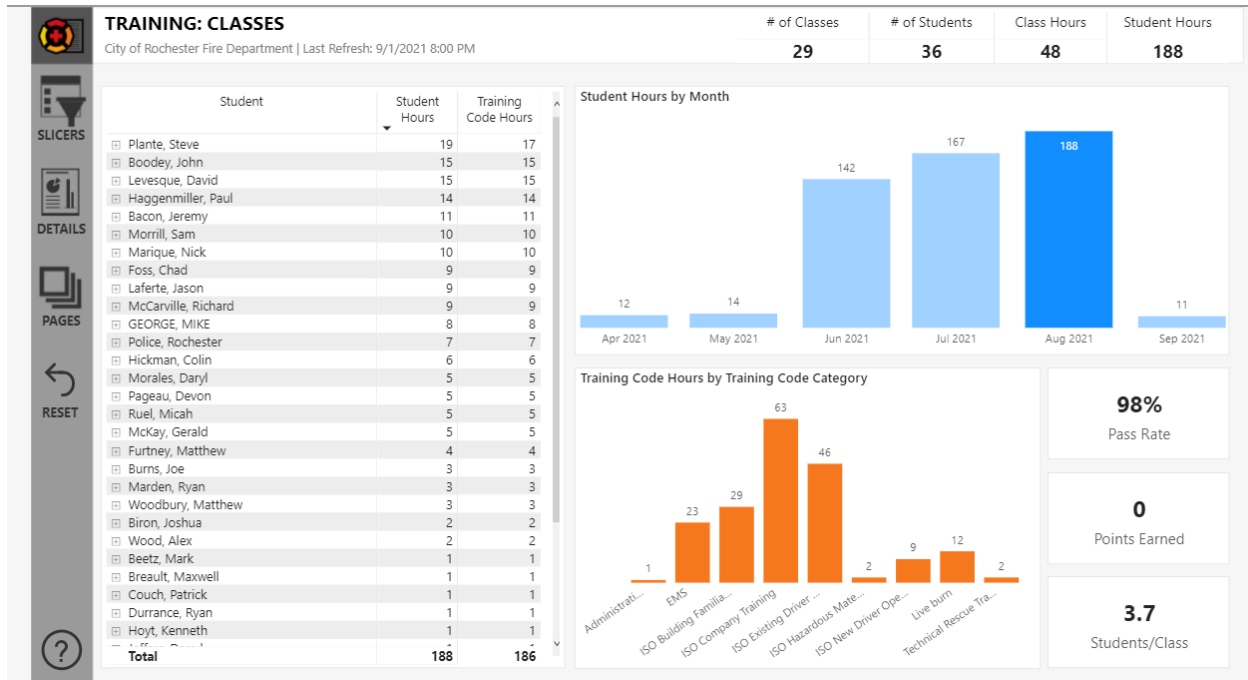
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EMERGENCY REPORTING (Partial Reporting)



IMC

Total Individual Course Completion Records: 111
Total Present: 102
Total Absentees: 0
Total Credit Hours Awarded: 147.75
Total Course Hours Awarded: 38
Total Certifications Awarded: 0
Total Renewal Dates Given: 0



Rochester Fire Department

Mark E. Klose

Chief of Department



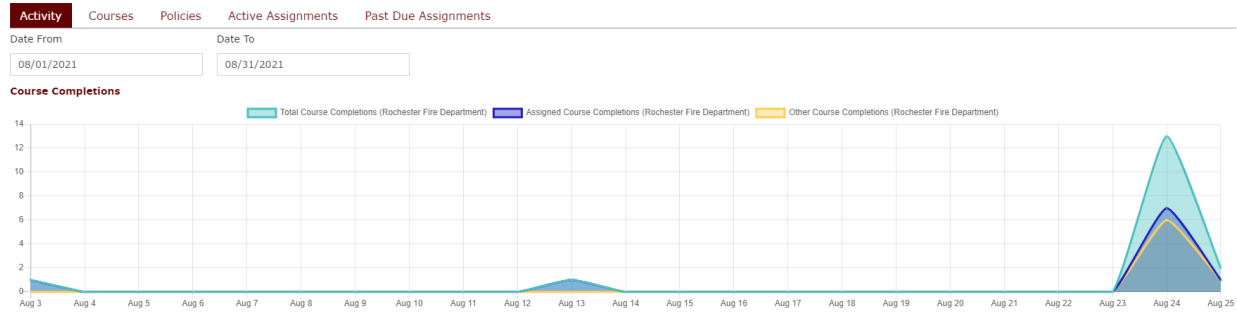
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Fire Rescue 1 Academy



Total Individual Course Completion records: 22

Total Credit Hours Awarded: 23

Emergency Reporting (Partial Reporting)

- Continue the onboarding and data transfer of equipment and training information to the “Emergency Reporting Data Platform,” and have proceeded with a limited roll out to members for the purposes of recording/creating training reports.
- Attended all required meetings and scheduled events.
- All members continue to perform necessary training required by the “ISO”



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
"Dedication, Pride, Integrity"

POLICE COMMISSION

VACANT
Chairman
DAVID R. STEVENS
Vice Chairman
LISA M. STANLEY
Commissioner

September 7, 2021



TO: City Manager Blaine Cox

RE: Monthly Report – August 2021

OPERATIONS: At this time, due to COVID-19, all RUN meetings are on hold.

The investigations bureau had 28 cases submitted for review or were detective generated. There are currently 79 cases assigned. There were five detective call outs this period. There were thirty cases presented to a virtual Grand Jury, all were true bills. There were three phones analyzed with Cellebrite. There were two sex-offender compliance checks. Evidence logged in 255 pieces, returned 18 items to owners and 71 additional pieces were destroyed.

COMMUNITY ENGAGEMENT OFFICER (CEO) and POP UNIT: Due to the POP officers and the CEO working a rotating one-week schedule in patrol along with some vacation time off within the unit, activity was limited this month. The unit will also be working on closing existing cases pending temporary re-assignment to the Patrol Division in September to assist with the ongoing staffing shortage.

The POP Unit continues work with other City staff on quality of life issues surrounding various properties.

Officer Danie has been working on upcoming events.

- 1) Working with the Rochester Main Street Board
- 2) Planning the RPBA & Crimeline Golf Tournament
- 3) Working on planning a RAD, women's self-defense class in the near the future.

Officer Danie continues to be involved with POP Officers Robinson and Seager. He assisted with interviews for potential new hires and also taught firearms instruction to new trainees

COMPSTAT: In field activities, traffic stops have decreased this month although officers continue their focus in the downtown area as well as major roads in and out of the City. Motor vehicle collisions have decreased since last month. We continue to see motor vehicle accidents in parking lots in the major shopping areas as well as along the major roadways. Our DWIs for the month came from accidents.

We are starting to see more decreases to our field activity as our number of officers in patrol are decreasing. On a side note, a recent decision was made to temporarily pull POP, CEO, and the elementary SRO and place back in patrol effective September 13th until such time our new hires are released to solo patrol.

Our property crimes for the month show no trends or rashes of crimes occurring. Burglaries are up this month but there is no correlation between them. Thefts *of* motor vehicles, along with thefts *from* motor

vehicles are down. Shoplifting remains consistent and apprehending people after the fact is difficult due to people wearing masks which makes identification tough. Vandalism has remained consistent, but there have been no trends or patterns related to this. Year-to-date property crimes are down 16%.

Drug offenses compared to last month are lower, but year to date there has been an increase. Many of these drug offenses are discovered by searches incident to arrests, property searches, and plain view. Overdoses are still low and we are seeing a decline from last year. We are still seeing heroin, fentanyl, methamphetamine for a large portion of drugs, but we are also seeing some pills and marijuana as well.

Violent crimes are down significantly for this month. There have been no trends or patterns noted. Simple assault seems to still fluctuate, but there are no trends or patterns related to this. Aggravated assaults are down, and the one we had this month was DV related. Year-to-date violent crimes are down 23%.

COMMUNICATION CENTER - DISPATCH: Zetron for toning FD was recently installed and has been working with no issues. We also went live to tone EMS on the Zetron and share FD radio frequency. Our newest trainee is progressing nicely and is on schedule to possibly be released within the next month. We are holding interviews on 9/7 for our open dispatch position.

The Dispatch Supervisor and the Crime Analyst recently attended a demo at Dover Police Department of their new CAD/RMS system, CSI. We are collaborating with IT to arrange a personal demo for our department.

We are hosting a Dispatch Supervisor's Meeting here at the police department on 8/31 to discuss collaborations and training with the new Mutualink software provided by the State.

DIVERSION PROGRAM/TEEN DRUG COURT: Nicole presented at the NH SRO Conference on Diversion and as part of a panel for the NH Probation Transformation team.

Nicole continues to work with the State-wide “NH Race and Equity LE/CJ Workgroup on developing appropriate and effective trainings around cultural diversity, awareness and anti-bias- and reworking the RFP for a consultant to set up the anti-bias training given the “divisive environments” legislation.

Nicole coordinated NNO which turned out to be a huge success in the community- gauging attendance about 1000+ for the evening with touch-a-truck and a movie in the Commons. Great community policing opportunity and a large turnout for the backpack give-away by our movie sponsor, Guyer Travel.

Nicole wrapped up the last Teen Travel trip where 19 teens went to Smitty's in Sanford to play games, bowl and see a movie, providing them positive adult support and a healthy environment to spend time in.

Nicole has started working with New Futures Policy Advocacy Committee on adjusting juvenile laws to address youth substance use. This has been a large challenge with the alcohol and marijuana statutes, not written ideally for juvenile law.

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

FINANCIAL/PURCHASING: The final FY21 fiscal year end numbers are pending. Due largely to our open positions we returned \$706,267.00 to the City. We had two bid openings this month for our frontline cruiser bids and a bid to replace the animal control vehicle. The frontline cruiser bid (22-28) for two cruisers is awarded to Rochester Ford. We will be adding a third vehicle to the order to replace Car 18 totaled in an accident. Payment for that will come from insurance. The animal control vehicle bid (22-29) is awarded to Arundel Ford.

Radio Replacement Project- 2-Way has been on premise during the month working on several punch list items. We successfully installed and migrated the station alerting from the old technology to the new Z-Tron system paired with the fire department's eDispatch system.

Mobile Dispatch Backup-No major updates, but we have started to receive the Motorola equipment. While it does not appear we will meet my original goal of having the trailer completed for the fair, the hope is we will start on construction in September.

We received notification from the Department of Justice at the end of July that we were eligible for a 2021 JAG Grant of \$30,360.00. We received authorization from the City Manager to apply. We solicited input from all members as to where to allocate the funding. We chose to use the funding for various projects, which just would not fit in under our current budget. We will seek to purchase the following: optics for patrol rifles, ISB callout jackets, faraday cage, thermal imager, gun locker, replacement exercise/cardio machine, and steel reactive targets for the range.

There was one purchase of \$5000 or more requiring a signature from the Commission for the purchase of ballistic vests and carriers for our six new hires.

We have received pricing quotes from both WatchGuard and Body Worn for the body camera project. We have also had discussions with the Axon representative for a demonstration and pricing for their body cameras solution. The cost of the project would normally require us to go out to bid. We will be requesting a waiver to this policy from finance.

HIRING: Our six new hires started on August 2, and are taking part in various in house training requirements. The four non-certified recruits have passed their academy entrance PT test and will be starting at the academy on August 30. The two out of state certified recruits will be entering their field training and will be attending the law package classes throughout this academy.

Capt. Thomas started our new hiring process with oral board and PT tests on August 23 & 25. We will be looking to bring candidates before the Commission in September for interviews.

HONOR GUARD: There are no scheduled HG events at this time.

HOUSING: Officer Mundy and Officer Babine continue to spend a significant amount of time on foot beats and out of the cruiser time to speak with residents. Many issues that arise are resolved through conversation due to these foot beats and often do not show up on the Police log as they handle them directly without calling dispatch to enter a call for service.

There were 27 Police related calls for service at the housing properties. Officers Mundy and Babine used a call for service regarding a found needle/syringe as an opportunity to educate 10 children who were around on what to do in those situations.

Cold Spring has had steady activity. One of the incidents that resulted in a lengthy investigation ended with an arrest and that person no longer being on property. Another incident revolves around a drug investigation where a couple of non-residents were arrested at that specific apartment. This has generated a lease violation and triggered the eviction process.

The housing officers completed 1 housing background for the month.

K-9: Officer Hatch and K9 Gunner are now certified—they can be utilized for any article search or track.

PROSECUTION - ADULT: Due to limitations in operations being imposed/mandated by the Court, adult prosecution has been working in a reduced capacity; however, they have begun doing more in person.

PROSECUTION - JUVENILE: There was one new petition, and one CHINS petition. There were 19 arraignments (16 for trial, 2 resolved by please 1 rescheduled) There were two review hearings and 2 trials resolved by plea. There were two motions to impose, one investigation for a runaway CHINS and one contempt investigation. Lt. Gould handled all adult hearings and trials in District Court between August 9 and 13. She also assisted with oral boards for the most recent hiring process on August 23 and 25.

RENTAL PROPERTY OWNERS ASSOC.: Lt. Bossi attended the monthly RPOA meeting. The meeting ran out of time due to other materials covered. Lt. Bossi did answer some questions reference to right to know and records requests.

SCHOOL RESOURCE OFFICERS: The first day of school is Wednesday September, and Sgt. Deluca and Officer Jackson will be resuming their roles at the Middle and High Schools. Due to the ongoing staffing shortage in the Patrol Division, Officer Porfido has been re-assigned to the Patrol Division and will not be working in an SRO capacity at the elementary schools until staffing levels allow.

Explorer Post: The Post will be taking a break for the summer months and will resume in September.

TRAINING: New officer recruits Moon and Gleason graduated on August 20 from the NH Basic Police Academy. Both are now completing some in house training we were unable to complete prior to their academy. We anticipate having them into field training on or about September 5.

As typical in August there is very limited outside training opportunities and we did not send anyone to any outside training. Officers have been working on completing required online training through our PoliceOne Academy. Some courses are mandatory to meet the new training requirements for all officers in the state.

Respectfully Submitted,

Paul R. Toussaint
Chief of Police

Rochester Police Department

July 2021 Comp Stat Report



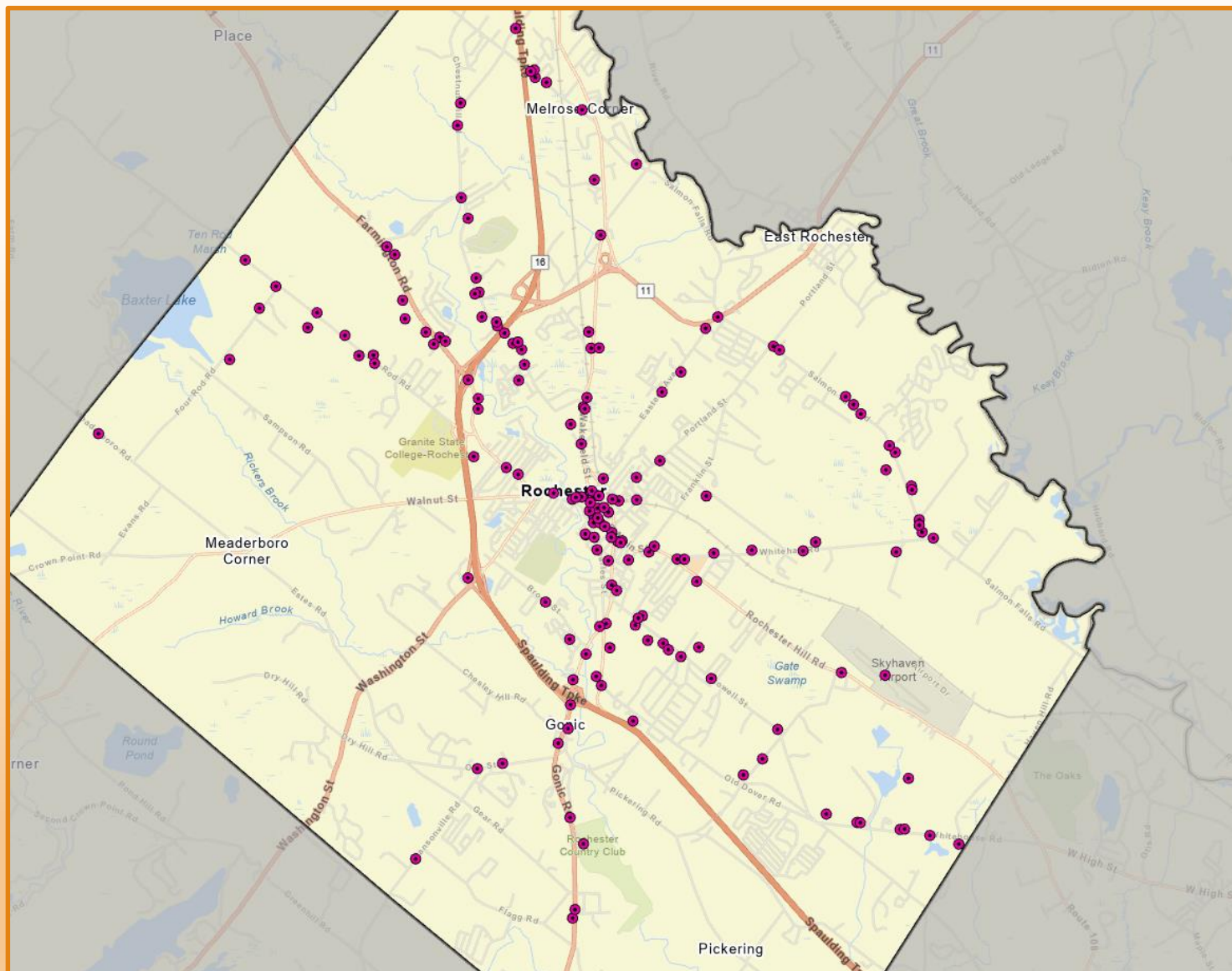
July 2021 Traffic Activities

- Traffic Stops
- Motor Vehicle Crashes
- DWI Incidents
- Traffic Comparisons

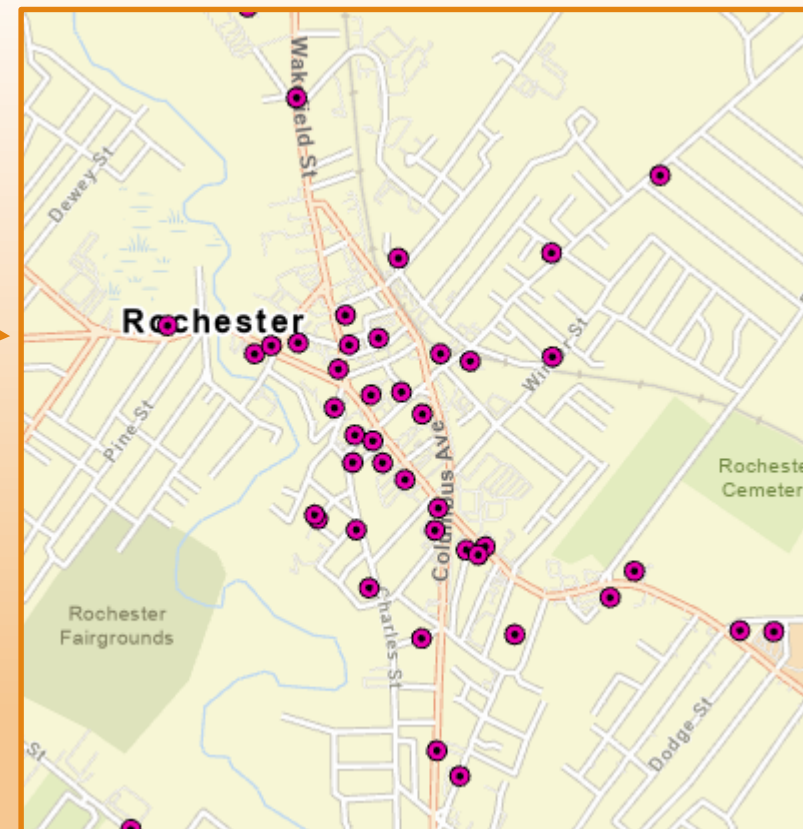
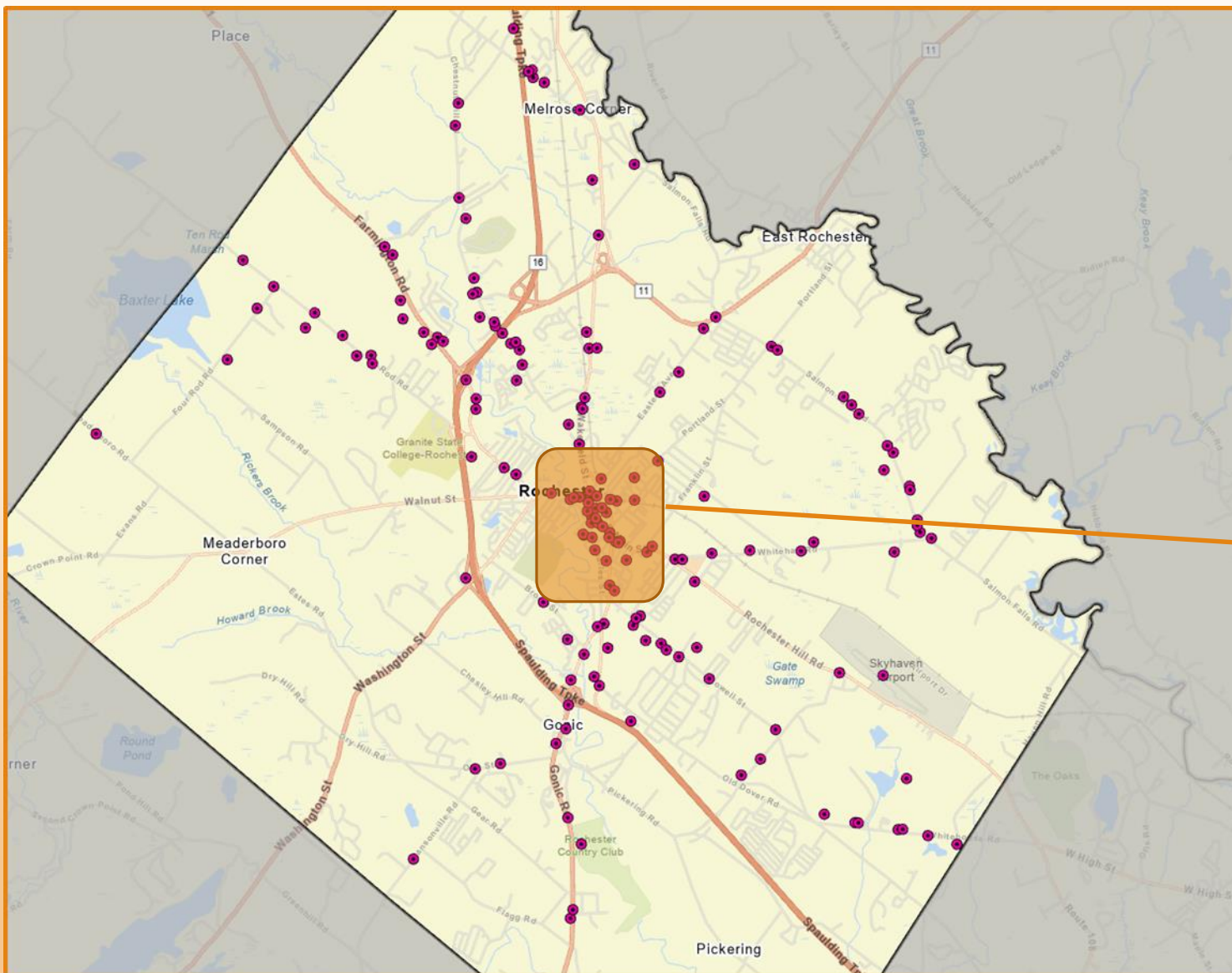
Traffic Stops

Traffic Stop Breakdown

- 287 Total Stops
 - 9 Arrests
 - All for traffic related offenses
 - 22 Summons
 - 248 Warnings
 - 4 No Action



Downtown Traffic Stops



Motor Vehicle Crashes

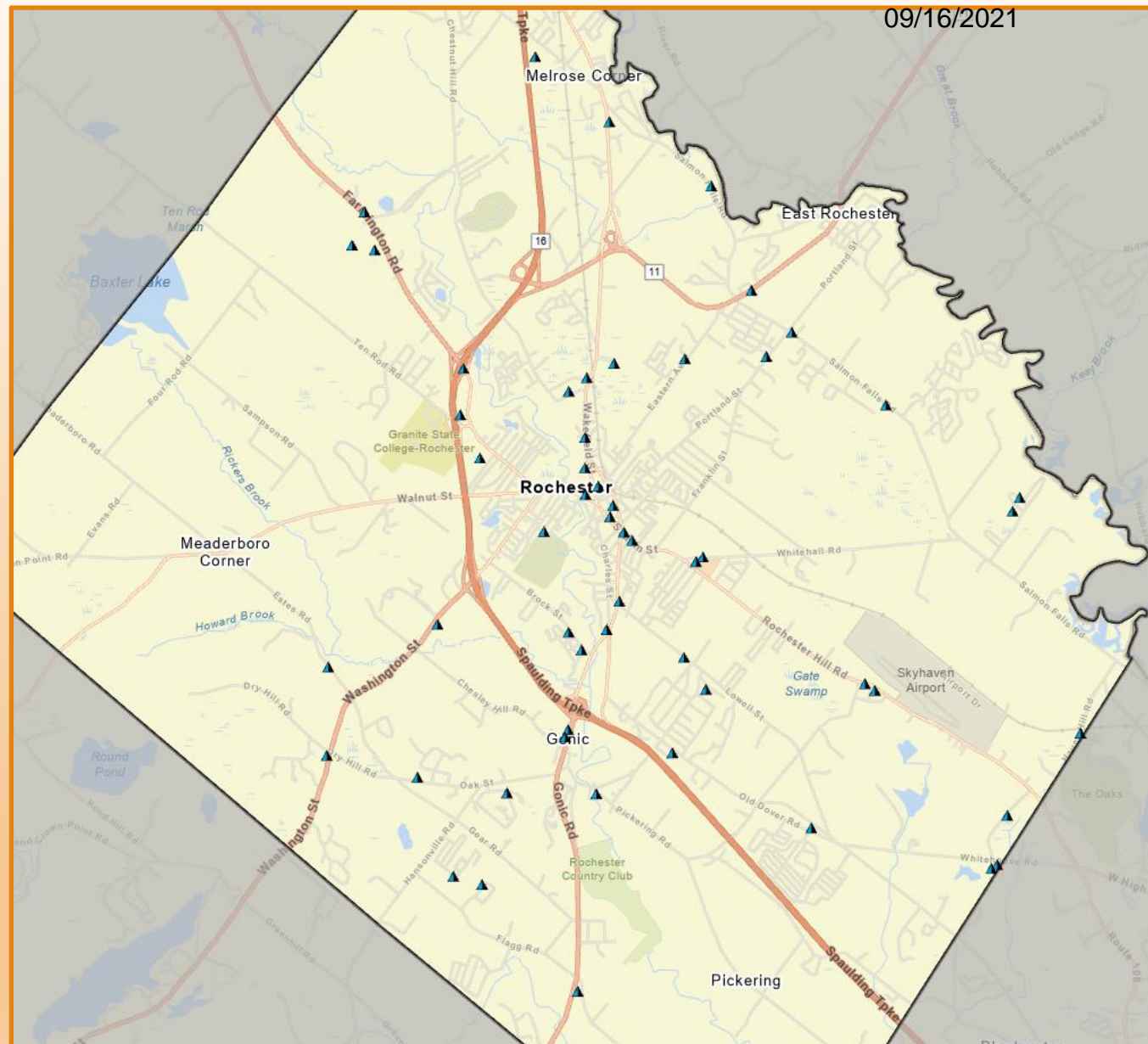
- **68 total crashes**

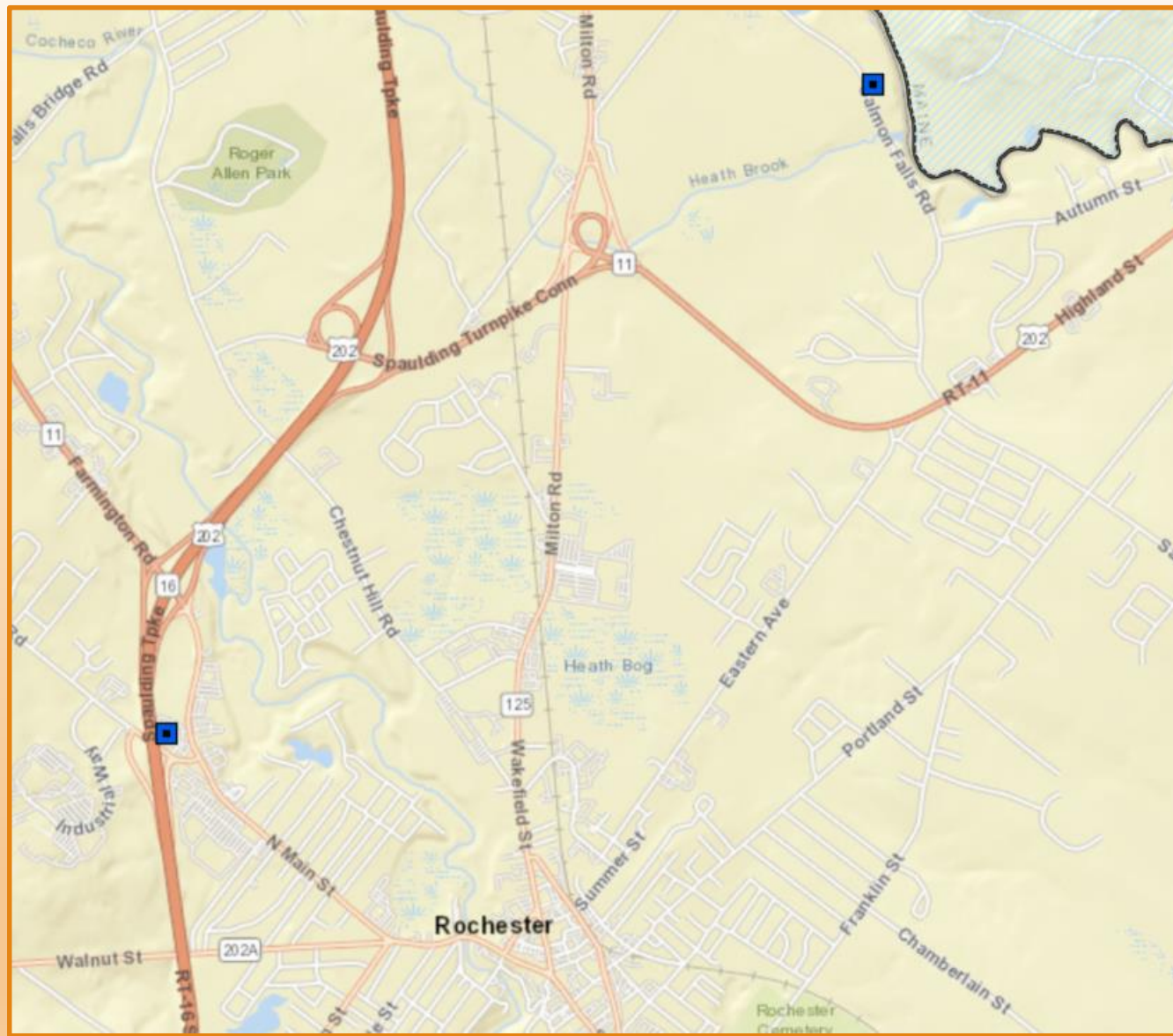
Significant decrease from the previous month. (31%)

- 7 Arrests
- 2 Summons issued
- 15 Parking lot crashes
- 10 Hit & Run crashes

High Volume Roads

Street	# of Accidents
Washington St	5
Salmon Falls Rd	4
South Main St	4
Farmington Rd	3
Marketplace Blvd	3
Milton Rd	3
Rochester Hill Rd	3
Wakefield St	3
Whitehall Rd	3
Whitehouse Rd	3
Total	34





DWI Incidents

Total Incidents – 2

- 1 drug related
- 1 alcohol related

Breakdown:

- Both incidents result of traffic crashes.

Traffic Activity Comparisons

Specific Crimes	Jul-21	Jul-20	% Change	Jun-21	% Change	May-21	YTD 21	YTD 20	% Change	YTD 19
Traffic Stops	287	620	-54%	313	-8%	245	2917	2568	14%	2909
Arrests from Stops	9	21	-57%	10	-10%	16	122	92	33%	136
Summons	22	17	29%	26	-15%	16	169	113	50%	131
Warnings	248	565	-56%	267	-7%	200	2517	2301	9%	2524
No Action	4	15	-73%	5	-20%	10	76	47	62%	100
Accidents	68	68	0%	99	-31%	74	514	585	-12%	540
Summons from ACs	2	0	0%	1	100%	0	16	14	14%	13
Arrests from ACs	7	8	-13%	6	17%	2	39	35	11%	32
Field Interviews	8	25	-68%	11	-27%	15	48	75	-36%	67
DWI	2	7	-71%	6	-67%	2	47	44	7%	50
<i>Narcotics</i>	1	2	-50%	2	-50%	2	19	16	19%	13
<i>Alcohol</i>	1	5	-80%	4	-75%	0	28	28	0%	37
DWI from Accidents	2	2	0%	4	-50%	0	20	12	67%	13

Property Crimes

All Incident Reports												
Specific Crimes	Jul-21	Jul-20	% Change	Jun-21	% Change	May-21	YTD 21	YTD 20	% Change	YTD 2021 Closure Rate	YTD 2020 Closure Rate	YTD 19
Burglary	9	2	350%	8	13%	4	44	31	42%	18%	13%	71
Shoplifting	15	23	-35%	14	7%	24	102	117	-13%	55%	67%	136
Theft from a Building	8	8	0%	5	60%	6	47	86	-45%	13%	26%	110
Theft from M/V (including Parts)	7	12	-42%	10	-30%	13	67	59	14%	1%	3%	131
All Other Theft	11	16	-31%	12	-8%	5	75	95	-21%	7%	7%	94
M/V Theft	0	2	-100%	3	-100%	2	21	25	-16%	29%	12%	21
Vandalism	25	30	-17%	39	-36%	31	193	239	-19%	23%	25%	223
Total Property	75	93	-19%	91	-18%	85	549	652	-16%	21%	22%	786
Arrests												
Specific Crimes	Jul-21	Jul-20	% Change	Jun-21	% Change	May-21	YTD 21	YTD-20	% Change			YTD 19
Burglary	3	0	0%	3	0%	0	8	4	100%			15
Shoplifting	9	8	13%	10	-10%	13	56	78	-28%			132
Theft from a Building	1	0	0%	0	0%	2	6	22	-73%			20
Theft from M/V (including Parts)	1	0	0%	0	0%	0	1	2	-50%			8
All Other Theft	1	0	0%	2	-50%	1	5	7	-29%			4
M/V Theft	0	0	0%	1	-100%	0	6	3	100%			6
Vandalism	7	7	0%	6	17%	7	45	59	-24%			90
Total Property	22	15	47%	22	0%	23	127	175	-27%			275

Drug Incidents

Types of drugs found:

- Heroin/Fentanyl, Methamphetamine, Clonazepam, Alprazolam, Marijuana

Types of cases:

- Search Incident to Arrest, Property Searches, Plain View Searches

Overdoses/Fatalities by Year



All Incident Reports												
Specific Crimes	Jul-21	Jul-20	% Change	Jun-21	% Change	May-21	YTD 21	YTD-20	% Change	YTD 2021 Closure Rate	YTD 2020 Closure Rate	YTD 19
Possession	13	13	0%	18	-28%	17	109	87	25%	36%	59%	85
Drug Events	9	5	80%	15	-40%	9	73	34	115%			85
Overdoses	6	7	-14%	9	-33%	5	46	61	-25%			81
Fatal Overdoses	1	0	0%	1	0%	0	8	9	-11%			7
Total Drug	29	25	16%	43	-33%	31	236	191	24%			258
Arrests												
Specific Crimes	Jul-21	Jul-20	% Change	Jun-21	% Change	May-21	YTD 21	TYD 20	% Change			YTD 19
Possession	9	9	0%	9	0%	8	39	51	-24%			61

Violent Crimes

All Incident Reports												
Specific Crimes	Jul-21	Jul-20	% Change	Jun-21	% Change	May-21	YTD 21	YTD 20	% Change	YTD 2021 Closure Rate	YTD 2020 Closure Rate	YTD 19
Homicide	0	0	0%	0	0%	0	0	0	0%	0%	0%	0
Robbery	0	0	0%	0	0%	0	1	7	-86%	100%	71%	5
Aggravated Assault	1	4	-75%	3	-67%	3	17	22	-23%	53%	59%	40
<i>from DV*</i>	1	2	-50%	3	-67%	3	12	12	0%	67%	83%	12
Simple Assault	28	25	12%	36	-22%	19	183	232	-21%	48%	50%	223
<i>from DV*</i>	17	10	70%	12	42%	9	91	126	-28%	63%	67%	106
Total Violent	29	29	0%	39	-26%	22	201	261	-23%	50%	45%	268
Arrests												
Specific Crimes	Jul-21	Jul-20	% Change	Jun-21	% Change	May-21	YTD 21	YTD 20	% Change			YTD 19
Homicide	0	0	0%	0	0%	0	0	0	0%			1
Robbery	0	0	0%	1	-100%	0	1	5	-80%			4
Aggravated Assault	1	1	0%	2	-50%	2	9	13	-31%			24
<i>from DV*</i>	1	0	0%	2	-50%	2	8	10	-20%			9
Simple Assault	14	13	8%	19	-26%	11	88	116	-24%			144
<i>from DV*</i>	11	8	38%	7	57%	7	57	84	-32%			78
Total Violent	15	14	7%	22	-32%	13	98	134	-27%			173

Domestic Violence Related Calls

July 2021

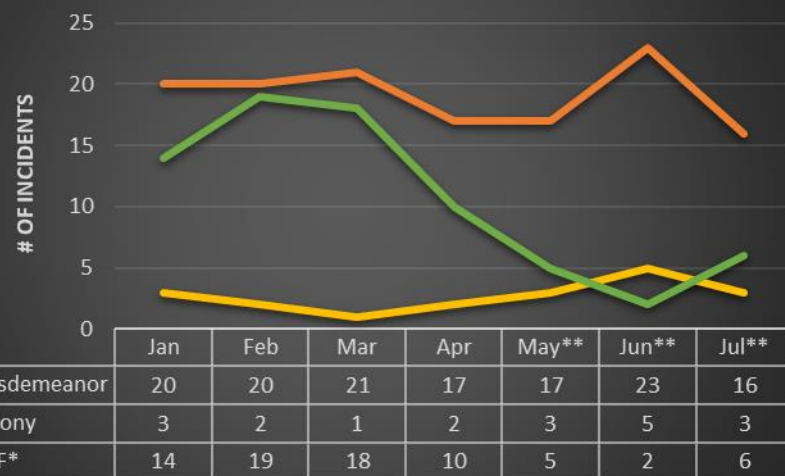
Misdemeanor – 16

Felony - 3

90F* - 6

2021 Monthly Comparison

2021 Monthly Comparison



* denotes Domestic Disturbance

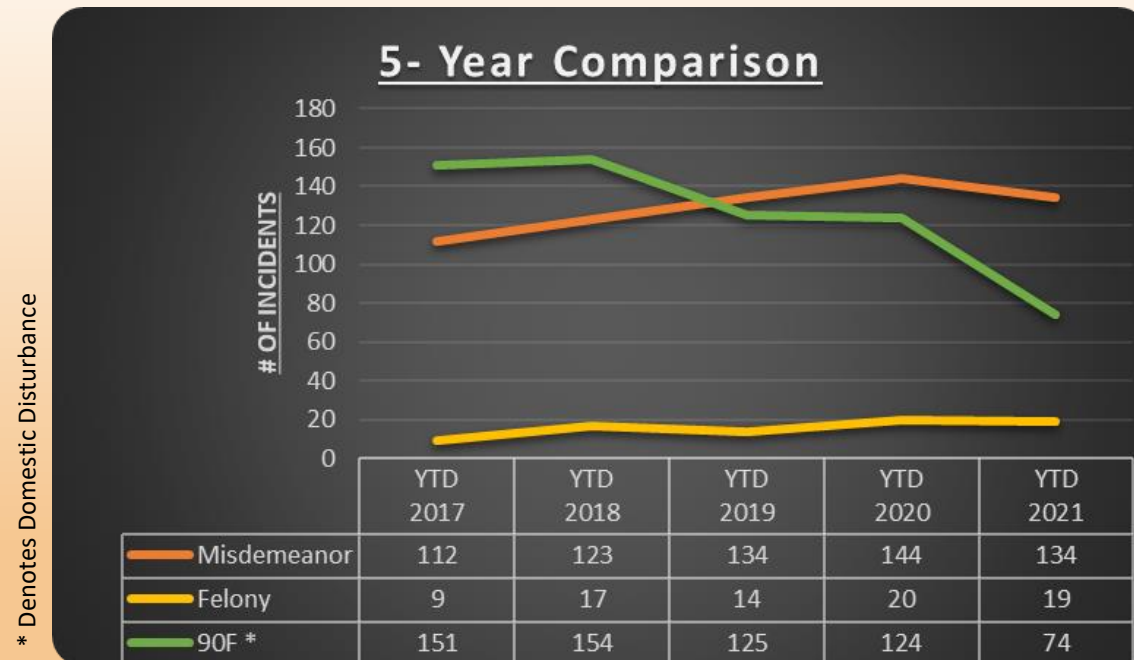
3-Year Comparison

3 Year Comparison



* denotes Domestic Disturbance

Domestic Violence Related Calls, (cont.)



Threshold

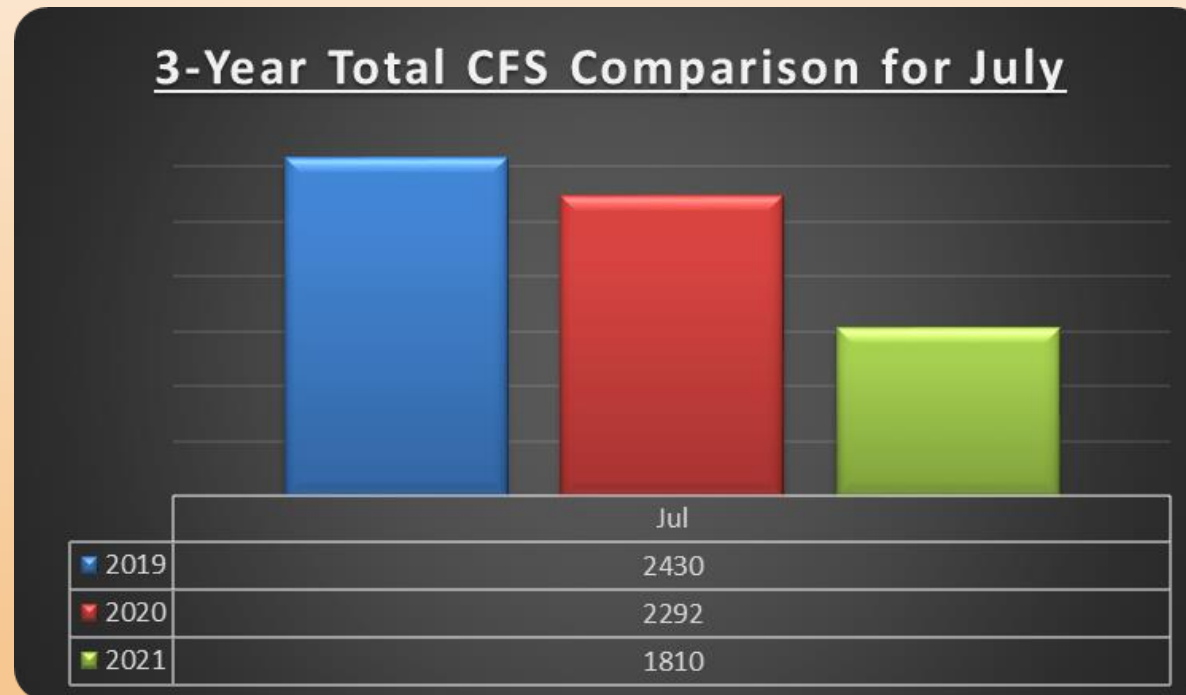
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	84	69-100	68	Moderately Low
Traffic Stop	701	353-1049	287	Moderately Low
DWI	7	4-10	2	Moderately Low
Robbery	2	0-3	0	Normal
Aggravated Assault	5	2-8	1	Moderately Low
Simple Assault	37	28-46	28	Normal
Burglary	8	4-12	9	Normal
Shoplifting	23	15-32	15	Normal
Theft from Building	16	9-24	8	Moderately Low
Theft from MV	15	6-23	7	Normal
MV Theft	3	1-5	0	Moderately Low
Vandalism	35	26-43	25	Moderately Low
Possession	16	10-21	13	Normal
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	44	33-54	29	Moderately Low
Property	117	92-141	75	Moderately Low

Calls for Service 2019 thru 2021

YTD Calls for Service Breakdown
2019 thru 2021

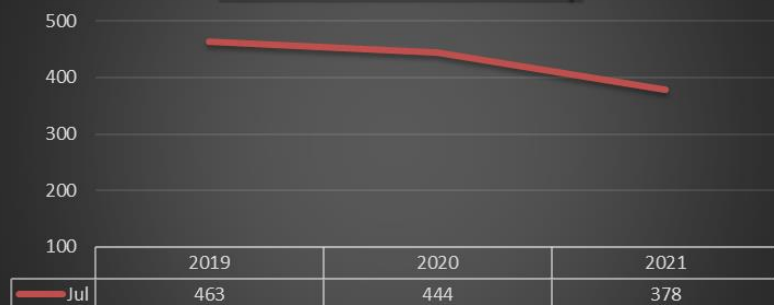


3-Year Calls for Service Comparison for July

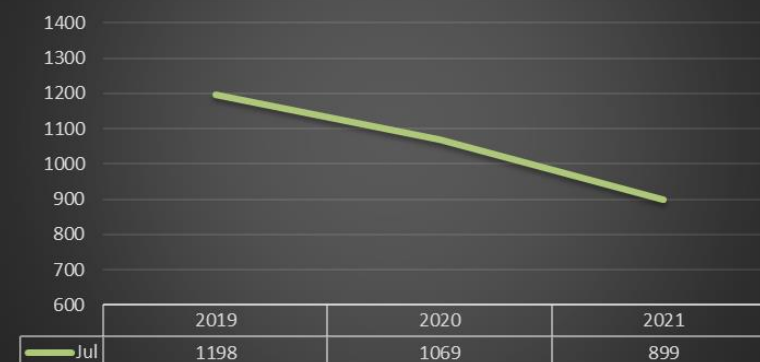


Calls for Service 3 Year Trend by Priority

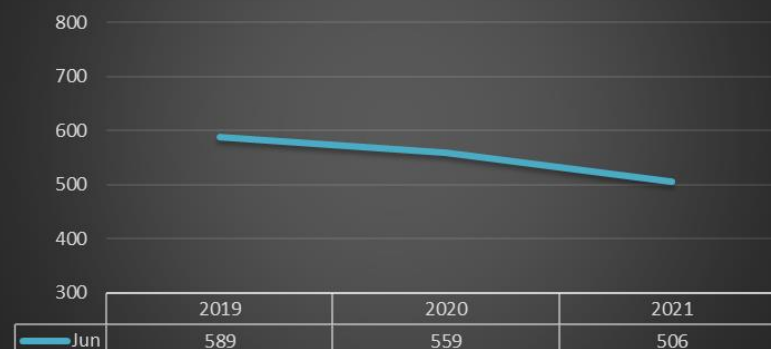
Priority 1 Calls For Service
3-Year Trend for July



Priority 2 Calls For Service
3-Year Trend for July

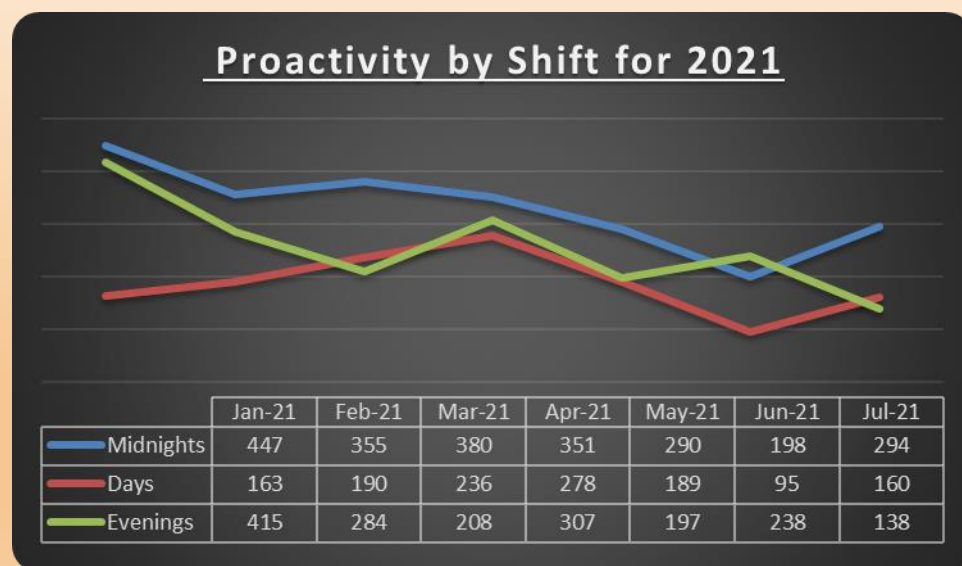


Priority 3 Calls For Service
3-Year Trend for July

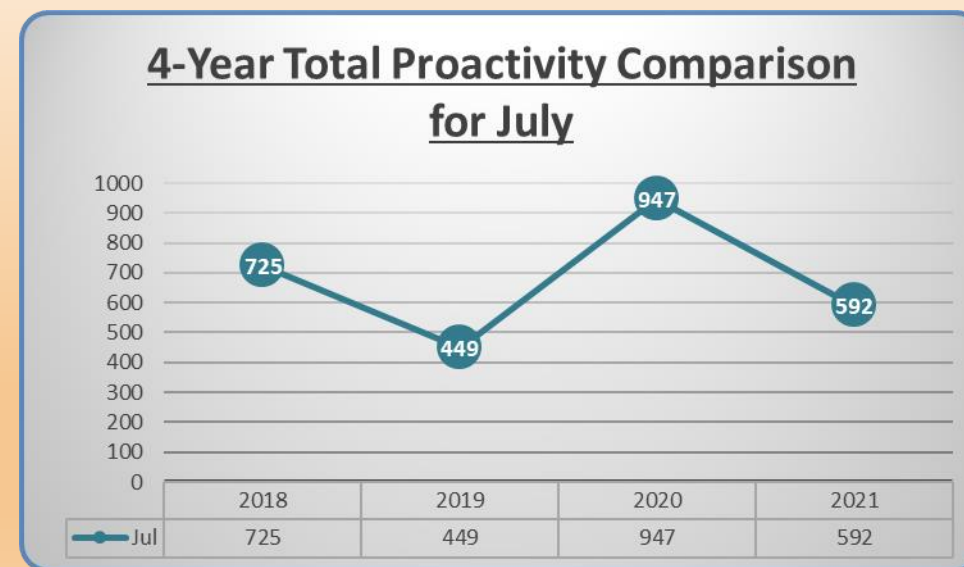


Proactive Hours by Shift

Proactivity by Shift for 2021

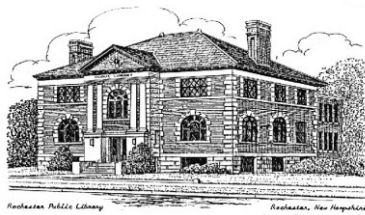


4-year Total Comparison for July





Flyingtigerantiques.com



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

09/16/2021

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

MONTHLY REPORT

August 2021

There was a total of 11,141 items circulated with 5,991 people visiting the library in the month of August. One hundred ninety-three patrons used the library's Internet computers. Interlibrary loan activity included 75 materials borrowed from other libraries and 94 loaned to other libraries. The library staff continued throughout the month to post interactive content to social media pages and the library's website.

The Children's Room Staff hosted an American Sign Language workshop on August 3rd. This was an informal program offering information on the ABC's (manual alphabet) and 123's of American Sign Language.

Because of the rain during last month's StoryWalk® the library decided to offer the same StoryWalk® in another location. Partnered with the Rochester Recreation Dept. to have the StoryWalk® set up in the wooded area of Dominicus Hanson Pines on August 10th.



"It was a beautiful morning to spend time with friends at the playground & the Dominicus Hanson Pines StoryWalk"

The Library Director, Marie Lejeune was pleased for the library to once again participate in Free Comic Book Day here in the Rochester community. The library opened Saturday, August 14th from 10-2 for Comic Book Day. Outside on the lawn and main entrance steps to the library, comics and scavenger hunt stamps were handed out to over 415 people. Several Library Trustees, Friends of the Library Members and Rochester Community Members volunteered along-side Library staff to make this event a success.

August 25th, the library was proud to host, New Hampshire Author, Dan Szczesny's virtual program "NH Rocks That Rock". This free program discussed Dan's book NH Rocks that Rock: an Adventure Guide to Twenty-Five Famous Boulders of the Granite State, along with his journey in writing it.

Our talented library staff created a new way of recommending book, DVD, and audiobook titles. Main desk librarian (and syndicated cartoonist), Stephanie and main desk librarians, Kary and Nick, have created a series of animated videos recommending library collection items. They are available on our Facebook and Instagram accounts.

NH Nature Photographer and Library staff member Nick Gagnon's nature and wildlife photography was on exhibit at the library in the month of August. His photographs have been published in Appalachian Mountain Club Outdoors Magazine, Best Read Guide and online as a web exclusive article for the Appalachian Mountain Club. Growing up in New England, Nick has been inspired by the environment around him, from the seacoast to the mountains and the changing seasons.

"RPL to Go" continued throughout the month. Patrons selected items online, through email or over the phone and staff members checked-out these items and called with a designated pick-up time. Over 57 appointments for pick-up were made throughout the month of August.

Over two hundred of our library patrons downloaded 1,793 e-books to media devices through the library's web site this month. The RPL website also enabled 33 patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 469 digital downloads from Hoopla.

City of Rochester Tax Collector's Office

August 31, 2021

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2021	Semi Warrant	34,662,377	33,287,707.86	96.03%	1,374,669.14	3.97%
2020		68,438,739	67,646,451.44	98.84%	792,287.56	1.16%
2019		66,169,796	65,629,015.48	99.18%	540,780.52	0.82%
2018		63,834,824	63,520,850.51	99.51%	313,973.49	0.49%
2017		60,524,791	60,364,565.39	99.74%	160,225.61	0.26%
2016		58,196,003	58,087,451.99	99.81%	108,551.01	0.19%
2015		56,938,119	56,866,129.70	99.87%	71,989.30	0.13%
2014		55,068,779	55,019,395.80	99.91%	49,383.20	0.09%
2013		53,324,262	53,282,092.17	99.92%	42,169.83	0.08%
2012		50,952,912	50,921,897.67	99.94%	31,014.33	0.06%
2011		48,856,892	48,825,161.72	99.94%	31,730.28	0.06%
2010		47,308,832	47,284,386.23	99.95%	24,445.77	0.05%
2009		46,898,827	46,880,929.81	99.96%	17,897.19	0.04%
2008		46,522,769	46,511,557.26	99.98%	11,211.74	0.02%
2007		42,964,450	42,955,598.49	99.98%	8,851.51	0.02%
2006		40,794,160	40,788,679.88	99.99%	5,480.12	0.01%
2005		38,024,453	38,020,299.23	99.99%	4,153.77	0.01%
2004		36,065,496	36,061,348.37	99.99%	4,147.63	0.01%
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	26,940,506.27	99.99%	2,629.73	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%
				Total Uncoll:	3,611,388.21	

Tax Collector
Doreen Jones, CTC

Online Credit Card Payments (Citizen Self Service)		
CSS Count FY 22		
Month	Total \$\$	# of Payments
July	\$ 1,305,628.13	1039
Aug	\$ 220,363.71	728
Sept		
Oct		
Nov		
Dec		
Jan		
Feb		
Mar		
Apr		
May		
June		
Totals	\$ 1,525,991.84	1767

Auto Registration Totals FY 22		
Month	Total \$\$	# of Transactions
July	\$ 503,573.94	3397
Aug	\$ 524,877.90	3530
Sept		
Oct		
Nov		
Dec		
Jan		
Feb		
March		
April		
May		
June		
Totals	\$ 1,028,451.84	6927

Rochester, New Hampshire

Inter office Memorandum

TO: Blaine Cox
City Manager

FROM: Todd M. Marsh
Director of Welfare



SUBJECT: Analysis of Direct Assistance for August 2021.

DATE: September 1, 2021

This office reported 112 formal case notes for the month of August.

Voucher amounts issued were as follows:

	10 <u>Families</u> 5 new	16 <u>Single</u> 5 new
Burial	1,950.00	.00
Dental00	.00
Electricity	692.00	71.00
Food.....	.00	.00
Fuel heating00	.00
Mortgage00	.00
Prescriptions00	.00
Rent	1,287.50	2,635.00
Temporary Housing.....	.00	954.00
Transportation00	180.00
TOTAL	\$3,929.50	\$3,840.50

General Assistance above represents an average cost per case/family of \$392.95 and case/individual of \$240.03 for this month.

Total vouchers issued: \$7,770.00

There was an increase of \$2,110.24 in assistance issued this month compared to August 2020. There was a decrease of \$681.49 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

August budget impact includes the Covid-19 Pandemic situation, including the availability of New Hampshire Housing Relief Program funds coordinated by Community Action.