



**City Council Public Hearing
July 19, 2022
Council Chambers
31 Wakefield Street
6:00 PM**

Agenda

- 1. Call to Order**
- 2. Amendment to the General Ordinances of the City of Rochester Creating Chapter 260A Regarding Water Development Connection Fees P. 5**
- 3. Amendment to Chapter 200 of the General Ordinances of the City of Rochester Regarding Sewer Development Connection Fee P. 11**
- 4. Ordinance Amendments Relative to Water User Rate/Sewer User Rate P. 17**
- 5. Amendment to Chapter 275 of the General Ordinances of the City of Rochester regarding Electric Vehicle Charging Stations P. 25**
- 6. Resolution Authorizing Supplemental Appropriation to the FY 2023 Capital Improvement Plan (CIP) Project Fund in Connection with the Strafford Square Project in the Amount of \$3,000,000.00 and Borrowing Authority pursuant to RSA 33:9 P. 31**
- 7. Resolution Authorizing an Application for Community Development Block Grant – COVID-19 (CDBG-CV) Funding to Support Facilities Project P. 36**
- 8. Resolution Authorizing an Application for Community Development Block Grant- COVID-19 (CDBG-CV) Gap Funding Budget Amendment on behalf of the City of Rochester and Community Action Partnership of Strafford County for the Gafney Home Renovation Project in the amount of \$171,116.00 P. 41**
- 9. Adjournment**

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City Clerk's Office

**City Council Special Meeting
July 19, 2022
Council Chambers
*Immediately following the public hearing***

Agenda

1. **Call to Order**
 2. **Resolution Authorizing an Application for Community Development Block Grant – COVID-19 (CDBG-CV) Funding to Support Facilities Project *second reading and consideration for adoption* P. 36**
 3. **Resolution Authorizing an Application for Community Development Block Grant- COVID-19 (CDBG-CV) Gap Funding Budget Amendment on behalf of the City of Rochester and Community Action Partnership of Strafford County for the Gafney Home Renovation Project in the amount of \$171,116.00 *consideration for adoption* P. 41**
 4. **Adjournment**
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**City Council Workshop
July 19, 2022
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. **Historical Society Update P. 49**
6. **Department Reports P. 51**
7. **Adjournment**

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City Clerk's Office

**Amendment to the General Ordinances of the City of Rochester Creating Chapter 260A Regarding
Water Development Connection Fees**

THE CITY OF ROCHESTER ORDAINS:

That the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended to include the following in its entirety:

Chapter 260A

Water Development Connection Fee

§260A-1 Authority.

The City of Rochester is authorized pursuant to RSA 38:28 and RSA 38:37 to assess a Water Development Connection Fee on new connections and development to help meet the additional water system demands created by the new development including capital construction and improvement of the City's water system. Said fees are assessed on a capacity-buy in approach as set forth in §260-54 below.

§260A-2 Definitions.

This Chapter incorporates by reference the Definitions found in the City of Rochester Water Ordinance, Chapter 260, §260-2, as amended.

§260A-3 Purpose.

These regulations shall govern the assessment of connection fees upon new connections and development to the City's Public Water System to generate capital funds to maintain, improve and expand the water system to minimize the effect on existing customers in a fair and equitable manner.

§260A-4 Water Development Connection Fee

The water development connection fee or assessment imposed pursuant to these provision upon new connections and development, including subdivisions, building construction and other land use changes, are based on a capacity-buy in approach, where new users are required to invest in the equity of the City's Public Water System at a rate that reflects prior investment of existing users per unit of total capacity to raise funds to meet the demands and impacts created by the new connections and development to the City's water treatment and distribution facilities, inclusive of the system defined herein as the Public Water System.

The water development connection fee is calculated as a per gallon per day charge by dividing the net equity in user paid capital assets by the capacity of the respective water system in gallons per day. The portion of the water system capacity assigned to any new user is determined based on New Hampshire Water Usage Unit Design Standards, as contained in Table 1008-1 in Env-Wq 1000 of the New Hampshire Code of Administrative Rules. The Code of Administrative Rules can be found at:

<https://www.des.nh.gov/sites/g/files/ehbemt341/files/documents/2020-01/Env-Wq%201000.pdf>

§260A-6 Assessment and Collection of Fees

The water development connection fee will be assessed by the Department at the time of application for new connections pursuant to Article I, §260-4. The fees shall be collected at the time of application for connection in accordance with §260-4 above; however, the Department and applicant may establish an alternate, mutually acceptable schedule of payment of water development connection fees. If an alternate schedule for payment of fees is established, the Department may require the applicant to post surety, in the form of a cash bond, letter of credit or performance bond to guaranty future payment of the assessed impact fees. The Department and City reserve the right to annual review and amend the water development connection fees as necessary.

§260A-7 Waivers

A. An applicant may request a full or partial waiver of the water development connection fee assessments imposed by this ordinance from the Department. The amount of any such waiver shall not exceed the value of the land, facilities construction, or other contributions to be made by that person toward public capital facilities in lieu of a water development connection fee. The applicant must exclude from a waiver any value of on-site and off-site improvements that are required by the Department or City as a result of a plan or development approval, which the applicant would complete regardless of the water development connection fee under this ordinance. The value of contributions or improvements proposed by the applicant shall be credited only towards facilities of like kind. All costs incurred by the Department for the review of a proposed waiver, including reasonable consultant and counsel fees, shall be paid by the applicant requesting a waiver.

B. An applicant may apply to the Department for a waiver of a portion or the full amount of the water development connection fee, where such waiver application is accompanied by an independent fee calculation study that documents the proportionate capital cost impacts of the new connection or development. The Department shall review any such study, and in its discretion, decide whether a waiver is granted or denied. All costs incurred by the Department for review of any such study shall be paid by the applicant.

§260A-8 Administration of Water Development Connection Fees

A. All funds collected shall be properly identified and promptly transferred for deposit into an individual capital facilities connection fee account for the water facilities for which fees are assessed, and shall be used solely for the purposes specified in this ordinance. The water development connection fee account shall be a capital reserve fund account and the City shall not accrue these fee revenues to the general fund.

B. Payment, administration, collection, custody and records for the water development connection fee account shall be done by the Finance Department upon the direction of the City Manager.

C. The Department shall make a report to the City Council at the end of the fiscal year providing an account of all public water system facilities funded through impact fees during the prior year.

E. Funds withdrawn from the water development connection fee account shall be used solely for the purpose of acquiring, constructing, expanding or equipping those public water system facilities identified in this ordinance.

§ 260A-9 Appeals.

Any party aggrieved by any decision, regulation or provision under this Article, as amended, from time to time, shall have the right to appeal said decision to the Department which shall issue a decision within 30 calendar days of the appeal. If said appeal is denied by the Department, then the aggrieved party shall have the right to appeal to the Utility Advisory Board and then to the City Manager.

§ 260A-10 Additional rules and regulations; amendments.

The City reserves the right to adopt, from time to time, additional rules and regulations as it shall deem necessary and proper relating to this Article, which additional rules and regulations, to the extent appropriate, shall be a part of this Article.

§ 260A-11 When effective

This Article shall be in full force and effect immediately following its passage, as provided by law.

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City Clerk's Office

Agenda Item

Agenda Item Name: Water System Development Fees

Meeting Date Requested: 6-14-22

Name of Person Submitting Item: Peter Nourse-Director City Services/Mark Sullivan-Finance

E-mail Address: peter.nourse@rochesternh.net

Issue Summary: The Water Fund does not have a system development fee structure. System Development fees are designed to impose a fee on new development as a form of buy-in to the established system infrastructure. The basis of the fee is determined by the asset position of the fund, and uses the total capacity of operations as the denominator. The fees collected would be directed to a multi-year, or capital reserve fund, and be used as a funding source for various Water Treatment Plant capital improvement upgrades.

Attached is a revised ordinance for Water Fund as well as the fee calculation methodology.

Categories	WATER Amounts
Land	3,999,472.60
Buildings & Structures	20,099,486.60
Delivery Systems	31,981,805.95
Machinery & Equipment	7,418,193.50
Total Capital Assets	63,498,958.65
Accumulated Depreciation	(28,107,945.91)
Contributed Capital	-
Construction in Progress	(5,558,219.16)
Net Capital Adjustments	(33,666,165.07)
Net Capital Assets	29,832,793.58
Long Term Debt	(17,147,246.00)
Net New User Supported Assets	12,685,547.58
System Capacity -GPD	4,000,000
Calculated Investment Fee	\$3.17
Minimum Invest Fee-450 GPD	\$1,427.12

Amendment to Chapter 200 of the General Ordinances of the City of Rochester Regarding Sewer Development Connection Fee

THE CITY OF ROCHESTER ORDAINS:

That Chapter 200 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended to add the following in its entirety:

Chapter 200-7-T

Sewer Development Connection Fee

§200-7-T-1 Authority.

The City of Rochester is authorized pursuant to RSA 31:139 and RSA 149-I:7 to assess a Sewer Development Connection Fee on new connections and development to help meet the additional Sewer system demands created by the new development including capital construction and improvement of the City's Sewer system. Said fees are assessed on a capacity-buy in approach as set forth in §200-7-T-4 below.

§200-7-T-2 Definitions.

This Chapter incorporates by reference the Definitions found in the City of Rochester Sewer Ordinance, Chapter §200, as amended.

§200-7-T-3 Purpose.

These regulations shall govern the assessment of connection fees upon new connections and development to the City's Public Sewer System to generate capital funds to maintain, improve and expand the Sewer system to minimize the effect on existing customers in a fair and equitable manner.

§200-7-T-4 Sewer Development Connection Fee

The Sewer development connection fee or assessment imposed pursuant to these provision upon new connections and development, including subdivisions, building construction and other land use changes, are based on a capacity-buy in approach, where new users are required to invest in the equity of the City's Public Sewer System at a rate that reflects prior investment of existing users per unit of total capacity to raise funds to meet the demands and impacts created by the new connections and development to the City's Sewer treatment and distribution facilities, inclusive of the system defined herein as the Public Sewer System.

§200-7-T-5 Calculation of Fees

The Sewer development connection fee is calculated as a per gallon per day charge by dividing the net equity in user paid capital assets by the capacity of the respective Sewer system in gallons per day. The portion of the Sewer system capacity assigned to any new user is determined based on New Hampshire Sewer Usage Unit Design Standards, as contained in Table 1008.01 in Env-Wq 1008.3 of the New Hampshire Code of Administrative Rules. The Code of Administrative Rules can be found at:

<https://www.des.nh.gov/sites/g/files/ehbemt341/files/documents/2020-01/Env-Wq%201000.pdf>

§200-7-T-6 Assessment and Collection of Fees

The Sewer development connection fee will be assessed by the Department at the time of application for new connections pursuant to Article I, §200-7-T-4. The fees shall be collected at the time of application for connection in accordance with §200-7-T-4 above; however, the Department and applicant may establish an alternate, mutually acceptable schedule of payment of Sewer development connection fees. If an alternate schedule for payment of fees is established, the Department may require the applicant to post surety, in the form of a cash bond, letter of credit or performance bond to guaranty future payment of the assessed impact fees. The Department and City reserve the right to annual review and amend the Sewer development connection fees as necessary.

§200-7-T-7 Waivers

A. An applicant may request a full or partial waiver of the Sewer development connection fee assessments imposed by this ordinance from the Department. The amount of any such waiver shall not exceed the value of the land, facilities construction, or other contributions to be made by that person toward public capital facilities in lieu of a Sewer development connection fee. The applicant must exclude from a waiver any value of on-site and off-site improvements that are required by the Department or City as a result of a plan or development approval, which the applicant would complete regardless of the Sewer development connection fee under this ordinance. The value of contributions or improvements proposed by the applicant shall be credited only towards facilities of like kind. All costs incurred by the Department for the review of a proposed waiver, including reasonable consultant and counsel fees, shall be paid by the applicant requesting a waiver.

B. An applicant may apply to the Department for a waiver of a portion or the full amount of the Sewer development connection fee, where such waiver application is accompanied by an independent fee calculation study that documents the proportionate capital cost impacts of the new connection or development. The Department shall review any such study, and in its discretion, decide whether a waiver is granted or denied. All costs incurred by the Department for review of any such study shall be paid by the applicant.

§200-7-T-8 Administration of Sewer Development Connection Fees

A. All funds collected shall be properly identified and promptly transferred for deposit into an individual capital facilities connection fee account for the Sewer facilities for which fees are assessed, and shall be used solely for the purposes specified in this ordinance. The Sewer development connection fee account shall be a

capital reserve fund account and the City shall not accrue these fee revenues to the general fund. 07/14/2022

B. Payment, administration, collection, custody and records for the Sewer development connection fee account shall be done by the Finance Department upon the direction of the City Manager.

C. The Department shall make a report to the City Council at the end of the fiscal year providing an account of all public Sewer system facilities funded through impact fees during the prior year.

E. Funds withdrawn from the Sewer development connection fee account shall be used solely for the purpose of acquiring, constructing, expanding or equipping those public Sewer system facilities identified in this ordinance.

§ 200-7-T-9 Appeals.

Any party aggrieved by any decision, regulation or provision under this Article, as amended, from time to time, shall have the right to appeal said decision to the Department which shall issue a decision within 30 calendar days of the appeal. If said appeal is denied by the Department, then the aggrieved party shall have the right to appeal to the Utility Advisory Board and then to the City Manager.

§ 200-7-T-10 Additional rules and regulations; amendments.

The City reserves the right to adopt, from time to time, additional rules and regulations as it shall deem necessary and proper relating to this Article, which additional rules and regulations, to the extent appropriate, shall be a part of this Article.

§ 200-7-T-11 When effective

This Article shall be in full force and effect immediately following its passage, as provided by law.

Agenda Item

Agenda Item Name: Sewer System Development Fees

Meeting Date Requested: 6-14-22

Name of Person Submitting Item: Peter Nourse-Director City Services/Mark Sullivan-Finance

E-mail Address: peter.nourse@rochesternh.net

Issue Summary: The Sewer Fund currently has a development fee called a Reserve Capacity Assessment Fee. The fee is \$2.00 times the daily discharge flow gallons of the development as determined by Department of Public Works. The fee has not been updated since inception in the 1990s. The issue with this particular fee is the revenue flows through the annual Sewer Operating budget as an additional revenue source, and is not directed to specific capital improvement projects. The annual revenue collections from this fee range from \$30,000 -\$50,000 per year, and since the early 2000's approximately \$1,000,000 has been collected.

However, this annual revenue has not be able to accumulate and be leveraged into a meaningful revenue source. Allowing this revenue to accumulate, and be used as a revenue source to fund various Waste Water Treatment Plant capital improvement upgrades would be ideal. The request is to convert the current Sewer Reserve Capacity Fee to a System Development Fee structure and direct the collected funds into either a multi-year fund or capital reserve fund. Sewer Ordinance 200 would have to be updated as well.

The basis of the System Development Fee will be determined by the asset position of the fund, and uses the total capacity of operations as the denominator. Attached is a draft fee calculation methodology.

Categories	SEWER Amounts
Land	2,319,900.00
Buildings & Structures	49,894,980.58
Delivery Systems	39,157,826.73
Machinery & Equipment	2,700,736.27
Total Capital Assets	94,073,443.58
Accumulated Depreciation	(30,873,339.85)
Contributed Capital	(4,930,732.00)
Construction in Progress	(15,168,601.72)
Net Capital Adjustments	(50,972,673.57)
Net Capital Assets	43,100,770.01
Long Term Debt	(19,268,113.00)
Net New User Supported Assets	23,832,657.01
System Capacity -GPD	5,500,000
Calculated Investment Fee	\$4.33
Minimum Invest Fee-450 GPD	\$1,949.94

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City Clerk's Office

**ORDINANCE AMENDMENT
RELATIVE TO WATER USER RATE**

THE CITY OF ROCHESTER ORDAINS:

I. That Chapter 260, Section 33 of the General Ordinances of the City of Rochester, entitled "Water Rate and Fee Schedule", be amended by deleting the portion of said ordinance entitled "Quarterly Water Rates" and by replacing such portion of the ordinance with the following:

260-33 Water Rate and Fee Schedule

Quarterly Water Rates

Residential Customers without exemption:	\$6.41	per 100 cu. ft. of water use
Residential Customers with exemption:	\$2.77	
Commercial and industrial customers:	\$6.41	

Unmetered Residential Customers:	
Per quarter per unit without exemption:	\$171.56
Per quarter per unit with exemption:	\$85.76

Minimum Fee:	
Per quarter per unit without exemption:	\$24.35
Per quarter per unit with exemption:	\$19.54

II. That this ordinance amendment shall take effect on August 1, 2022

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City Clerk's Office

**ORDINANCE AMENDMENT
RELATIVE TO SEWER USER RATE**

THE CITY OF ROCHESTER ORDAINS:

I. That Chapter 200, Section 33 of the General Ordinances of the City of Rochester, entitled "Wastewater Rate and Fee Schedule", be amended by deleting the portion of said ordinance entitled "Quarterly Wastewater Rates" and by replacing such portion of the ordinance with the following:

200.33 Wastewater Rate and Fee Schedule

Quarterly Wastewater Rates

Residential Customers without exemption:	\$8.17	per 100 cu. ft. of water use
Residential Customers with exemption:	\$5.43	per 100 cu. ft. of water use
Commercial and industrial customers:	\$8.17	per 100 cu. ft. of water use
High Volume Customer (I.e. customers using more than 5,000 units **monthly)	\$7.36	per 100 cu. ft. of water use

Unmetered Residential Customers:	
Per quarter per unit without exemption:	\$252.42
Per quarter per unit with exemption:	\$126.19

Sewer-Metered Customers:	\$8.17 per 100 cu. Ft.
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Minimum Fee:	
Per quarter per unit without exemption:	\$37.74
Per quarter per unit with exemption:	\$30.04

II. That this ordinance amendment shall take effect on August 1, 2022

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City Clerk's Office

Agenda Item

Agenda Item Name: Water-Sewer User Rate Reviews

Meeting Date Requested: 6-14-22

Name of Person Submitting Item: Mark Sullivan-Deputy Finance Director

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

Issue Summary: Review of Water-Sewer user rates. Last rate review was performed in September 2019, last rate increase took effect January 1, 2021. The lag in rate increases is creating larger user rate increases. The rates are projected out to FY26. Also enclosed are the User Rate calculation models. Utility Advisory Board has reviewed these projected, and will be available to offer comments.

Recommended Action: Discussion Recommend Approval to Full Council

WATER USER RATE FORECAST
FY2023

07/14/2022

WATER USER RATE FORECAST		FY21-Results	FY22-Estimate	FY23-Forecast	FY24-Forecast	FY25-Forecast	FY26-Forecast
A	TOTAL REVENUE UNITS (Unaudited)	771,285	782,854	794,597	806,516	818,614	830,893
	OPERATING REVENUES						
	User Fees	\$4,553,777	\$4,564,040	\$5,095,751	\$5,430,797	\$5,787,872	\$6,168,424
	Other Service Charges-Misc	\$336,564	\$346,661	\$357,061	\$367,773	\$378,806	\$390,170
B	TOTAL OPERATING REVENUES	\$4,890,341	\$4,910,701	\$5,452,812	\$5,798,569	\$6,166,677	\$6,558,594
	ALL OPERATIONAL EXPENSES	\$2,647,190	\$2,726,606	\$2,808,404	\$2,892,656	\$2,979,436	\$3,068,819
	WATER CURRENT 20 YR & FORECASTED DEBT SERVICE	\$2,364,054	\$2,302,120	\$2,172,204	\$2,086,814	\$2,033,294	\$1,630,188
	NEW BOND DEBT SERVICE 2023			\$300,000	\$295,000	\$290,000	\$285,000
	NEW BOND DEBT SERVICE 2024				\$150,000	\$147,500	\$145,000
	NEW BOND DEBT SERVICE 2025				\$0	\$150,000	\$147,500
	NEW BOND DEBT SERVICE 2026				\$0	\$0	\$300,000
C	ALL EXPENSE TOTALS	\$5,011,244	\$5,028,726	\$5,280,608	\$5,424,470	\$5,600,230	\$5,576,507
	PROJECTED USER RATES	\$5.83	\$5.83	\$6.41	\$6.73	\$7.07	\$7.42
D	RATE INCREASE PERCENTAGE	5.00%	0.00%	10.00%	5.00%	5.00%	5.00%
E	O&M SURPLUS (DEFICIT)	(\$120,903)	(\$118,024)	\$172,204	\$374,100	\$566,447	\$982,087
F	CASH FUNDED CIP PROJECTS & OTHER TRANSFERS	\$500,000	\$333,000	\$572,500	\$500,000	\$500,000	\$500,000
H	ADJUSTED SURPULS (DEFICIT)	(\$620,903)	(\$451,024)	(\$400,296)	(\$125,900)	\$66,447	\$482,087
I	ESTIMATED CASH FUND BALANCE	(\$2,826,558)	(\$3,277,582)	\$322,122	\$196,222	\$262,669	\$744,756
J	BOND ISSUES	\$0	\$0	\$4,000,000	\$2,000,000	\$2,000,000	\$4,000,000

SEWER USER RATE FORECAST
FY2023

07/14/2022

SEWER USER RATE FORECAST-EXCLUDES EPA UPGRADES		FY21-Results	FY22-Estimate	FY23-Forecast	FY24-Forecast	FY25-Forecast	FY26-Forecast
A	USER FEE UNITS	588,095	591,035	593,991	596,961	599,945	602,945
	HIGH VOLME UNITS	132,196	132,857	133,521	134,189	134,860	135,534
	OPERATING REVENUES						
	User Fees	\$5,039,128	\$5,320,805	\$5,881,905	\$6,502,177	\$7,187,860	\$7,945,853
	Other Service Charges-Misc	\$720,729	\$425,000	\$425,000	\$425,000	\$425,000	\$425,000
B	TOTAL OPERATING REVENUES	\$5,759,857	\$5,745,805	\$6,306,905	\$6,927,177	\$7,612,860	\$8,370,853
	ALL OPERATIONAL EXPENSES	\$2,888,653	\$2,960,869	\$3,034,891	\$3,110,763	\$3,188,532	\$3,268,246
	SEWER CURRENT 20 YR & FORECASTED DEBT SERVICE	\$3,268,483	\$2,610,004	\$3,305,079	\$3,201,002	\$3,058,001	\$2,677,788
	NEW BOND ISSUED DEBT FY23	\$0	\$1,004,268	\$0	\$0	\$0	\$0
	NEW BOND ISSUED DEBT FY23	\$0	\$0	\$750,000	\$737,500	\$725,000	\$712,500
	NEW BOND ISSUED DEBT FY24	\$0	\$0	\$0	\$600,000	\$590,000	\$580,000
	NEW BOND ISSUED DEBT FY25	\$0	\$0	\$0	\$0	\$600,000	\$590,000
	NEW BOND ISSUED DEBT FY26	\$0	\$0	\$0	\$0	\$0	\$600,000
	TOTAL DEBT SERVICE	\$3,268,483	\$3,614,272	\$4,055,079	\$4,538,502	\$4,973,001	\$5,160,288
C	ALL EXPENSE TOTALS	\$6,157,136	\$6,575,141	\$7,089,970	\$7,649,266	\$8,161,533	\$8,428,534
	PROJECTED USER RATES	\$7.43	\$7.43	\$8.17	\$8.98	\$9.88	\$10.87
	HIGH VOLUME RATE	\$6.68	\$6.68	\$7.35	\$8.09	\$8.89	\$9.78
D	RATE INCREASE PERCENTAGE	0.00%	0.00%	10.00%	10.00%	10.00%	10.00%
E	PROJECTED O&M SURPLUS (DEFICIT)	(\$397,279)	(\$829,336)	(\$783,065)	(\$722,089)	(\$548,673)	(\$57,681)
F	CASH FUNDED CIP PROJECTS & OTHER TRANSFERS	\$400,000	\$256,836	\$262,500	\$262,500	\$262,500	\$262,500
H	ADJUSTED SURPULS (DEFICIT)	(\$797,279)	(\$1,086,172)	(\$1,045,565)	(\$984,589)	(\$811,173)	(\$320,181)
I	ESTIMATED CASH FUND BALANCE	\$5,949,039	\$4,862,867	\$3,817,302	\$2,832,713	\$2,021,539	\$1,701,358
J	BOND ISSUES		\$13,830,757	\$10,000,000	\$8,000,000	\$8,000,000	\$8,000,000

WATER RATE HISTORY

FISCAL YEAR	FORECAST RATE	USER RATE	USER RATE INCREASE %	CPI INCREASES	BILLED UNITS	USER RATE CHANGED	INCREASE CYCLE
FY10		\$4.19	0.00%	3.80%	761,371	No Increase	
FY11		\$4.29	2.39%	-0.40%	784,215	Jul-10	12 Months
FY12		\$4.49	4.66%	1.64%	747,642	Aug-11	13 Months
FY13		\$4.60	2.45%	3.16%	757,145	Dec-12	16 Months
FY14		\$4.67	1.52%	2.10%	722,432	Mar-14	14 Months
FY15		\$4.67	0.00%	1.46%	730,906	No Increase	Crossed FY
FY16		\$4.81	3.00%	1.62%	739,007	Oct-15	19 Months
FY17	\$5.29	\$5.29	9.98%	0.12%	741,699	Nov-16	11 Months
FY18	\$5.85	\$5.55	4.91%	1.26%	727,888	Feb-18	15 Months
FY19	\$6.00	\$5.55	0.00%	2.10%	753,000	No Increase	
FY20	\$5.94	\$5.55	0.00%	2.40%	727,237	No Increase	
FY21	\$6.35	\$5.83	5.00%	1.80%	771,285		24 Months
FY22	\$6.80	\$5.83	0.00%	1.20%	750,000	No Increase	
TOTAL		\$1.36	32.46%	22.26%	-1.10%		

SEWER RATE HISTORY

FISCAL YEAR	FORECAST RATE	USER RATE	USER RATE INCREASE %	CPI INCREASES	TOTAL BILLED UNITS	USER RATE CHANGED	INCREASE CYCLE
FY10		\$5.95	0.00%	3.80%	796,667	No Increase	
FY11		\$6.11	2.69%	-0.40%	758,052	Jul-10	12 Months
FY12		\$6.24	2.13%	1.64%	758,642	Aug-11	13 Months
FY13		\$6.24	0.00%	3.16%	738,261	No Increase	
FY14		\$6.24	0.00%	2.10%	715,459	No Increase	
FY15		\$6.24	0.00%	1.46%	678,034	No Increase	
FY16		\$6.24	0.00%	1.62%	670,722	No Increase	
FY17	\$6.52	\$6.52	4.49%	0.12%	685,850	Nov-16	5 Years
FY18	\$7.31	\$6.75	3.53%	1.26%	686,471	Feb-18	15 Months
FY19	\$7.41	\$6.75	0.00%	2.10%	708,498	No Increase	
FY20	\$7.43	\$6.75	0.00%	2.40%	716,133	No Increase	
FY21	\$8.17	\$7.43	10.00%	1.80%	720,294		36 Months
FY22	\$8.74	\$7.43	0.00%	1.20%	720,000		
TOTAL		\$0.80	13.45%	16.86%	-11.07%	No Increase	

**Amendment to Chapter 275 of the General Ordinances of the City of Rochester Electric
Vehicle Charging Stations**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 275 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

Definition: (a) An electric vehicle charging station shall mean a public or private parking space located together with a battery charging station, aka Electric vehicle supply equipment (EVSE) which permits the transfer of electric energy (by conductive or inductive means) to a battery or other storage device in an electric vehicle.

An electric vehicle charging station installed as an accessory to a new or existing single family home or a unit within a duplex property and used for personal use and not as a means of income, is a permitted use in all zones and requires no site plan approval. **Only Level 1 and Level 2 electric vehicle supply equipment shall be permitted on residential properties.**

An electric vehicle charging station installed as accessory to a new or existing multi family home or a commercial property is permitted per the use tables located at the end of the Zoning Chapter. Site Plan review is required. **All Level 1 and Level 2 and Level 3 electric vehicle supply equipment may be permitted on multifamily residential and commercial properties.**

Electric vehicle supply equipment, as defined in the National Electric Code, shall obtain any required building permits, electrical permits or other applicable permits prior to their location, construction, installation, or operation.

Changes to the Use table:

An electric vehicle charging station is proposed permitted in all residential zones as an accessory use only for personal use.

An electric vehicle charging station is proposed permitted in the DC, OC, GR, HC, GI, RI, HS, AS Zoning Districts. It is permitted by Conditional Use Permit in the Neighborhood Mixed Use Zoning District.

These Amendments shall take effect upon passage.

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City Clerk's Office



07/14/2022

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>
---	---

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

RECOMMENDED ACTION

City of Rochester Planning Board
Monday April 18, 2022
City Hall Council Chambers
31 Wakefield Street, Rochester, NH 03867
(These minutes were approved on May 16, 2022)

X. Proposed Zoning Ordinance Change – Electric Vehicle Charging Station

Ms. Saunders reminded the Board of the project on Route 11 for an electric charging station, she said at the time staff had a bit of a quandary because the use didn't fall under a fueling station because it didn't have any of the hazmat issues, but it also wouldn't fall under a parking lot either because there would be traffic coming in and out every few minutes in order to refuel. Ms. Saunders explained the applicant had to go before the Zoning Board of Adjustment first for the use. She said it put the applicant at a disadvantage than any other fueling station because they had to go before two land use boards rather than just one. Ms. Saunders said staff came up with a use that captures EV charging stations and proposes to allow them in zones that fueling stations are permitted in such as downtown commercial, office commercial, granite ridge development, highway commercial, general industrial, recycling industrial. She said the other thing Staff realized is people are going to start adding charging stations to their homes so they should be looked at as accessories to the residential use.

Mr. Walker asked why staff is only proposing levels one and two and not a level three charge. Ms. Saunders explained staff's thought was technology isn't there yet.

Mr. Fitts said looking at the proposed ordinance level three charging wouldn't be something someone would have in their home but suggested adding language that specifies one, two, and three to the last paragraph of the proposed ordinance.

Mr. Sullivan asked what a homeowner does now if they have an electric vehicle. Ms. Saunders explained they pull an electrical permit through the Building Licensing Department.

A motion was made by Mr. Fitts and seconded by Ms. Dwyer to recommend the ordinance with the updated language to specify level one, two, and three level charging to commercial stations only to the last paragraph be forwarded to the City Council for review. The motion carried unanimously.

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City Clerk's Office

Resolution Authorizing Supplemental Appropriation to the FY 2023 Capital Improvement Plan (CIP) Project Fund in Connection with the Strafford Square Project in the Amount of \$3,000,000.00 and Borrowing Authority pursuant to RSA 33:9

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

That the amount of Three Million Dollars (\$3,000,000.00) is hereby appropriated as a supplemental appropriation to the FY2023 CIP fund for the purpose of paying costs associated with the Strafford Square Project. Two Million One Hundred Thirty Two Thousand Five Hundred Seventeen and 90/100 Dollars (\$2,132,517.90) of the supplemental shall be derived from borrowing and Eight Hundred Sixty Seven Thousand Four Hundred Eighty Two and 10/100 Dollars (\$867,482.10) of the supplemental shall be derived from a Federal NHDOT Grant.

In accordance with the provisions of RSA 33:9 and in conjunction with this supplemental appropriation, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Two Million One Hundred Thirty Two Thousand Five Hundred Seventeen and 90/100 Dollars (\$2,132,517.90) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate.

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 and to establish special revenue, non-lapsing, multi-year fund account(s) as necessary to which said sums shall be recorded.

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City Clerk's Office



07/14/2022

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>
---	---

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

RECOMMENDED ACTION

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

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

Deauthorization

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

Appropriation

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

Revenue

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

UEI# CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned

Resolution Authorizing An Application For Community Development Block Grant-Covid-19 (CDBG-CV) Funding to Support Facilities Project

- WHEREAS: The 2020-2025 Rochester CDBG Consolidated Action Plan Documents priorities and areas of high priority need for supportive services and shelter assistance to extremely low, low and moderately low income residents of the City experiencing homelessness; and
- WHEREAS: HUD Community Development Block Grant Covid 19 funds are available through the NH Community Development Finance Authority for CDBG-CV response; and
- WHEREAS: A primary component of the CARES act is assistance to State, Local, Territorial and Tribal Governments with a direct impact of COVID-19 pandemic; and
- WHEREAS: The Homeless Center for Strafford County owns the location at 202 Washington Street, Rochester NH 03839; and
- WHEREAS: The Homeless Center For Strafford County proposes to install rooftop solar energy to supply electricity to the shelter building supplementing the electrical supply that provides specialized air circulation to the shelter building in service to extremely low income, Low income, moderately low income Rochester residents; and
- WHEREAS: Shelter clients are specifically screened to ensure that they are HUD income qualified populations of the City of Rochester; and
- WHEREAS: The Homeless Center For Strafford County services provide a shelter and programming benefit to a large proportion of Rochester clientele made up entirely of extremely low income low income and moderately low income city residents; and
- WHEREAS: An application for CDBG – CV grant has been prepared by The Homeless Center For Strafford County on behalf of the city of Rochester in collaboration with City staff; and
- WHEREAS: A duly noticed public hearing for the purposes of soliciting feedback from the public and meeting the requirements of the CDBG program was held on July 19, 2022.

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

- I. The city of Rochester will submit an application for community development Block Grant COVID-19 funds of \$120,000 for the purpose of installing a solar panel unit on the

rooftop of the building owned by the homeless center for Strafford County located at 202 Washington St., Rochester, NH 03839

II. The city of Rochester here by adopts a project specific energy response that incorporates and is subordinate to the pre-existing CDBG facilities energy plan(s)

III. The City Manager is authorized to apply for and accept and expand the CDBG – CV funds of up to \$120,000 and to officially represent the City of Rochester, New Hampshire in connection with the application including execution of contract on behalf of the city and any other related documents necessary or convenient to carry out the intent of said grant application including acting as the certifying officer for HUD environmental documents without further action of the City Council for the purpose set forth in the grant agreement

IV. The City Manager is here by authorized to enter into agreement with the Homeless Center for Strafford County as sub recipient for the Grant



07/14/2022

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>
---	---

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

RECOMMENDED ACTION

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

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

Deauthorization

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

Appropriation

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

Revenue

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

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned

**Resolution Authorizing An Application For Community Development Block
Grant-Covid-19 (CDBG-CV) Gap Funding Budget Amendment on
Behalf of the City of Rochester and Community Action Partnership of
Stafford County for the Gafney Home Renovation Project in the
amount of \$171,116.00**

- WHEREAS: The 2020-2025 Rochester CDBG Consolidated Action Plan documents rising demand for housing for elderly residents, including residents living on fixed incomes; and
- WHEREAS: HUD Community Development Block Grant CARES Act (CDBG-CV) funds are available through the NH Community Development Finance Authority for CDBG-CV response where a total of approximately \$1,500,000 is available this year for Gap Funds; and
- WHEREAS: A primary component of the CARES act is assistance to State, Local, Territorial and Tribal Governments with a direct impact of COVID-19 pandemic; and
- WHEREAS: The Community Action Partnership of Strafford County (CAPSC) owns the location at 90 Wakefield Street, Rochester NH 03867, also known as the Gafney Home (hereafter the “Gafney Home”); and
- WHEREAS: CAPSC proposes to use the funding to support increased costs associated with the Gafney Home to create 21 apartments to serve an income-qualified population of residents aged 62 and older; and
- WHEREAS: The Gafney Home and its services will benefit a limited clientele made up entirely of individuals or families aged 62 or older; and
- WHEREAS: All 21 units will be rented to households that income qualify as low-to-moderate-income for the purposes of CDBG eligibility; and
- WHEREAS: An application for CDBG – CV grant has been prepared by Strafford Regional Planning Commission (SRPC) on behalf of the city of Rochester in collaboration with CAPSC; and
- WHEREAS: A duly noticed public hearing for the purposes of soliciting feedback from the public and meeting the requirements of the CDBG program was held on July 19, 2022.

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

- I. The city of Rochester will submit an application for community development Block Grant COVID-19 funds of One Hundred Seventy One Thousand One Hundred Sixteen Dollars (\$171,116) for the purpose of Gap Funds needed in The Gafney Home project funding associated with increased costs of materials and supplies for Community Action Partnership of Strafford County located at 90 Wakefield St., Rochester, NH 03867

II. The city of Rochester here by adopts a project-specific Anti-Displacement Policy that incorporates and is subordinate to the pre-existing CDBG Anti-Displacement and Relocation Assistance Plan.

III. The City Manager is authorized to apply for and accept and expand the CDBG – CV funds of up to One Hundred Seventy One Thousand One Hundred Sixteen Dollars (\$171,116) and to officially represent the City of Rochester, New Hampshire in connection with the application including execution of contract on behalf of the city and any other related documents necessary or convenient to carry out the intent of said grant application including acting as the certifying officer for HUD environmental documents without further action of the City Council for the purpose set forth in the grant agreement

IV. The City Manager is here by authorized to enter into agreement(s) with Community Action Partnership of Strafford County as sub-recipients and Strafford Regional Planning Commission as grant-writers and grant administrators for the purposes of this grant.



07/14/2022

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**State CDBG Covid 19 grant application for the Community Action Partnership of
Strafford CountyCOUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☒ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	July 19, 2022		
DEPT. HEAD SIGNATURE	Michael Scala, on file		
DATE SUBMITTED	7/14/2022		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	Community Development Committee
CHAIR PERSON	Laura Hainey, on file

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	HUD/CDFA
ACCOUNT NUMBER	TBD
AMOUNT	\$171,116
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

See Charter, Section 4.

SUMMARY STATEMENT

Community Development Block Grant Gap Funds are available to municipalities through the NH Community Development Finance Authority (CDFA) to provide additional gap funds for previously approved projects. All CDBG projects must directly benefit low- and moderate-income persons. Approximately \$1,500,000 is available this year as part of the Gap Funds program through CDFA. This public hearing will consider public comments on the following Gap Funds request:

The Gafney Home project amendment seeks an additional \$171,116 in funds to close a gap in project funding associated with changing (increasing) costs of materials and supplies. The budget was created prior to the Covid-19 related industry delays and shortages. Of the additional funds requested, \$151,015 will be used for construction related costs, \$15,101 is reserved for contingency, and \$5,000 will be used for additional administration costs.

Fiscal Year 2023

Special Revenue

\$171,116

UEI:WVFLWPMVXXB1

TIN# 02-6000744

RECOMMENDED ACTION

7/19/2022 – First reading

7/19/2022 - Public hearing.

7/19/2022 - (special meeting) - Second reading and approval for CDFA grant application.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: State CDBG Covid 19 grant application for Community Action Partnership of Strafford County for Gap Funding

Date: July 19, 2022

Fiscal Year: FY 2023

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	NEW			-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD		171,116 -	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

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

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

**Administrative Offices:**

577 Central Avenue, Suite 10
Dover, NH 03820
603-435-2500

Head Start Centers:

577 Central Avenue, Suite 10
Dover, NH 03820
603-285-9460

120 Main Street
Farmington, NH 03835
603-755-2883

150 Wakefield Street
Rochester, NH 03867
603-285-9461

46 Stackpole Road
Somersworth, NH 03878
603-817-5458

Childcare Centers:

Farmington Childcare Center
120 Main Street
Farmington, NH 03835
603-755-2883

Dover Children's Center
43 Back River Road
Dover, NH 03820
603-742-7637

Outreach Offices:

577 Central Avenue, Suite 16
Dover, NH 03820
603-435-2500

Food Pantries:

577 Central Avenue, Suite 10
Dover, NH 03820
M-F; 8:30-4:30

10 Cold Spring Manor
Rochester, NH 03867
W & F; 9-11, 1-3

MEMO

TO: Blaine Cox, City Manager
FROM: Betsey Andrews Parker, CEO
RE: CDBG Gap Funding Request
DATE: July 7, 2022

Additional CDBG funding is available for the Gafney Home project and CAPSC (subgrantee) is asking the City of Rochester (grantee) to request an additional \$171,116 (\$151,015 material items, \$15,101 contingency, \$5000 administrative) from the Community Development Finance Authority (CDFA) via a gap funding application.

The additional funding will support increased costs associated with the Gafney Home project. The budget was created prior to the Covid related industry delays and shortages. These delays/shortages have added additional costs to the project. CAPSC has maximized the tax credits for the project and taken on the allowable debt load to meet the pro forma requirements without jeopardizing the project. The subrecipient has exhausted the additional avenues for this project and is requesting additional CDBG funding.

Attached is the documentation from Resilient Buildings with the additional line items. The total request includes the attached items, a contingency and administrative fee to cover advertising, etc.

CAPSC has confirmed with CDFA that the request is allowable, is within the grant guidelines and funding is available. If a supplemental request was not submitted, the project runs the risk of not closing on time (summer 2023) and eliminating/delaying items. While this project has included contingency fees in the first application, no one anticipated the costs due to shortages/delays when the application was submitted and approved.

CAPSC will be present for the public hearing on the 19th for questions. Please do not hesitate to contact me prior to the meeting with questions. I may be reached at bandrewsparker@straffordcap.org or 435-2500 ext. 8135.

RESILIENT BUILDINGS

— GROUP —

Superior energy performance

Betsey Andrews Parker
Executive Director
Community Action Partnership of Strafford County
Dover, NH 03820

June 24, 2022

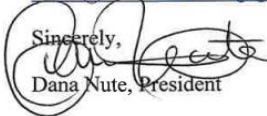
RE: Supplemental Covid Funding Request for Gafney Home Project

Dear Betsey,

Resilient Buildings Group (RBG) has been working with your Agency from early 2020, when a budget was developed. With the completion of the final drawings and new pricing we have found significant increases in costs due to Covid affected supply chains and material costs. The following chart gives a breakdown of the increases by line item.

MATERIAL ITEM (21 Apts.)	COST INCREASE
Cabinets and countertops	\$12,550
Vanities	\$ 2,865
Stoves	\$ 2,750
Refrigerators	\$ 4,800
Finish flooring	\$10,400
Shower and tub units	\$ 11,800
Shower and tub units	\$ 10,800
Plumbing- toilets and sinks (kitchen and bathroom)	\$ 3,200
Dumpsters for demo	\$ 1,800
Elevator and wheelchair lift (8 month delivery and install)	\$65,000
Asphalt	\$ 5,250
HVAC (Air Source Heat Pumps)	\$ 8,100
Electrical	\$ 5,150
Sprinkler	\$ 6,550
TOTAL	\$151,015

Feel free to contact me if you need any further information or assistance at dnute@resilientbuildingsgroup.com or 603-226-1009 X1

Sincerely,

Dana Nute, President

46 S. Main St., Suite #7, Concord, New Hampshire 03301 – 603-226-1009 –
www.ResilientBuildingsGroup.com



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	
Historical Society Update for City Council	
AGENDA DATE	July 19, 2022 City Council Workshop
DEPT. HEAD SIGNATURE	
DATE SUBMITTED	June 7, 2022
ATTACHMENTS Yes <input type="checkbox"/> No <input type="checkbox"/>	

DEPARTMENT APPROVALS

CHIEF FINANCIAL OFFICER	
CITY MANAGER	

BUDGET INFORMATION

SOURCE OF FUNDS	NA
SOURCE ACCOUNT NUMBER	
EXPENDITURE AMOUNT	NA
APPROPRIATION REQUIRED Yes <input type="checkbox"/> No <input type="checkbox"/>	\$0.00

LEGAL AUTHORITY

NA

SUMMARY STATEMENT

The Rochester Historical Society will provide the City Council with updates and general information on the activities of the Historical Society.

RECOMMENDED ACTION

None

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City Clerk's Office

June Department Reports:

- 6.1 Assessor's Office P. 53**
- 6.2 Building and Licensing Services P. 55**
- 6.3 City Clerk's Office P. 57**
- 6.4 Department of Public Works P. 59**
- 6.5 Economic & Community Development P. 71**
- 6.6 Finance Office P. 73**
- 6.7 Planning & Development Department P. 77**
- 6.8 Recreation & Arena P. 81**
- 6.9 Rochester Fire Department P. 83**
- 6.10 Rochester Police Department P. 91**
- 6.11 Rochester Public Library P. 95**
- 6.12 Tax Collector's Office P. 97**
- 6.13 Welfare Department P. 101**

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City Clerk's Office

ROCHESTER ASSESSING DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Darcy Freer, Deputy Assessor

Date: July 13, 2022

Ref: June's Monthly Report

OVERVIEW

1. Notable Items Related to Ongoing Operations

Permit related inspections continue to occur and subsequent data entry is occurring.

Tax map changes that were approved after April 1, 2021 were entered into Vision CAMA software for the 2022 tax year. Our office is continuing to work with the mapping company (CAI Technologies) in order to update the physical and GIS maps.

Abatement applications were all reviewed and processed before July 1, 2022.

2. Training

Darcy Freer attended the 3 day IAAO Workshop 452- Ratio Studies via Zoom.

Hollis McMullen attended the NH State Statutes I 4 day course in Concord, NH.

Jonathan Rice and Darcy Freer taught a session on RSA 72, during the NH State Statutes I 4 day course.

Jonathan Rice and Darcy Freer attended the Communicating with Tact training.

All staff attended the mandatory Intruder Training.

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City Clerk's Office

BUILDING AND LICENSING SERVICES

MONTHLY REPORT

To: Blaine Cox, City Manager

From: June 1st- June 30th 2022

Date: June 2022

Ref: Monthly Report for Building and Licensing Services

OVERVIEW

1. Notable Items Related to Ongoing Operations

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

Department Revenue

Permit Type	June 2022
Building Permits	\$145,654.00
Electrical Permits	\$3,712.00
Plumbing Permits	\$2,263.00
Fire Suppression Permits	\$0.00
Fire Alarm Permits	\$73.00
Sprinkler Permits	\$0.00
Mechanical Permits	\$5,859.00
Food Milk Licenses	\$6,010.00
Taxi Licenses	\$0.00
General Licenses	\$150.00
Net Revenue	\$163,721.00

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City Clerk's Office

ROCHESTER CITY CLERK'S OFFICE MONTHLY REPORT

To: Blaine Cox, City Manager

From: June 1, 2022 – June 30, 2022

Date: 7/12/22

Ref: Monthly Report for the City Clerk's Office

OVERVIEW

1. Vital Statistics Updates

6 births were reported in Rochester during the month of June; One of these children was born to Rochester residents. Additionally, 18 Rochester residents gave birth in neighboring communities.

36 resident deaths were reported in Rochester in the month of June.

4 couples celebrated their wedding ceremonies in Rochester during the month of June. Additionally, 17 Rochester residents married elsewhere in the State.

2. Vital Records Revenue

The City Clerk staff issued 230 initial copies of vital records (birth, death, marriage, or divorce) and 175 subsequent copies of vital records. There were 27 marriage licenses issued by staff in June.

The chart below shows a comparison between revenue collected in June of 2022 versus June of 2021

	2021		2022	
	State	City	State	City
Initial/Subsequent copies:	\$2,524	\$2,351	\$2,715	\$2,485
Marriage Licenses:	\$860	\$140	\$1161	\$189
Total:	\$3,402	\$2,491	\$3,876	\$2,674

3. Dog Licensing

The City Clerk's Office licensed 635 dogs in the month of June.

The City Clerk's office will start assessing a \$1 late fee for all dogs who remain unlicensed as of July 1. This is in addition to the \$1 late fee assessed as of June 1. The Animal Control Officer will be issuing the Civil Forfeiture fee in mid-July for all dogs remaining unlicensed. The Animal Control Officer as well as City Clerk staff have been reviewing the dog licensing warrant and calling all residents listed to remind them of the licensing deadlines. The Animal Control officer will be sending out a final reminder postcard in July prior to sending out the civil forfeitures.

4. Election Updates

The filing period for the September 13, 2022 State Primary election was open between June 1 and June 10. The City Clerk's office accepted filings for State Representative as well as delegates to the Republican Convention. During the filing period, The City Clerk's Office accepted filings from 20 candidates for State Representative. The sample ballots are not yet available, but will be posted on the City Clerk's webpage and in our office as soon as they are received.

Our office has received a handful of absentee ballot requests for the September Primary, although the numbers are significantly smaller than they had been for the past several elections.

The breakdown of registered voters in Rochester as of June 30, 2022 is shown below:

Ward	Democrats	Republicans	Undeclared	Totals
1	988	1,038	1,208	3,234
2	925	990	1,204	3,119
3	878	1,029	1,061	2,968
4	853	714	1,272	2,839
5	876	1,019	1,200	3,095
6	931	772	1,069	2,772
Totals:	5,451	5,562	7,014	18,027

5. Training

All staff attended the mandatory intruder training



ROCHESTER PUBLIC WORKS DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: June 1, 2022-June 30, 2022

Date: July 6, 2022

Ref: Monthly Report for DPW ADMINISTRATIVE DIVISION

OVERVIEW

1. Notable Items Related to Ongoing Operations

The DPW Administrative processed a mailing for Woodman inspection letters. Cross training of the portalgic process for month end processing was completed. The Prokees were encoded for the new fuel system and the solar tracking spreadsheet is in progress. Staff has been busy entering permits for driveway, excavating, and water and sewer permits. The end of the 2022 fiscal year is upon us and staff has been busy with getting all invoices in and entered as well as processing all checks before the fiscal year end. Bids are being processed for engineering projects, vehicles, equipment and products used by all divisions of DPW. The Utility Billing Staff produced 2608 invoices, mailed 76 hydrant invoices, 70 backflow letters and 15 backflow door tags. The shut off list for nonpayment was processed and there were 27 meter installs, replacement and repairs.



ROCHESTER DPW – HIGHWAY/FLEET DIVISION MONTHLY REPORT

To: Blaine Cox, City Manager

From: June 1, 2022-June 30, 2022

Date: July 6, 2022

Ref: Monthly Report for DPW – HIGHWAY/FLEET DIVISION

OVERVIEW

1. Personnel Updates

The Highway / Fleet Division is still short staffed once again and is looking to fill the two Medium Equipment Operator positions soon.

2. Notable Items Related to Ongoing Operations

Fleet division worked on several break downs, also more repairs to Vac-con # 63, removed water tanks on jet truck #45 for replacement. Repairs and prevenient maintenance work continues. Highway Staff repaired five catch basins, replaced approximately 75ft of sidewalks. Staff also painted crosswalks, arrows and stop bars, graded dirt roads, paved water trenches, filled potholes, street sweeping, and installed one new catch basin on Landry Drive. Tree work throughout the city and roadside trimming with the brush hog was done and a dry well on Chestnut Hill Road was replaced.



3. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

Line striping throughout the city and staff will be paving Pineknoll Drive and a few other streets. Replacing two culverts on Bickford Road.

4. Staff Kudos

Highway /Fleet had a couple more staff members pass there CDL license program. Shout out Chad Osborne passed both of is inspection licenses (Vehicle and Heavy truck)

5. Training

We had four employees' complete certification and training on Forklift operations. Also four employees attend sewer collation course.



ROCHESTER DPW – UTILITIES DIVISION MONTHLY REPORT

To: Blaine Cox, City Manager

From: June 1, 2022-June 30, 2022

Date: July 6, 2022

Ref: Monthly Report for DPW – UTILITIES DIVISION

OVERVIEW

1. Notable Items Related to Ongoing Operations

Operators continued sewer infiltration investigations and found several more points where ground water is entering the City's sewer collection system. These points of infiltration are costly to the operation of the sewer collection system and the wastewater treatment process. Sewer CCTV for I&I has been suspended for the drier, summer months.

2. Notable Events Related to Unusual Operations

Operators responded to multiple water and sewer emergencies in June, 2022. Most notable would be water main breaks on Dustin Terrace, Park Street and Railroad Avenue.

A mystery substance caused a significant sewer back up on Gonic Road in the area of Loring Drive. The source of this substance is under investigation.

3. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

Staffing shortages combined with almost daily emergency responses has delayed routine and necessary water distribution and sewer collection systems maintenance.

4. Staff Kudos

Kudos to Keith Hersom for taking his written CDL A exam and passing on the first attempt.

5. Training

Operators received Intruder training and Forklift Operator Certifications.



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: June 1, 2022-June 30, 2022

Date: July 6, 2022

Ref: Monthly Report for DPW BUILDINGS AND GROUNDS

OVERVIEW

1. Personnel Updates

Interviews for part time custodian for the DPW facility and downtown maintenance are in progress. Hopefully we will be able to offer this position in the near future.

2. Notable Items Related to Ongoing Operations

Installation of the new exterior and interior gym doors continue, the slow progress is due to difficulty with scheduling contractors due to the current workload. We expect this project to be completed by 15th..

Staff is currently changing all HVAC filters on all city buildings.

Staff will be testing all panic alarms in all city offices this coming month.

Staff will be assisting with set up for the fireworks on the weekend of July 9th by setting up barricades for traffic and pedestrian flow.

First application of weed control for curb weeds took place during the month of June.

We have started a fertilizing program at the Commons, City Hall and DPW to build the strength of the grass and prevent unwanted damaging weeds and pest.



3. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

We will be working on the Commons walking path again this coming month. We will be installing a fresh layer of stone dust and grading the track. This is a challenge because of the heavy use of the area.

Our HVAC technician that worked for Honeywell and serviced the city for the past 5 years as parted way with Honeywell to pursue different opportunities. We will be on boarding a new tech, I have met with the technician and I also have a great deal of confidence the person will serve the city well.

ROCHESTER DEPARTMENT OF PUBLIC WORKS

MONTHLY REPORT

To: Blaine Cox, City Manager

From: June 1, 2022-June 30, 2022

Date: July 6, 2022

Ref: Monthly Report for DPW-WATER TREATMENT FACILITY

OVERVIEW

1. Notable Items Related to Ongoing Operations

Treated water volume this month was 62.5 million gallons from the surface water facility and 14.7 million gallons from the groundwater plant, for a total of 77.2 million gallons delivered to our customers.

All water quality testing and monitoring was completed in accordance with NHDES requirements. Disinfection byproducts for June have maintained improved trending & levels. We are in compliance for Q2 DBPs (disinfection byproducts)

Watershed inspections were conducted at Rochester and Round Pond Reservoirs, Tufts Pond Reservoir, Oxbow Pond, Haywagon crossing, Berry Pond, Lower Whaleback Pond, and the diversion structure. All reservoirs are at capacity. Third party conservation easement monitoring of our watershed is completed. Stream gaging calibrations were performed by our consulting engineers.

Equipment and grounds maintenance was performed at the plant, well, and tanks/stations. Repairs were made to the Granite Ridge BPS generator. Maintenance at the well included finalization of the aeration blower motor controls and wiring. Maintenance at the surface water facility included replacement and upgrade of the filter gallery control and mud valve stems and operating nuts. Staff completed hydrosolids sampling for the sludge waste stream. Eversource contractors trimmed trees entering the main plant. Repairs were made to the caustic feed system.

2. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

Disinfection byproducts are in compliance for quarter 2. HAA5s have normalized, we are coordinating distribution system valving to improve TTHMs as water temperatures have increased.

3. Staff Kudos

All staff continue to demonstrate excellence in operating a public drinking water system.

The Chief and Lead operators participated in a laboratory instrument needs/redesign discussion group seeking input for analytical equipment feature-sets under consideration by a prime supplier of drinking water technology.

4. Training

Staff attended two city sponsored training sessions this month on substance abuse and intruder response. Internal training sessions for operators continues.

The Chief Operator attended virtual meetings on water system licensing and education programs, and a Department of Environmental Service hosted stakeholder update on federal and state regulations.

5. Other

Backflow inspections for municipal buildings were completed this month. Repairs for two devices are scheduled.

The 2021 Consumer Confidence (Water Quality) Report for the Rochester Consecutive Water System has been published. <https://www.rochesternh.gov/public-works/files/2021-consecutive-water-system-ccr>

Construction for a cellular array at the Salmon Falls Standpipe commenced this month.

ROCHESTER DEPARTMENT OF PUBLIC WORKS

MONTHLY REPORT

To: Blaine Cox, City Manager

From: June 1, 2022-June 30, 2022

Date: July 6, 2022

Ref Monthly Report for DPW – ENGINEERING DIVISION

OVERVIEW

1. Personnel Updates

One Assistant City Engineer position remains vacant and posted.

2. Notable Items Related to Ongoing Operations

Strafford Square Roundabout: Phase 1, which includes construction of underground conduits and vaults to facilitate relocating existing above-ground utilities, along with construction of other underground utility improvements, is scheduled for completion in July 2022. Bids were received in June 2022 for Phase 2, the actual roundabout construction project.

Colonial Pines Sewer Extension – Phase 3: Paving was completed on portions of Hillside Dr, Tingley St, and Westview Dr in June. Construction continues with sewer main and service installation on Birch Drive and Old Dover Road into July 2022.

Route 202A Water Main Extension and Water Tank: Preparation of the water tank site began in May 2022. Water main installation continues on Walnut Street (Route 202A) and Bickford Road into July 2022.

Woodman Area Infrastructure Improvements: Construction began in May 2022 and will have a duration of 2+ years. Once school was recessed for the summer, construction began on infrastructure improvements around the William Allen School; construction also has begun on additional parking spaces along Congress Street.

WWTF Carbon Storage and Feed Building: Construction has re-commenced on this facility, and is on schedule for completion prior to Rochester's AOC compliance date for completion of this building of 10/31/2022.

WWTF Aeration Basin Sidewall Blower Tie-in (Iris Valve): Construction has re-commenced on this project, which is intended to enhance the WWTF's ability to treat for nitrogen; completion of the project is on schedule for completion prior to Rochester's AOC compliance date for aeration automation completion of 10/31/2022.

Route 11 Sewer Pump Station Upgrade: Contractor mobilization to the site is anticipated in July 2022; construction is anticipated to be substantially completed by fall 2022.

Tara Estates Sewer Pump Station Upgrade: Contractor pre-qualification process was completed in June 2022. Pre-qualified contractor bids for construction of this project are anticipated to be received in July 2022.

Annual Contracted Pavement Rehabilitation: Paving work is scheduled to begin in July 2022 with Howard Brook Drive and a portion of Estes Road.

Betts Rd/Cross Rd Intersection Improvements: Bids were opened for construction of this intersection improvement project in June 2022. Construction is anticipated to begin this summer.

3. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

Applicant pool remains sparse for the open Assistant City Engineer position.

4. Affected Business Processes or Systems

Engineering staff issued a total of 42 permits in June, including right-of-way excavation, driveway (curb cut), water connection, sewer connection, sewer assessment, stormwater (drainage), sidewalk obstruction, and backflow prevention device permits.

5. Training

Staff attended Intruder Training, NHDOT LPA Certification Training Part 2 – Labor Compliance, Alcohol and Drug Awareness Training, and a webinar on “The Workings of a Planning Board” in June.

ROCHESTER ECONOMIC DEVELOPMENT DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: June 1, 2022 – June 30, 2022

Date: July 5, 2022

Ref: Monthly Report for Economic Development Department

OVERVIEW

1. New Projects & Project Updates

- The Rochester Farmers' Market opened June 14, 2022. Rochester Main Street (the fiscal sponsor of the market) contracted with Kat Lindemann to be the market manager. Kat is responsible for day-of-market tasks and responsibilities. The market has a total of 21 vendors this year, and over 700 visitors attended the first two weeks of the market.
- Fencing has been erected around the Hoffman building in advance of demolition.
- Matt Wyatt and the ED Staff met with downtown businesses to discuss the upcoming construction at 55 North Main and how the City can assist during the process – Most of the discussion revolved around parking and what the City could do to help. ED Staff secured designated parking for employees of downtown businesses while the Union St parking lot is partially unavailable.

2. New Businesses and Business Updates

- Smuttynose Beer Garden opened at the green space at the Ridge Marketplace.
- Meredith Village Savings Bank opened their Route 11 branch

3. Community Development Project Updates

- The new CDBG coordinator will begin late July.
- Strafford County Homeless Center (SCHC) requested the City serve as primary grantee for a NH CDFA CDBG grant. The deadline is July 26 and they are applying for \$120,000 grant to install a rooftop solar array.

4. Boards & Commissions Updates

- Rochester Main Street held their Annual Meeting and BBQ outside City Hall. Board members and staff of approximately 11 downtown businesses were represented, along with City Manager Cox and Mayor Callaghan and Economic Development Dept staff.
- REDC met and discussed possible future uses of the ED Fund, downtown parking, and housing needs

5. Training & Staff Development

- All staff attended mandatory intruder training June 9, 2022
- Carole attended the Basic Economic Development Course in Albany, NY
- ED Staff attended a Webinar on “Communicating with Tact.”

ROCHESTER FINANCE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: June 1, 2022 - June 30, 2022

Date: July 8, 2022

OVERVIEW

1. Personnel Updates

The new Accountant II position has been posted.

2. Notable Items Related to Ongoing Operations

The city participated in the June 2022 NH Municipal Bond Bank sale with closing scheduled for July 13th.

A RFP has been posted for Rochester's Municipal Auditing Services with bids due no later than 7/20.

3. Notable Events Related to Unusual Operations

None

4. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

None

5. Staff Kudos

Kudos to Mark Sullivan for successfully performing tax billing training while preparing for fiscal year end and implementing the adopted FY23 budget.

Rochester FINANCE Department

6. Affected Business Processes or Systems

None

7. Training

Internal cross-training continued this month on the preparation of first issue tax bills. Finance staff also attended the “Communicating with Tact” training hosted by Human Resources.

8. Other

Monthly Financial Statements Summary – as of June 30, 2022

For the full detail report, click here: [June 30, 2022 Financial Detail Report](#)

Below are the revenues & expense highlights through June 30, 2022, which represents 100% completion of FY22.

GENERAL FUND NON-PROPERTY TAX REVENUES

Motor Vehicle Registrations: Revenues strong at \$5,729,198, 117% collected.

Waste Management Host Fees: Total FY22 revenue received \$4,538,671. City allocation \$3,660,544 School Department allocation of \$878,127. The total FY22 revenue received is \$1,410,544 over the adopted amount of \$3,128,127.

Building Permits: Revenues very strong at \$790,948, 264% collected.

Interest Income: Remains very soft at \$37,157. Although interest rates have recently increased from 18 basis points (18 percent of 1 percent) to 55 basis points, a little over ½ of a percent.

Interest on Delinquent Taxes: Collections at \$434,438 124% collected.

State of NH Rooms & Meals: \$2,296,678 received, \$728,399 over budget. The surplus of \$728,399 was used to offset the DRA 2021 final property tax rate.

Rochester FINANCE Department

Highway Block Subsidy: All quarterly payments received, total \$614,647, 102% collected.

Cablevision: Three payments received from Comcast & Atlantic Broadband, total \$212,103, 90% collected.

Current Use Taxes: Current Use tax revenues are very strong at \$380,128, or 234% collected.

Use of Unassigned Fund Balance: FY22 amount City \$9,580,641, School \$261,064.

GENERAL FUND EXPENSES: Overall expenses are below budget at 96%. Salary, OT & Benefits are 94% of budget.

Fire & Police Overtime: Fire Department Overtime at 172% expended, Police Overtime at 207% expended.

Welfare Direct Assistance: 35% expended.

WATER-SEWER SPECIAL REVENUE FUNDS:

Water-Sewer Funds: Water-Sewer User Fee revenues remain strong on each fund, with low delinquencies, and collections, Water at 69% and Sewer at 65%. FY22 Water Fund expenses are below budget at 71%, Sewer Fund expenses are below budget at 77%.

Community Center: Expenses below budget at 95%, and Revenues are at 77% collected.

Arena Special Revenue: Expenses at 97% Revenues are at 126% collected, which includes a \$129,815 contribution from ARPA grant funds.

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City Clerk's Office

ROCHESTER PLANNING DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: June 1, 2022 – June 30, 2022

Date: July 1, 2022

Ref: Monthly Report for Planning Department

OVERVIEW

1. Personnel Updates

The Planning Department will begin conducting second interviews for the second Planner I position. This position will be staff liaison to the Conservation Commission and will focus on site compliance.

2. Notable Items Related to Land Use Boards

APPLICATIONS REVIEWED BY THE PLANNING BOARD

Planning Board met June 6 for their Regular Meeting

Planning Board cancelled their June 20 Workshop meeting due to lack of items for the agenda

G&P Boston Properties, 55 No Main Street (by Fuss & O'Neill) Extension to meet precedent conditions to an approved Site Plan. Case# 121 – 372, 373 & 400 – DC – 21
EXTENSION GRANTED

Haven Hill Road, LLC, Kevin McEneaney, 0 Haven Hill Road (by McEneaney Survey Associates) 5-lot Subdivision Case# 242 – 9-2 – A – 22 **APPROVED**

Dennis & Janine Allfrey Family Trust, 18 Sampson Road (by Norway Plains Assoc) 3-lot Subdivision. Case# 231 – 18 – A – 22 **APPROVED**

Jeffrey & Nikki Metayer, 185 Salmon Falls Road (by Norway Plains Assoc) Lot Line Revision to allow lot 7-1 to have 150' of frontage Case# 211 – 7-1&7-2 – A – 22 **APPROVED**

Jeffrey & Nikki Metayer, 185 Salmon Falls Road (by Norway Plains Assoc) 2-lot Subdivision Case# 211 – 7-1 – A – 22 **APPROVED**

APPLICATIONS REVIEWED BY THE ZONING BOARD OF ADJUSTMENT

Zoning Board of Adjustment met on June 8, 2022

Z-22-17 Sean Desrosiers Seeks a *Variance* from Section 2 to permit a single-family home to be built while existing house remains until completion. **GRANTED**

Location: 326 Chestnut Hill Road, Map 206 Lot 7 in the Agricultural Zone.

Z-22-18 Irving Energy Seeks a *Special Exception* from Table 18-D to permit fuel storage. **GRANTED**

Location: 323 Gonic Road, Map 258 Lot 61 in the Highway Commercial Zone.

Z-22-19 David White Seeks a *Special Exception* from Section 23.2.A(1)(a) to permit an accessory apartment within an existing 2-car garage. **GRANTED**

Location: 271 Chesley Hill Road, Map 138 Lot 99 in the Residential-1 Zone.

Z-22-20 David White Seeks a *Variance* from Section 23.2.A(1)(d) to permit an accessory apartment in excess of 800 square feet. **GRANTED**

Location: 271 Chesley Hill Road, Map 138 Lot 99 in the Residential-1 Zone.

Z-22-21 Milton Associates, LLC Seeks a *Special Exception* from Table 18-C to permit a food truck. **GRANTED**

Location: 163 Wakefield Street, Map 113 Lot 48 in the Highway Commercial Zone.

Z-22-22 Donna Johnson Seeks a *Special Exception* from Table 18-B to permit a Childcare Center with a self-directed learning program for middle and high school aged children. **GRANTED**

Location: 16 Whitehall Road, Map 126 Lot 15 in the Hospital Special Zone.

Z-22-23 86 Church Street, LLC Seeks a *Variance* from Section 30.3.A to permit an expansion of a previously approved non-conforming use to allow additional multi-family dwellings in the Agricultural District. **DENIED**

Location: 84 and 86 Church Street, Map 258 Lots 7 & 8 in the Agricultural Zone.

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

Conservation Commission met on June 22, 2022

Monarch School, 105 Eastern Ave, Map 112 Lot 20 (By Berry Surveying & Engineering) Conditional Use Permit for wetland buffer impacts to expand a parking lot. The entire expansion will utilize porous pavement. **APPROVED**

Jeep & GMC Dealership, 400 North Main, Map 114 Lot 2. (By TFMoran) Conditional Use Permit for wetland buffer impacts to remove pavement within the buffer. The wetland area will be restored, and further site development will be outside of the conservation overlay district. **APPROVED**

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission did not meet for the month of June

3. Training

- The entire Planning Department staff attended the mandatory Intruder Training.
- Saunders, O’Conner and Galloway attended an NHPA workshop in Franklin
- Saunders and O’Connor attended the NHPA Annual Conference
- Saunders and O’Connor attended the Workforce Housing Coalition of the Greater Seacoast Resident Owned Manufactured Housing Seminar

4. Ordinance/Regulation Highlight of the Month

Construction Overview

We are deep into the construction season so what better time to highlight all the great Residential projects going on across the City. All of these projects are actively in construction.

Residential Projects

1. Meadow Ct Phase II (Bovee, Ida) (32 Lots Off Salmon Falls) -
2. Jeremiah Lane (53 Lots off Portland/Franklin)
3. England Rd (17 Lots, Sprague, BWR End)
4. Hayes Hill (17 lots off Old Dover near Tebbetts)
5. Carole Ct (56 Lots off Portland)
6. Kelmar (25 lots off Cross St)
7. Freedom (17 Lots off Eastern Ave)
8. Matilda (16 Duplexes off of Flagg)
9. Diamondback (53 revised lots in Tara Estates)
10. Fownes Mill (70 units)
11. Ledgeview Lot 68 (42 units)
12. Former Hoffman (45 Units)
13. Apple Ridge (102 total in 3 phases)

That's 545 new Units!!

RECREATION & ARENA DEPARTMENT - MONTHLY REPORT

To: Blaine Cox, City Manager

From: Lauren Krans, Director of Recreation & Arena

Date: July 12, 2022

Ref: June 2022 Monthly Report for the Department of Recreation & Arena

OVERVIEW

1. Personnel Updates

After over 31 years of service to the City of Rochester, Director Chris Bowlen retired from Recreation & Arena. Chris began his journey with the City as an Arena Attendant, and worked his way up to become the director of both the Arena and Recreation Department. City staff and Chris's family celebrated his retirement with a breakfast sendoff at the Senior Activity Center in late June.

Assistant Director Lauren Krans was hired to take over as Director of the department. Lauren has been with the department for over 8 years, has her Masters Degree in Public Administration, is a Certified K-12 NH Spanish Teacher as well as State of NH Certified Public Manager.

Hiring for summer seasonal staff is a challenge. The labor shortage has left us short staffed across all programs. Lifeguards are a large challenge, as the job is physically demanding and requires certification. We will continue to staff pools to the best of our ability, without jeopardizing patron safety or burning out our staff. The Public Swim schedule for the 4 outdoor pools will remain a 'live' schedule on our website, as we anticipate changes will be made frequently due to low staffing numbers and availability.

2. Monthly Programming Numbers

Program	June Participation
Adult Pickup Sports	9
Adult Volleyball	61
Family Open Gym Drop In	8
Family Open Gym Reservation	17
Senior Cardio Dance	56
Senior Mobility Class	33
Senior Power Hour	120
Senior Trips	7
Senior Breakfast	35
SHS/BCA Open Gym	8
Summer Camp	120
Teen Travel Camp	12
Grand Total	486

3. Facilities, Operations and Special Events

In addition to preparing for summer camp and the opening of the 4 outdoor pools, our team spent much of June preparing for the Lilac Family Fun Festival on July 9th. Our department managed all aspects of the fireworks, vendors and carnival rides. More info to follow in the July report after we hose our After Action Debrief with the event planning team.

The Rec Center gymnasium hosted the Bud Carlson Academy graduation for the first time in June. Students and staff were very happy with the event. The gym also remained the 'back up' plan for inclement weather for SHS graduation. Our team always remains ready to 'pivot' to support the needs of our partner organizations.

Arena Supervisor Trepanier began coordinating logistics for the Rochester Farmers Market in June. He is working closely with the market's new director to ensure that the facility is ready for vendors each week.

4. Upcoming Seasons – Fall/Winter 2022-2023

In the heat of the summer our team is already thinking about fall and winter! Preliminary ice schedules have been mailed out and returned to the office. The 2022-2023 ice season is looking very healthy with all of our customers planning to return, as well as several new customers

ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: June 1, 2022 – June 30, 2022

To: Blaine Cox, City Manager

Date: July 7, 2022

Ref: Monthly Report for Fire Department

1. On-Duty Staffing Levels

- Full Staffing – personnel on-duty – **37% of shifts in June**
- One FF Short- personnel on-duty –**37% of shifts in June**
- Two FF's Short – personnel on-duty – **27% of shifts in June**

2. Personnel Updates

Employment Info

- All positions are filled with the exception of the Deputy Chief of Training position, which is vacant due to the retirement of D/C Darryl Jeffers on January 31, 2022. This position will be filled soon now that the new Chief is on board.

ROCHESTER FIRE DEPARTMENT

MONTHLY REPORT

From: June 1, 2022 – June 30, 2022

3. Emergency Response Statistics

Call Type	June-2021	June-2022	% Change	21 Fiscal YTD July 1 - June 30	22 Fiscal YTD July 1 - June 30	% Change
Fire Calls/ Explosion	11	12	8%	162	86	-47%
Overpressure/Rupture	0	0	0%	3	2	-33%
Emergency Medical Services	111	105	-5%	979	1281	31%
Rescue	35	41	17%	354	373	5%
Hazardous Conditions	20	11	-45%	211	156	-26%
Service Calls	32	38	19%	476	431	-9%
Good Intent Calls	28	36	29%	270	373	38%
False Calls	27	25	-7%	298	333	12%
Severe Weather/Natural Disaster	7	0	-700%	16	1	-94%
Special Type/Complaint	0	0	0%	0	2	200%
Undetermined	0	1	100%	1	1	0%
TOTALS	271	269	-1%	2770	3039	10%
*Call numbers as of 7/6/2022, they are subject to change						

ROCHESTER FIRE DEPARTMENT

MONTHLY REPORT

From: June 1, 2022 – June 30, 2022

4. Operations



We received final delivery of Engine 4.
This Apparatus will be in service in early
July after training is completed.

DC Wheeler, Capt. Lenzi,
Lt. Marique and Firefighter
Mckay Traveled to Sutphen
Fire Apparatus in Ohio for
final inspection of the new
tower ladder. This piece will
be delivered in late July.



ROCHESTER FIRE DEPARTMENT

MONTHLY REPORT

From: June 1, 2022 – June 30, 2022

5. Community Risk Reduction

After multiple medical calls to a particular location, DC Hughes was called to assist with the situation described as extreme hoarding; deplorable living conditions and structural conditions. Due to the conditions, DC Hughes went above and beyond to work with multiple agencies to find resources and solutions to assist the two elderly women. He took the time to follow the ambulance to Wentworth Douglas Hospital at 3am to work with the Charge Nurse and the on duty Social Worker, he then contacted Elderly and Adult Services, Code Enforcement, Welfare Department and Park Management to find a collaborative solution to improve the living conditions for these two individuals. The Department of Health and Human Services has provided valuable resources to this individual to assist with the cleanup process. However, they were unable to provide a means to repair the porch that due to its condition is unsafe and impeding the only accessible means of egress. DC Hughes worked with Positive Transitions to see if this would be something that would fit into their community volunteer program. Positive Transitions has agreed to work with DHHS to repair or rebuild the porch. Due to these efforts these Individuals have been provided resources and assistance to improve their living conditions and overall safety.

Firework permits submitted throughout the month of June. DC Hughes inspected fourteen sites of which thirteen were approved for use of fireworks.

The RFD hosted the Seacoast Fire Investigation Assistance Team in which DC Hughes is a member. The team is composed of fire investigators from seven communities, two state agencies and ATF in which DC Hughes is a member. DC Hughes coordinated with the NH Division of Forest and Lands to provide training on wildland fire investigation. The Rangers also presented a case review of Bemis fire in which 106 acres burned in May 2022.

June was filled with several community events.

Rochester Middle School 7th grade class in cooperation with the Shipyard participated in the SeaPerch project. Students designed and built their own submarines. The RFD filled two 1200-gallon portable tanks with water, which allowed the students to put their work to test.



ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: June 1, 2022 – June 30, 2022

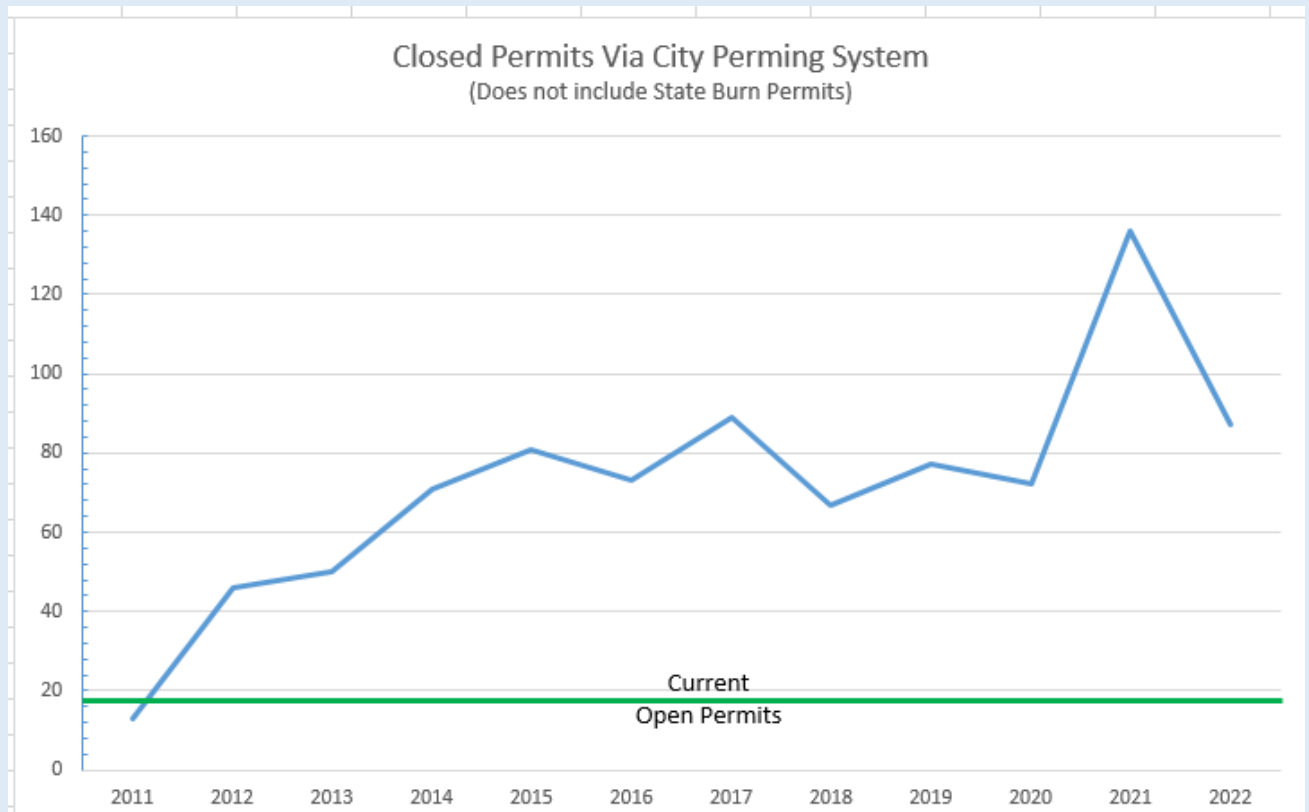
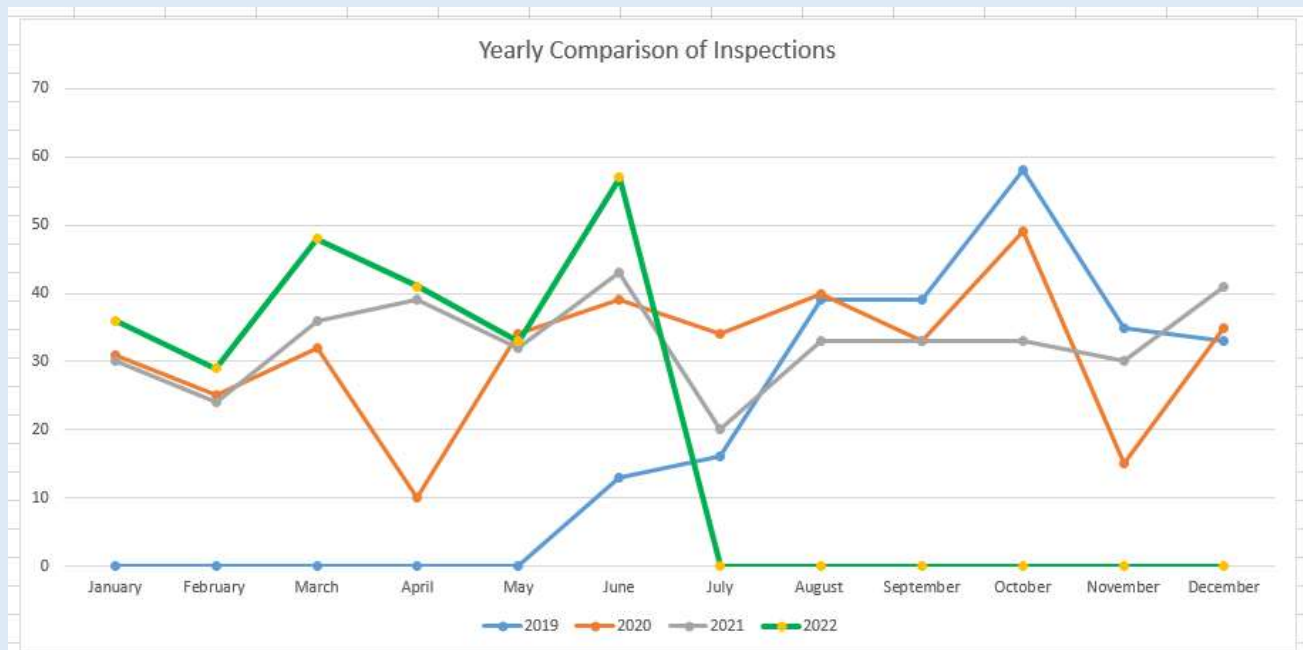
YMCA's Healthy Kids Day at Camp Coney Pine, participating in a touch a truck event and assisting families with car seat installations. This event was focus on encouraging healthy habits in kids and their families heading into the summer months. SOS Recovery asked for assistance in filling a dunk tank for their NH Gives event, which raised \$5000. Rochester's Annual Wings and Wheels provided an engine for display and allowing the public to spray water from the engine.



A noteworthy fire showing the importance of implementing fire and life safety prevention methods happened in the month of June. A tenant in a 2.5 story, wood frame, three-unit apartment building (6 adults 4 children) was frying food and left cooking oil on the stove and returned to their bedroom. The oil ignited at which time the unit filled with smoke and a fire started. The fire reached the cabinets above the stove. Due to the amount of heat from the fire, the sprinkler system activated, extinguishing the fire. The occupants did not receive early notification as they had removed the detectors approximately three months prior. The sound of the water flow from the activated sprinkler head is what caught the occupant's attention. An eight year old stated to DC Hughes it was so smokey, I could not see or breath. It was hard to find my way out. I just kept yelling for my mom. The quick reaction of the sprinkler system reduced the risk of injury, loss of life and limited the amount of damage and/or loss of property in a congested neighborhood.

ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: June 1, 2022 – June 30, 2022



ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: June 1, 2022 – June 30, 2022

6. Training



Firefighters trained on patient packaging skills and moving a stokes basket with the tower ladder. Simulating rescue from heights and below grade.

Firefighters Trained on Water Rescue Skills on Baxter Lake!



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City Clerk's Office



ROCHESTER POLICE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Gary M. Boudreau, Chief of Police

Date: 07/12/2022

Ref: Monthly Report for June 2022

OVERVIEW

1. Personnel Updates

Personnel: We continue to work towards filling our vacant police officer positions which will stand at 7 on 7/15/22 with Ofc. Andrew Jackson's retirement. He will be rejoining the department as the part time school resource officer at Spaulding High School after his 28 day separation. We currently have 11 officers at various stages of Training; from in house (2), in the police academy (4), and in field training (5).

K-9: Ofc. Hatch and Ripley are certified in evidence detection and continue training toward tracking certification. They had two meet and greets this reporting period for the Working Dog Foundation and the YMCA Healthy Kids event.

2. Notable Items Related to Ongoing Operations

Comp Stat:

Our property crimes while having increased in May and June over previous months continue to be down overall year to date as compared to 2021. Violent crimes continue to be increased slightly as compared to 2021, we are up 15 incidents total year to date. If we compare our year to date numbers to 2020 we are significantly down (196 to 144). Our greatest increase has been from misdemeanor simple assault crimes, where we are up 30 reported incidents year to date, we have made arrests in 27 of these reported cases. This increase will be monitored as we move forward throughout the year.

With the warmer weather now upon us we have seen an increase in activity, in particular with service calls that tie up multiple officers for extended periods of time. This is in part due to our very young staff that take longer to process the calls. This also has impacted our proactive enforcement efforts such as motor vehicle enforcement. While strides had been made in previous months to increase motor vehicle stops, in June the department slid backwards with only 236 traffic stops.



Vehicle Updates: We took delivery of the mobile dispatch trailer and utilized the trailer for the first time at the Lilac City Fun Festival.

Body Camera Project. Our body cameras are currently on order. We received word that the City was awarded \$50,000 in grant funds from the NH Department of Safety towards our total project costs. This will go before the Council for acceptance.

3. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

We continue to fight the hiring battle. Finding qualified candidates who will pass the background investigation has become increasingly difficult. This is especially true in the dispatch center, which has been running at close to 50% staffing for the past month. This has had a great impact on our services. As a result of the critical need to staff the center both police and fire line personnel have been receiving training and have begun to fill open shifts on overtime.

4. Training

Our newest certified officer and the recent academy graduates have entered into phase 1 of field training.

Five officers were enrolled in the 189th Police Academy which began on 6/6/22. One officer withdrew at the end of week one and has resigned from the Department.

Highlights of other training by department members included: Report Writing, the Reid Technique of Investigative Interviewing and Advanced Interrogation, Mental Health Leadership seminar, Handcuffing instructor, Defensive Tactics Instructor, and Conducting Physical fitness (which makes these 3 officers certified to conduct physical fitness testing for all sworn and officer applicants).



5. Other

We ended fiscal year 2022 in good financial health.

The Department hosted a RAD self-defense class for women.

The Wings and Wheels event was blessed to have perfect weather. It was very well attended.

Salmon Falls Rd Traffic Complaint: As part of the ongoing complaint about speeding vehicles on Salmon falls Rd between June 20 and July 12 the Patrol Division spent approximately 4.25hrs patrolling the area concentrating on speed enforcement. As a result they conducted 26 traffic stops. Additionally the department's speed trailer was deployed back in the area of Katie Lane on Salmon Falls Rd.

As mentioned in our report last month, we debuted our updated uniform patch. The prior patch design had been in use since at least the mid-1980's. We are transitioning the new design onto the summer uniforms and will follow changing over the winter uniforms in the coming weeks.



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City Clerk's Office

ROCHESTER LIBRARY DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: June 1, 2022- June 30, 2022

Date: July 13, 2022

Ref: Monthly Report for Library

OVERVIEW

1. Notable Items Related to Ongoing Operations

There was a total of 11,761 items circulated with 7,131 people visiting the library in the month of June. Two hundred twenty-nine patrons used the library's Internet computers. Interlibrary loan activity included 83 materials borrowed from other libraries and 117 loaned to other libraries.

"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 23 appointments for pick-up were made throughout the month of June.

In June children were welcomed to pick-up "Octopus" Take-it and Make-it craft kits. The kits were available during Library business hours on a cart at the Children's Room entrance.

The library is using Beanstack again this year to log minutes read. Patrons in the Children's, Young Adult and Adult summer reading programs log what they have read into the Beanstack App and are eligible to win fun prizes.

An Intro to Beanstack class was offered to all patrons and anyone that missed the class is welcome to make an individual appointment with Jessica, the library Emerging Technology Specialist for individual tech-help.

Featured Adult Services Displays for the month of June included: *Celebrate June with Pride*, *June Brides*, *Turn up the Heat*, *Dad's Music*, and *Beach Reads*. Display items held hidden golden tickets for winning books.

Three hundred-nine of our library patrons downloaded 1,663 e-books to media devices through the library's web site this month. The RPL website also enabled patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 364 digital downloads from Hoopla.

2. Library Programming

The talented Children's staff transformed the Children's Room into an Ocean of Possibilities just in time for the summer reading program kickoff. Over 170 children and adults joined us outside on the library lawn for ice cream, a StoryWalk®, an ocean themed photo booth, a visit with RPD Community Engagement Officer, Brandon Kimbrough, and our summer shark mascot.

A two-part *Percy Jackson: The Lightning Thief* book group began June 20th with a book intro, chapter 1 reading and fun activity. Each participant is given a book to keep and read before meeting again on July 25th to have a book discussion and follow-up activities.

June 22nd the library welcome over 140 people to a Wildlife Encounters program outside on the library lawn. This was a live-animal outreach program that is interactive, educational, and fun for all ages.

June 29th the library was proud to host the UNH SeaSpeaks program – Whales and Seals. Children learned how animals stay warm, how they eat and much more through hands-on activities such as blubber gloves, feeding frenzy and measuring a whale.

The first Teen Advisory Board (TAB) meeting was held Tuesday, June 7th at 6pm. Teens are encouraged to come hang out, eat snacks, and share ideas on library programs, groups, and activities.

The *Write-In Group* continued to meet the first and third Thursday of the month. Participants focus on works-in-progress surrounded by other aspiring writers.

The Friends of the Rochester Library Book Club met June 13th and featured *The Art of Racing in the Rain* by Garth Stein.

The True Crime Book Club met June 28th and featured *The Man in the Rockefeller Suit* by Mark Seal.

The library was pleased to host a Calligraphy class on June 6th. Participants learned the basics of calligraphy using Crayola markers and were shown how common markers can be used to create beautiful, lettered works of art.

June 21st the library hosted a program on "New England Lighthouses and the People Who Kept Them". Presenter Jeremy D'Entremont explained the history of New England's historic and picturesque lighthouses primarily focusing on the colorful and dramatic stories of the lighthouse keepers and their families.

ROCHESTER TAX COLLECTOR'S OFFICE

MONTHLY REPORT

To: Blaine Cox, City Manager

From: Doreen Jones, Tax Collector

Date: July 11, 2022

Ref: Monthly Report for June, 2022

OVERVIEW

1. Other

City of Rochester Tax Collector's Office

June 30, 2022

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2022	Semi Annual Warrant	35,214,857	7,871,534.62	22.35%	27,343,322.38	77.65%
2021		69,388,398	68,449,709.94	98.65%	938,688.06	1.35%
2020		68,438,739	67,936,877.15	99.27%	501,861.85	0.73%
2019		66,169,796	65,804,962.13	99.45%	364,833.87	0.55%
2018		63,834,824	63,675,855.81	99.75%	158,968.19	0.25%
2017		60,524,791	60,397,768.49	99.79%	127,022.51	0.21%
2016		58,196,003	58,106,937.85	99.85%	89,065.15	0.15%
2015		56,938,119	56,888,639.90	99.91%	49,479.10	0.09%
2014		55,068,779	55,026,874.94	99.92%	41,904.06	0.08%
2013		53,324,262	53,291,285.31	99.94%	32,976.69	0.06%
2012		50,952,912	50,926,338.05	99.95%	26,573.95	0.05%
2011		48,856,892	48,834,261.41	99.95%	22,630.59	0.05%
2010		47,308,832	47,289,526.46	99.96%	19,305.54	0.04%
2009		46,898,827	46,886,725.75	99.97%	12,101.25	0.03%
2008		46,522,769	46,515,550.97	99.98%	7,218.03	0.02%
2007		42,964,450	42,958,773.45	99.99%	5,676.55	0.01%
2006		40,794,160	40,791,855.24	99.99%	2,304.76	0.01%
2005		38,024,453	38,023,111.86	100.00%	1,341.14	0.00%
2004		36,065,496	36,063,969.69	100.00%	1,526.31	0.00%
2003		33,310,579	33,309,167.95	100.00%	1,411.05	0.00%
2002		29,725,878	29,724,928.84	100.00%	949.16	0.00%
2001		26,943,136	26,942,673.85	100.00%	462.15	0.00%
				Total Uncoll:	29,749,622.34	81.34%

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	\$ 180,800.32	647
Oct	\$ 171,014.03	630
Nov	\$ 171,461.28	754
Dec	\$ 996,034.92	1102
Jan	\$ 1,371,230.13	1149
Feb	\$ 343,488.87	839
Mar	\$ 346,623.81	912
Apr	\$ 268,945.66	809
May	\$ 157,819.82	745
June	\$ 743,040.03	924
Totals	\$ 6,276,450.71	10278

Auto Registration Totals FY 22		
Month	Total \$\$	# of Transactions
July	\$ 503,573.94	3397
Aug	\$ 524,877.90	3530
Sept	\$ 492,488.99	3211
Oct	\$ 561,576.55	3191
Nov	\$ 427,117.22	2817
Dec	\$ 404,606.65	2525
Jan	\$ 478,638.50	2857
Feb	\$ 440,067.40	2731
March	\$ 565,946.91	3808
April	\$ 490,592.31	3583
May	\$ 551,911.26	3755
June	\$ 512,199.72	3556
Totals	\$ 5,953,597.35	38961

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City Clerk's Office



ROCHESTER WELFARE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Todd M. Marsh, Welfare Director 

Date: July 06, 2022

Report Dates: June 01, 2022- June 30, 2022

Ref: Monthly Report for Welfare Department

OVERVIEW

1. Personnel Updates

The Welfare Department is engaged with the ending stages of the hiring process for the approved "Community Outreach Facilitator" position.

2. Notable Items Related to Ongoing Operations

Welfare Department operations continue to be effected by the pandemic and temporary federal funding available to assist. This temporary influx of flexible federal funding for assistance continues to reduce local welfare general assistance expenditures throughout the state, including Rochester. The Welfare Department refers residents to federal funding when timing and the overall situation reasonably warrants the referral. Some situations require more immediate assistance than federal funds applications provide and are managed within the Welfare Department.

Available Federal Emergency Rental Assistance Program (ERAP) Funds used by Community Action to assist many individuals experiencing homelessness with motel accommodations are depleting. Many greater seacoast area motels are full due to these efforts. NH Housing Finance Authority has indicated a tentative end date for ERAP funding is end of calendar year. This office is in communications with NH Housing Finance Authority, Community Action and other greater seacoast area local welfare departments to plan, collaborate and coordinate the end of ERAP funding efforts.

3. Notable Events Related to Unusual Operations

No unusual notable events.

4. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

None

5. Staff Kudos

Welfare Department team members continue to use professional, thoughtful, humane and cost effective practices to meet legal obligations and the department's mission.

6. Affected Business Processes or Systems

Recently, the New Hampshire Local Welfare Administrators Association's Executive Board unanimously approved an ethics resolution guidance agreement to improve fair and equitable best practices for municipal local welfare officials regarding permanent and emergency housing placements from a municipality of origin into another.

In part, the resolution reminds that homeless shelter emergency housing, including overnight warming centers, do not constitute a change of residency for local welfare purposes. It clarifies motels paid for by municipalities or other assistance providers, for emergency housing, are considered forms of emergency housing and thus do not constitute a change of residency for local welfare purposes.

The resolution promotes increased communication, collaboration and consistent liability expectations between municipalities. It fosters municipal government support for emergency housing sheltering by minimizing concerns of additional local welfare liability due to emergency relocation.

This agreement will be beneficial to Rochester, as Rochester hosts the Homeless Center for Strafford County and multiple motels frequently used by other municipalities for emergency housing. This agreement has been informally practiced in the greater seacoast area, however, it is now the guidance provided state wide.

7. Training

Welfare Department team members continue to seek and practice continuous improvement with department functions, including webinars and readings. Recently, team members have attended the mandated Active Intruder Training.

8. Analysis of Direct Assistance for June 2022

General Assistance above represents an average cost per case/family of \$334.98 and case/Individual of \$700.00 for this month.

Total vouchers issued: \$3,774.89

There was a decrease of \$343.11 in assistance issued this month compared to June 2021. There was an increase of \$2,782.89 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

This office reported 42 formal case notes for this period.