



**Rochester City Council Public Hearing
June 15, 2021
Council Chambers
6:30 PM**

Agenda

- 1. Call to Order**
 - 2. Resolution Authorizing Placement of Proposed Charter Amendments On The November, 2021 Municipal Ballot in Accordance With RSA 49-B:5 P. 3**
 - 3. Adjournment**
-

**City Council Workshop Meeting
June 15, 2021
Council Chambers
*Immediately following the public hearing***

Agenda

- 1. Call to Order**
- 2. Public Input**
- 3. Communications from the City Manager**
- 4. Communications from the Mayor**
 - 4.1 Presentation of Keys to the City – Joanne Houston & Cheryl Richardson**
- 5. Department Reports P. 15**
- 6. Other**
- 7. Adjournment**

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City Clerk's Office

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

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

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

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City Clerk's Office

Amendment to Section 5**Section 5 Election of Councilors.**

~~Beginning with the regular municipal election of 2003, two Councilors shall be elected from each ward, for terms of two years each, commencing on the first business day after January 1 following their election.~~

Beginning with the regular municipal election of 2023, each ward shall elect a Councilor A and a Councilor B, each Councilor A shall be elected for a term of four years and each Councilor B shall be elected for a term of two years, commencing on the first business day after January 1 following their election. Beginning with the regular municipal election of 2025, each Councilor B shall be elected for a term of four years, commencing on the first business day after January 1 following their election. Pursuant to Section 47 of this Charter, the City Clerk shall establish each ward seat as a separate municipal office, and shall establish a system to distinguish each separate ward seat on the municipal election ballot. Qualified persons may declare their candidacy for no more than one seat on the City Council at any municipal election.

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City Clerk's Office

Section 6 Qualifications of Councilors.

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

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City Clerk's Office

Section 8 Election of Mayor.

At the municipal election to be held in November 1989, and at every regular municipal election thereafter, the Mayor shall be elected for a term of two years. *If the successful candidate for Mayor is a sitting City Councilor with more than 2 years remaining on a term in office, then a Special Election shall be held within 90 days of the successful Mayoral candidate's inauguration to elect a candidate to serve the remaining time of said City Council term of office.*

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City Clerk's Office

Section 22 Board of Library Trustees.

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

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City Clerk's Office

Section 70 Removal of elected officials.

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

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City Clerk's Office

May Department Reports:

- 5.1 Assessor's Office P. 17**
- 5.2 Building and Licensing Services P. 19**
- 5.3 City Clerk's Office P. 21**
- 5.4 Department of Public Works P. 25**
- 5.5 Economic & Community Development P. 33**
- 5.6 Finance Office P. 39**
- 5.7 Planning & Development Department P. 47**
- 5.8 Recreation & Arena P. 51**
- 5.9 Rochester Fire Department P. 53**
- 5.10 Rochester Police Department P. 61**
- 5.11 Rochester Public Library P. 85**
- 5.12 Tax Collector's Office P. 87**
- 5.13 Welfare Department P. 89**

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City Clerk's Office



City of Rochester, New Hampshire

ASSESSING DEPARTMENT

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

June 8, 2021

To: City Manager/Council

From: Darcy Freer, Deputy Assessor

Subject: May Council Report

Revenue Received/Collection Warrants issued:

Timber Tax Warrant	\$	3,871.55
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- CAMA software conversion with Vision Government Solutions Inc., Live Database Transition is completed and functioning. A go Live for web-based services and other departments is ongoing and slated for completion in June 2021.
- All inspections and data entry of all permit related work has been completed; resulting information was transferred to the Finance department for first issue tax billing.
- All new lot line revisions, subdivisions and other map changes were processed in the Vision CAMA system and updates are being sent to the mappers.
- Assessments and Exemption & Credit applications were finalized for first issue tax billing.
- Abatement applications are being reviewed and processed.
- Leona Alameda, Nancy Miller and Taryn Lambert, attended a remote 1 day Current Use Criteria and Rules Mini Course.
- Chief Assessor Rice, Deputy Assessor Freer, Theresa Hervey and Nancy Miller attended a remote 3 day NRAAO Teleconference.

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City Clerk's Office

End of Month Council Report

06/10/2021

To the Honorable Mayor and City Council of the City of Rochester, the following is a summary of the revenue collected and the activities performed by the Department of Building and Licensing Services for the month of May 2021

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

Department Revenue

Permit Type	May 2021
Building Permits	\$24,595.00
Electrical Permits	\$8,318.00
Plumbing Permits	\$934.00
FireSuppression Permits	\$0.00
FireAlarm Permits	\$227.00
Sprinkler Permits	\$2,442.00
Mechanical Permits	\$2,849.00
Food_Milk Licenses	\$8,062.50
Taxi Licenses	\$10.00
General Licenses	\$50.00
Net Revenue	\$47,487.50

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City Clerk's Office



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



City Clerk's Report May 2021

Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 191 initial copies of vital records, and 202 subsequent copies of vital records in the month of May. The City Clerk's staff issued 20 Marriage Licenses.

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

- 12 births were reported in Rochester during the month of May; 4 of these children were born to Rochester residents. Additionally, 10 Rochester residents gave birth in neighboring communities.
- 30 resident deaths were reported in Rochester.
- 6 couples celebrated their wedding ceremonies in Rochester during the month of May.

Revenue – Vital Records/Marriage Licenses

	2020		2021	
	State	City	State	City
Initial/Subsequent copies:	\$1,439	\$1,326	\$2,542	\$2,351
Marriage Licenses:	\$387	\$63	\$860	\$140
Total:	\$1,826	\$1,389	\$3,402	\$2,491

Those residents looking to obtain vital records without traveling to city hall can do so by ordering records either online [Vital Records Online Order](#) or by sending a request through the mail. More information on mail requests can be found on our website [Vital Records Mail Request](#)

Dog Licensing

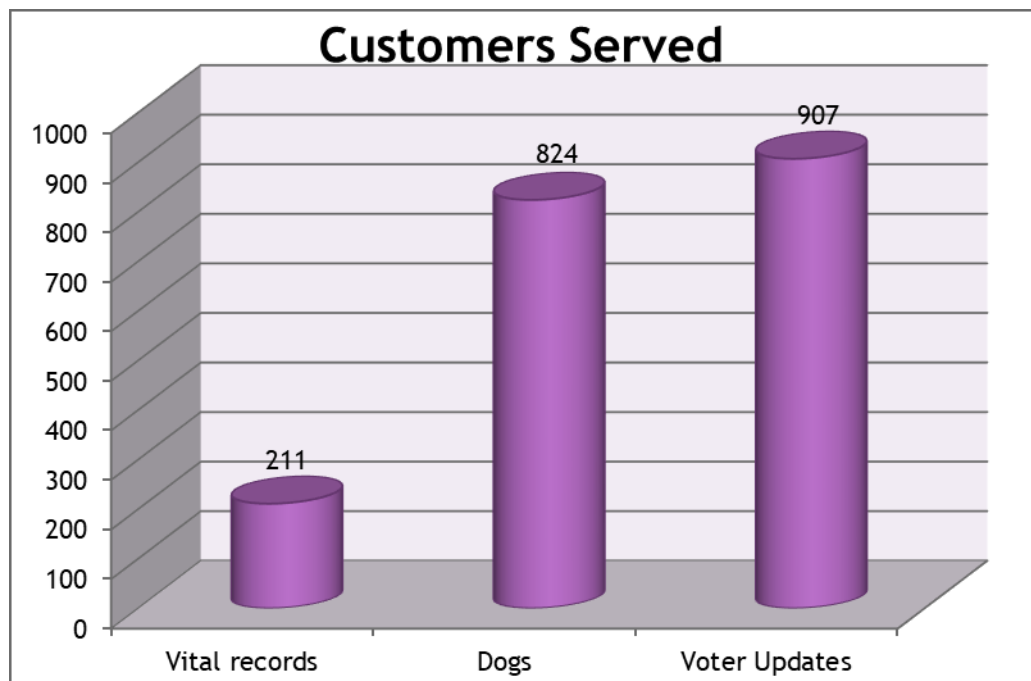
The City Clerk's office licensed 824 dogs during the month of May. There were \$50 in Civil

Forfeiture fees collected for dogs unlicensed from the prior fiscal year.

Starting on June 1st, there will be an additional \$1 late fee assessed for all dogs who remain unlicensed.

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

Customers Served during the month of May 2021



Elections

On May 13th, there was a Supervisors of the Checklist session held at City Hall to accept any changes to the voter checklist such as removals, name and address changes, and new registrations as well as giving the supervisors the opportunity to review the 10-year "purge" list and to approve the next step in the process.

On May 14th following this Supervisors session, the City Clerk's Office sent out the verification of the voter checklist letters to all registered Rochester voters who have not cast a ballot within the past four years. As seen in the chart below, the current number of registered voters in Rochester stands at 23,317. There were just over 5,200 voters identified on the "purge" list who had not voted within this timeframe and were issued a letter. Besides simply opting not to vote, many of these voters may have moved from Rochester or are now deceased. This voter verification process, which occurs every 10 years, is required by State law. Those voters who receive this letter are advised that they will be removed from the voter checklist if they do not alert the clerk's office of their intention to re-register. The Clerk's Office has seen a handful of voters coming in to re-register and remain on the checklist upon receiving the letter,

but the majority of the letters sent out have been returned and are pending removal. There will be a session of the Supervisors of the Checklist scheduled for August to authorize the removal of the voters who have not responded to the letter by re-registering.

City Clerk Kelly Walters and Deputy City Clerk Cassie Givara were pleased to be asked to volunteer for several days during the historic forensic audit done for the Town of Windham's November General election. This process was triggered after a hand recount requested by a state representative candidate revealed a significant discrepancy between the machine totals and the hand count totals. There was a follow up hand count conducted by the State, followed by this forensic audit to try to determine the cause of the discrepancy. Ms. Walters and Ms. Givara assisted on the three hand recount teams who manually reviewed each of the over 10,000 ballots cast, as well as assisting with the continuous distributions of audit paperwork generated from these teams to the data entry team. The audit took place over the course of two weeks and examined not only the ballots, but the ballot counting machines, and the mail folding machines used with the absentee ballots.

More information can be found at [Windham Recount](#)

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

Ward	Democrats	Republicans	Undeclared	Totals
1	1,205	1,270	1,568	4,043
2	1,123	1,220	1,632	3,975
3	1,226	1,399	1,573	4,198
4	1,056	867	1,793	3,716
5	1,089	1,238	1,618	3,945
6	1,147	901	1,392	3,440
Totals:	6,846	6,895	9,576	23,317

Respectfully submitted,

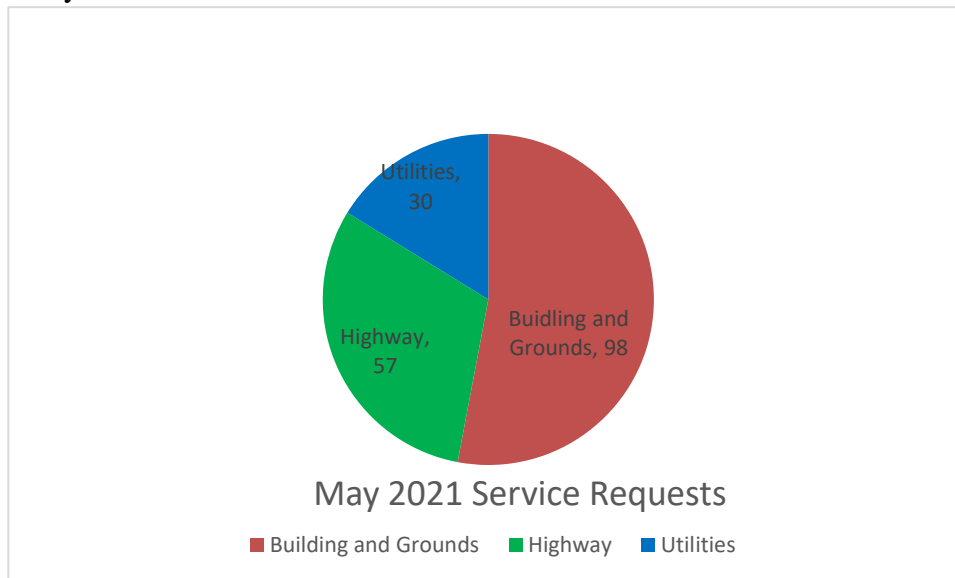
Cassie Givara,
Deputy City Clerk

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City Clerk's Office

ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT May 2021

In addition to the scheduled work performed, the Department of Public Works responded to approximately 185 requests for service in the month of May. The Highway Division had 57 requests that ranged from pothole repairs, traffic light maintenance, clean storm drains, repair culverts and replace missing street signs. The Sewer Division had 30 requests including sewer concerns, water and sewer inspections and daily dig safe mark outs. Buildings and Grounds Department completed 98 service requests including street light repairs, filling janitorial supply orders for departments, changing light bulbs, replacing broken electrical outlets and broken door locks, made faucet repairs, unclogging drains, sheet rocking ceiling, install hand rails at City Hall and toilets and disinfecting work areas throughout the City.



The City of Rochester hosted the annual Household Hazardous Waste Day Event at the Turnkey Landfill on Saturday May 1, 2021 which included the 9 surrounding communities, Barrington, Farmington, Middleton, Milton, New Durham, Northwood, Somersworth, Strafford and Wakefield. MXI was the Household Hazardous Waste contractor for the event, the event was a great success bringing in 514 vehicles.



Household Hazardous Waste Day May 1, 2021

HIGHWAY & FLEET MAINTENANCE WORK COMPLETED

Patched pot holes
 Repaired 7 catch basins through out the city
 Cleaned 40 catch basins
 Continue to sweep all City streets
 Grade and add gravel to all dirt roads
 Replaced dry well on Chestnut Street
 Install kayak launch
 More drainage survey in the Winter Street area
 Clean out vents at the old landfill
 Install two gates at the old landfill
 Crew did wind storms damage through out the City
 Clean out culverts some more from beaver debris on Chestnut Hill Road
 Several days removing ledge on French Hussy Road to widen the road out
 Paint crosswalks and arrows through out the City
 Assist Electric Light with more loop repairs
 Clean up ditch and side of roads through out the City
 Repair and install street signs through out the City
 Crew did a lot of brush trimming overhang through out the City
 Replace emergency stop cable on the chipper
 Replaced six hydraulic hose's on six wheel dump #10
 Repaired rear locks on Vac-Con #63 back door
 Replaced heater motor in service truck #34
 Replaced fuel tank on backhoe #36
 Replaced tow tires on the hot box
 Worked on transmission on service truck #33
 Rebuild pump on the paint machine
 Prep #65 and # 9 for trade in on the new trucks
 Replaced gutter broom on street sweeper #1
 Replaced fuel filter and clean fuel pump on loader #38
 Replaced hydraulic hoses on Daewoo excavator #29
 Repair door hinge on service truck #48
 Finished going through sidewalk tractors repairs from past winter
 Lube, oil and filter service on 4 vehicles
 Several minor repairs on several vehicles
 Several minor repairs on several small equipment



Installed two gates at the old landfill



Kayak launch installed

UTILITIES DIVISION

Utilities Division completed 30 service requests which included performing monthly maintenance on sewer cleaning in problematic areas. There was 176 utility mark outs for dig safe, 7 emergency sewer backups, all 7 of them ended up being homeowner's responsibility. The sewer camera has been returned from repairs and the crew is now able to continue camering the sewers. SUR has finished transferring water services on Old Dover Road. Staff replaced fire hydrants on the following streets, May, Harding, Portland and Ray Drive. The utility crew is continuing with the sewer manhole replacement program.



Water service tie-over at Thompson Foundry



2" service at Old Dover Rd towards Columbus Ave

BUILDING AND GROUNDS DIVISION

Building and Grounds Division completed 98 work requests including street light repairs, filling janitorial supply orders for departments, changing light bulbs and ballasts, changing out electrical outlets, unclogging drains, fixing leaky pipes, fixed broken door locks and assisted departments when needed. Staff have been working on several

projects. All 4 City maintained pools have been opened and staff have been cleaning them, doing tile repairs and de-winterizing the system and filling the pools and checking the operation of each one. The bathrooms in the pool houses have been painted. The flooring on the second floor of the Community Center has been completed. The hanging baskets have been installed downtown. The irrigation has been set up. Staff also continues with the spring cleanup and grounds maintenance of the City owned properties. The staff assisted with field of honor setup. A new part-time grounds person was hired.



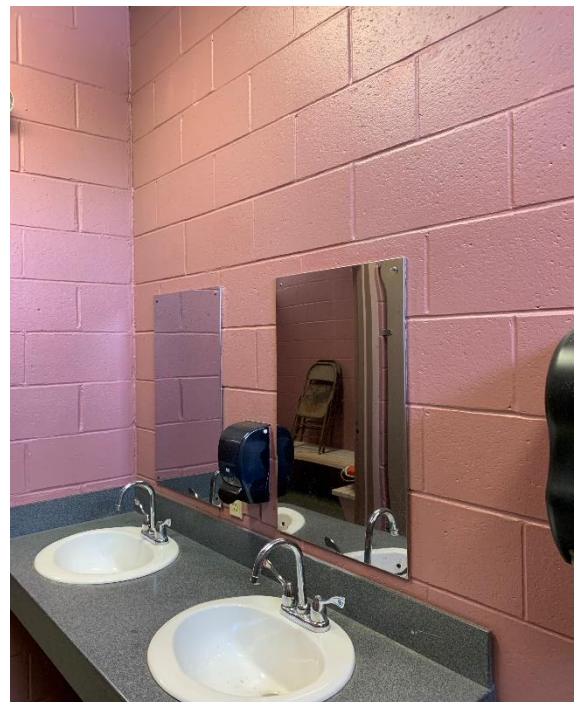
Before Pictures of a City maintained pool



City maintained pool



City maintained pool



Walls painted in pool house bathroom



Walls painted in pool house bathroom



Hanging baskets installed downtown



Community Center 2nd floor completed

WATER TREATMENT DIVISION

Treated water volume for the month of May was approximately 62.9 million gallons from the surface water treatment facility and 19.1 million gallons from the groundwater treatment plant, for a total of 82 million gallons delivered to our customers. All water quality testing and monitoring was completed in accordance with NHDES requirements. We are pleased to report that the City of Rochester again met all State and Federal standards for drinking water. The 2020 Consumer Confidence (Water Quality) Report for the Rochester Water Department is available online and by hardcopy. Watershed inspections were conducted at all reservoirs up through Oxbow Pond. Our supply remains overflowing, with excess being released through the spillways and the diversion dam. It is still high tide at Kristy Lane gage thanks to the Strafford Road beaver family. Instruments measured 3.2

inches of rainfall this month. Minor process control adjustments have been made due to rise in water temperature and soluble color/total organic carbon. Equipment and grounds maintenance was performed at the plant, well and tanks/stations. Improvements to the Rochester Hill and Salmon Falls controls and sensors were completed this month. Repairs to the Richardson Street BPS ventilation system are underway. Analog pressure gages were replaced at Chesley Hill. Maintenance at the well included aeration intake screen cleaning; wellhead area inspection; and chlorine sample feed line replacement. Maintenance at the WTF included draining, cleaning and inspection of clarifier 3; installation of a pilot regenerative blower for the anthracite filter venturi system; third-party calibrations of our laser turbidimeters; repairs to the carbon filter drive coupling; chemical wash of the sand filter media; and seasonal backwash fluidization rate calibrations on both trains. Spring hydrant flushing commenced this month and should conclude by mid-June. Staff attended virtual conferences on source water protection and cybersecurity.

ENGINEERING

- **Asset Management:** The City continues to work with the selected vendor for the new Asset Management software for implementation. DPW is now “live” with the Service Request portion of the software and plans to go “live” with other portions in the coming months. DPW recently began piloting a GPS vehicle tracking system for improved operations. Efforts continue as staff constantly improve City infrastructure information linked from our GIS software to our Asset Management software. In the future more detailed information, such as asset age, material and condition as well as baseline information that has been developed related to our water, sewer and stormwater systems’ “level of service”, “likelihood of failure”, “consequence of failure”, and “life cycle cost analysis”, will be incorporated into our Asset Management software. NHDES has recently awarded the City funding for wastewater asset management work from the CWSRF; the Department is pursuing using this funding for work regarding wastewater “vertical assets”, such as the WWTF and pump stations.
- **Strafford Square Roundabout:** Bidding of the roundabout construction contract is now anticipated in late 2021. Prior to that contract and in preparation for that construction, a utility infrastructure contract will be completed primarily to facilitate burying existing above-ground utilities. The contractor pre-qualification process for the utility infrastructure contract was completed in early April 2021; and, bids were received from pre-qualified contractors in early May 2021 and are currently under review.
- **North Main Street RRFB:** Pedestrian crossing improvements were planned for the North Main Street crosswalk between #105 and the municipal parking lot, including pedestrian-activated rectangular rapid flash beacons (RRFB), signage and lighting improvements. No bids were received at the March bid opening; and, on-call contractors have indicated that the scope of work has an estimated cost beyond the available budget. The Department proposed other options to the Public Works & Buildings Committee in April; and, in May the City Council voted to install solar powered RRFBs only. Construction of these solar powered RRFBs will be completed in the coming months.
- **Woodman Area Infrastructure Improvements:** This project includes water, sewer, drainage, roadway, sidewalk and lighting infrastructure improvements, as well as the rehabilitation of Woodman Park and certain parking areas in the Congress/Charles/Woodman/Myrtle area. Advertisement for bids is anticipated following a contractor pre-qualification process that is expected to be completed in early June 2021. Construction of this project is anticipated to commence during summer 2021.
- **Colonial Pines Sewer Extension:** Phase 3 of this multi-phased sewer extension program is anticipated to be advertised for bids following a contractor pre-qualification process that is expected to be completed in early June 2021. Construction of Phase 3 is anticipated to commence during summer 2021. As in Phase 2, Phase

3 will include drainage improvements in the project area. Additional funding for a final phase of sewer extension and drainage improvements is anticipated to be requested in the FY23 CIP budget.

- **Route 202A Water Main Extension and Water Tank:** This project consists of a 250,000 gallon elevated water storage tank near the Highfield Commons development, and the extension of new water main along Bickford Road, Route 202A, Winkley Farm Lane and Fiddlehead Lane. Advertisement for bids is anticipated following a contractor pre-qualification process that is expected to be completed in early June 2021. Construction of this project is anticipated to commence by late summer/early fall 2021.
- **Pavement Maintenance & Rehabilitation:** The FY21 Paving list includes portions of the following streets: Betts, Chamberlain, Crow Hill, Dartmouth, Donald, Edgewood, Four Rod, Hillcrest, Hobart, Nature, Norman, Phillips, Ramsey, Sunset, Walbridge and Yale. Coordination has begun with the City's paving contractor for the upcoming paving season.
- **Sidewalk Rehabilitation:** The FY21 Sidewalk Rehabilitation work, which commenced in May and is on-going, includes completing sidewalk rehabilitation in East Rochester in the Coheco Avenue area and rehabilitating sidewalk along Oak Street in Gonic. Accessibility improvements to curb ramps to facilitate the FY21 pavement rehabilitation work will also be included in the FY21 sidewalk rehabilitation scope.
- **Granite Ridge Development – Phase 2:** Waterstone has submitted to NHDOT a response to comments on the revised traffic impact analysis study of November 2019. Further discussion with NHDOT and Waterstone, as well as the Planning Board approval process, in the coming months will direct the development of a design package for bidding of the public infrastructure to be constructed with TIF funds per the Developers Agreement. Construction of site development is now expected to be completed in two phases; however, the public infrastructure construction will coincide with the first phase of development and is expected to begin in 2022, pending approvals and completion of design.
- **Water Treatment Plant Residuals Disposal:** An evaluation of alternatives has determined that the most cost effective method of disposal of residuals generated at the Surface Water Treatment Plant is an upgrade of the existing pipeline and addition of attenuation tanks. Design of the attenuation tanks is in process. Funds for the implementation of this upgrade have either been approved in CIP budgets previously or will be requested in upcoming CIP budgets over the next few years.
- **WWTF Biosolids Dewatering Facility & Carbon Storage and Feed Building:** Construction of this project commenced in October 2019. In February 2021, the construction contract was terminated by the City for convenience. Construction is anticipated to commence with another construction contractor later in 2021.
- **River Street Sewer Pump Station Upgrade:** Construction was substantially completed in April 2021. Final completion is anticipated in June 2021.
- **Route 11 Sewer Pump Station Upgrade:** A contractor pre-qualification process was completed in April 2021. Pre-qualified contractors are currently preparing their bid documents, which are due to the City in early June 2021. Construction is projected to commence in early summer 2021 and have a duration of one year.
- **WWTF Upgrades (various projects):** There are several projects on-going at the WWTF: Soda Ash System Replacement, Aeration System Automation, Aeration Basin Sidewall Blower Tie-in (Iris Valve) and Mechanical Mixers and Programmable Logic Controllers (PLC) Replacement. Construction of these projects is expected to be completed in the next few months.
- **Wastewater Interceptor Upgrades:** A Basis of Design Report has been received from the design consultant. This report summarizes alternatives and recommends a sewer collection system master plan before proceeding with final design. Funding for a Sewer System Master Plan was approved with the FY19 CIP Budget. This evaluation and planning effort commenced in April 2021 and is expected to have a duration of 2-3 years.

- **NPDES Permits - Wastewater Treatment Facility & MS4 Permit (Stormwater):**
 - In November 2020, USEPA Region 1 published a final General Permit for total nitrogen (TN) loading in the Great Bay Estuary watershed. Rochester submitted a Notice of Intent (NOI) to “opt in” to this permit in March 2021. The City has also entered into an Administrative Order on Consent (AOC) with the USEPA that allows for an interim effluent limit and certain nitrogen reduction project deadlines. USEPA has issued Rochester an Authorization to Discharge with an effective date of coverage of May 1, 2021; the City will submit to EPA & NHDES its first semi-annual AOC compliance report on June 1, 2021 for the reporting period of May 1-31, 2021. In addition, Rochester along with Dover and Portsmouth, has entered into an agreement with an environmental stakeholder that commits to certain TN reduction efforts in exchange for a commitment from the stakeholder to refrain from appealing the General Permit.
 - As far as the City’s individual National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Facility (WWTF), a new draft permit has not yet been issued by USEPA Region 1.
 - And, as far as the Municipal Separate Storm Sewer System (MS4) NPDES General Permit for stormwater, the 2017 NH Small MS4 General Permit, issued by USEPA Region 1, became effective on July 1, 2018; on September 28, 2018, the City submitted a NOI to comply with this MS4 General Permit; and, on June 12, 2019, the City was granted authorization by USEPA Region 1 to discharge stormwater from Rochester’s MS4 under this permit. The second annual report for the MS4 permit was submitted to EPA in September 2020. Year 3 efforts are currently underway, including a revision to the City’s Stormwater Ordinance Chapter 218, which was presented to the Planning Board in April 2021, to the Codes and Ordinances Committee in May 2021, and is expected to be voted on by City Council in June 2021.
- **New DPW Facility:** Building construction continues with exterior trim and detail work, interior painting, mechanical, electrical, and plumbing work, ceiling installation, ceramic floor tile installation, and work on the fuel island canopy, along with other site work. The antenna tower on-site is currently under construction, as well. Construction of the facility is anticipated to continue through early November 2021, with furniture move-in scheduled for mid-November.

Economic & Community Development



5/31/2021

MANAGEMENT REPORT



Economic Development Report, Written by Mike Scala, Jenn Marsh, and Tracey Cutler

Community Development Report, Written by Julian Long



ECONOMIC DEVELOPMENT DEPARTMENT

MICHAEL SCALA, DIRECTOR OF ECONOMIC DEVELOPMENT

PROJECTS IN THE PIPELINE

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

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

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

SCENIC/SALINGER

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

Driveway paving of Water Street has been tentatively scheduled for late summer early fall.

GRANITE RIDGE DEVELOPMENT DISTRICT – WATERSTONE PROPERTIES GROUP, PHASE II

Director Scala continues to discuss Phase II with Waterstone Properties Group, including future tenant and infrastructure needs. The City is still in discussions to accept a reduced Infrastructure plan to jumpstart the project.

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

WAYFINDING (Phase II)

Phase II has been completed with the installation of 8 Vehicular Directionals, 4 City Gateway, 2 Welcome to Downtown Marquees, and the Foley Community Center signage.

Phase III will be designed and installed by the end of the year and will fill in any gaps.

SIG SAUER - AMAROSA DRIVE

Sig has started the renovations of 8 Amarosa Drive.

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

GRANITE STATE BUSINESS PARK

LDI continues to work on construction of their facility. The foundation is poured and structural steel has been erected.

Prep Partners is nearing completion of their site work. They hope to be completed by the end of the year.

A Groundbreaking Ceremony is slated to be held sometime in August.

Pella Windows has poured their foundation and is in the process of erecting the frame of their structure.

A Groundbreaking Ceremony has been scheduled for July 14.

The PDA has approved the sewer crossing to service the Prep Partners lot and ED is working with DPW to schedule the build.

55 N. MAIN (HOFFMAN BUILDING)

We are in discussions with an interested Developer. He is putting together a preliminary proposal for review.

38 Hanson Street

Econ Dev is still in discussion with a prospective developer. We expect an official offer on the property sometime next month.

JENN MARSH, ASSISTANT DIRECTOR ECONOMIC DEVELOPMENT

TRAILS

Jenn has reached out to the SRPC and Recreation Department to begin work on mapping Rochester's existing trails. They will be looking for gaps in trails that can be connected and mapped for recreational purposes.

RIVERWALK

The Committee is holding a kayak launch event on Saturday June 12th on Hillsdale Drive. There will be a guided kayak tour of the river, the Fire Department boat will be in the water and there will be an arborist station to discuss the natural surroundings. The Committee will be offering water and goody bags to those who attend and they will be also be selling calendars as a fundraiser to fund future projects. The cost is \$5 a calendar and the drawings will be held in August.

TRAINING

Jenn completed the resiliency academy which is hosted by the NH SBDC and UNH Extension. The academy will bring together small businesses and community leaders to work toward a resilient future. The academy will focus on the intersection of small business and community resiliency.

NEW BUSINESSES

No new businesses opened in May however there will be some new additions in June/July.

ROCHESTER FARMERS MARKET

The market opens Tuesday June 15th at the Rochester Common. Current vendors signed up are Serendipity Soap, The Salted Knot, Seacoast Blacksmith, Snow Family Farm, Steve's Original Sauces, Sugar mama's Maple Farm, Two Wrongs Make a Right Bakery, Potter's House, Sanborn Hope Farm, Tide's Fish Market, and McKenzie's Farm. This year we will be providing live entertainment again.

OUTDOOR DINING

Staff worked with Lilac City Grille and My Cielo Taqueria to secure outdoor dining at their locations for the 2021 season. Both are open and ready to serve you in their outdoor space. Back Hill Brewery will be joining in the outdoor dining as soon as a contractor finishes up some work that will allow for adequate space for the Brewery.

ROCHESTER MAIN STREET

Main Street is working with the Economic Development Department to host an appreciation BBQ for our downtown businesses. All City Councilors are welcome to attend and encouraged to mingle with the downtown business owners and managers. This is a great opportunity for these businesses to get to know their neighbors.

TRACEY CUTLER, ECONOMIC DEVELOPMENT SECRETARY

Tracey is currently working on several projects. She is assisting Jenn Marsh with a project to identify trails in Rochester that could possibly be linked up to other existing trails, adding signage where appropriate and mapping them in GIS.

Tracey is organizing a groundbreaking ceremony also for Pella Windows and Doors at 109 Airport Drive.

In addition, Tracey has helped the Riverwalk Committee by producing a fundraising calendar which offers a selection of different gift cards on each day of the month of August. Calendars cost \$5 each. Tracey assisted with the planting of flowers around the Parson's statue and was part of a promotional video for Rochester Eats.

As the Fiscal Year comes to a close, extra time has been dedicated to Munis.

JULIAN LONG, CDBG COORDINATOR & GRANTS MANAGER

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

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

FY 2022 Grant Award Revision: The City of Rochester has received notice that HUD has made an error in determining the annual CDBG allocations. Originally the city was informed that the FY 22 CDBG allocation was \$268,898. The revised allocation for FY 22 is \$272,861.

FY 2021 Subrecipient Site Monitoring: The Community Development Coordinator has finished site monitoring with all agencies that receive CDBG funding from both the City of Rochester and the City of Dover, which was conducted jointly with Dover Community Development staff. Site monitoring with the remaining FY 2021 subrecipients is ongoing. There is a larger than usual number of CDBG subrecipients for FY 2021, given the CARES Act CDBG funding.

FY 2022 Environmental Reviews: The Community Development Coordinator has completed the environmental reviews for the approved FY 2022 construction projects.

FY 2022 Contracts: The Community Development Coordinator has drafted and received back signed contracts from all FY 22 CDBG subrecipients.

Lead Poisoning and Lead Remediation: The Community Development Coordinator attended the quarterly statewide lead poisoning meeting, via Zoom, and provided updates on the City of Rochester's program efforts. These have included CDBG funding for the remediation of lead-based paint in a four-unit rental building.

Fair Housing: The Community Development Coordinator is reviewing the state Analysis of Impediments to Fair Housing (AI), updated in 2020, as research and in preparation for the city's AI update that will be due in 2024.

Trainings and Webinars: The Community Development Coordinator has attended webinar trainings on the new Section 3 rule, veteran homelessness, environmental reviews (floodplains and wetlands), and COVID-19 impacts on fair housing.

NON-CDBG ACTIVITIES

COVID-19 Grants: The Community Development Coordinator has completed and submitted the application for the city's American Rescue Plan Act (ARPA) funds, and the City of Rochester has received its first tranche of funds from the grant, in the amount of \$3.17 million. The Community Development Coordinator has also reviewed the interim final rule issued by the U.S. Treasury and drafted a summary and guidelines for the City Manager's use in evaluating potential projects to be funded through ARPA.

Home for All Coalition: The Community Development Coordinator, as a member of the Home for All leadership team, worked to draft a United Way grant application and present via Zoom for a request for expanded funding for Home for All's Affordable Housing Incentive Program. United Way has awarded the grant to Home for All.

FINANCE COMMITTEE

Agenda Item

06/10/2021

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

For the full detail report, click here: [May-21 Financial Detail Report](#)

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

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

Meeting Date Requested: June 8, 2021

Issue Summary Statement

The May 2021 financial summary reports are attached. May represents approximately 92% completion of FY21. Below is a summary of revenues & expenses that Finance continues to monitor.

Revenues:

Motor Vehicle Registrations: FY21 motor vehicle registrations very strong at \$5,347,053 collected, or 134% of estimated budget.

Waste Management Host Fees: All four quarterly checks have been received. Grand total received is \$3,639,688. Transfer of the School Department's allocation of \$878,000 has been completed. Revenue received is \$761,561 over budgeted estimate.

Building Permits: FY21 Building permits collected \$692,761, or 346% of estimated budget.

Interest Income: Pending May-21 recording. Interest Income was soft at 43% received or \$108,181. Interest income rates remain low at approximately .50%.

Interest on Delinquent Taxes: Collected \$360,848, 103% of estimated budget.

State of NH Rooms & Meals: DRA final rate confirmed at \$1,568,269, payment received.

Water-Sewer User Fees: Payments have seen a recovery, will continue to monitor. New User Rates went into effect January 1, 2021. Water User Rate \$5.83 per unit, Sewer User Rate \$7.43 per unit.

Highway Block Subsidy: Three quarterly payments received, total \$493,988, 95% of budget. Pending final quarterly payment.

Cable Franchise Fees: All FY21 Payments from Atlantic Broadband and Comcast have been received. Revenue is \$264,921, or 144% of estimated budget.

Covid-19 Cares Act Reimbursements: \$724,336 in Cares Act reimbursements have been received.

Expenses:

Total General Fund expenditures are at 87.2 %. Same period FY20 was 93%.

General Fund salaries and benefits are trending below budget at 86% expended.

Fire Overtime is at \$373,197, 156% expended. Same period FY20 was 139% expended.

Police Overtime is at \$127,007, 117% expended. Same period FY20 was 104% expended.

Welfare Direct Assistance is at \$74,330, or 44% expended. Same period FY20 was \$140,554 or 88%.

Snow Removal & Supplies is at \$206,024, or 80% expended. Same period FY20 was 100%.

Summary: Cash position remains strong, and in a good position. Finance will monitor all FY21 revenue and expense activities.

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 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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FOR 2021 11

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
<hr/>						
1000 GENERAL FUND						
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11011 ECONOMIC DEVELOPMENT REVENUE	0	0	0	750.70	-750.70	100.0%
11031 CITY CLERK REVENUE	124,850	0	124,850	113,654.15	11,195.85	91.0%
1104092 CARES ACT-FED THRU STATE-RE	0	59,325	59,325	51,922.05	7,402.95	87.5%
11051 ASSESSORS REVENUES	0	0	0	50.00	-50.00	100.0%
11061 BUSINESS OFFICE REVENUE	250,000	0	250,000	108,181.16	141,818.84	43.3%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	.00	1,000.00	.0%
11071 TAX COLLECTOR REVENUE	33,409,885	28,053	33,437,938	70,482,254.67	-37,044,316.67	210.8%
11072 TAX COLLECTOR REVENUE	3,308	0	3,308	2,971.00	337.00	89.8%
11081 GENERAL OVERHEAD REVENUE	3,460,991	2,177,674	5,638,665	3,425,142.58	2,213,522.70	60.7%
11082 GENERAL OVERHEAD REVENUE	2,186,077	0	2,186,077	2,260,497.01	-74,420.01	103.4%
11083 GENERAL OVERHEAD - FEDERAL	0	0	0	672,414.00	-672,414.00	100.0%
11091 PUBLIC BLDGS REVENUE	0	0	0	66.57	-66.57	100.0%
11101 PLANNING	18,250	0	18,250	51,353.92	-33,103.92	281.4%
11201 REV LEGAL OFFICE	50,000	0	50,000	35,833.32	14,166.68	71.7%
12011 POLICE CITY REVENUE	363,479	0	363,479	318,750.31	44,728.69	87.7%
12021 FIRE CITY REVENUE	25,500	0	25,500	8,982.06	16,517.94	35.2%
12022 FIRE STATE REVENUE	41,812	0	41,812	6,750.00	35,062.00	16.1%
12031 DISPATCH CENTER	60,982	0	60,982	35,952.02	25,029.98	59.0%
12041 CODE ENFORCEMENT REVENUE	244,210	0	244,210	715,220.30	-471,010.30	292.9%
13011 PUBLIC WORKS REVENUE	35,400	0	35,400	37,670.96	-2,270.96	106.4%
13012 STATE HIGHWAY SUBSIDY	519,175	0	519,175	493,988.59	25,186.41	95.1%
14011 WELFARE REVENUE	2,500	0	2,500	5,400.39	-2,900.39	216.0%
14021 RECREATION REVENUE	60,050	0	60,050	15,120.00	44,930.00	25.2%
14028 RECREATION DEFERRED REVENUES	0	0	0	22,820.00	-22,820.00	100.0%
14031 LIBRARY REVENUE	10,800	1,000	11,800	7,486.90	4,313.10	63.4%
TOTAL GENERAL FUND	40,868,269	2,266,052	43,134,321	78,873,232.66	-35,738,911.38	182.9%
<hr/>						
5001 WATER ENTERPRISE FUND						
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510001 WATER WORKS REVENUE	6,710,052	125,000	6,835,052	3,483,976.99	3,351,075.01	51.0%
TOTAL WATER ENTERPRISE FUND	6,710,052	125,000	6,835,052	3,483,976.99	3,351,075.01	51.0%
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5002 SEWER ENTERPRISE FUND						
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 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
520001 SEWER WORKS REVENUE	7,945,222	125,000	8,070,222	4,164,363.66	3,905,858.34	51.6%
520002 SEWER WORKS REVENUE	396,081	0	396,081	48,398.00	347,683.00	12.2%
550204 SEWER-REVENUE PRIVATE/OTHER	0	10,250	10,250	10,250.00	.00	100.0%
TOTAL SEWER ENTERPRISE FUND	8,341,303	135,250	8,476,553	4,223,011.66	4,253,541.34	49.8%
5003 ARENA ENTERPRISE FUND						
530001 ARENA REVENUE	416,031	0	416,031	253,285.84	162,745.16	60.9%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	253,285.84	162,745.16	60.9%
6000 COMMUNITY CENTER SP REV FUND						
600001 COMMUNITY CENTER REVENUE	889,241	0	889,241	611,721.41	277,519.59	68.8%
TOTAL COMMUNITY CENTER SP REV FUND	889,241	0	889,241	611,721.41	277,519.59	68.8%
GRAND TOTAL	57,224,896	2,526,302	59,751,198	87,445,228.56	-27,694,030.28	146.3%

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 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 GENERAL FUND							
11000051 CITY MANAGER	409,559	5,381	414,940	394,302.20	3,040.89	17,596.91	95.8%
11012351 ECONOMIC DEVELOPMENT	512,693	4,096	516,789	330,272.35	16,186.19	170,330.46	67.0%
11020050 IT SERVICES	897,327	42,938	940,265	827,045.51	29,811.49	83,408.00	91.1%
11030051 CITY CLERK	334,501	0	334,501	300,512.42	38,367.68	-4,379.10	101.3%
11040050 ELECTIONS	70,168	0	70,168	28,522.24	3,521.13	38,124.63	45.7%
11040990 CARES ACT ELECTION-FED THR	0	51,922	51,922	51,922.05	.00	.00	100.0%
11050070 ASSESSORS	570,520	47,461	617,981	524,165.20	10,592.43	83,223.37	86.5%
11060051 BUSINESS OFFICE	608,770	1,352	610,122	523,558.52	621.55	85,941.93	85.9%
11063151 HUMAN RESOURCES	225,528	1,250	226,778	226,314.88	7,091.77	-6,628.65	102.9%
11070070 TAX COLLECTOR	379,761	3,020	382,781	365,810.39	11,718.08	5,252.53	98.6%
11080050 GENERAL OVERHEAD	1,169,916	-446,525	723,391	375,492.85	82,545.16	265,352.99	63.3%
11090050 PB CITY WIDE 50	687,246	83,352	770,598	684,588.03	24,335.64	61,674.33	92.0%
11090051 PB CITY HALL 51	65,698	0	65,698	72,018.83	5,625.17	-11,946.00	118.2%
11090052 PB OPERA HOUSE 52	48,769	0	48,769	24,232.84	15,195.17	9,340.99	80.8%
11090054 PB CENTRAL FIRE 54	10,945	0	10,945	7,449.52	2,430.08	1,065.40	90.3%
11090055 PB GONIC FIRE 55	10,787	0	10,787	9,569.41	637.00	580.59	94.6%
11090056 PB LIBRARY 56	19,313	0	19,313	18,529.42	782.58	1.00	100.0%
11090057 PB DPW GARAGE 57	12,155	0	12,155	11,737.23	120.00	297.77	97.6%
11090061 PB HISTORICAL MUSEUM 61	1,320	0	1,320	545.34	753.00	21.66	98.4%
11090063 PB HANSON POOL 63	6,700	0	6,700	2,820.36	275.00	3,604.64	46.2%
11090064 PB GONIC POOL 64	1,100	0	1,100	138.00	137.50	824.50	25.0%
11090065 PB EAST ROCHESTER POOL 65	800	0	800	138.00	137.50	524.50	34.4%
11090068 PB GROUNDS 68	10,880	0	10,880	6,550.56	3,683.65	645.79	94.1%
11090069 PB DOWNTOWN 69	17,000	0	17,000	7,962.85	6,513.39	2,523.76	85.2%
11090070 PB REVENUE BUILDING 70	21,368	0	21,368	18,205.23	2,307.83	854.94	96.0%
11090071 PB PLAYGROUNDS 71	3,000	0	3,000	3,000.00	.00	.00	100.0%
11090075 PB NEW POLICE STATION	24,066	0	24,066	16,754.22	1,935.13	5,376.65	77.7%
11090077 PB ANNEX	11,140	0	11,140	3,708.89	319.01	7,112.10	36.2%
11102051 PLANNING	427,669	4,518	432,187	338,605.45	5,492.96	88,088.59	79.6%
11200051 LEGAL OFFICE	611,159	0	611,159	525,474.58	5,703.27	79,981.15	86.9%
12010053 PD ADMINISTRATIVE SERVICES	2,076,031	55,000	2,131,031	1,725,280.58	106,726.17	299,024.25	86.0%
12012453 PD PATROL SERVICES	5,463,738	0	5,463,738	4,518,990.81	.00	944,747.19	82.7%
12012553 PD SUPPORT SERVICES	417,396	10,035	427,431	377,829.37	.00	49,601.63	88.4%
12020054 FIRE DEPARTMENT	4,991,261	10,000	5,001,261	4,536,818.17	58,159.95	406,282.88	91.9%
12020055 FIRE DEPT 55 GONIC SUBSTAT	28,592	0	28,592	18,363.14	2,456.86	7,772.00	72.8%
12020754 CALL FIRE	29,890	0	29,890	7,333.56	.00	22,556.44	24.5%
12023354 EMERGENCY MANAGEMENT	42,101	0	42,101	3,126.20	3,570.95	35,403.85	15.9%
12030153 DISPATCH CENTER	869,310	30,085	899,395	780,794.83	6,009.28	112,590.89	87.5%
12040051 CODE ENFORCEMENT	593,170	8,974	602,144	534,377.42	4,768.38	62,998.20	89.5%
12050050 AMBULANCE	282,321	96,125	378,446	378,444.00	.00	2.00	100.0%

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 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13010057 PUBLIC WORKS	2,412,336	6,021	2,418,357	1,961,251.95	268,779.36	188,325.69	92.2%
13010957 WINTER MAINTENANCE	530,920	0	530,920	354,510.66	12,452.63	163,956.71	69.1%
13020050 CITY LIGHTS	218,000	0	218,000	160,603.49	42,108.09	15,288.42	93.0%
14010051 WELFARE	480,831	9,409	490,240	327,034.40	10,798.10	152,407.50	68.9%
14022072 RECREATION ADMINISTRATION	671,686	8,561	680,247	549,729.13	6,773.28	123,744.59	81.8%
14022150 RECREATION PLAYGROUNDS/CAM	101,305	-3,000	98,305	32,843.98	2,470.10	62,990.92	35.9%
14022250 RECREATION POOLS	94,924	0	94,924	75,825.21	5,392.22	13,706.57	85.6%
14030056 LIBRARY	1,342,026	1,000	1,343,026	1,098,560.02	38,350.92	206,115.06	84.7%
15000051 COUNTY TAX	6,941,353	0	6,941,353	6,752,536.00	.00	188,817.00	97.3%
17010051 TRANSFERS/PAYMENTS DEBT SV	4,471,220	0	4,471,220	4,444,190.86	.00	27,029.14	99.4%
17030050 OVERLAY	350,000	0	350,000	.00	.00	350,000.00	.0%
17040051 TRANSFER TO CIP & OTHER FU	1,290,000	2,227,674	3,517,674	2,400,000.00	.00	1,117,674.28	68.2%
TOTAL GENERAL FUND	40,868,269	2,258,649	43,126,918	36,738,391.15	848,696.54	5,539,830.64	87.2%
5001 WATER ENTERPRISE FUND							
51601057 WATER WORKS EXPENSE	5,353,392	125,000	5,478,392	3,904,302.57	70,250.93	1,503,838.50	72.5%
51601073 WATER TREATMENT PLANT	1,287,559	0	1,287,559	1,018,868.06	67,453.18	201,237.76	84.4%
51601570 WATER REVENUE OFFICE	69,101	0	69,101	62,966.33	.00	6,134.67	91.1%
TOTAL WATER ENTERPRISE FUND	6,710,052	125,000	6,835,052	4,986,136.96	137,704.11	1,711,210.93	75.0%
5002 SEWER ENTERPRISE FUND							
52602057 SEWER WORKS EXPENSE	4,106,648	225,250	4,331,898	4,867,561.60	10,515.84	-546,179.44	112.6%
52602074 SEWER TREATMENT PLANT	4,167,052	0	4,167,052	1,432,578.45	240,767.80	2,493,705.75	40.2%
52602470 SEWER REVENUE OFFICE	67,603	0	67,603	62,887.49	.00	4,715.51	93.0%
TOTAL SEWER ENTERPRISE FUND	8,341,303	225,250	8,566,553	6,363,027.54	251,283.64	1,952,241.82	77.2%
5003 ARENA ENTERPRISE FUND							
53603060 ARENA EXPENSE	416,031	0	416,031	338,706.39	19,988.92	57,335.69	86.2%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	338,706.39	19,988.92	57,335.69	86.2%
6000 COMMUNITY CENTER SP REV FUND							

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 CITY OF ROCHESTER
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6000	COMMUNITY CENTER SP REV FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6070572	COMMUNITY CENTER EXPENSE	889,241	0	889,241	696,491.89	118,540.39	74,208.72	91.7%
	TOTAL COMMUNITY CENTER SP REV FUND	889,241	0	889,241	696,491.89	118,540.39	74,208.72	91.7%
	GRAND TOTAL	57,224,896	2,608,899	59,833,795	49,122,753.93	1,376,213.60	9,334,827.80	84.4%

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City Clerk's Office



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

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

PLANNING & DEVELOPMENT DEPARTMENT MONTHLY REPORT FOR MAY 2021

APPLICATIONS REVIEWED BY THE PLANNING BOARD

Planning Board met May 3rd for a Regular Meeting and May 17th for a Work Session Meeting.

A. EFI Express, LLC, 0 Tebbetts Road (by Fuss & O'Neill) Site plan to construct two 6,000+/- s.f. buildings for automotive facility with associated infrastructure. Case# 257 – 66 – I – 21
CONTINUED TO 6/7/2021

B. Waste Management of NH, Inc., 176 Rochester Neck Road (by Sanborn, Head Assoc.) Site plan amendment to construct a gravel-surfaced container storage area near the TLR-III Refuse Disposal Facility. Case# 267/268 – 2&3/2&2-1 – RI/A – 21 **APPROVED**

C. Waste Management of NH, Inc., 176 Rochester Neck Road (by Sanborn, Head Assoc.) Site plan amendment to construct a temporary soil stockpile next to the TLR-III South Area. Case# 267/268 – 2&3/2&2-1 – RI/A – 21 **APPROVED**

D. Fownes Mill Development, LLC, 64 River Street (by Norway Plains Assoc.) Site plan amendment to revert back to 51 standard unit building from 80 elderly housing units, remove the footbridge over the Cocheco River, and minor adjustments to the landscaping plan. Case# 121 – 32 – R2 – 21 **APPROVED**

E. Thomas & Diane Aubert, 36 Cross Road (by Berry Surveying & Engineering) Excavation operation. Case# 205 – 18 – A – 21 **CONTINUED TO 7/12/2021**

F. NM Cook Development, LLC, 21 Farmington Road (by Berry Surveying & Engineering) 2-Lot subdivision. Case# 216 – 29 – GRD – 21 **APPROVED**

G. NM Cook Development, LLC, 21 Farmington Road (by Berry Surveying & Engineering) Site plan and conditional use permit to construct a bank with drive thru teller and ATM. Case# 216 – 29 – GRD – 21 **APPROVED**

H. JRS, LLC 14 Wadleigh Road (by LALA Associates Engineering, LLC) Site plan to construct a 13,028 s.f. addition to an existing motel. Case# 135 – 35 – HC – 21 **CONTINUED TO 6/7/2021**

I. Farmington Associate Properties, LLC, 68 Farmington Road (by Tighe & Bond) Site plan to construct three restaurants, associated parking and drainage. Case# 216 – 9- GRD – 21
CONTINUED TO 6/7/2021

APPLICATIONS REVIEWED BY THE ZONING BOARD OF ADJUSTMENT

Zoning Board of Adjustment met on May 12th and May 24th for a Special Meeting

A. Z-21-05 David Waleryszak Seeks an *Administrative Decision Appeal* on basis of the use shouldn't be allowed in the Zone. **CONTINUED TO 6/9/2021**

Location: 107 Betts Road, Rochester, Map 204 Lot 12 in the Agricultural Zone

B. Z-21-09 Gary Roy Seeks a *Special Exception* from Table 18-C to permit a “food stand” food truck in the Highway Commercial zone. **GRANTED**

Location: 7 Milton Road, Rochester, Map 222 Lot 94 in the Highway Commercial Zone

C. Z-21-10 EFI Express, LLC Seeks a *Variance* from Section 23.2.A(1)(k) to allow a 1,500 s.f. accessory/security apartment where 800 s.f. is permitted by Zoning. **GRANTED**

Location: 0 Tebbetts Road, Rochester, Map 257 Lot 66 in the Industrial Zone

D. Z-21-11 Waterstone Rochester, LLC Seeks a *Variance* from Section 8.3 to allow the subdivision of a portion of the parcel containing the existing Market Basket, with associated parking, with a zero side setback for pavement, where the common line will be an existing wall.
GRANTED

Location: 120 Marketplace Boulevard, Rochester, Map 216 Lot 11 in the Granite Ridge Development Zone

E. Z-21-12 Easter Seals New Hampshire, Inc. Seeks a *Variance* from Table 19-A to permit construction of a senior housing complex featuring a sloped roof that exceeds the maximum permissible building height (35 feet) by 5 feet and $\frac{3}{4}$ inches. **GRANTED**

Location: 215 Rochester Hill Road, Rochester, Map 243 Lot 39 in the Agricultural Zone

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

Conservation Commission met on May 26th

Conservation Overlay District:

a) Ronald & Michelle Balcar, 20 Peaslee Road (by Norway Plains Assoc.) Subdivision amendment and conditional use permit to create a single driveway access. Wetland buffer impacts are proposed.

APPROVED

b) Easter Seals New Hampshire, Inc., 215 Rochester Hill Road (by Norway Plains Assoc.) Site plan and conditional use permit to construct a 25,000 s.f. senior housing facility with associated parking and utilities. Wetland buffer impacts are proposed.

APPROVED

Other business:

The Commission also discussed: 1) Intent to Cut (timber) permits; 2) Recent TRG and PB applications; 3) Proposed conservation easement language; and, 4) Notice of Intent to Cut Wood or Timber / Intent to Excavate applications.

Non-Public Session:

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

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission did not hold a meeting for the month of May. The next meeting is scheduled for June 16th.

ARTS AND CULTURE COMMISSION ACTIVITIES

Arts and Culture Commission met May 27th

The Arts and Culture Commission did not review and permits at their March meeting but did meet to discuss the following:

- I. Art Walk Grant – Review the list of artist nominations & locations. Staff will put together Mural applications for HDC and PB.
- II. Art Show – Discussion if this is possible this year, where and when.
- VII. Art Awards – certificates are currently being framed. Thought is an August ceremony.

The Art & Culture Commission is looking for new members! Contact the Planning Department if you are interested!

PLANNING DEPARTMENT NEWS

Why do we hassle businesses with so many meetings before they get to build their project? Staff often gets questions like these in the early days of working with a developer or business owner. Although these preliminary meetings - meetings like Conceptual Meetings, TRG Meetings and Pre Construction Meetings - do take time, its time spent at the front end of the project so that development and construction can happen more efficiently at the tail end of the project. Its crossing the “i’s” and dotting the “t’s” before a project begins so there are less delays during build out. And it’s making sure that Rochester’s cods are followed so that growth in the City is high quality and a befit to all residents.

Conceptual Meetings are often recommended by City Staff BEFORE developers spend a lot of money drafting up a plan, in order to make sure the plan is designed to meet current codes. Staff recommends any larger-scale project call the Planning Department to schedule a Conceptual Meeting. It is an awful thing for both Staff and the Developer to find out that the proposal they just submitted for approval is not an allowed use in the zoning district or perhaps does not meet density or lot coverage requirements. This means more money spent on the developer’s part to revise plans and analysis documents.

The TRG, short for Technical Review Group is a group of City Staff that provides a developer with information about existing codes, right up front. This Group, consisting of Econ Dev, Fire, Building, Assessing, DPW, Planning and Police reviews the proposed plan and recommends changes that will bring the plan into compliance with all the City’s Codes. This allows the developer to amend the submitted plan in order to bring the best package possible to the Planning Board for approval.

The Pre- Construction Meeting occurs after Planning Board approval. At this meeting, the same TRG Group meets with the developer to walk them through all they may expect during construction. Everything from how early they can start construction activities, to contact info for utility companies, to traffic control and security information. This assures construction is smooth, efficient and not disruptive.

City Staff and City processes are, in part, designed to make the development process as efficient and successful as possible. When a project is successful and the residents are proud of the growth of their City that is the most fulfilling work that Staff can be a part of.

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

Rec & Arena Monthly Report

06/10/2021

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

From: Lauren Krans –Asst. Recreation & Arena Director
Date: June 8, 2021
Re: May 2021 Monthly Report

May Department Programs	Participants
Adult Volleyball	93
Hanson Pines Walk & Talk	25
Senior Power Hour	72
Senior Cardio Drumming	36
Senior Zumba Gold	45
May Program Participant Total	322

Red Cross Authorized Provider

In May our department became an Authorized Provider with Red Cross. Recreation Supervisor Art Jacobs coordinated this initiative so we can efficiently and consistently train our own staff. This means that we now have department employees certified to teach Red Cross course offerings. Two of our part time seasonal employees are certified lifeguard instructors and our recently re-classified (7/1) Facilities and Operations Manager Ryan Trepanier became a certified CPR, First Aid and AED instructor. With these employees certified, we are able to train our staff in house. This allows us the ability to offer trainings when and where we need them. We look forward to sharing this asset with other city staff and the community through future group classes and training sessions.



Dominicus Hanson Pines Walk & Talk

Did you know that one of the oldest pine trees in “The Pines” was sapling when Abraham Lincoln was inaugurated? This and more fascinating tidbits were shared during this educational Walk & Talk. We had 25 community members take part and the weather could not have been any more perfect! Forester Charlie Moreno and Recreation Director Chris Bowlen guided the group through the forest, discussing vital aspects of the forestry plan and the recent improvement harvest. Community members were very receptive to this information and were excited to learn about the city’s ongoing efforts to protect this beautiful property. A huge thank you to those City officials who were able to attend-we appreciate your ongoing support!



Summer, Summer, Summertime!

May is always a huge summer prep month for our department. Our team assisted Economic Development and DPW with the installation of the kayak launch so that we can oversee this process smoothly next year. Summer Camp registration closed the last day of May and swim registrations began. Summer hiring was in full swing, and like every sector we have had challenges finding employees. We have relied heavily on our network of community members to refer interested individuals. Community Swim and Swim Lessons are scheduled to begin on June 19th. This allows time for summer staff to get out of school, train and recertify if needed. We are looking forward to a fun, very ‘normal’ summer!

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City Clerk's Office



Rochester Fire Department

37 Wakefield St. Rochester, NH 03867

(603) 335-7545



To: Blaine Cox, City Manager

From: Mark E. Klose, Fire Chief

Date: June 11, 2021

Ref: Monthly Report for May 2021

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

DEPARTMENT INFORMATION:

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

PERSONNEL:

- Promoted Lieutenant Jarrod Wheeler to the position of Deputy Chief of Operations effective May 2nd, 2021. Chief Wheeler replaces DC Dennis Dube who retired back in March.
- Promoted FF Devon Pageau to Lieutenant. FF Pageau fills the vacancy of DC Wheeler.
- FF Ken Hoyt military orders have been extended to 30 Sept 2021 to assist in the National Covid emergency
- FF Cherim has received military orders and activated with the US Marine Corp Reserves for a 9 – 12 months deployment she departed March 31, 2021 for Paris Island, SC.
- Have one firefighter out on medical leave due to a knee injury, suffer on a brush fire.
- FF Brandt Berry gave his letter of resignation effective June 19, 2021.
- Made conditional offers to 3 candidates to fill firefighter openings

OPERATIONS DIVISION:

- Due to very dry conditions crews responded to many outside fires in the city and surrounding communities.
- F.A.S.T. firefighter extraction boards place into service.
- Pre-construction meeting for New Engine 4 completed with Eastern Fire Apparatus.
- Pre-construction scheduled at Sutphen Fire Apparatus in Dublin, OH DC Wheeler and FF McKay will be attending.



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- Construction of Rescue 8 Purchased with FY 20 CIP is complete and DC Wheeler, LT. Morrill, and FF Morales will be conducting final inspection at Toyne Fire Apparatus Breda, IA in June.
- Equipment ordered for new apparatus in production.
- Completed Apparatus Maintenance planning for FY 22.
- Updated Mutual Aid Alarm cards to reflect new and out of service apparatus in the area.
- Responded to Numerous incidents both in the city as well as mutual aid. These responses both during and off normal work hours.
- Conducted interviews for FF candidates.
- Maintained public and Interdepartmental relations.



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INCIDENTS (Total for the month: 239)

- May 2nd, Engine-2, C-4 Mutual aid to Barrington for a structure fire
- May 2nd, Engine-5, Mutual aid to Lebanon, ME for a structure fire
- May 3rd, Engine-2, Tanker-7, C-4 Mutual aid to Barrington for a 2-alarm structure fire.
- May 5th, Truck-9, C-4 Mutual aid to Sanford, ME for a structure fire
- May 6th, Engines-5, 2, Truck-9 and Tanker-7 Walmart for a dumpster fire
- May 9th, Engine-2, Utility-1, C-1 and C-4 mutual aid to Somersworth for a structure fire.
- May 9th, Engine-5, Tank-7 and C-4 mutual aid to Milton for a structure fire
- May 9th, Engine-2, mutual aid to Dover Station 2 for station coverage.
- May 9th, Tanker-7, Forestry-1 and C-4 mutual aid to Dover brush fire.
- May 9th, Engine-5 and Forestry-1 responded to the Pines for brush fire.
- May 9th, Engine-2 and C-1, C-4 mutual aid to Lebanon ME for brush fire
- May 9th, Engines-5, 2, Forestry-1, Utility-1, Milton Forestry and C1 responded to the Pines for a brush fire.
- May 10th, Engine-5 and C-4 mutual aid to Barrington, for a technical rescue of a patient.
- May 14th, Engines-2, 5, Forestry-1, Tanker-1, C-1 Barrington, Milton, Somersworth, Berwick ME, Lebanon ME, and EMS to Fillmore Drive for a brush fire approx. 2 acres.
- May 15th, Engine-5, Tanker-1, Forestry-1 and C-4 responded mutual aid to Lebanon ME for brush fire.
- May 17th, Tanker-7, Forestry-1 and C-4 responded mutual aid to Somersworth for a brush fire.
- May 17th Engine-5, 2, Truck-9, C-1, C-4 and K-1 to Forest Park Drive for a structure fire (porch fire)
- May 17th, Engine-5 and C-4 mutual aid to Alton for an injured hiker on Mt Major, cancelled enroute.
- May 18th, Engine-5, C-4 responded mutual aid to Somersworth for a structure fire
- May 18th, Engine-5, C-4 with Boat-1 responded to the Salmon River for a water rescue for a boat in distress.
- May 20th, Tanker-7, Forestry-1 and C-4 mutual aid to Berwick ME for brush fire
- May 24th, Engine-5 mutual aid to Dover for station coverage.
- May 26th, Engines-5, 2, Truck-9 and mutual aid to 6 Punch Brook Way for a building fire.
- May 26th, Tanker-7, Forestry-1 and C-4 mutual aid to Strafford for brush fire.
- May 26th, Engines-5, 2, Truck-9 and C1 to 24-26 Congress St for a structure fire.
- May 26th, Tanker-7, C-4 mutual aid to Sanford ME for a brush fire.
- May 29th, Engines-5, 3, and C-4 mutual aid to Lebanon, ME for a MVA on 202
- May 31st, Tanker-7, C-4 mutual aid to North Berwick Me for a structure fire



Rochester Fire Department

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APPARATUS:

- New Utility was sent out for graphics
- Toyne fire engine order has been placed.
- New aerial apparatus order has been placed

EMERGENCY MANAGEMENT:

- May 15th, Assisted Strafford County Public Health Network with a Covid clinic at Rochester Middle School for 12-15 year old children.
 - 463 Pfizer vaccines
 - 472 Moderna vaccine
 - 18 J & J vaccine

FUTURE PROJECTS(s):

- Fire Department Records Management Software (RMS) Emergency Response (ER) data entry continues.

FIRE PREVENTION DIVISION:

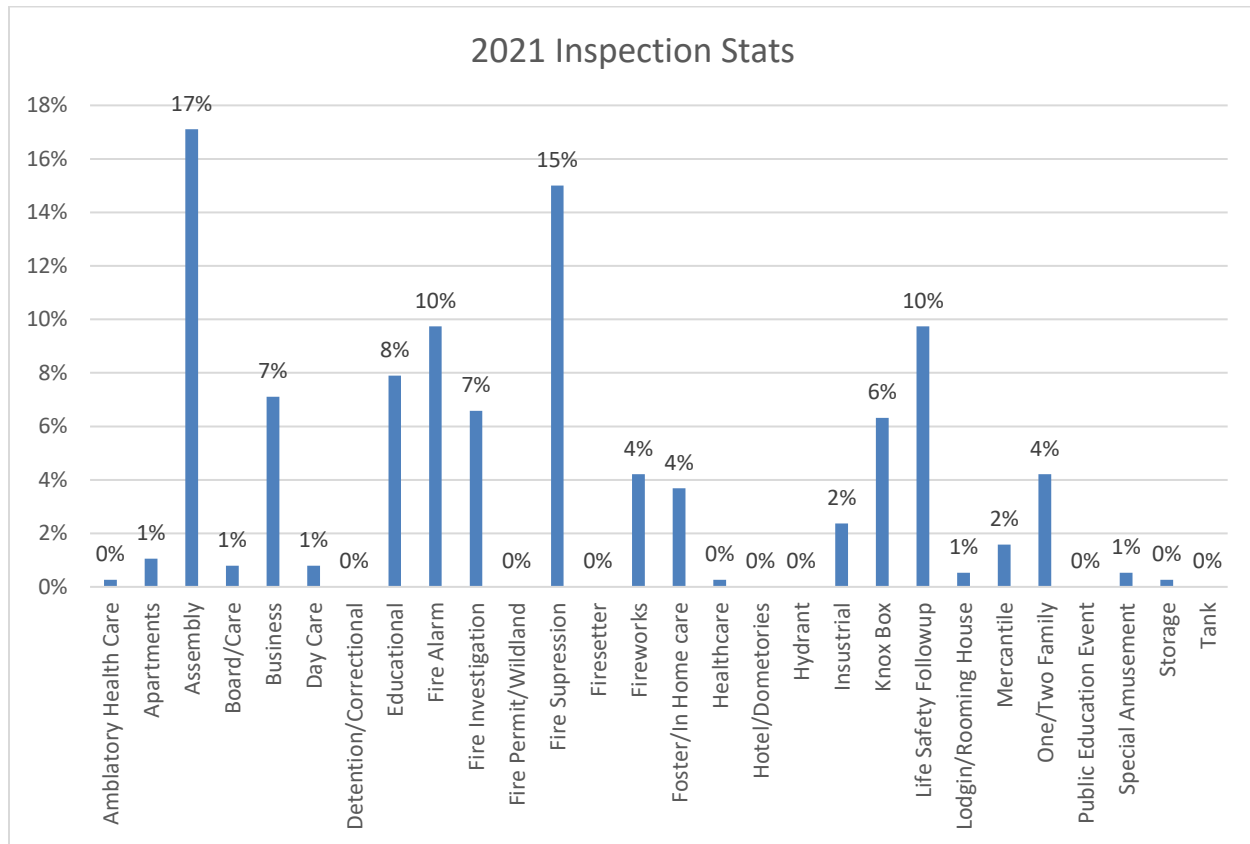
The Fire Prevention Division has several ongoing construction projects within the City that require continued follow-up conversations inspections. During the month of May, there was an increase in permit of assembly requests. The Fire Protection Engineers report was reviewed for the City Hall building and based on that findings in that report City provided Fire Watch details have been provided for events taking places at the Opera House. The Fire Department was also hired for details pertaining to the Rochester Fairgrounds demolition Derby and endure race events.



Rochester Fire Department

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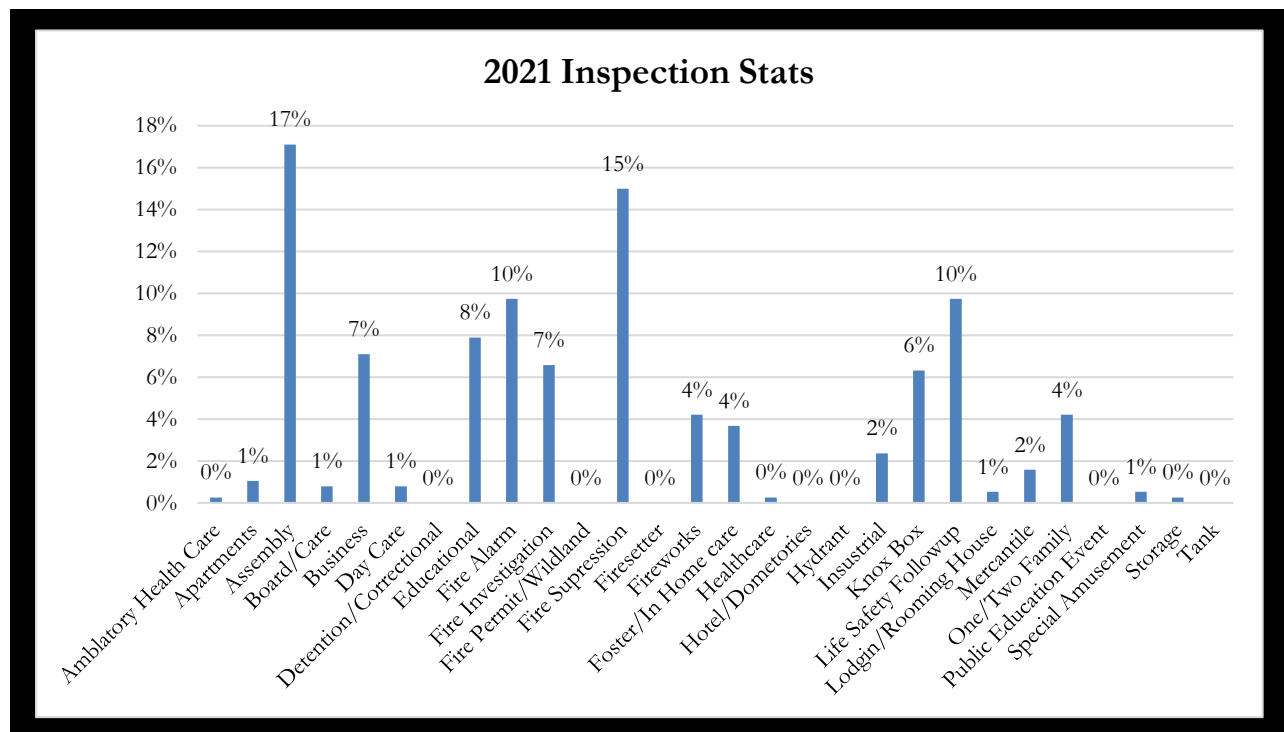




Rochester Fire Department

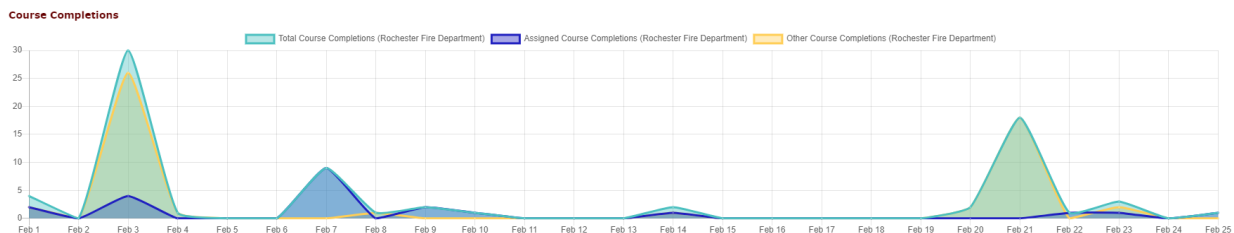
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TRAINING DIVISION:

Date From: 02/01/2021 Date To: 02/28/2021



IMC:



Rochester Fire Department

37 Wakefield St. Rochester, NH 03867

(603) 335-7545



Total Individual Course Completion Records:	174
Total Present:	173
Total Absentees:	1
Total Credit Hours Awarded:	301.50
Total Course Hours Awarded:	151.00
Total Certifications Awarded:	0
Total Renewal Dates Given:	0

Fire Rescue 1 Academy:

Total Individual Course Completion records: 44

Total Credit Hours Awarded: 46

- Began the onboarding and data transfer of equipment and training information to the "Emergency Reporting Data Platform."
- Continued to assist members with their NREMT and State of NH medical recert processes.
- Organized/Planned/delivered the State of NH FROST Program
- Organized/Planned the initial Probationary FF training week scheduled for 1MAR-5MAR (Jeremy Poder)
- Attended all required meetings and scheduled events.

Car Seat Safety Program (FF Kaitlin Taatjes and John Boodey)

- Car Seats Installed: 5

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City Clerk's Office



PAUL R. TOUSSAINT
Chief of Police

ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

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

POLICE COMMISSION

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

June 9, 2021



TO: City Manager Blaine Cox

RE: Monthly Report – May 2021

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

The investigations bureau had 35 cases submitted for review or were detective generated. There are currently 69 cases assigned. There were no detective call outs this period. There were 28 cases presented to a virtual Grand Jury, all were true bills. There were six phones analyzed with Cellebrite. There was one background investigation. There were two sex-offender compliance checks. Evidence logged in 285 pieces, returned 85 items to owners and 55 additional pieces were destroyed.

COMMUNITY ENGAGEMENT OFFICER (CEO) and POP UNIT: Officer Danie has been busy with CEO duties, working with the POP officers and assisting Patrol. He has met with the Rochester Main Street board and has starting planning future community events with them as covid restrictions ease and the weather gets nicer.

Officer Danie, along with Captain Pinkham, Sgt. Benjamin and Officer Seager, attended an adaptive bicycle event at the High School where officers rode the various bicycles, interacted with the students, and helped with traffic.

Officer Danie and Officer Robinson completed a "touch a truck" event, visiting a little girl who completed her last chemotherapy treatment. They also both attended the earth clean-up day.

POP and CEO have completed 3 pro-active enforcement operations resulting in numerous arrests at problem locations. The POP and CEO Officers have helped fill several open Patrol shifts on top of their activity. Beginning May 24, they have started rotating one-week shifts in patrol to assist with short staffing and Officer Ball's retirement.

COMP STAT: In Field activity, we had 387 traffic stops. This resulted in 17 arrests, 22 summonses, 333 warnings, and 8 no actions. The majority of the stops made were in the compact areas of the city. There were 72 traffic accidents—top roads were Columbus Ave., Farmington Road, followed by Wakefield Street then North Main Street. With this said, there were 15 parking lot accidents, 8 hit and run, with 5 of those 8 being in a parking lot. There were 8 arrests from DWI's, 3 of those arrests were from accidents. The locations and circumstances vary, and there are no common factors. In the total number of DWI incidents, 1 was drug related and 7 were alcohol related.

With regard to property crimes, we had 6 burglary incidents this month; this is down 3 from the month before. Two of the burglaries were automotive related businesses and arrests were made. The other four were storage units and there is a suspect actively being investigated. There was a drop in shopliftings—10 for the month. The theft from motor vehicles went from 6 last month to 5 for this reporting. Motor vehicle theft we had 4, this is down from 8 previous month. One of these was a juvenile with a history of stealing cars (who is being charged through the juvenile system). Another two were more of an unauthorized use in which the victims did not want to go forward with charges when the cars were returned. Vandalism there were no notable incidents or trends.

Drug related incidents we had 9 possessions; this is down from 24 the prior month. There were 2 arrests out of those 9 possessions. We had 10 overdoses, which is up from 5 the month before. There was 1 suspected fatal overdose incident, which is down from 3 fatal incidents the month prior.

In regard to violent crimes, we had no robberies for the month. We had 3 aggravated assaults (2 were DV). There were 28 simple assaults—14 of those were DV—nothing else notable.

COMMUNICATION CENTER - DISPATCH: The final radio equipment for alerting at the FD came in and we are waiting for Two Way to install. We are also waiting for 2 way to reprogram the cruisers and the engines to reflect the appropriate apparatus calling.

We have extended a conditional offer for our open dispatch position and the background process is underway. Our most recent hire is in the final stages of her training and expectations are release to solo by the end of June.

We are looking to collaborate with some fire training with the fire department on active fires for the dispatchers to gain more experience.

DIVERSION PROGRAM/TEEN DRUG COURT: The Juvenile Probation Transformation has shifted to holding the “Probation Transformation Convening’s” starting May 26 then 2 more sessions, which deep dive on probation transformation and working with interested partners across the State in identifying changes and processes that need to be transformed and how best to conduct that work.

Nicole hosted the Statewide Diversion Summit, which had about 150 attendees. The focus was on Juvenile Brain Development and continued to a post event on ACES and Law Enforcement.

Nicole presented at the Administrative Offices of the Court to train new Judges on Diversion in the legal process.

Nicole taught about juvenile diversion for the CRJ class at Spaulding and set up mock interviews with the Teacher for students to be held in June.

Teen Summer Travel camp is returning this year for Rochester youth ages 12-15. Nicole started scheduling trips along with the Rec Dept. We will have 3 away trips and 3 local activities days with BBQ and pool time. As well, Nicole has started planning for a potential NNO event of some variation.

Nicole continues to work with the Strafford County Diversion Program and their new Coordinator, teaching her about the Diversion model and assisting her with local outreach to Police Departments and potential jurors.

Nicole continues to work with the Statewide “NH Race and Equity LE/CJ Workgroup on developing appropriate and effective trainings around cultural diversity, awareness and anti-bias.

Nicole continues to work on the Service to Science: Evidence-Based designation and is starting to select 4 pilot sites in the State that utilize the best practices we need modeled for Diversion examples.

Nicole continues to work with Waypoint on their roll out of a Youth drop-in Center and connections for the Family Resource Center by CAP, and in rolling out the statewide homeless youth count.

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

FINANCIAL/PURCHASING: We are approximately 90% of the way through FY21; currently our O&M lines are healthy.

Radio Replacement Project- During the month we have worked with the vendor on several technical points of this project regarding firehouse notifications and firefighter alerts. Work has also begun to erect the tower at the new DPW site. Tentatively the tower sections will be moved into place in early June.

Mobile Dispatch Backup- The Motorola equipment was ordered, but has not been delivered. Some of the equipment has a delayed delivery of up to 6 – 8 weeks. We have received the hardware list needed for IT connectivity and purchasing is currently underway. Once we have all the equipment, delivered installation will be scheduled.

There was a cruiser accident this period that was deemed a total loss by our insurance carrier. We were able to find a comparable 2021 model unclaimed on a dealer’s lot. We worked with the Finance Department to secure funding, purchase and outfit the cruiser, pending settlement by the insurance. If we had had to order a new car, it would have been at least six months before getting the vehicle.

There were two purchases of \$5000 or more which would require a signature from the commission this month. These were for the purchase of the replacement cruiser and equipment for it.

During the month, the department presented its CIP requests to the City Council. There were several questions concerning a building project and we are working on obtaining updated construction costs.

FORFEITURE SPENDING: There was no forfeiture spending this period.

HIRING: New officer recruits Moon and Gleason started the recruit academy on May 3rd. The academy started as a day only format, but has since transitioned to the traditional on-site overnight format. Both recruits have now completed 4 weeks of training at the academy with no academic issues.

Certified Officer Spencer Aube started with the department on May 17th. He is currently on in house training and will be moving to his field training the week of June 6th.

A new hiring process started with a physical agility test held on May 22. On June 1&2 we will be holding the first round of oral board interviews with the twelve candidates who passed the PT test. This is the highest amount of candidates we have had in the last two years for oral boards.

Using the reach of indeed.com we have 3 out of state certified officers who will be interviewing with the department for open positions in addition to the above 12 candidates.

The background has begun on the NH certified officer the Commission interviewed.

HONOR GUARD: The Honor Guard prepared for two events this period. One was the funeral services for retired Sergeant Stephen Burke on May 26. Sgt. Burke had served the City for 29 years, retiring in 2014. The second event was for the retirement of Officer Eric Ball after 20 years of service on May 28. There are no other events scheduled at this time.

HOUSING: Officer Mundy and Officer Babine have increased their contacts with tenants during patrols and foot beats. The majority of tenant interactions are positive with no criminal reports and tenants state they like their living arrangements and community.

During foot beats, the children outside playing approach the officers asking for their COP cards. Officers have issued free ice cream cards and stickers.

There were 20 police related calls for service out of the 61 total calls for service at housing properties. Housing officers received a report of rock throwing starting again at the Arthur Nickless building. Officer continue their checks of all properties.

Officers Mundy and Babine completed 10 housing background investigations for potential residents.

K-9: This month Officer Hatch started his position as the K9 officer. The dedicated K9 cruiser has been assigned to him and has picked up Gunner from retired Officer Mackenzie. He continues trainings on Mondays at the Working Dog, and has been bonding with Gunner as a new handler/dog relationship builder. He has been doing practice tracks with Gunner, and is looking forward to progressing in their training/relationship followed by certification.

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

PROSECUTION - JUVENILE: As a result of scheduled time off and training this month, there is nothing to report this period. Captain Pinkham filled in for Lt. Gould in her absence on an emergency basis.

RENTAL PROPERTY OWNERS ASSOC.: Lt. Bossi attended the May meeting and spoke about some seasonal crime prevention tips with warmer weather approaching, and what they should caution their tenants on—such as with windows and doors being left open, a/c units left in windows, bikes and other costly items left out in the yards. There were no major concerns or issues brought up. A majority of the meeting was reference to normal landlord related matters. There was also a legislative update presented reference to landlord related matters. The next meeting will be on June 3, 2021 at 8am.

SCHOOL RESOURCE OFFICERS:

High School: Officer Jackson

- Attended Criminal Justice Advisory Board Meeting
- Spoke with CJ class about the SRO position and some juvenile laws
- Gave an interview to a CJ student

- Assisted administration with various issues
- Assisted in planning and participating in Adaptive Bike Day
- Spoke with a health class about Alcohol laws
- Checked on suspicious male in Senior Parking and Hanson Pines play ground
- Resolved a School Bus issue
- Assisted with Prom preparations/planning
- Rochester Police Cadets meeting X2
- Monitor Hanson Pines play ground

Middle School: Sgt. Deluca

- Training conference in Conway, presented with Lt Gould
- Attended ICAC training in Goffstown for SROS
- Taught lead lessons 1-10 to another 40 students
- Presented information on drug prevention week
- Mentored 13 students
- Two parent meetings
- Investigating or assisting with several cases

Elementary School (9): Officer Porfido

- Weekly safety checks on 2 William Allen Students
- Bus ride home with out of control student at Chamberlain School
- Completed ICAC training for SRO'S
- Crosswalk safety talk with grades 1-5 with School St students
- Daily dismissal help check ins with Chamberlain student
- Police Explorer Meeting
- Lunch duty and Recess with schools
- Handed out hundreds of McDonald cards to students/principals
- William Allen School work delivery to remote student
- Vandalism talk with 3 4th grade classes about bathrooms at William Allen
- Handled juvenile matter involving DCYF
- Crossing guard duty School St and Nancy Loud School
- Assisted Sgt. Deluca with a student issue
- Field Day help with Gym teacher for Nancy Loud and School St
- Coordinated Fire Drill safety with Chamberlain School
- Worked Patrol overtime shifts to assist with staffing

Explorer Post: Officer Jackson

Held two meetings this month

TRAINING: During the month, the following officers attend training:

- Sgt Krochmal attended two trainings on effective performance evaluations, and leadership
- Officers Danie and Williams-Hurley attended a night vision goggle operators course
- Sgt. Turner attended FBI LEEDA police supervisor course

- Officers P. Flathers and Riddle attended a police motorcycle operator course
- Ofc. Brinkman attended a hostage negotiator course

Respectfully Submitted,

Paul R. Toussaint

Rochester Police Department

April 2021 Comp Stat Report



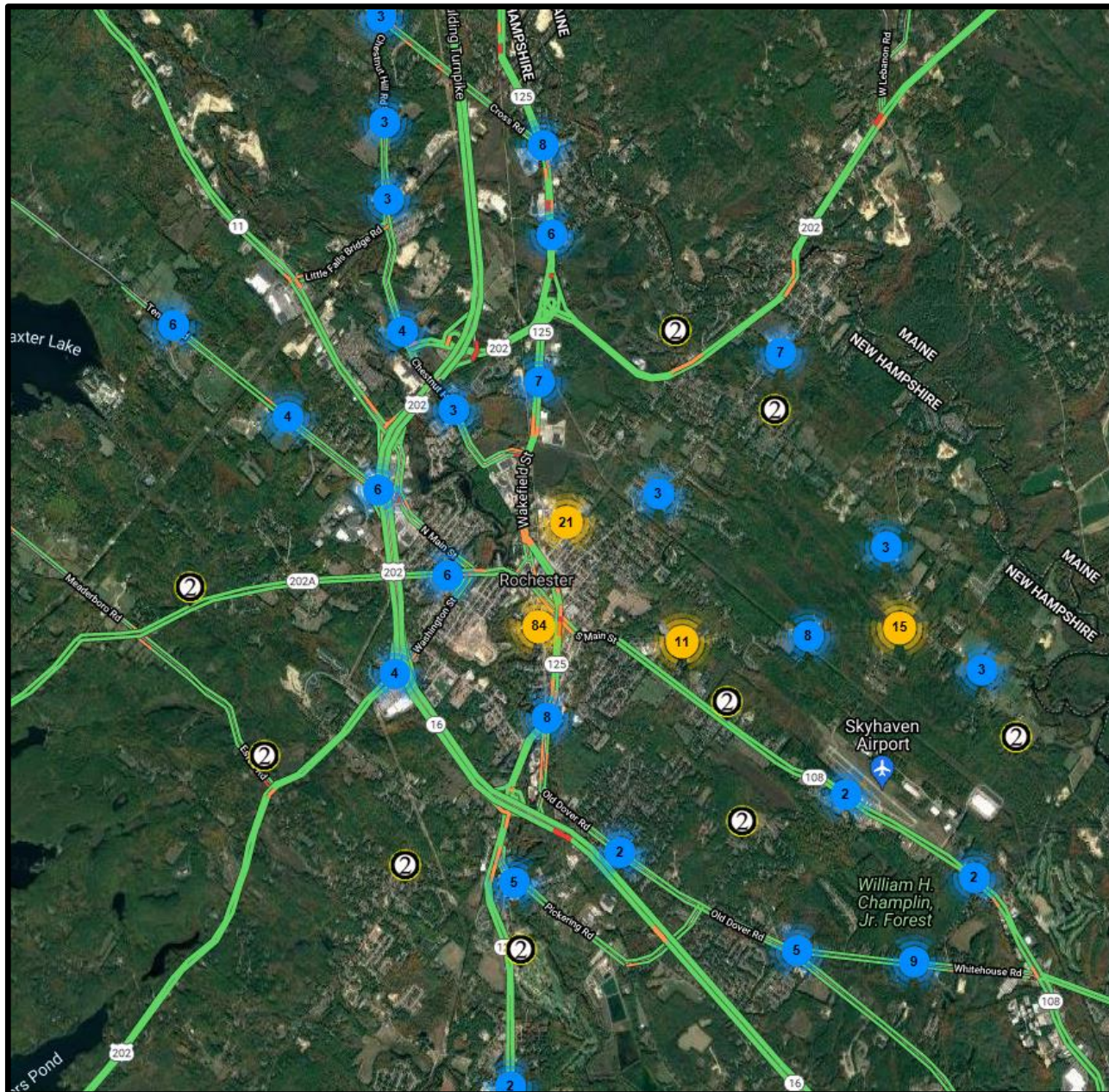
April 2021 Traffic Activities

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

Traffic Stops

Traffic Stop Breakdown

- 387 Total Stops
 - 17 Arrests
 - 14 traffic offenses
 - 2 capias/warrants
 - 1 On-view offense
 - 22 Summons
 - 333 Warnings
 - 8 No Action



Motor Vehicle Crashes

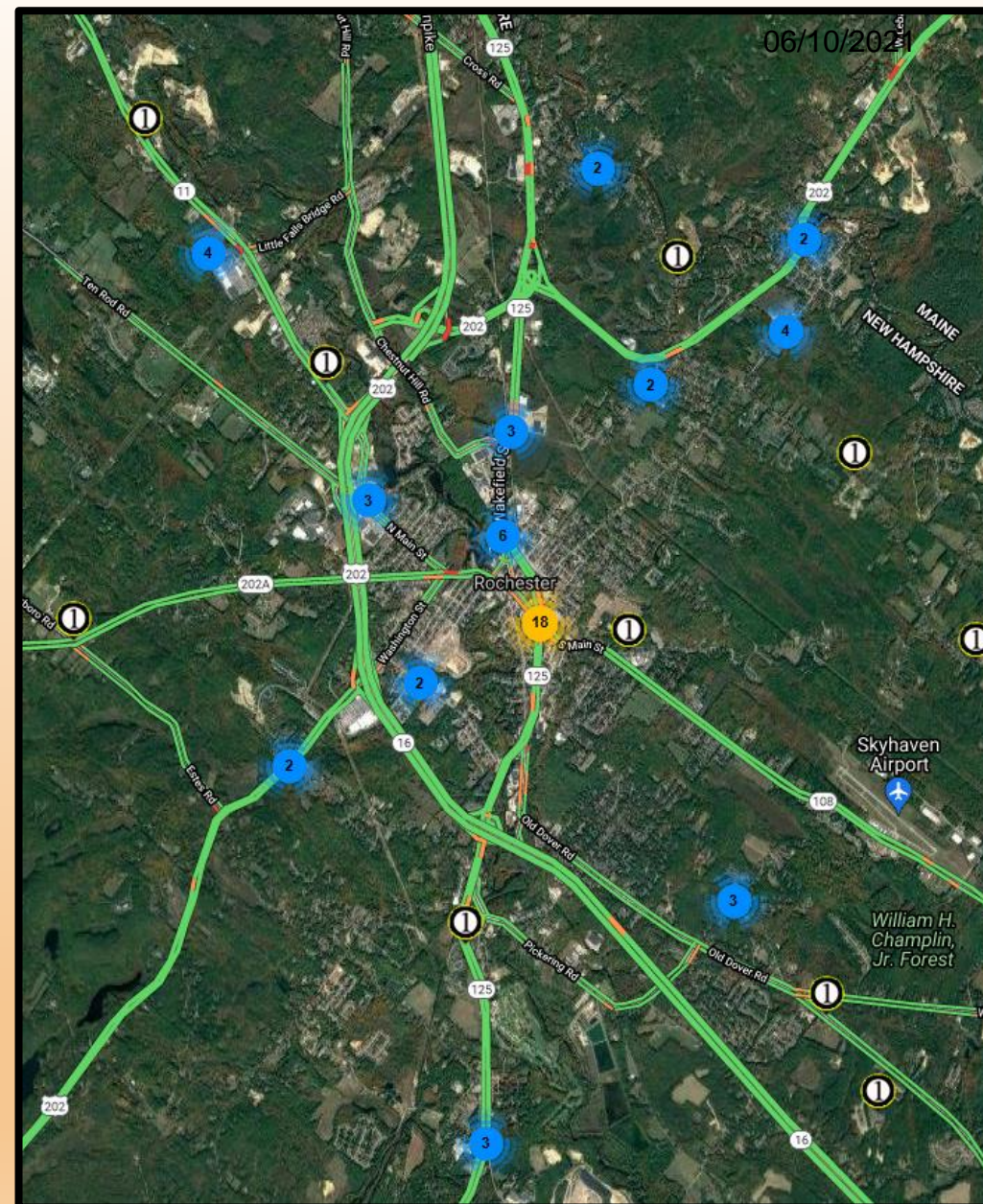
- 72 total crashes

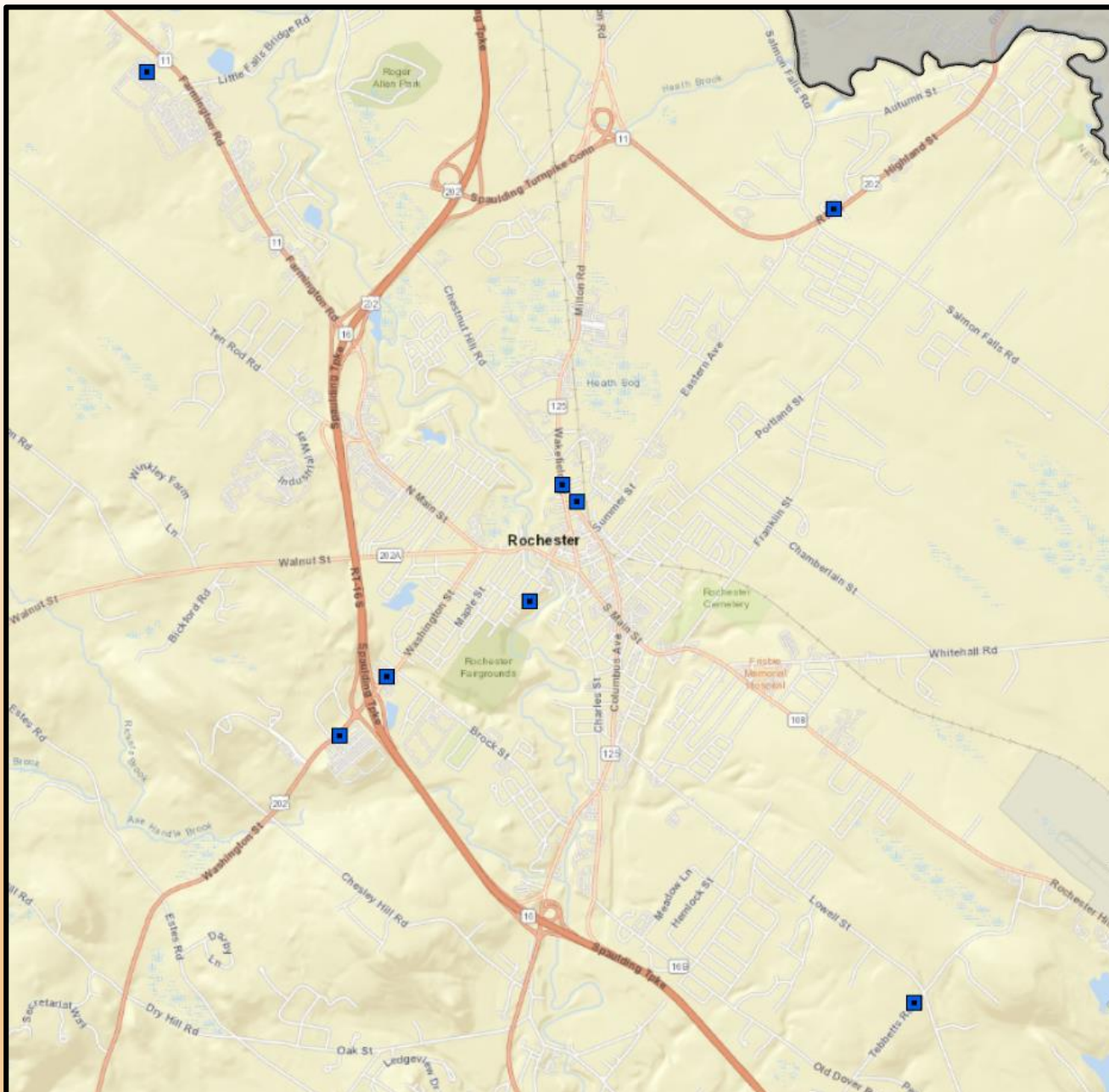
11% increase from the previous month.

- Arrests
 - 9 arrests
 - 3 DWI arrests
- 3 Summons Issued
- 15 Parking lot crashes
- 8 Hit & Run crashes (5 in Parking lot)

High Volume Roads

High Volume Crash Roads	
Street	# of Accident
Columbus Ave	11
Farmington Rd	6
Wakefield St	6
North Main St	5





DWI Incidents

Total Incidents – 8

- 7 Alcohol/1 Drug

Breakdown:

- 3 Crashes (Alcohol)
- 5 Traffic Stops

Traffic Activity Comparisons

Specific Crimes	Apr-21	Apr-20	% Change	Mar-21	% Change	Feb-21	YTD 21	YTD 20	% Change	YTD 19
Traffic Stops	387	32	1109%	496	-22%	515	2072	1502	38%	1856
Arrests from Stops	17	2	750%	9	89%	24	85	46	85%	90
Summons	22	6	267%	25	-12%	28	105	65	62%	76
Warnings	333	21	1486%	444	-25%	435	1802	1359	33%	1621
No Action	8	1	700%	15	-47%	21	57	24	138%	61
Accidents	72	41	76%	65	11%	91	289	265	9%	285
Summons from ACs	3	5	-40%	1	200%	5	13	11	18%	7
Arrests from ACs	9	2	350%	3	200%	7	24	17	41%	17
Field Interviews	8	5	60%	1	700%	2	14	28	-50%	23
DWI	8	6	33%	10	-20%	7	31	24	29%	26
<i>Narcotics</i>	1	2	-50%	5	-80%	4	12	7	71%	7
<i>Alcohol</i>	7	4	75%	5	40%	3	19	17	12%	19
DWI from Accidents	3	1	200%	2	50%	3	10	7	43%	5

Property Crimes

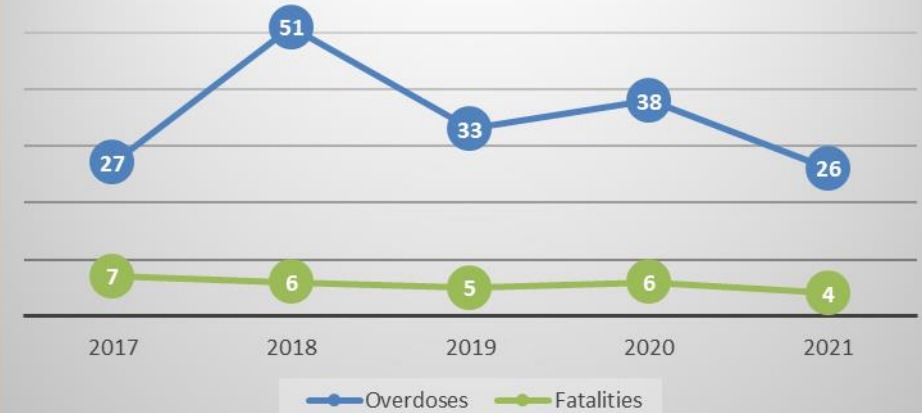
All Incident Reports												
Specific Crimes	Apr-21	Apr-20	% Change	Mar-21	% Change	Feb-21	YTD 21	YTD 20	% Change	YTD 2021 Closure Rate	YTD 2020 Closure Rate	YTD 19
Burglary	6	8	-25%	9	-33%	3	23	26	-12%	9%	15%	32
Shoplifting	10	24	-58%	11	-9%	17	49	76	-36%	49%	80%	92
Theft from a Building	4	17	-76%	5	-20%	12	28	59	-53%	11%	32%	53
Theft from M/V (including Parts)	5	9	-44%	6	-17%	5	37	26	42%	0%	8%	42
All Other Theft	7	12	-42%	13	-46%	5	47	46	2%	2%	11%	26
M/V Theft	4	9	-56%	8	-50%	2	16	14	14%	31%	21%	12
Vandalism	21	27	-22%	27	-22%	23	98	127	-23%	26%	27%	107
Total Property	57	106	-46%	79	-28%	67	298	374	-20%	18%	28%	364
Arrests												
Specific Crimes	Apr-21	Apr-20	% Change	Mar-21	% Change	Feb-21	YTD 21	YTD 20	% Change			YTD 19
Burglary	0	3	-100%	2	-100%	0	2	4	-50%			8
Shoplifting	5	16	-69%	5	0%	10	24	61	-61%			98
Theft from a Building	0	6	-100%	0	0%	1	3	19	-84%			13
Theft from M/V (including Parts)	0	0	0%	0	0%	0	0	2	-100%			5
All Other Theft	0	1	-100%	0	0%	0	1	5	-80%			2
M/V Theft	1	1	0%	4	-75%	0	5	3	67%			2
Vandalism	6	4	50%	10	-40%	7	25	34	-26%			46
Total Property	12	31	-61%	21	-43%	18	60	128	-53%			174

Drug Incidents

- 1 Arrests result of Search Incident to Arrest
- 2 cases, POP related cases
- 1 result of Overdose investigation
- 2 Juvenile related Dab pen/methamphetamine
- 2 cases search warrant related
- 1 DCYF related (house check where drugs found)

Overdoses/Fatalities by Year

06/10/2021



All Incident Reports

Specific Crimes	Apr-21	Apr-20	%Change	Mar-21	%Change	Feb-21	YTD 21	YTD-20	%Change	YTD 2021 Closure Rate	YTD 2020 Closure Rate	YTD 19
Possession	9	9	0%	24	-63%	14	61	52	17%	34%	65%	34
Drug Events	10	3	233%	11	-9%	7	40	20	100%			30
Overdoses	10	3	233%	5	100%	1	26	38	-32%			33
Fatal Overdoses	1	1	0%	3	-67%	0	4	6	-33%			5
Total Drug	30	16	88%	43	-30%	22	131	116	13%			102
Arrests												
Specific Crimes	Apr-21	Apr-20	%Change	Mar-21	%Change	Feb-21	YTD 21	TYD 20	%Change			YTD 19
Possession	2	8	-75%	6	-67%	3	21	34	-38%			39

Violent Crimes

All Incident Reports												
Specific Crimes	Apr-21	Apr-20	% Change	Mar-21	% Change	Feb-21	YTD 21	YTD 20	% Change	YTD 2021 Closure Rate	YTD 2020 Closure Rate	YTD 19
Homicide	0	0	0%	0	0%	0	0	0	0%	0%	0%	0
Robbery	0	3	-100%	0	0%	0	0	6	-100%	0%	83%	2
Aggravated Assault	3	2	50%	1	200%	2	10	10	0%	40%	60%	16
<i>from DV*</i>	2	1	100%	0	0%	2	6	5	20%	50%	100%	3
Simple Assault	28	33	-15%	23	22%	21	99	136	-27%	44%	49%	123
<i>from DV*</i>	14	24	-42%	11	27%	14	53	79	-33%	60%	62%	56
Total Violent	31	38	-18%	24	29%	23	109	152	-28%	21%	48%	141
Arrests												
Specific Crimes	Apr-21	Apr-20	% Change	Mar-21	% Change	Feb-21	YTD 21	YTD 20	% Change			YTD 19
Homicide	0	0	0%	0	0%	0	0	0	0%			1
Robbery	0	5	-100%	0	0%	0	0	5	-100%			3
Aggravated Assault	1	1	0%	0	0%	1	4	6	-33%			10
<i>from DV*</i>	0	1	-100%	0	0%	1	3	5	-40%			3
Simple Assault	9	21	-57%	8	13%	12	44	67	-34%			72
<i>from DV*</i>	6	17	-65%	8	-25%	9	32	49	-35%			50
Total Violent	10	27	-63%	8	25%	13	48	78	-38%			86

Domestic Violence Related Calls

April 2021

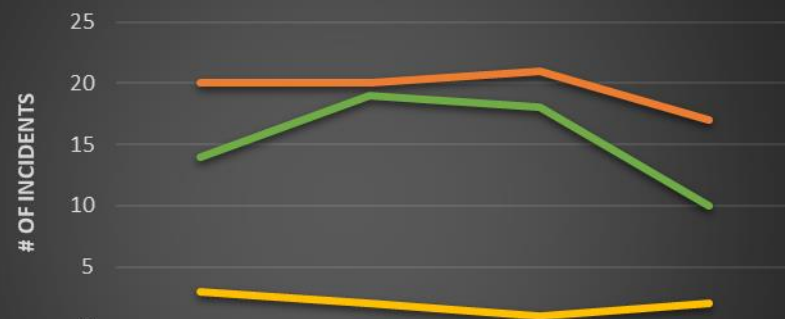
Misdemeanor – 17

Felony - 2

90F* - 10

2021 Monthly Comparison

2021 Monthly Comparison

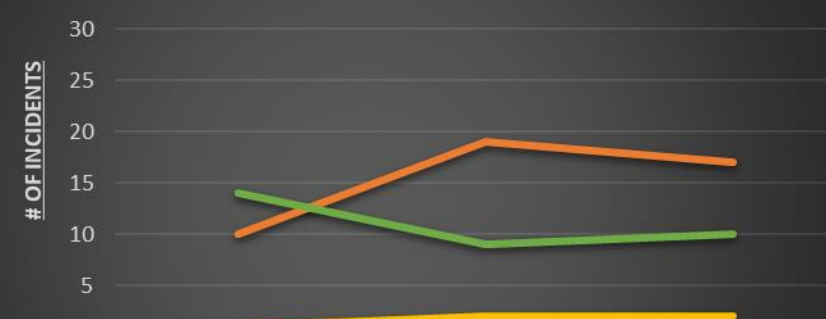


	Jan	Feb	Mar	Apr
Misdemeanor	20	20	21	17
Felony	3	2	1	2
90F*	14	19	18	10

* denotes Domestic Disturbance

3-Year Comparison

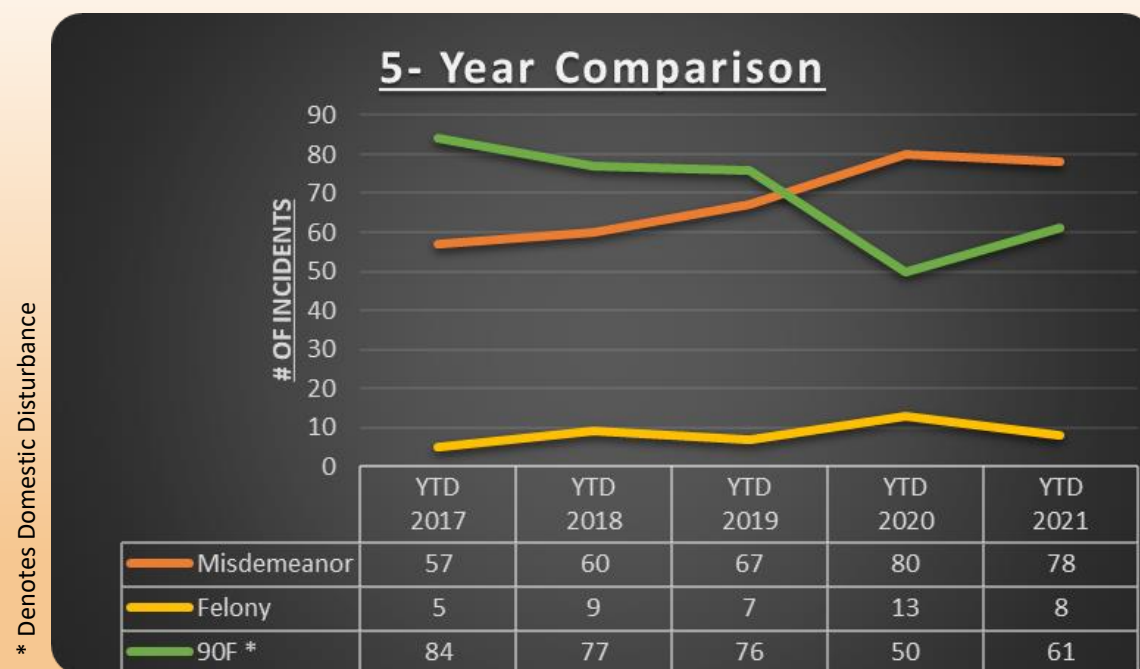
3 Year Comparison



	Apr 2019	Apr 2020	Apr 2021
Misdemeanor	10	19	17
Felony	1	2	2
90F*	14	9	10

* denotes Domestic Disturbance

Domestic Violence Related Calls, (cont.)



Threshold

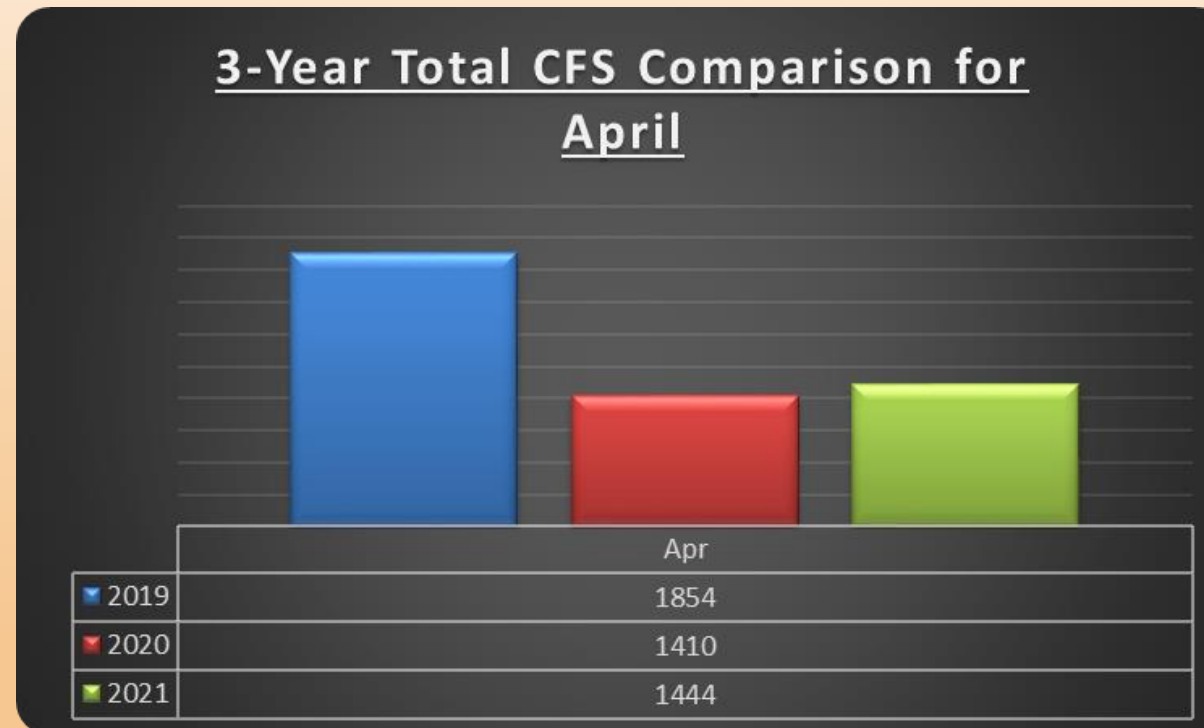
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	84	69-100	72	Normal
Traffic Stop	715	371-1060	387	Normal
DWI	7	5-10	8	Normal
Robbery	2	0-3	0	Normal
Aggravated Assault	5	2-8	3	Normal
Simple Assault	37	28-46	28	Moderately Low
Burglary	8	4-12	6	Normal
Shoplifting	24	15-32	10	Moderately Low
Theft from Building	16	9-24	4	Moderately Low
Theft from MV	15	6-24	5	Moderately Low
MV Theft	3	1-5	4	Normal
Vandalism	35	27-43	21	Moderately Low
Possession	16	10-21	9	Moderately Low
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	44	34-55	31	Moderately Low
Property	118	93-142	57	Very Low

Calls for Service 2019 v 2021

Calls for Service Breakdown 2019 thru 2021

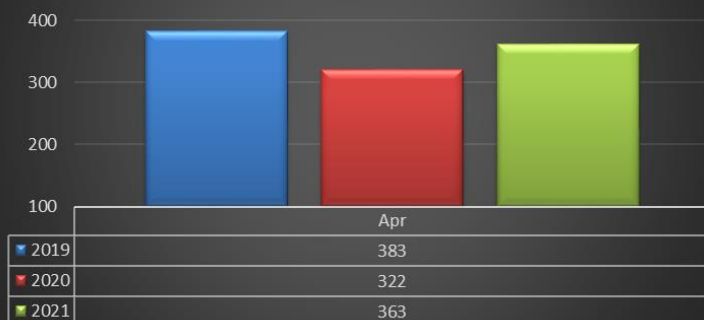


3-Year Calls for Service Comparison for March



Calls for Service by Priority

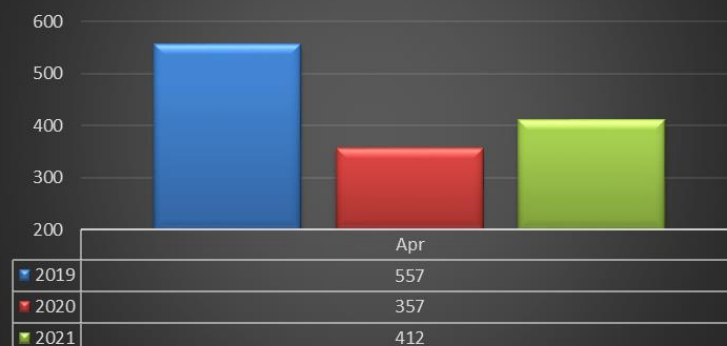
Priority 1 CFS 3-Year Comparison for April



Priority 2 CFS 3-Year Comparison for April

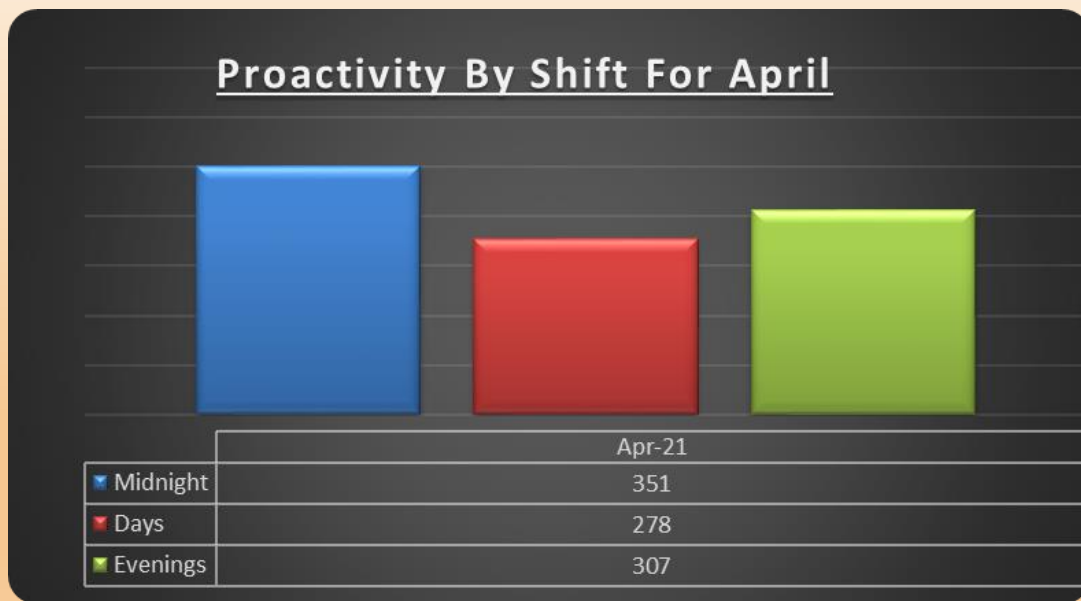


Prioity 3 CFS 3-Year Comparison for April

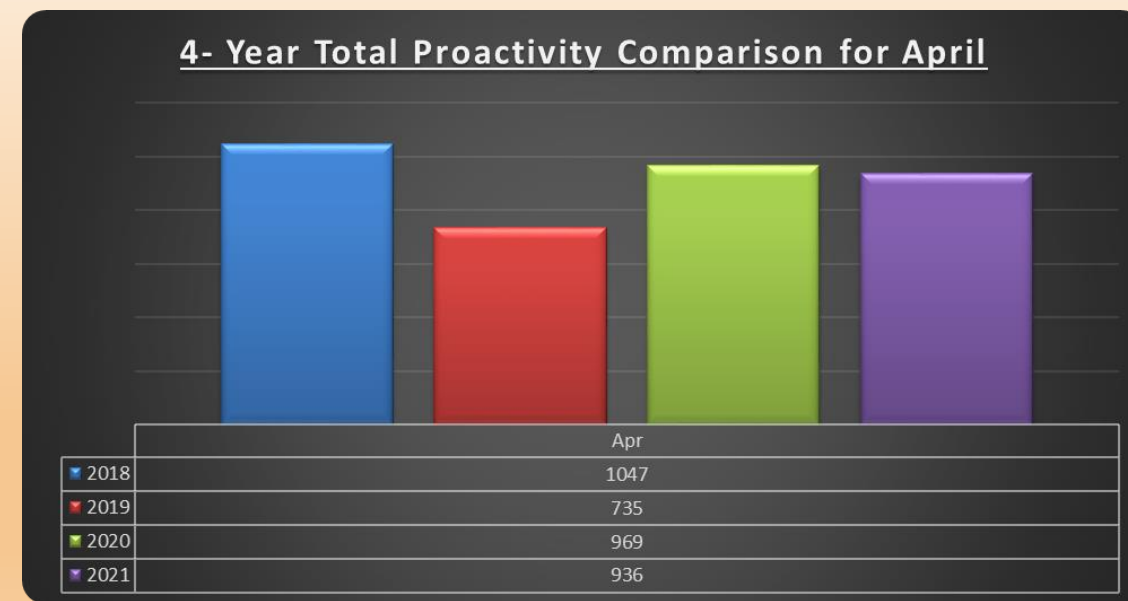


Proactive Hours by Shift

Monthly Comparison 2021 by Shift



4-year Total Comparison for March

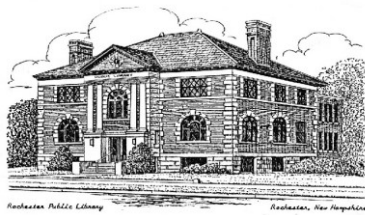




Flyingtigerantiques.com

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City Clerk's Office



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

06/10/2021

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

MONTHLY REPORT

May 2021

The Library staff continued throughout the month of May to post interactive content to social media pages and the library's website.

Beginning Saturday, May 1st through Friday, May 7th families were welcomed to pick-up "Snail Mosaics" craft kits for a Take It & Make It at home craft project. The kits were available during Library business hours on a cart at the Children's Room entrance.

The Children's Room, in partnership with the Children's Museum of New Hampshire, has continued to offer project-based activity packages. Fifty packages per month are available through the library. Bridging the Remote Learning Gap, a program geared toward supplementing school activities for at-home learners continues through June 2021.

Saturday, May 22nd the library was proud to present "You Can Draw This" with freelance illustrator, Chelsea Kirchoff. The workshop was a *LIVE* Webex event open to all regardless of artistic experience. It was 2D drawing-based focused on simple techniques combined with an encouraging and relaxing atmosphere allowing for participants to take artistic chances.

"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. Items were packaged in bags and a contactless pick-up was available in the ground floor lobby. Over 546 appointments for pick-up were made throughout the month of May.

The library collection, computers, printers, photocopiers, and Wi-Fi were available to patrons by appointment in May. Over seven hundred fifty-eight patrons took advantage of this service. Five hundred fifty-five were scheduled for 45 minutes of browsing through the library collection, one hundred thirty-one were computer use, twenty-nine were copier use and forty-three were for newspaper/Wi-Fi use. There was a total of 7,499 items circulated from the library in the month of May.

Two hundred and sixty-seven of our library patrons downloaded 1,740 e-books to media devices through the library's web site this month. The RPL website also enabled 16 patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 374 digital downloads from Hoopla.

Trustees will be meeting in the library on May 15th at 6pm.

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City Clerk's Office

City of Rochester Tax Collector's Office
May 31, 2021

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2020	Warrant	68,438,739	67,492,919.24	98.62%	945,819.76	1.38%
2019		66,169,796	65,556,012.06	99.07%	613,783.94	0.93%
2018		63,834,824	63,538,040.05	99.54%	296,783.95	0.46%
2017		60,524,791	60,351,055.61	99.71%	173,735.39	0.29%
2016		58,196,003	58,077,545.28	99.80%	118,457.72	0.20%
2015		56,938,119	56,861,692.30	99.87%	76,426.70	0.13%
2014		55,068,779	55,015,118.58	99.90%	53,660.42	0.10%
2013		53,324,262	53,279,621.18	99.92%	44,640.82	0.08%
2012		50,952,912	50,919,357.75	99.93%	33,554.25	0.07%
2011		48,856,892	48,823,415.27	99.93%	33,476.73	0.07%
2010		47,308,832	47,281,789.86	99.94%	27,042.14	0.06%
2009		46,898,827	46,879,563.30	99.96%	19,263.70	0.04%
2008		46,522,769	46,510,458.93	99.97%	12,310.07	0.03%
2007		42,964,450	42,954,368.78	99.98%	10,081.22	0.02%
2006		40,794,160	40,787,509.45	99.98%	6,650.55	0.02%
2005		38,024,453	38,019,001.03	99.99%	5,451.97	0.01%
2004		36,065,496	36,060,384.01	99.99%	5,111.99	0.01%
2003		33,310,579	33,306,755.65	99.99%	3,823.35	0.01%
2002		29,725,878	29,722,554.10	99.99%	3,323.90	0.01%
2001		26,943,136	26,940,506.27	99.99%	2,629.73	0.01%
2000		25,415,248	25,413,243.68	99.99%	2,004.32	0.01%
1999		22,973,308	22,971,980.41	99.99%	1,327.59	0.01%
1998		30,592,529	30,590,734.68	99.99%	1,794.32	0.01%
1997		29,835,914	29,834,230.90	99.99%	1,683.10	0.01%
1996		27,726,424	27,724,777.67	99.99%	1,646.33	0.01%
1995		27,712,029	27,711,835.43	100.00%	193.57	0.00%
				Total Uncoll:	2,494,677.53	

Tax Collector
Doreen Jones, CTC

CSS Count FY 21		
Month	Total \$\$	# of Payments
July	\$ 365,434.21	659
Aug	\$ 190,384.98	596
Sept	\$ 139,331.29	507
Oct	\$ 140,164.30	547
Nov	\$ 172,533.78	640
Dec	\$ 575,726.71	827
Jan	\$ 1,267,237.61	1108
Feb	\$ 211,638.14	648
Mar	\$ 480,219.72	980
Apr	\$ 221,576.68	654
May	\$ 106,510.80	574
June		
Totals	\$ 3,870,758.22	7740

Online Credit Card Payments (Citizen Self Service)

Doreen Jones, CTC
Tax Collector

Rochester, New Hampshire

Inter office Memorandum

TO: Blaine Cox
City Manager

FROM: Todd M. Marsh 
Director of Welfare

SUBJECT: Analysis of Direct Assistance for May 2021.

DATE: June 8, 2021

This office reported 51 formal case notes for the month of May.

Voucher amounts issued were as follows:

	<u>7</u> <u>Families</u> <u>4 new</u>	<u>7</u> <u>Single</u> <u>0 new</u>
Burial00	.00
Dental00	.00
Electricity	893.00	.00
Food00	.00
Fuel heating00	.00
Mortgage00	.00
Prescriptions00	.00
Rent	1,995.00	829.19
Temporary Housing00	1,260.00
Transportation	<u>.00</u>	<u>.00</u>
TOTAL	\$2,888.00	\$2,089.19

General Assistance above represents an average cost per case/family of \$412.57 and case/individual of \$298.45 for this month.

Total vouchers issued: \$5,627.19

There was an increase of \$1,042.19 in assistance issued this month compared to May 2020. There was an increase of \$1,620.20 in vouchers issued this month compared to last month.

We received reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaling \$.00

NOTES

May budget impact includes the Covid-19 Pandemic situation, including executive orders regarding temporary prohibition of evictions and foreclosures and continued expanded unemployment. Utility companies continue to practice increased flexibility with customers. Homeless management for individuals experiencing chronic life living difficulties continue.