



**City of Rochester, NH
Preamble for April 20, 2021 City Council
Workshop Meeting**

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

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

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

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

In addition to the above listed public access information, the City Council will be allowing the public to enter the Community Room and speak in person during the Public Input portion of this meeting. In an effort to adhere to CDC guidelines: enter only into the right side door on the Chestnut Hill Road entrance at the rear of the building and exit through the opposing door. Please adhere to 6-foot social distancing while inside. Hand sanitizer and facemasks will be available at the Community Room entrance. The public will be allowed to attend the meeting in-person. Please note, seating will be provided that is arranged such that 6-foot social distancing can be maintained.

At this time, I also welcome members of the public accessing this meeting by phone. The public can call-in to the below number using the conference code. This meeting will be set to allow the public to "listen-in" only, and there will be no public comment taken via conference line during the meeting.

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

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City Clerk's Office

b.) **Roll Call:** Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name (and/or ward), also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. (Additionally, Council members are required to state their name and ward each time they wish to speak.)

**City Council Workshop Meeting
April 20, 2021
Community Room
James W. Foley Memorial Community Center
150 Wakefield Street and
Remotely via Microsoft Teams
6:30 PM**

Agenda

- 1. Call To Order**
- 2. Public Input**
- 3. Communications from the City Manager**
- 4. Communications from the Mayor**
- 5. Discussion: Code of Ethics/Ethics Commission**
- 6. Discussion: Charter Amendments P. 5**
- 7. FY21 Economic Development Update P. 19**
- 8. Department Reports P. 29**
- 9. City Manager's Proposed Budget for Fiscal Year 2022**
- 10. Other**
- 11. Non-Public Session/Non-Meeting**
 - 11.1 Non-Public Session – Land, RSA 91-A:3, II (d)**
 - 11.2 Non-Public Session – Personnel, RSA 91-A:3, II (a)**
- 12. Adjournment**

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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

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 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

City Clerk review of the City Charter relative to Elections:

Section 47 Municipal election filing period, ballot preparation.

The name of any qualified person shall be printed upon the municipal election ballot upon his filing with the City Clerk not later than five o'clock in the afternoon of the 45th day, nor earlier than nine o'clock in the forenoon of the 60th day prior to the date of said municipal election, his declaration in writing that he is a candidate for an office to be filled at the next succeeding municipal election. Each candidate shall pay to the City Clerk a filing fee in an amount established by ordinance, but which in no event shall exceed \$50 for any office.^[1] The City Clerk shall prepare the ballots to be used at the municipal election. The ballot shall contain the names, ~~in alphabetical order~~ **according with RSA 656:5-a**, without party designation, of all persons who qualify with the City Clerk as a candidate for any office to be voted on at said municipal election. Below the list of names of candidates for each office there shall be as many blank spaces for write-in votes as there are votes permitted for such office.

[1]

Editor's Note: See Ch. 7, Administrative Code, § 7-69.

- Reflect current practice.
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Section 48 Municipal election date, terms of office.

The election officers in each ward whose duties it is to conduct regular biennial elections shall conduct a municipal election, at the expense of the City, in the same manner as a regular biennial election on the Tuesday following the first Monday in November of the odd numbered years, to elect all elected officials provided for by this Charter. The terms of office of the persons elected at such municipal election shall commence on the first business day after January 1 following such election, unless another date shall be prescribed by law.

- Section could be eliminated; however, there is no conflict with State law.
-

Section 49 Municipal elections, general provisions.

Any person having his domicile within the City and who is qualified to vote as provided in RSA 654:1-654:2 and 654:4-654:6, as presently enacted or the corresponding provisions of any recodification or amendment of the New Hampshire Revised Statutes Annotated, and whose name is on the checklist shall be qualified to vote in any City election. All elections held under the provisions of this Charter and any other City election shall be deemed elections within the meaning of all general statutes, penal and otherwise, and said statutes shall apply to all municipal elections so far as consistent with the provisions of this Charter. The polls shall be open at each municipal election during such hours as the City Council may provide, but in any event for not less than nine hours. The City Clerk shall have the same powers and duties with reference to elections held

pursuant to the provisions of the Charter and any other City elections as has the Secretary of State with reference to state biennial elections, so far as such powers and duties are not inconsistent herewith.

- Section could be eliminated; however, there is no conflict with State law.



Section 50 **Candidate elected.**

[Amended 9-10-2002, effective 9-10-2002]

The candidate for each office receiving the greatest number of votes for such office shall be declared elected.

- Section could be eliminated; however, there is no conflict with State law.

Section 51 **Absentee voting.**

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

- This section actually lists out the reasons for an absentee ballot, that part should be removed because the State is constantly changing.

Section 52 **Municipal election recounts, canvass of votes cast.**

The City Council shall meet on the Wednesday following each municipal election and shall canvass the votes cast at such election and declare the results. Within seven days thereafter, any candidate desiring a recount shall file an application for such recount with the City Clerk and shall pay to said City Clerk such fee as shall be established by ordinance.^[1] Within seven days thereafter, the City Clerk shall, subject to rules and regulations as may be prescribed by the City Council, recount the ballots cast in such election and also hear and determine any contest on the grounds of fraud or misconduct therein. Decisions of the City Clerk in cases of contested elections shall be final. Tie votes for any elective office shall be resolved by lot in the manner the City Council shall determine.

[1]

Editor's Note: See Ch. 7, Administrative Code, § 7-72.

This section outlines the recount and canvas of cast votes. I believe it should remain in order to the City Clerk direction for Municipal Elections.

Section 53 Election of Supervisors of the Checklist.

~~Each ward at every regular municipal election shall choose, by ballot and plurality vote, one Supervisor of Checklists, and the City Council shall also, in January following each regular municipal election, by ballot and majority vote, choose one Supervisor of Checklists for all the wards of the City, and the member chosen by the City Council shall be Chairman of the Board. All vacancies occurring in the Board shall be filled by the City Council by ballot and majority vote.~~

- This position was eliminated during the codification process. Chapter 7-75 of the General Ordinances is listed as a Reserved Chapter. I am wondering if this section can be simply eliminated from the City Charter.
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Section 54 Voter checklist preparation.

~~Said Supervisor, The City Clerk having been first duly sworn to the faithful discharge of the duties of their office, and a certification thereof recorded by the City Clerk, shall, previous to every election, prepare, revise, and post up, in the manner required by law, an alphabetical list of the legal voters in each ward. In preparing said list they shall record in full the first or Christian name of each voter, but may use initial letters to designate the middle name of any voter.~~

- Shows current practice.
-

Section 55 Supervisors' session, voter registration.

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

- This gives unnecessary details about election which is already governed by the listed RSA 654:27.



Section 56 **Voter checklist, election day.**

~~Said Supervisors shall deliver to the~~ The City Clerk **shall provide** attested copies of the list of voters in each ward, prepared and corrected as aforesaid, before the hour of meeting, and said checklist so corrected, and no others, shall be used at the election. After the closing of the polls at said election, the Moderator and the Ward Clerk in each ward shall certify on the checklist used by them that such checklist is in fact the one used by them at said election and that it contains a corrected and complete list of the legal voters in their ward. One marked copy of each checklist used in said election shall be turned over to the City Clerk by the Supervisors. The City Clerk shall preserve such checklists in his custody for a public record for a period of no less than ~~five~~ **seven** years. Immediately after the ballots cast at a municipal election have been tabulated and the result have been announced, the Moderator or his designee, in the presence of the Selectman or their designees, shall seal and certify the ballots as provided by RSA 659:95 and shall deliver them to the City Clerk in the manner prescribed by RSA 659:98.

- Could be eliminated; however, current practice shown with red ink.

~~Section 57 Supervisors of the Checklist, election day duties.~~

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

- **Recommending deletion of this position.**

Section 58 **Election of Selectmen, Moderators, and Ward Clerks.**

At each municipal election, one Selectman shall be elected from each ward for a term of six years and one Moderator and one Clerk shall be elected from each ward for a term of two years.

- **No recommended change; however six years is a long term!**



04/15/2021

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

RECOMMENDED ACTION



City of Rochester, New Hampshire
 Office of Economic & Community Development
 33 Wakefield Street, Rochester, NH 03867
 (603) 335-7522, www.rochesterredc.com

Department of Economic Development City Council Update - April 20, 2021

Overview

Despite the economic downturn brought about by the Covid-19 pandemic, interest from developers and entrepreneurs seeking investment opportunities within the City remain strong. Projects that were in process prior to Covid experienced some delays, but few if any were cancelled outright.

Our mission to revitalize the downtown continues to move forward. Econ Dev fully expects that over 70 new residential units will come online within the next 18 months. In addition to these new units, we have also noticed an increased interest in our available downtown buildings and storefronts.

Both our TIF districts remain strong and continue to grow. The Granite State Business Park currently has underway three separate construction projects that when completed will create almost 200,000 sf. of new manufacturing and warehouse space, while Phase II of The Ridge in the Granite Ridge Development District is working its way through the approval process.

Elsewhere in the City, Sig Sauer continues its renovation of 7 Amarosa Drive with an expectation of opening early this fall, Phase II of our Wayfinding project is scheduled to begin toward the end of April, and we have started looking at the redevelopment of Water Street.

Future projects will target the redevelopment of additional downtown buildings, as well as the redesign and renovation of the Union Street Parking lot, further development of the GSBP, potential residential development within the GRDD, and the creation of a REDC Revolving Loan Fund.

The Department of Economic Development is both pleased with the City's progress and committed to the work that remains. We are grateful for a City Council that shares our vision, and open to any ideas or recommendations you would like to suggest.

Thank you,

Michael Scala
 Director



City of Rochester, New Hampshire
 Office of Economic & Community Development
 33 Wakefield Street, Rochester, NH 03867
 (603) 335-7522, www.rochesterredc.com

New Businesses

- 14 New businesses throughout the city over the last FY
- 11 of 14 are Service-based with 3 being retail
- 6 are located within the DTC

Current / Completed Project

Downtown

- 10-14 N. Main - ScenicSalinger
- 10 S. Main - Ainsley Building
- 73 N. Main - Bennett Building
- 22 S. Main - First National Bank of Rochester
- Wayfinding Phase II
- Water Street Redevelopment
- Outdoor Dining
- Microloan Program
- Parking Study
- Kayak Launch

Service/Retail

- Integrity Auto expansion
- Motor City expansion
- Hope on Haven Hill addition
- Homeless Center for Strafford County

Manufacturing

- Sig Sauer
- Lydall expansion
- Intech Automation expansion
- LDI
- Pella
- Prep Partners

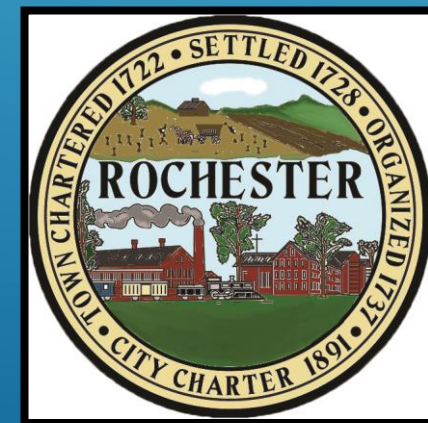
Future Projects

- Additional Downtown Redevelopment
- Granite Ridge Development rezone
- Union St. Parking Lot
- Wayfinding Phase III
- REDC RLF

ECONOMIC DEVELOPMENT

City Council Update – FY 20/21

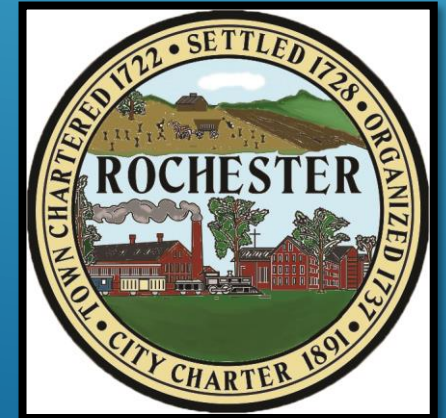
April 20, 2021



New Businesses

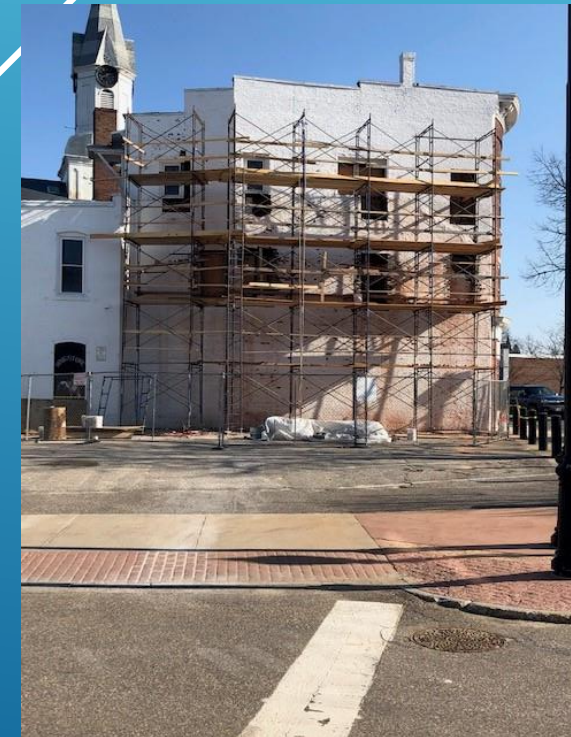
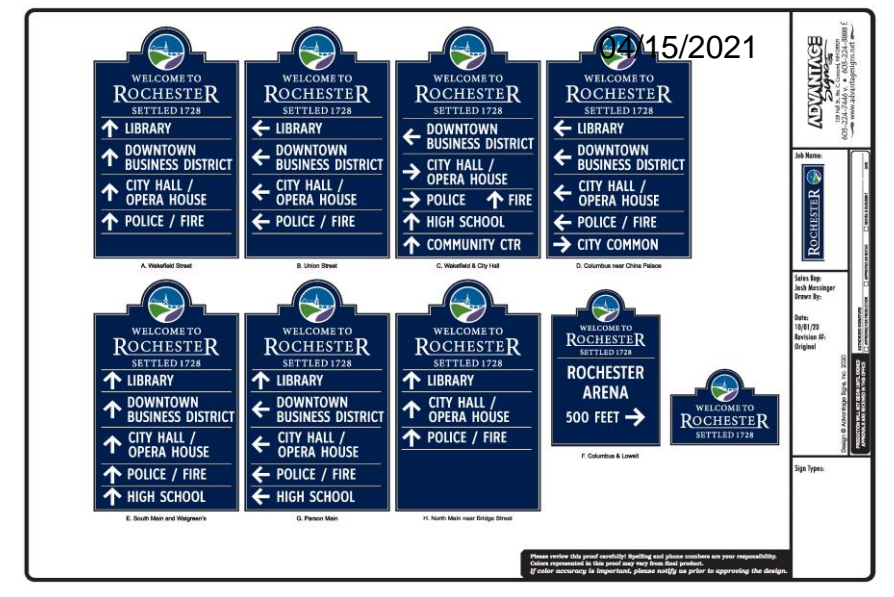
04/15/2021

1. My Cielo Taquiera
2. Peppers Landing
3. Porter's Pub
4. Back Hill Brewery
5. Transformations Dog Spa
6. La Pooch Dog Spa
7. Smitten Yarn Company
8. Forged Self Defense
9. Hair Studio 71
10. Volume Lash Lounge
11. Metal Heads
12. Silver Leaf Sterling
13. Eddie B Towing and Recovery
14. Bonfire Behavioral Health



Current Projects

- ScenicSalinger Project (79-E)
- Ainsley Building redevelopment (79-E)
- Bennett Building (79-E)
- 22 S. Main (79-E)
- Sig Sauer / 8 Amarosa
- Lydall expansion
- Intech Automation expansion
- Integrity Auto expansion
- Motor City expansion
- Hope on Haven Hill addition
- Homeless Center for Strafford County
- Wayfinding Phase II
- The Ridge Phase II
- GRDD Re-Zone
- REDC RLF / Microloan
- Outdoor Dining
- Riverwalk / Kayak Launch
- LDI / Pella / Prep Partners...



Granite State Business Park

04/15/2021

LDI – 24,000 sf.



Prep Partners – 150,000 sf.



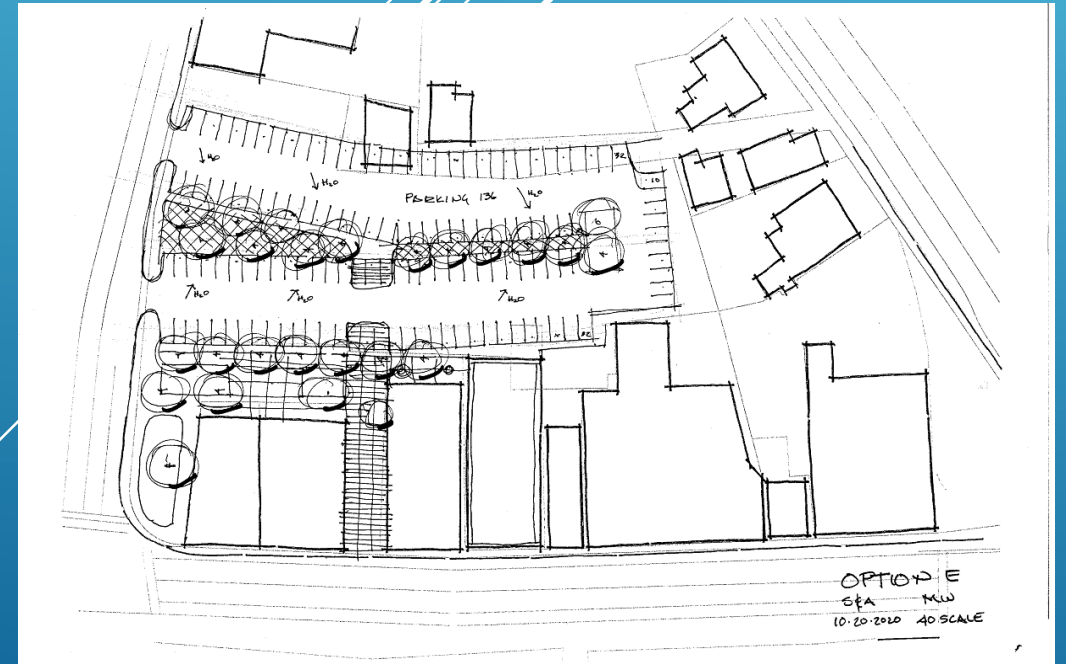
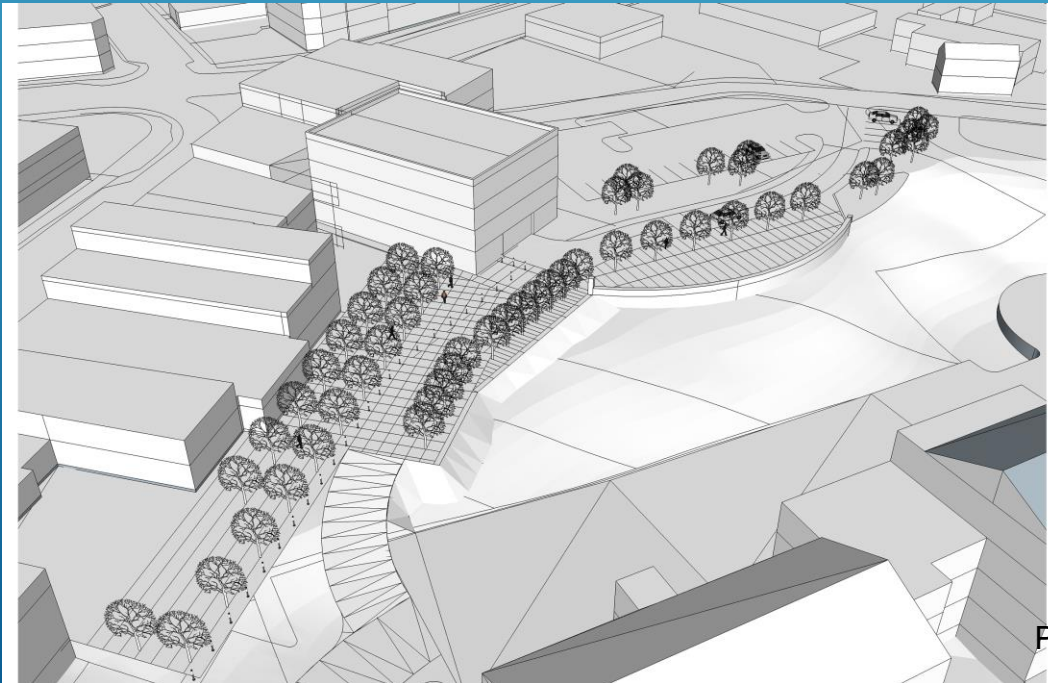
Pella Windows – 24,000 sf.



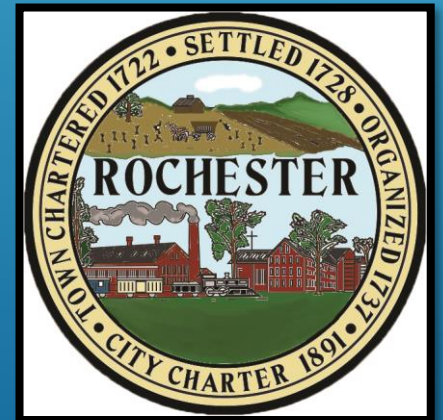
Future Projects

04/15/2021

- Additional Downtown Redevelopment
- GRDD Residential Development
- Union Street Parking Lot
- Water Street Redevelopment
- Wayfinding Phase III



QUESTIONS



March Department Reports:

- 8.1 Assessor's Office P. 31**
- 8.2 Building and Licensing Services P. 33**
- 8.3 City Clerk's Office P. 35**
- 8.4 Department of Public Works P. 39**
- 8.5 Economic & Community Development P. 49**
- 8.6 Finance Office P. 55**
- 8.7 Planning & Development Department P. 63**
- 8.8 Recreation & Arena P. 67**
- 8.9 Rochester Fire Department P. 69**
- 8.10 Rochester Police Department P. 75**
- 8.11 Rochester Public Library P. 101**
- 8.12 Tax Collector's Office P. 103**
- 8.13 Welfare Department P. 105**

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City Clerk's Office



City of Rochester, New Hampshire

ASSESSING DEPARTMENT

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

April 15, 2021

To: City Manager/Council

From: Jonathan Rice, Chief Assessor

Subject: March Council Report

Revenue Received/Collection Warrants issued:

Property Record Cards & Map Copies	\$10.00
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- CAMA software conversion with Vision Government Solutions Inc., Live Database Transition is ongoing. Our goal is to go Live at the beginning of May 2021.
- Inspections of all permit related work is in full swing.
- All of the Frisbie Memorial Hospital properties were visited and inspected by the Chief Assessor and a commissioned Certified General Appraiser.

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City Clerk's Office

End of Month Council Report

04/15/2021

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 March 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	February 2021
Building Permits	\$105,926.00
Electrical Permits	\$3,012.00
Plumbing Permits	\$5,691.00
FireSuppression Permits	0
FireAlarm Permits	\$83.00
Sprinkler Permits	0
Mechanical Permits	\$10,409.00
Food_Milk Licenses	\$345.00
Taxi Licenses	\$200.00
General Licenses	\$750.00
Net Revenue	\$126,416.00

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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 March 2021

Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 263 initial copies of vital records, and 147 subsequent copies of vital records in the month of March. The City Clerk's staff issued 9 Marriage Licenses.

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

- 7 births were reported in Rochester during the month of March, 2 of these children were born to Rochester residents. Additionally, 6 Rochester residents gave birth in neighboring communities.
- 28 resident deaths were reported in Rochester.
- 5 couples celebrated their wedding ceremonies in Rochester during the month of March.

Revenue – Vital Records/Marriage Licenses

	2020		2021	
	State	City	State	City
Initial/Subsequent copies:	\$2,347	\$2,128	\$2,839	\$2,576
Marriage Licenses:	\$731	\$119	\$387	\$63
Total:	\$3,078	\$2,247	\$3,226	\$2,639

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

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

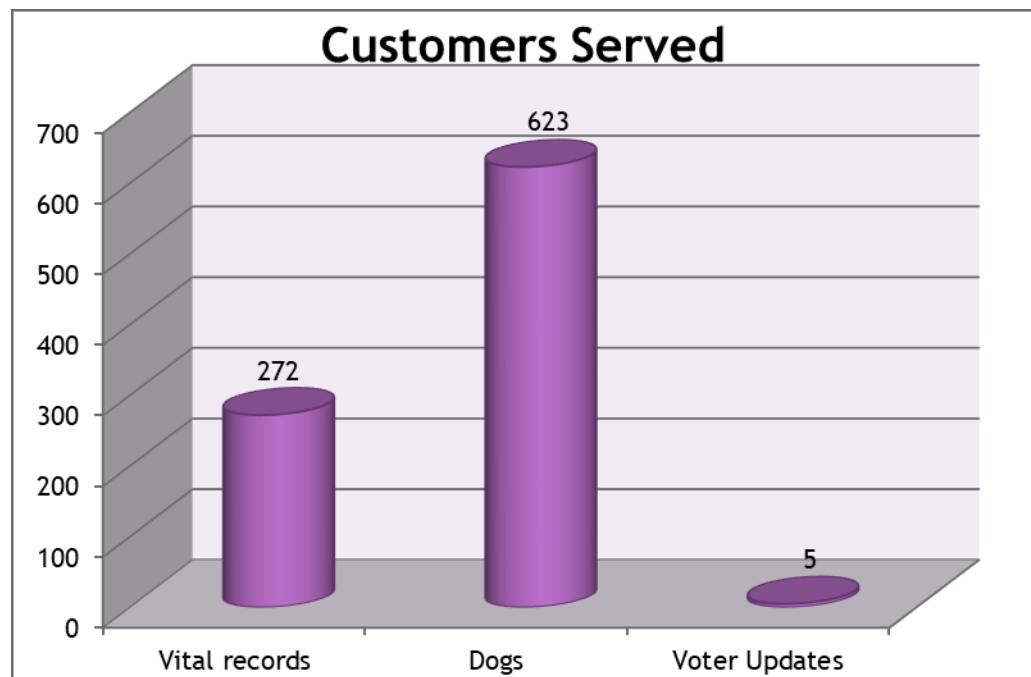
The City Clerk's office licensed 623 dogs during the month of March. There were no Civil Forfeiture fees collected for dogs unlicensed from the prior fiscal year.

On April 1, the City Clerk's office will be sending out our annual reminder email to all residents who have supplied email addresses. This email is a reminder that, per RSA 466:1, all residents must have their dogs licensed with the City by April 30th of each year. The Clerk's office anticipates a large influx of dog licensing following this reminder; typically over 1000 licenses issued within the first two weeks, keeping our office very busy! Licensing can be done through our online portal, in the Clerk's office at City Hall, or through the mail.

The City Clerk's office, in cooperation with the Rochester Animal Control officer and Rochester Veterinary Clinic, will be hosting a rabies clinic on Saturday, May 1, 2021. This clinic will be held from 12:00 PM – 2:00 PM at the Department of Public Works, 45 Old Dover Road. Dogs and cats from Rochester and neighboring communities can be vaccinated for rabies for \$15 (cash only). A representative from the City Clerk's office will be on hand to license Rochester dogs and will accept cash, check, and credit cards as payment for licensing. All dogs must be on a leash and all cats must be in a carrier. Social distancing and masking guidelines will be effect.

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 March 2021



Elections

City Clerk Kelly Walters and Deputy City Clerk Cassie Givara had the opportunity to visit the towns of Derry and Londonderry on March 9 to observe their Election processes and procedures while the town elections were underway. Elections are an extremely busy and time-intensive event; not only on the day of the election, but in preparations in the weeks and months leading up to the election. Typically, the clerks are so invested in our own election prep that we do not have much time to confer with neighboring communities to glean information on how others run their elections. While Londonderry and Derry are both towns as opposed to cities, they are fairly comparable in size to Rochester and they have similar voter populations and polling needs.

Meeting with the clerks of Londonderry and Derry in their polling places was an excellent opportunity to share experiences and gather tips and ideas which could be used in future Rochester elections. While it is certainly helpful to discuss election practices and procedures at conferences and meetings, it is entirely different and more meaningful to see these procedures in action. We want to thank Dan Healey (Derry Town Clerk), Sherry Farrell (Londonderry Town Clerk), and the many amazing election officials who were gracious enough to allow us into their space during a busy day, show us around, and share their experiences with us.

The City Clerk's Office is preparing to perform a verification of the voter checklist, also known as a "purge," as required by State law. This is a process which occurs every 10 years. Starting in April, we will be generating a list from the State election system of registered voters who have not participated in an election within the 4 years prior to the most recent General Election. These voters will be sent a letter advising them that they will be removed from the voter checklist if they do not alert the clerk's office of their intention to re-register. There will be a session of the Supervisors of the Checklist scheduled for the beginning of May to review the list of voters and a second Supervisors session held in August in order to authorize the removal of the voters who have not responded.

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

Ward	Democrats	Republicans	Undeclared	Totals
1	1,223	1,287	1,577	4,087
2	1,153	1,252	1,676	4,081
3	1,270	1,420	1,559	4,249
4	1,069	879	1,797	3,745
5	1,100	1,251	1,630	3,981
6	1,171	922	1,406	3,499
Totals:	6,986	7,011	9,645	23,642

Respectfully submitted,

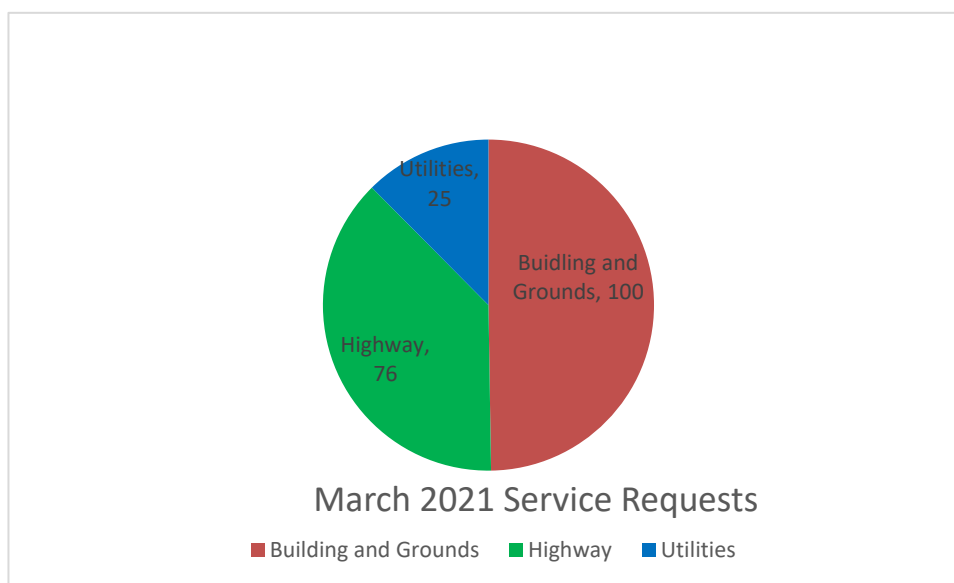
Cassie Givara,
Deputy City Clerk

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City Clerk's Office

ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT MARCH 2021

In addition to the scheduled work performed, the Department of Public Works responded to approximately 201 requests for service in the month of March. The Highway Division had 76 requests that ranged from pothole repairs, traffic light maintenance, clean storm drains, repair culverts, replace missing street signs, repairing mailboxes from snow damage and picked up trash and debris on the side of the road. The Utilities Division responded to 25 requests including sewer concerns, water and sewer inspections and daily dig safe mark outs. Buildings and Grounds Department completed 100 service requests including street light repairs, filling janitorial supply orders for departments, changing light bulbs, replacing broken electrical outlets, repaired AED box in hallway outside of Family Justice at the Community Center, repaired faucets unclogging drains and toilets and disinfecting work areas throughout the City.



HIGHWAY & FLEET MAINTENANCE WORK COMPLETED

- Patched pot holes
- Repaired a 3 catch basins throughout the city
- Cleaned 148 catch basins
- Removed three trees
- Cleared off catch basins for rain event
- Started to sweep all city streets
- Repaired all mail boxes and post from winter damage
- Crew did a lot wind storm damages throughout the city
- Set up Downtown for outside dinning
- Installed dry well at 59 Columbus Avenue
- Several days repairing holes and ruts at the old land fill
- Repaired ditch line on Alder Creek
- Several days of repairing dirt roads
- Prep paint machines and hot top equipment summer work
- Started to remove winter gear on plow trucks
- Inspect all preemptions in the City
- Assist Electric Light with loop repairs
- Removed snow fence throughout the City
- Cleaned up ditch and side of roads throughout the City

Finished removing Holiday decorations
 Repaired and installed street signs throughout the City
 Crew did a lot brush trimming overhang through the City
 Repaired mirror on six wheel dump #20 and #10
 Replaced hydraulic hose's on six wheel dump #18 and #15
 Did repairs on all three sidewalk tractors and blowers
 Repaired wiring on ten wheel dump #9
 Installed GPS on service truck #42
 Replaced sander bearings on two sanders
 Replaced rear speed sensor and chafe guard and a few air lines on six wheel dump #10
 Two new tires on the chipper
 Major repairs on six wheel dump #16
 Major repairs on dump truck #17
 Small repairs on some small generators
 Fuel filter bleed screw, fuel lines and fuel tank straps on one ton dump #24
 Repaired bucket tower hold down on bucket truck #22
 Replaced nox sensor on service truck #21
 Multiple repairs to six wheel dump truck #6
 Lube, oil and filter service on 7 vehicles
 Several minor repairs on vehicles
 Several minor repairs on small equipment



Preparing for outside dining Downtown



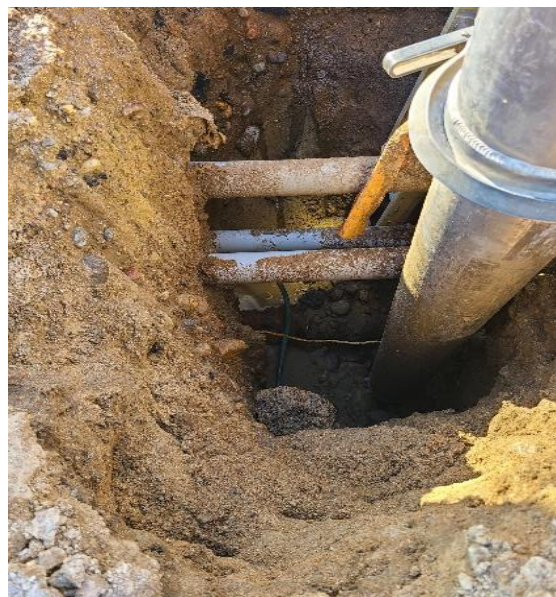
Columbus Avenue dry well



Alder Creek drainage

UTILITIES DIVISION

Utilities Division completed 25 service requests which included performing monthly maintenance on sewer cleaning in problematic areas. Ted Berry Co. performed the yearly siphon cleaning. There was 74 utility mark outs for dig safe, 9 emergency sewer backups, 8 of them ended up being homeowner's responsibility and 1 was the Cities responsibility. The sewer camera had to be sent out for repairs. Staff continued the water valve exercise program throughout distribution system, they also continued the installation of debris plugs in the water gate boxes City wide totaling 200 so far. Staff assisted Highway Department with snow operations, they repaired a water service at 11 St. James Terrace. The utility crew continue studies for the Water Distribution exams.



Water service repair at 11 St. James Terrace

BUILDING AND GROUNDS DIVISION

Building and Grounds Division completed 100 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, furniture repairs, assisted departments when needed and installed an AED box in the hallway outside of Family Justice and SRPC at the Community Center. Staff has been working on several projects. The staff continued to work on the new Tax Office in the Community Center, the flooring has been completed in the kitchen, storage, conference, reception and work areas of the new Tax Office. The cabinets have been installed in the kitchen, the storage racks and cubbies have been installed in the storage area and the chairs have been installed in the conference room along with the cabinets in the work area have been installed. Staff has repaired wiring and mounting hardware and reinstalled light fixtures that had been destroyed by a motorist on North Main Street and they have also installed a new vehicle vacuum system for the Police Department.



Flooring and kitchen cabinets installed



Storage racks and cubbies



Flooring and chairs installed in Conference Room and flooring installed in Reception Area



Cabinets and flooring installed in work area of the new Tax Office



Repaired wiring and mounting and hardware replaced fixture on North Main Street



Security lighting installed between Revenue and the Bank



New vehicle vacuum system at PD

WASTEWATER TREATMENT DIVISION

Employee News: Tim Robare has successfully passed the Grade 1 NH Operator's Certification exam – Congrats! Evan Currier has been hired to fill the vacant Pump Station Maintenance position. Evan brings with him strong Vocational School training and an eager thirst for learning the Wastewater Maintenance/Treatment profession. We are glad to have Evan join our team!

Items that were completed during the month of March: We continue to work closely with the Great Bay Estuary watershed communities in response to EPA's Total Nitrogen General Permit which was issued in November 2000 – new permit limits will go into effect on April 1, 2021. City has agreed in principle on agreement with CLF. River Street pump station has reached substantial completion and we have the commissioning phase. Soda Ash Silo project is at the 90% complete and scheduled to finalize by early April. Route 11 pump station pre-bid for contractors has been completed and selection process in progress. Final design for Tara Estates pump station upgrade in final stages. CO2 and Fire sprinkler inspections completed. Working with industries on various issues. Siphons were cleaned and pigged by Ted Berry Co. and City staff did an excellent job in assisting and coordinating work. Finishing punch list for PLC replacement project. Completed Toxicity and lab specs to go out for a 3 year bid. Staff attended State sponsored training classes. Staff performed preventative and corrective maintenance on equipment, machinery and instrumentation at the WWTF and pump stations. All required testing has been completed and submitted. Average effluent flow was 3.108 million gallons per day (MGD). Percent of design flow = 61.8%. Percent of design flow for 2021 = 60.9%. Precipitation for the month = 2.14". Precipitation for 2021 = 6.37".

WATER TREATMENT DIVISION

Treated water volume for the month of March was approximately 49.1 million gallons from the surface water treatment facility and 14.1 million gallons from the groundwater treatment plant, for a total of 63.2 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. First Quarter Disinfection Byproducts are trending particularly well leading into hydrant flushing.

Watershed inspections were conducted at Round Pond and Rochester Reservoirs, Tufts Pond, Berry Pond, Crown Point Crossing and the diversion dam. Ice is out throughout the reservoir system and all ponds are full. Instruments measured 2.2 inches of rain at the Rochester Reservoir. Equipment and grounds maintenance was performed at the plant, well and tanks/stations. Exterior maintenance commenced at the Granite Ridge BPS, maintenance and repairs were performed on the Industrial Way generator and the sump pump at the Salmon Falls low service station was replaced. Maintenance at the well included repairs to the bicarbonate and chlorine feed systems and field expedient repairs to the power supply for a PLC backplane. Maintenance at the WTF included repairs to the clear well finish valve positioner, repairs to laboratory auto sampler feed lines, quarterly maintenance on the floc drive motors, repairs to the intake building vacuum prime secondary pump and repairs and improvements to the sand filter backwash train. Staff continued with alum sludge lagoon sampling in coordination the attenuation tank/hydro solids handling project.

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. In March, a vacancy in one of the two GIS/Asset Management Technician positions was filled with a new hire to the City. 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.
- **Strafford Square Roundabout:** NHDOT provided comments on the final design in January 2021. 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 is anticipated to be advertised for bids following a contractor pre-qualification process. Contractor pre-qualification statements were received in late February 2021 and a list of pre-qualified contractors has been established. Bid documents for the utility infrastructure contract will be distributed to pre-qualified contractors in April.
- **North Main Street RRFB:** Pedestrian crossing improvements are planned for the North Main Street crosswalk between #105 and the municipal parking lot. Pedestrian-activated rectangular rapid flash beacons (RRFB), signage and lighting improvements are planned at this crosswalk. No bids were received at the March bid opening; the City is considering other options for completing the scope of work. The Department is hopeful that construction will still be completed in the Spring/early Summer of 2021.
- **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 during March-April 2021. Construction of this project is anticipated to commence in early 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 during March-April. Construction of Phase 3 is anticipated to commence in early 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 will 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 during March-April 2021. Construction of this project is anticipated to commence in Summer 2021.

- **Portland Street Twin Culvert Replacement:** This twin 36” corrugated metal pipe culvert was at end of life and in need of replacement. This culvert replacement project, which included replacing existing culvert pipes with twin 36” reinforced concrete pipes that are re-aligned with the stream and providing a widened shoulder for future sidewalk installation, was substantially completed in November 2020. Some final work is anticipated in Spring 2021, including milling and final overlay of pavement.
- **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 scope includes completing sidewalk work 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 is currently anticipated to begin in late 2021, 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 continues and is expected to be substantially completed in April 2021. Final completion is anticipated by June 2021.
- **Route 11 Sewer Pump Station Upgrade:** Final design documents are nearly complete; this project is anticipated to be advertised for bids following a contractor pre-qualification process during March-April; pre-qualification submittals were received from contractors in March and are currently under review. 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 first six months of 2021.
- **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; following a thorough consultant selection process, a consultant was selected in February 2021. This evaluation and planning effort is expected to have a duration of 2-3 years; and commencement is anticipated in April 2021.
- **NPDES Permits - Wastewater Treatment Facility & MS4 Permit (Stormwater):**
 - In November 2021, USEPA Region 1 published a final General Permit for total nitrogen (TN) loading in the Great Bay Estuary watershed. The permit became effective on February 1, 2021. Rochester submitted a Notice of Intent (NOI) to “opt in” to this permit in March. 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. 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.
- **New DPW Facility:** Building construction continues with the steel superstructure erected and exterior wall panels now being installed. Construction of the facility is anticipated to continue through October 2021.

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City Clerk's Office

Economic & Community Development



3/31/2021

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.

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.

WAYFINDING (Phase II)

Phase II has been delayed and will be completed during the spring of 2021. ED is working to fit additional signage into other city projects for continuity.

SIG SAUER - AMAROSA DRIVE

Sig will now start the renovations of 8 Amarosa with a targeting the summer of 2021 for start of production.

The City closed with the Sellers of 8 Amarosa / 0 Milton Road toward the end of the month.

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 will be on site soon.

Prep Partners has started the site work side of their project. They hope to be completed by the end of the year.

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

The PDA is working with the NH DOT and FAA for approval of the W/S connection from Innovation Drive.

55 N. MAIN (HOFFMAN BUILDING)

We are in discussions with and 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

CERTIFICATION

Jenn took her exam in early March to become a Certified Economic Developer and passed. She has been taking the required courses over the last 6 years while working in Rochester. She now holds the CECD certification through the International Economic Development Council.

RIVERWALK

The Committee is starting to plan a kayak launch opening event for June 12th with a rain date of June 19th. The launch can be installed May 15th or later and we will work with the Recreation and Public Works Department to install the launch way in advance of the event.

OUTDOOR DINING

We received 5 applications for outdoor dining on city property this season. Staff did final inspections the last week of March to ensure they could all open for the April 1st opening date if they wanted. Staff has also approved temporary outdoor dining for Wild Willy's and La Corona. We are receiving more applications for the temporary outdoor dining on private property as the weather gets warmer.

NEW BUSINESSES

Silver Leaf Sterling (jewelry store) – 17 Farmington Road in the old Cardinal Plaza
Volume Lash Lounge – 18 North Main Street (second floor).

Rochester Farmers Market

Vicky Poland has secured the sponsorships for the 2021 season and is working on her list for the season. 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. The deadline for applications is mid-April and we expect to see some more of our vendors from last year sign up.

TRACEY CUTLER, ECONOMIC DEVELOPMENT SECRETARY

Tracey finished creating a binder detailing the various aspects of her role.

Another large project is underway, reorganizing and transforming the current filing system into one that is simple to use, making documents easier to locate.

The websites have been updated to show the latest progress of the larger projects in the City.

Tracey assisted the Public Information & Community Manager with contacting restaurant owners about the new picnic table initiative providing another opportunity for local restaurants to deliver food.

The team attended active shooter training and as a result of that, Tracey will be putting together some suggestions specific to the Economic Development department.

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 sub recipient 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 Annual Action Plan: HUD has just announced the FY 2022 grant awards, and the City of Rochester will be receiving \$268,898, which is considerably higher than the working estimate of \$216,300. In addition, the Community Development Coordinator has confirmed with the Finance Department that there is \$10,601.16 available in prior year unexpended CDBG funds.

Rochester Child Care Center – Fire Sprinklers Project: This project has started and is anticipated to be completed in March. The project has been phased to allow it to proceed this program year.

Triangle Club – Electrical System Upgrade Project: This project has been completed.

Trainings and Webinars: The Community Development Coordinator has attended webinar trainings hosted by HUD on lead paint safety in construction projects. The Community Development Coordinator also attended a webinar on the Communities for Healthy Aging Transitions (CHAT) project, hosted by the Strafford Regional Planning Commission. More information on the CHAT project is available at <http://strafford.org/services/CHAT.php>.

HUD Timeliness Requirement Suspension: HUD has recently released a memorandum in which the suspension of the timeliness of CDBG fund expenditures, related to the ongoing COVID-19 pandemic, is extended to the end of FY 2021. A number of other waivers and suspensions are also included.

NON-CDBG ACTIVITIES

Federal and State COVID-19 Grants: The Community Development Coordinator has been tracking COVID-19 grant opportunities and sharing information with relevant city departments. The Community Development Coordinator has revised and resubmitted reimbursement for municipal funds spent on COVID-related activities through FEMA grant funds, as administered by the state.

Victims of Crime Act (VOCA) Grant: The Community Development Coordinator submitted all corrective action items from the remote monitoring of the city's victim-witness advocacy program on January 28th. The monitoring findings are now closed out. The Community Development Coordinator has also drafted and submitted the continuation grant application for FY 2022.

EMPG Grant – Emergency Planning: The Fire Department has been awarded an Emergency Management Planning Grant to update the city's Local Emergency Operations Plan and Continuity of Operations Plan. The Community Development Coordinator has been working with the Fire Department to prepare the documents to accept this grant.

OTHER

Home for All Coalition: The Home for All coalition director, Paige Farmer, is stepping down from her role. The coalition is seeking an interim director to begin work in April 2021 until the position can be permanently filled. As part of the Home for All leadership team, the Community Development Coordinator will be involved in the selection process for both the interim director and permanent replacement director.

FINANCE COMMITTEE

Agenda Item

04/15/2021

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

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

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

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

Meeting Date Requested: April 13, 2021

Issue Summary Statement

The March- 2021 financial summary reports are attached. February represents approximately 75% completion of FY21. Below is a summary of revenues & expenses that Finance continues to monitor.

Revenues:

Motor Vehicle Registrations: FY21 motor vehicle registrations remain strong at 107% collected, or \$4,291,575.

Waste Management Host Fees: Three quarterly checks have been received anticipate next check late April-21. Average fourth quarter payment is \$900,000. The year to date total is \$2,833,181, Transfer of the School Department's allocation of \$878,000 has been completed.

Building Permits: FY21 Building permits remain strong, at 282% collected, or \$564,117.

Interest Income: Interest Income remains soft at 37% received or \$92,498. Interest income rates remain low at approximately .50%. April-21 interest postings pending.

Interest on Delinquent Taxes: Trend is up at 84% collected, or \$292,647.

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: Payments from Atlantic Broadband and Comcast have been received. Revenue is \$197,100, or 107% of budget.

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

Expenses:

Overall General Fund salaries and benefits are trending below budget at 73% expended.

Fire Overtime is at \$288,717, 120% expended. Same period FY20 was 114% expended.

Police Overtime is at \$97,975, 90.3% expended. Same period FY20 was 92% expended.

Welfare Direct Assistance is at \$57,703, or 37% expended. Same period FY20 was \$134,211 or 82%.

Snow Removal & Supplies is at \$200,192, or 77% of budget. Same period FY20 was 99%.

Total General Fund expenditures trending to budget at 76.5 %. Same period FY20 was 76.5%.

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

04/05/2021 14:32
 mark.sullivan

 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

 P 1
 glytddbud

FOR 2021 09

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
<hr/>						
1000 GENERAL FUND						
<hr/>						
11011 ECONOMIC DEVELOPMENT REVENUE	0	0	0	750.70	-750.70	100.0%
11031 CITY CLERK REVENUE	124,850	0	124,850	74,645.65	50,204.35	59.8%
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	92,498.09	157,501.91	37.0%
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	34,607,914.98	-1,169,976.98	103.5%
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	2,594,327.14	3,044,338.14	46.0%
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	25.51	-25.51	100.0%
11101 PLANNING	18,250	0	18,250	23,817.44	-5,567.44	130.5%
11201 REV LEGAL OFFICE	50,000	0	50,000	33,333.32	16,666.68	66.7%
12011 POLICE CITY REVENUE	363,479	0	363,479	245,029.46	118,449.54	67.4%
12021 FIRE CITY REVENUE	25,500	0	25,500	5,222.05	20,277.95	20.5%
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	.00	60,982.00	.0%
12041 CODE ENFORCEMENT REVENUE	244,210	0	244,210	577,744.17	-333,534.17	236.6%
13011 PUBLIC WORKS REVENUE	35,400	0	35,400	22,560.35	12,839.65	63.7%
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	13,730.00	46,320.00	22.9%
14031 LIBRARY REVENUE	10,800	0	10,800	6,733.11	4,066.89	62.3%
TOTAL GENERAL FUND	40,868,269	2,265,052	43,133,321	41,792,325.01	1,340,996.27	96.9%
<hr/>						
5001 WATER ENTERPRISE FUND						
<hr/>						
510001 WATER WORKS REVENUE	6,710,052	125,000	6,835,052	2,769,549.68	4,065,502.32	40.5%
TOTAL WATER ENTERPRISE FUND	6,710,052	125,000	6,835,052	2,769,549.68	4,065,502.32	40.5%
<hr/>						
5002 SEWER ENTERPRISE FUND						
<hr/>						
520001 SEWER WORKS REVENUE	7,945,222	125,000	8,070,222	3,262,873.56	4,807,348.44	40.4%

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 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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FOR 2021 09

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
520002 SEWER WORKS REVENUE	396,081	0	396,081	48,398.00	347,683.00	12.2%
TOTAL SEWER ENTERPRISE FUND	8,341,303	125,000	8,466,303	3,311,271.56	5,155,031.44	39.1%
5003 ARENA ENTERPRISE FUND						
530001 ARENA REVENUE	416,031	0	416,031	197,682.36	218,348.64	47.5%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	197,682.36	218,348.64	47.5%
6000 COMMUNITY CENTER SP REV FUND						
600001 COMMUNITY CENTER REVENUE	889,241	0	889,241	591,849.25	297,391.75	66.6%
TOTAL COMMUNITY CENTER SP REV FUND	889,241	0	889,241	591,849.25	297,391.75	66.6%
GRAND TOTAL	57,224,896	2,515,052	59,739,948	48,662,677.86	11,077,270.42	81.5%

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CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 09

	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	334,571.15	4,144.07	76,224.78	81.6%
11012351 ECONOMIC DEVELOPMENT	512,693	4,096	516,789	261,798.14	29,198.14	225,792.72	56.3%
11020050 IT SERVICES	897,327	42,938	940,265	655,668.61	56,751.41	227,844.98	75.8%
11030051 CITY CLERK	334,501	0	334,501	255,397.38	40,558.68	38,544.94	88.5%
11040050 ELECTIONS	70,168	0	70,168	27,133.54	3,521.13	39,513.33	43.7%
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	418,566.24	34,554.76	164,860.00	73.3%
11060051 BUSINESS OFFICE	608,770	1,352	610,122	452,191.29	461.14	157,469.57	74.2%
11063151 HUMAN RESOURCES	225,528	1,250	226,778	184,292.26	8,692.07	33,793.67	85.1%
11070070 TAX COLLECTOR	379,761	3,020	382,781	303,381.63	11,508.10	67,891.27	82.3%
11080050 GENERAL OVERHEAD	1,169,916	-291,000	878,916	323,990.94	105,459.76	449,465.30	48.9%
11090050 PB CITY WIDE 50	687,246	78,952	766,198	534,171.50	72,016.23	160,010.27	79.1%
11090051 PB CITY HALL 51	65,698	0	65,698	59,260.71	5,791.42	645.87	99.0%
11090052 PB OPERA HOUSE 52	48,769	0	48,769	22,725.01	16,499.77	9,544.22	80.4%
11090054 PB CENTRAL FIRE 54	10,945	0	10,945	7,426.13	470.00	3,048.87	72.1%
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	18,233.04	1,078.96	1.00	100.0%
11090057 PB DPW GARAGE 57	12,155	0	12,155	11,669.90	388.26	96.84	99.2%
11090061 PB HISTORICAL MUSEUM 61	1,320	0	1,320	423.34	875.00	21.66	98.4%
11090063 PB HANSON POOL 63	6,700	0	6,700	2,730.54	289.82	3,679.64	45.1%
11090064 PB GONIC POOL 64	1,100	0	1,100	48.18	189.82	862.00	21.6%
11090065 PB EAST ROCHESTER POOL 65	800	0	800	48.18	189.82	562.00	29.8%
11090068 PB GROUNDS 68	10,880	0	10,880	6,030.19	1,576.03	3,273.78	69.9%
11090069 PB DOWNTOWN 69	17,000	0	17,000	5,247.88	9,090.17	2,661.95	84.3%
11090070 PB REVENUE BUILDING 70	21,368	0	21,368	16,122.57	2,635.07	2,610.36	87.8%
11090071 PB PLAYGROUNDS 71	3,000	0	3,000	1,800.00	.00	1,200.00	60.0%
11090075 PB NEW POLICE STATION	24,066	0	24,066	16,349.72	2,425.64	5,290.64	78.0%
11090077 PB ANNEX	11,140	0	11,140	3,235.99	530.41	7,373.60	33.8%
11102051 PLANNING	427,669	4,518	432,187	289,763.74	1,875.83	140,547.43	67.5%
11200051 LEGAL OFFICE	611,159	0	611,159	431,829.24	5,417.08	173,912.68	71.5%
12010053 PD ADMINISTRATIVE SERVICES	2,076,031	0	2,076,031	1,474,977.29	85,083.71	515,970.00	75.1%
12012453 PD PATROL SERVICES	5,463,738	0	5,463,738	3,778,809.07	.00	1,684,928.93	69.2%
12012553 PD SUPPORT SERVICES	417,396	10,035	427,431	315,000.51	.00	112,430.49	73.7%
12020054 FIRE DEPARTMENT	4,991,261	10,000	5,001,261	3,818,115.05	37,352.28	1,145,793.67	77.1%
12020055 FIRE DEPT 55 GONIC SUBSTAT	28,592	0	28,592	12,630.81	11,429.22	4,531.97	84.1%
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	320.99	38,653.81	8.2%
12030153 DISPATCH CENTER	869,310	30,085	899,395	652,941.18	5,669.89	240,783.93	73.2%
12040051 CODE ENFORCEMENT	593,170	8,974	602,144	450,140.60	5,210.38	146,793.02	75.6%
12050050 AMBULANCE	282,321	0	282,321	16,160.25	48,480.75	217,680.00	22.9%

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CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 09

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13010057 PUBLIC WORKS	2,412,336	6,021	2,418,357	1,628,082.37	213,715.75	576,558.88	76.2%
13010957 WINTER MAINTENANCE	530,920	0	530,920	347,280.46	10,476.58	173,162.96	67.4%
13020050 CITY LIGHTS	218,000	0	218,000	118,084.31	84,807.27	15,108.42	93.1%
14010051 WELFARE	480,831	9,409	490,240	273,030.87	11,892.84	205,316.29	58.1%
14022072 RECREATION ADMINISTRATION	671,686	8,561	680,247	469,503.03	674.04	210,069.93	69.1%
14022150 RECREATION PLAYGROUNDS/CAM	101,305	-3,000	98,305	31,910.05	498.09	65,896.86	33.0%
14022250 RECREATION POOLS	94,924	0	94,924	66,008.60	9,555.30	19,360.10	79.6%
14030056 LIBRARY	1,342,026	0	1,342,026	922,835.60	37,203.90	381,986.50	71.5%
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	3,775,796.90	.00	695,423.10	84.4%
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	2,257,649	43,125,918	32,019,901.21	979,196.58	10,126,820.54	76.5%
5001 WATER ENTERPRISE FUND							
51601057 WATER WORKS EXPENSE	5,353,392	125,000	5,478,392	3,449,181.51	35,715.57	1,993,494.92	63.6%
51601073 WATER TREATMENT PLANT	1,287,559	0	1,287,559	840,924.13	130,338.32	316,296.55	75.4%
51601570 WATER REVENUE OFFICE	69,101	0	69,101	52,463.61	40.86	16,596.53	76.0%
TOTAL WATER ENTERPRISE FUND	6,710,052	125,000	6,835,052	4,342,569.25	166,094.75	2,326,388.00	66.0%
5002 SEWER ENTERPRISE FUND							
52602057 SEWER WORKS EXPENSE	4,106,648	125,000	4,231,648	4,029,857.23	25,353.38	176,437.39	95.8%
52602074 SEWER TREATMENT PLANT	4,167,052	0	4,167,052	1,157,509.96	310,042.82	2,699,499.22	35.2%
52602470 SEWER REVENUE OFFICE	67,603	0	67,603	52,460.52	40.86	15,101.62	77.7%
TOTAL SEWER ENTERPRISE FUND	8,341,303	125,000	8,466,303	5,239,827.71	335,437.06	2,891,038.23	65.9%
5003 ARENA ENTERPRISE FUND							
53603060 ARENA EXPENSE	416,031	0	416,031	295,072.96	29,844.37	91,113.67	78.1%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	295,072.96	29,844.37	91,113.67	78.1%
6000 COMMUNITY CENTER SP REV FUND							

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 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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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	584,710.96	38,268.45	266,261.59	70.1%
	TOTAL COMMUNITY CENTER SP REV FUND	889,241	0	889,241	584,710.96	38,268.45	266,261.59	70.1%
	GRAND TOTAL	57,224,896	2,507,649	59,732,545	42,482,082.09	1,548,841.21	15,701,622.03	73.7%

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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 MARCH 2021

APPLICATIONS REVIEWED BY THE PLANNING BOARD

Dorothy Thone, 92&86 Chesley Hill Road (by Berry Engineering) Lot line revision. Case# 246 – 24&24-4 – R1 – 21 **APPROVED**

Thomas & Lisa Buchalski and George Family 2019 Rev Trust, 40 Justin Lane (by Ambit Engineering) Lot line revision. Case# 260 – 5&6 – A – 21 **APPROVED**

Waste Management of NH & William & Eileen Parsell Rev Trust, 0 Pickering Road (by Sanborn, Head & Assoc.) Lot line revision. Case# 263&265 – 54-1&9 – A – 20 **APPROVED**

Sofield Apartments, LLC, 287 Rochester Hill Road (by Berry Engineering) Preliminary 30-lot subdivision. Case# 254 – 18 – A – 21 **PRELIMINARY**

APPLICATIONS REVIEWED BY THE ZONING BOARD OF ADJUSTMENT

The Zoning Board of Adjustment's meeting was canceled for the month of March due to the City's email service being down. They will meet next on April 14th.

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

1. **Discussion:** Crowhill Rd Easement Language, with South East Land Trust

2. **Conservation Overlay District:**

a) **Laperle Family Revocable Trust, 60 Haven Hill Road (by Norway Plains Assoc.) 5-Lot subdivision with new road.** Wetland and wetland buffer impacts are proposed **APPROVED**

b) 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. Wetland and wetland buffer impacts are proposed.

APPROVED

3. NH DES Wetland/Shoreland Applications.

a) Laperle Family Revocable Trust, 60 Haven Hill Road (by Norway Plains Assoc.) 5-Lot subdivision with new road. Wetland impacts proposed.

APPROVED

b) 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. Wetland impacts proposed.

APPROVED

c) NH DOT – Route 16 improvements. Wetland impacts proposed.

TABLED

Other business:

The Commission also discussed: 1) Intent to Cut (timber) permits; 2) Recent TRG and PB applications; and, 3) 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 was had.

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The HDC did not review any permits at their March meeting but did meet to discuss the following:

IV. Virtual Historic Map – Matt Wyatt & Molly Meulenbroek presented.

V. Certified Local Government Grant Progress – The firm *Preservation Company* is collecting information and will start field work in April. There is a potential for a second CLG grant for Individual Inventory Forms, grant applications are due shortly.

ARTS AND CULTURE COMMISSION ACTIVITIES

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

I. Virtual Art and Historic Map – Matt Wyatt presented.

II. Updates to Art Walk – the Commission members discussed possible locations and artists.

VII. Museum Expansion – The Museum has expanded to the second floor of the Community Center – Go check it out!

PLANNING DEPARTMENT NEWS

Its building season again! And can you believe all the construction underway in Rochester! Here are some of the exciting projects you'll see in construction as you drive around town!

Residential Development

Carole Court expansion	(off Portland)	56 units
Ebony & Ivory	(off Ten Rod)	27 more units
Ida Circle	(off Salmon Falls)	32 Units
Smoke Street	(off Salmon Falls)	18 more units
Kelmar/Fresian	(off Cross St)	13 more
Highfield Commons	(Off Washington)	17 more units
Ledgeview II		59 Units
Laperle II	(off Haven Hill)	5 units
Addison Estates	(off Old Dover Rd)	17 Units
Village at Clarke Brook	(off Old Dover Rd)	17 more
Scenic and Salinger		52 Residential and 3 Commercial Units
10 So. Main		4 Residential and 1 Commercial Unit

Total of 317 Residential Units under construction right now!!

Commercial/Industrial Development

6 Commercial	Intec
49 innovation	LDI
36 Airport	Prep Partners
97/109 Airport	Pella Windows
7 Amarosa	Sig Saurer
17 Sterling	Packy's Self Storage

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

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City Clerk's Office



Rec & Arena Monthly Report

04/15/2021

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

From: Lauren Krans –Asst. Recreation & Arena Director
Date: April 14, 2021
Re: March 2021 Monthly Report

March Department Programs	Participants
Weekday Family Open Gym	16
Weekend Family Open Gym	171
Weeknight Family Open Gym	115
Senior Drive Through Breakfast	5
Senior Pickleball	2
Tyke Hike	10
March Program Participant Total	319
March Arena Usage	
Ice Hockey Players & Coaches	2,374
Ice Hockey Spectators	1,389
Lacrosse Players & Coaches	593
Lacrosse Spectators	219
March Arena Floor Usage	4,575

Ice Season-That's a Wrap!

The 2020-2021 Ice Season was both challenging and successful. Our team navigated the difficult waters of COVID-19 while maintaining safe and efficient operations. Going into this ice season, our stated goal was to safely keep our youth engaged and on the ice with some sense of normalcy. Through a strong collaboration with Rochester Youth Hockey, youth hockey skated 97% of their traditional, pre-COVID, scheduled ice time. High school hockey skated 70% of their traditional ice time and adult hockey programs skated 45% of their traditional ice time. We are proud that we accomplished our goal of providing youth with a safe, healthy outlet during this challenging winter.

Arena Cement Surface

Ice was taking out the third week of March. There was not much rest for the rink! Only a few days later the cement surface was ready for play! Currently the surface is being rented weekly by Cocheco Lacrosse for indoor practices. We hope to enhance indoor use next year with the purchase of turf. The incorrect turf product was delivered last year at the start of COVID, and we learned this specific brand was not a quality fit for our facility, so it was returned.

Gymnasium Happenings

We're keeping the gym as busy as safely possible. Reservation based Family Open Gym remains popular on weekends and weeknights. We anticipate a decline in interest as the weather gets nicer, which is typical. Spaulding High School gym classes and ROTC have resumed daily use of the gym. Our neighbors at the Bud Carlson Academy continue to have daily access to the gym also. Our staff maintains consistent communication with these groups to ensure joint expectations on safety are met. The gymnasium was utilized as a location for COVID-19 vaccination clinic during the month of March. This was a well-orchestrated event and our team was proud to have a facility that could host such an important event.

50+ Program Update

Indoor Senior Pickleball did not gain any traction this spring with only 2 participants. We tried to re-invent our traditional Senior Breakfast by organizing it as a drive through, but we only had 5 participants. We understand that there are still mixed feelings on returning to 'normal' right now, so we will continue to offer a variety of opportunities to engage our seniors. Senior Power Hour will return in April with NH Safer at Home guidelines in place. We will also be offering more in person outdoor programs as the weather improves, as we know many of our seniors want safe, face-to-face engagement.

Let's Get Outside!

With the weather improving and customers more comfortable being outdoors during COVID, our team is emphasizing the many outdoor recreation opportunities in Rochester. The end of March kicked off our new "Tyke Hikes" program, where a staff member leads a group of toddlers and parents on a hike in a local park. The first week was hosted at Dominicus Hanson Pines and maxed out at 10 participants. Our goal is to introduce families to each other and the beautiful green spaces right here in Rochester.

Planning for Summer 2021

We anticipate a huge desire and need for our community to get outside, interact and have some fun this summer. Our department management team meets weekly to review plans for summer programming. We continue to stay up to date on the NH Safer at Home Guidelines and any updates recommended by the Governor's Re-Opening Task Force. In early March we announced that Rec Camp would return this summer. Taking a cautiously optimistic approach, we anticipate we will be able to safely (and fun of course) accommodate up to 80% of our traditional camp enrollment. Preliminary plans for our swim programs will be announced in early May, but we are preparing for the return of swim lessons, Senior Swim and Family Swim.

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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: April 9, 2021

Ref: Monthly Report for March 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 Gonic
- 3 Shifts at 10 firefighters (1 Captain, 1 Lieutenant and 8 Firefighters)
- 1 Shift at 9 (1 Captain, 1 Lieutenant and 7 Firefighters)
- AC Wilder was acting Chief from 2/2/2021 thru 2/16/2021 while Chief Klose was on medical leave.

PERSONNEL:

- 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.
- Captain Mike George completed 19 years of Service on March 3, 2021
- FF Jeremy Poder joined the ranks on March 1, 2021 as a probationary firefighter. FF Poder was a lateral transfer from another fire department.
- After a 25-year career, Deputy Chief Dennis Dube announce his retirement effective March 26, 2021.
- Fire department personnel have been cleared and authorized to assist NH DHHS and NH BEMS at vaccine clinics around the state.



Rochester Fire Department

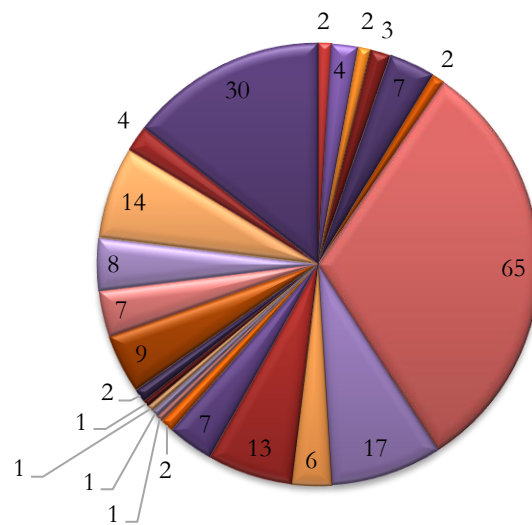
37 Wakefield St. Rochester, NH 03867

(603) 335-7545



OPERATIONS DIVISION:

March 2021 Incidents



- Building Fires
- Mutual Aid Fires
- Smoke Scare, odor of smoke
- Mutual Aid Requests
- Brush/Grass Fire
- Unauthorized burning
- Medical Assist / EMS
- Motor Vehicle Accident, no injury
- Motor Vehicle Accident, with injury
- Smoke or alarm activation, unintentional
- EMS call, excluding mv accident w injury
- Wire Down Call
- Windstorm, hurricane, tornado assessment
- Gas Leak
- Water or steam leak
- Oil or other combustible liquid spill
- Electrical problems
- Lock out/in
- Smoke, Alarm, or CO Activation due to malfunctions
- Assistance calls, public svc, police, governmental agency
- Dispatched and cancelled en route
- No incident found, false alarms
- Other calls for service



Rochester Fire Department

37 Wakefield St. Rochester, NH 03867

(603) 335-7545



INCIDENTS (Total 208)

- March 6th, Engine-2 and C-3 mutual aid to Dover for structure fire
- March 13th, Engine-5 and Tanker-7, Chief 3 mutual aid to Lebanon, ME for a structure fire.
- March 14th, Engines-5, 2, 3, Tower-9 responded to 14 Morton Street for a structure fire
- March 15th, Engine-5, 2, Tanker-7, Chiefs 2, 3, 4 and K-1 5 French Hussey Rd for a structure fire
- March 16th, Engine-5, Chief 3 mutual aid to Milton for a structure fire.
- March 22nd, Engine-5, Tanker-7, Truck-9, C1 and C3 responded to Farmington for structure fire
- March 26th, Engine-5 mutual aid to Strafford for technical rescue/carryout
- Multiple brush fires started due to no snow coverage and dry conditions

APPARATUS:

- New Utility was delivered by Hilltop Chevrolet. Going out for graphics and radios in March
- New Aerial and fire engine specifications have been finalized and approved.

EMERGENCY MANAGEMENT:

- Chief Klose, worked with Dover Fire Chief/EMD Chief Paul Haas, and Somersworth Fire Chief/EMD George Kremlinger on opening and maintaining Willand Warming facility during cold weather.
- March 2nd the City was hit by a wind storm. Multiple power outages throughout the community. Chief Klose and Eversource Liaison were in constant communications working with Rochester Water Works Director Ian Rohrbacher, to restore pump station failures.
- March 29th City was hit by a wind storm. Multiple power outages throughout the community. Chief Klose and Eversource Liaison were in constant communications. Zero infrastructure outages.
- Week of March 22nd, Katie Ambrose, Chief Klose and Ashley Desrochers from Strafford County Public Health Network to plan on a city employee vaccine clinic.
- March 30th, Rochester FD and Local 1451 supported Walgreen's with personnel to assist with vaccine administration clinic.

FUTURE PROJECTS(s):

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



Rochester Fire Department

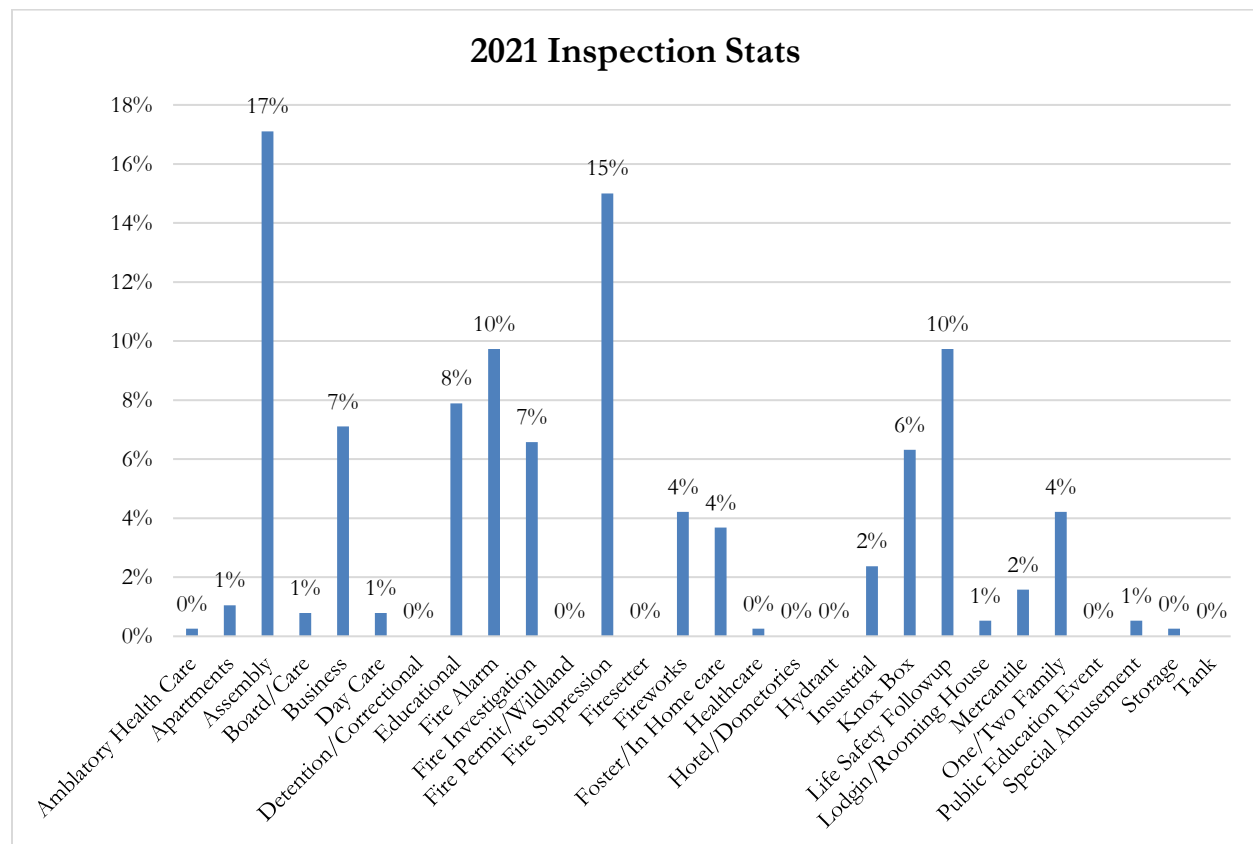
37 Wakefield St. Rochester, NH 03867

(603) 335-7545



FIRE PREVENTION DIVISION:

The Fire Prevention Division saw a 27% increase in request for services during the month of March. The Prevention Division also provided a detail to the Rochester Fairground Enduro Race. Requests for details from the Fairgrounds has been steady and will result in monthly details through at least May. DC Hughes has also met with three representatives for the Fairgrounds to discuss the way forward with their Fire Protection Engineers report. SOS Recovery has moved to their new facility on Signal Street. DC Hughes worked diligently throughout the few last months with the General Contractor and SOS Recovery to ensure the new location met necessary codes and ordinances. DC Hughes requested OSHA for outside support to investigate a job site fall resulting in an injured steel worker. He also investigated two structure fires, which were both classified as accidental and did not require outside support agencies for assistance.





Rochester Fire Department

37 Wakefield St. Rochester, NH 03867

(603) 335-7545



TRAINING DIVISION:

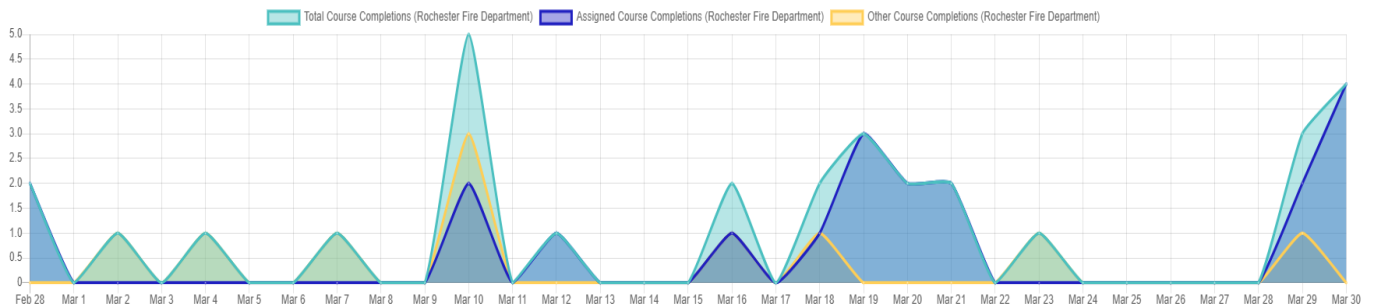
Date From

03/01/2021

Date To

03/31/2021

Course Completions



IMC:

Total Individual Course Completion Records:	179
Total Present:	179
Total Absentees:	0
Total Credit Hours Awarded:	248.00
Total Course Hours Awarded:	148.50
Total Certifications Awarded:	0
Total Renewal Dates Given:	0

Fire Rescue 1 Academy:

Total Individual Course Completion records: 34

Total Credit Hours Awarded: 36

- Continue 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 the 2021 RFD FF Candidate process
- Attended all required meetings and scheduled events.

Car Seat Safety Program (FF Kaitlin Taatjes)

- Car Seats Installed: 1

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

POLICE COMMISSION

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

April 15, 2021



TO: City Manager Blaine Cox

RE: Monthly Report – March 2021

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

The investigations bureau had 35 cases submitted for review or were detective generated. There are currently 69 cases assigned. There were four detective call outs this period. There were 42 cases presented to a virtual Grand Jury, all were true bills. There were 10 phones analyzed with Cellebrite. There were six backgrounds and five polygraphs completed. There was one sex offender compliance check. Evidence logged in 364 pieces, returned 94 items to owners and 64 additional pieces were destroyed.

COMMUNITY ENGAGEMENT OFFICER (CEO) and POP UNIT: Officer Danie has been more active with meetings and looking for ways to beautify the downtown. He has been working with stakeholders, including Dep. Chief Boudreau regarding lighting and outside dining. Officer Danie has been working with the explorers and helping solve neighborhood issues. Officer Danie and Dep. Chief Boudreau taught Civilian Response to the Active Shooter at City Hall,

The POP Unit is wrapping up some active cases from the last couple of months. They continue to help patrol with investigations, search warrants and follow-ups. The unit focus again has been on the motel properties. The unit assisted Code Enforcement with an inspection as well. POP and Patrol worked together to solve the fuel thefts that were occurring at the country club. POP continues to work with many other agencies to address quality of life issues.

As of April 1, Sgt. Babine officially retired from full time duty. He spent his final two weeks training with Sgt. Benjamin in preparation for him taking over his position.

COMP STAT: In field activities, traffic stops continue to be focused in the downtown area as well as major roads in and out of the city. Motor vehicle collisions have increased since last month. There were 18 parking lot crashes in the major shopping areas as well as 14 hit and runs in these parking lots. DWIs for the month came from accidents (3), BOLO's (2), and welfare checks (2).

Property crimes for the month show no trends or rushes of crimes occurring. Burglaries are down compared to last year, which could be related to people still working from home during the pandemic. Thefts from motor vehicles are down for the month, but overall this category is up due to previous thefts of catalytic converters. Shoplifting remains consistent but apprehending people after the fact is difficult due to people wearing masks, and not being able to be identified. Vandalism has remained consistent, but there have been no trends or patterns related to this.

Drug possessions compared to last month are down, but year to date there has been an increase. Many of these drug offenses are discovered by searches incident to arrests, but there is also proactive work involved with these. Overdoses still seem to be on a decline. We are seeing people changing to other types of recreational drugs, which will show a different type of intoxication that doesn't ultimately lead to overdosing.

Violent crime seems to be down significantly so far year to date. There have been no trends or patterns related to any of this so far. Simple assault still fluctuates, but there are no trends or patterns related to this. Aggravated assaults are down, and the two we had this month were both DV related.

COMMUNICATION CENTER - DISPATCH: We received applications for our open dispatch position due to a resignation and interviews are scheduled for Thursday April 6.

We have a UNH intern helping us clean up old site files in our database. These site files consist of businesses no longer operating, as well as merging some Fire and Police alarms into one site file and uploading other data within the database to eliminate paper.

Two dispatchers are attending the APCO CTO Course, which is being held online and is an 8-week course. Two other dispatchers recently attended State Police's TAC Training to help with validations and second party checking warrants and NCIC entries within the Center. The Dispatch Supervisor will be attending the IMC Training for the week of April 12. This online event will review several aspects of the future for IMC and the CAD system.

DIVERSION PROGRAM/TEEN DRUG COURT: The Juvenile Probation Transformation Affinity Group wrapped up our sessions held every Friday with Judges, Legislative/Policy makers, Law Enforcement / Prosecutors, Public Defenders, youth and Families.

Nicole continues to work with the Strafford County Diversion Program as they are back to finding and hiring a Coordinator.

Nicole continues to work on an on-line training series for Diversion programs and 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 four pilot sites in the State that utilize the best practices we need modeled for Diversion examples.

Nicole is working with the Diversion network and State Transformation partners in setting up the Statewide Summit to present education on why transformation is essential to the teen developing brain and working in an anti-bias environment.

Staff 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: None

FINANCIAL/PURCHASING: We are approximately 75% through FY21 and currently our O&M lines are spent at 73% overall. All major operational lines are in good shape. We will need to make some small transfers as we go into the final months of the fiscal year for needs in smaller budgeted lines.

Radio Replacement Project- The new equipment for firefighter callback and station alerting was delivered to 2-Way and it is currently being configured in their lab prior to install in our buildings. We had a major equipment failure with the new system this period. The UPC power source malfunctioned internally and failed completely, taking down the whole radio network and dispatch computers. The issue was quickly identified by IT and the power source was replaced with a new unit. We are working with 2-Way on options to re-power critical pieces of equipment on separate UPC devices so a failure would not take down the whole system. We were told that this was the first failure of this kind in all the systems installed throughout New England.

Mobile Dispatch Backup- We were hoping for better pricing on the radio equipment, but we still aim to bring the project in at the original budgeted price. We are still waiting on equipment needs for connectivity from the IT department.

One of the new frontline vehicles is completed and the second one will be completed next week. The third vehicle is scheduled for the following week to begin the equipment install.

There was only one purchase of \$5000 or more, which would require a signature from the commission. This was for the large order for new summer uniform shirts designed to go under the external carriers. These have been received and distributed.

FORFEITURE SPENDING: There was no forfeiture spending this period.

HIRING: Three new officers will be starting on April 5, 2021. All three were accepted into the next academy class. Sgt. Cost has been working on the in house training schedule before they go to the academy. We currently have two backgrounds in process with the certified officer from Massachusetts and the New Hampshire certified candidate.

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

HOUSING: For the month, there were 21 Police related calls for service. Officer Mundy and Sgt. Babine completed six background checks for new residents. Sgt. Babine and Officer Mundy have been very active with vaccination clinics, delivering food boxes and interacting with residents. There was an issue with people sneaking into the Wyandotte Buildings. They have been identified and will be trespassed. Sgt. Babine continued to cover off hours during darkness to keep a police presence.

As of April 1, Sgt. Babine has officially retired from full time duty and will begin part time housing Officer duties in mid to late April. Sgt. Benjamin has taken over supervising the housing Officers.

K-9: The Rochester K9 Unit responded to three calls for service—all tracks in Rochester. One track was for a male who fled the hospital from an IEA (involuntary emergency admission) status. They had a great track going until Gunner fell into a stream and became very cold. The track was stopped for Gunner's safety. We also had a track for an elderly female who left her residential home for the elderly after dark on a cold evening. She was tracked to a local apartment complex where Gunner located her between two vehicles.

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: Juvenile prosecution had 20 petitions. There was one diversions and one CHINS. There were also three motions to impose and one contempt warrant.

Lt. Gould also assisted with oral boards for new hires and attended meetings related to the Cadet Academy where she is part of the cadre.

RENTAL PROPERTY OWNERS ASSOC.: Lt. Bossi was not able to attend the March meeting. No members reached out about any major concerns or issues.

SCHOOL RESOURCE OFFICERS:

High School: Officer Jackson

- Taught class at Brent Williams Driving School
- Assisted patrol with several different investigations to include locating a missing juvenile
- Met with the attorneys for the JUUL litigation
- Dealt with unruly students to assist administration four occasions
- Spoke with 3 teachers on how to make their classrooms safe
- Taught ADD to SHS staff twice
- Handled a case at Bud Carlson Academy

Middle School: Sgt. Deluca

- Worked on 68 hours of hunger program, transporting 75 food bags from the pantry to McClelland and RMS schools
- Worked with the guidance counselors with three DCYF cases
- Met with the 6th grade class to speak with them of expectations and their conduct in school
- Attended 8 different classes with special education students to be sure the classroom was in order and kids were behaving
- Taught ADD to five new teachers
- Took part in daily lunch duty as groups of kids transition from outside to inside due to Covid restrictions
- Conducted a lockdown drill
- Read to McClelland school students via zoom
- Assisted guidance with student issues
- Dealt with 2 students running away from the school

Elementary School (9): Officer Porfido

- Completed LEAD lesson plan 6 at St. Elizabeth School
- Attended lunches and recesses at all elementary schools
- Participated in gym classes at all schools and worked with gym teachers for upcoming field days
- Assisted department regarding traffic control for schools
- Assisted Hope School with an issue
- Assisted staff at School St and Chamberlain school for drills as they relate to ADD
- Developed a reward system for students at Chamberlain School for good behavior
- Continue to hand out Dunkin Donuts gift cards as behavior rewards

Explorer Post: Officer Jackson: Held two meetings this month

TRAINING: Officer Tim Rummo has entered the last phase of the training prior to entering his final observation. His release from FTO is expected by the end of April.

All sworn members of the agency completed online training through the PoliceOne academy dealing with how to respond and investigate missing and exploited children. This was a multi hour course with a final review exam.

Several officers received a refresher course on DWI detection presented by NH State Police here at the department.

Training opportunities have been reduced over the last year. However, more training is opening up both web-based and in person. During the month, the following officers attended training:

- Officer Johnson attended a webinar on physical abuse investigations
- Officers Johnson and Butcher attended a webinar on interview and interrogations
- Detectives Govoni and Garstin attended an in person training on basic death investigations

Respectfully Submitted,

Paul R. Toussaint
Chief of Police

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City Clerk's Office

Rochester Police Department

February 2021 Comp Stat Report



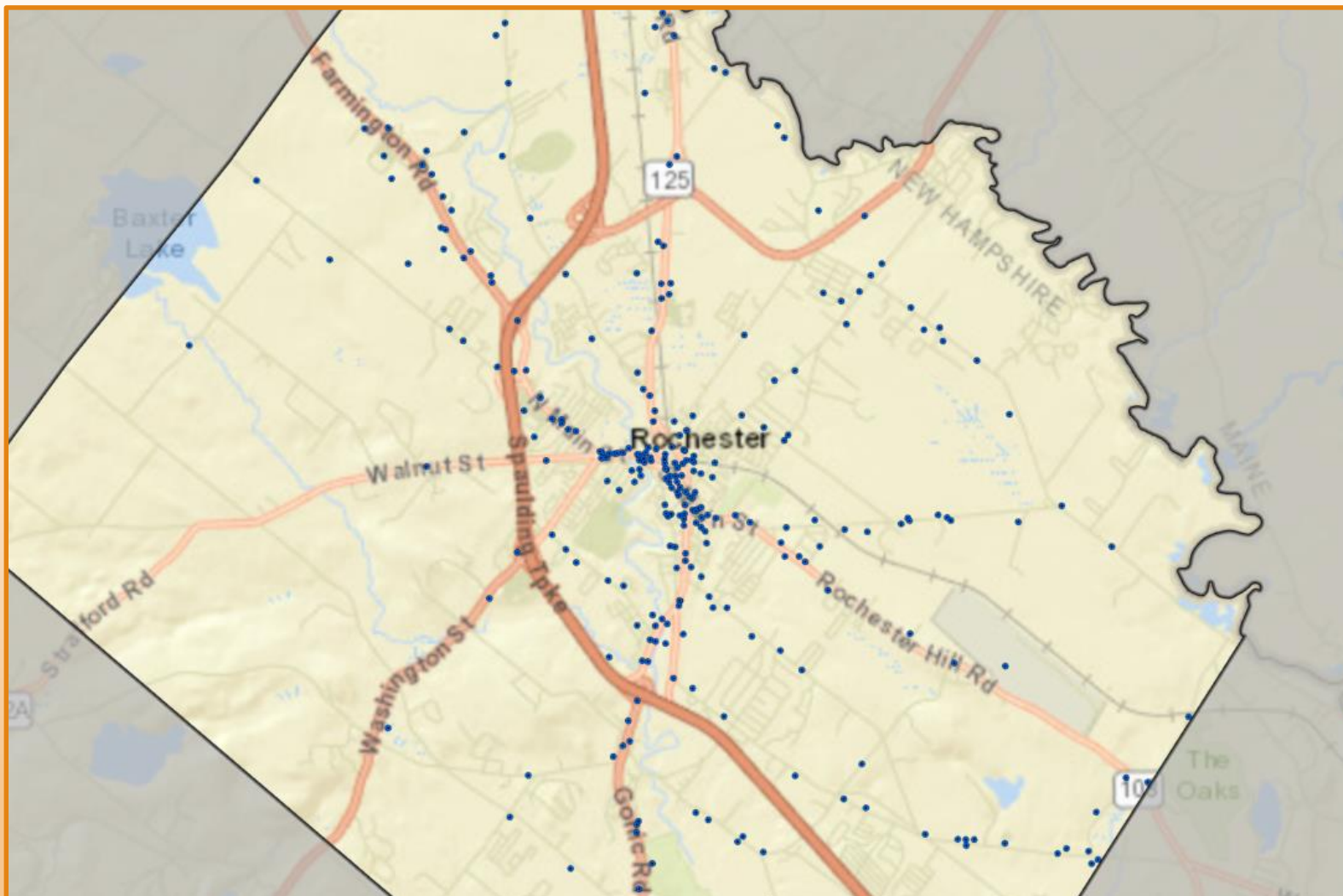
February 2021 Traffic **Activities**

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

Traffic Stops

Traffic Stop Breakdown

- 515 Total Stops
 - 24 Arrests
 - 17 – traffic offenses
 - 5 - capias/warrants
 - 2 on-view offense
 - 28 Summons
 - 435 Warnings
 - 21 No Action



Motor Vehicle Crashes

04/15/2021

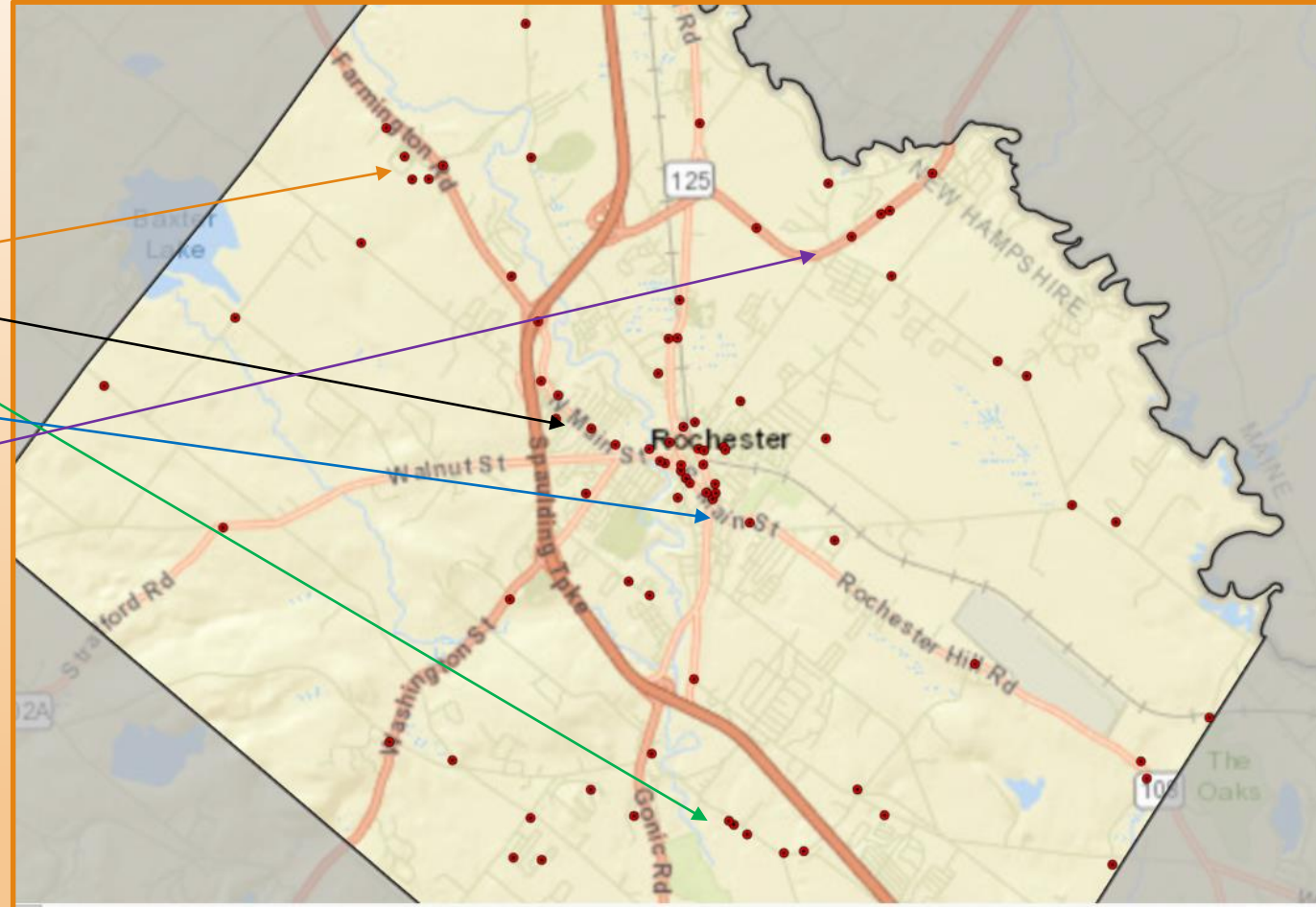
- **91 total crashes**

Significant increase from the previous month (49%)

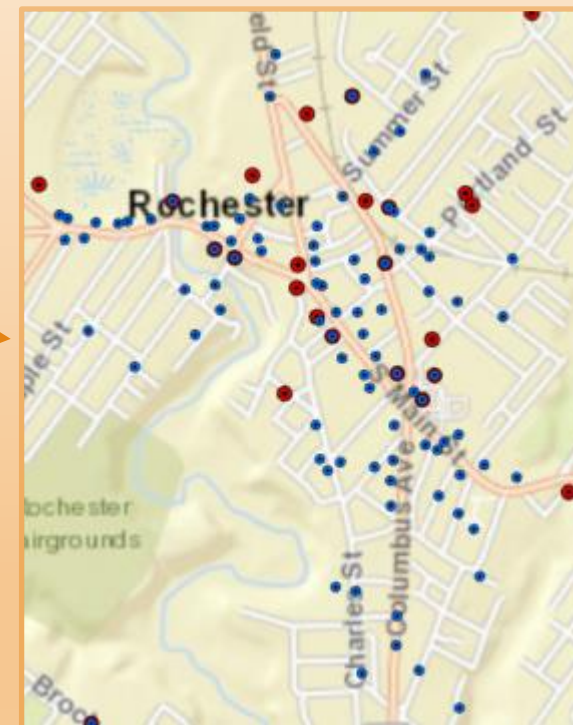
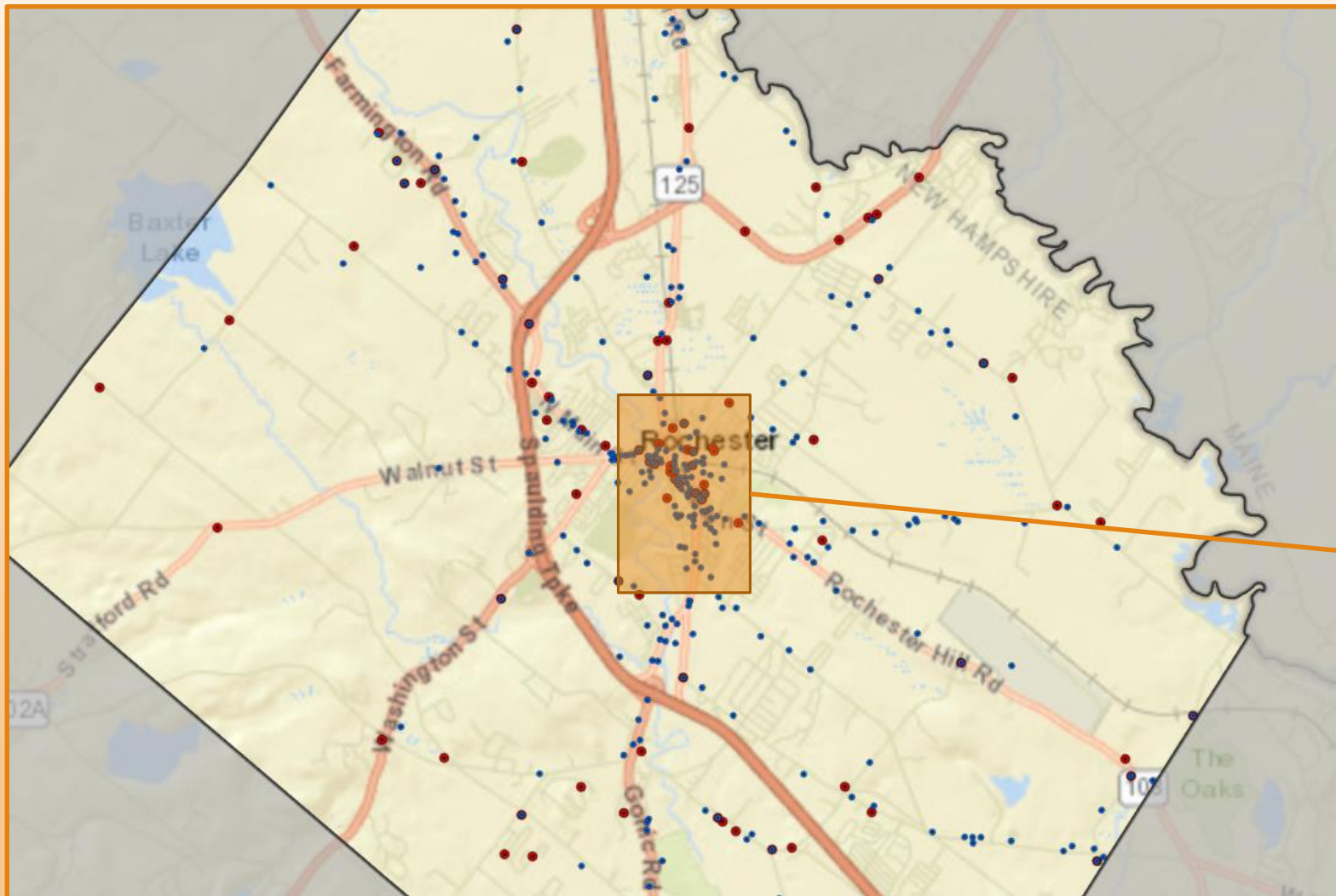
- 7 Arrests
 - 3 DWI arrests
- 5 Summons Issued
- 18 Parking lot crashes
- 14 Hit & Run crashes

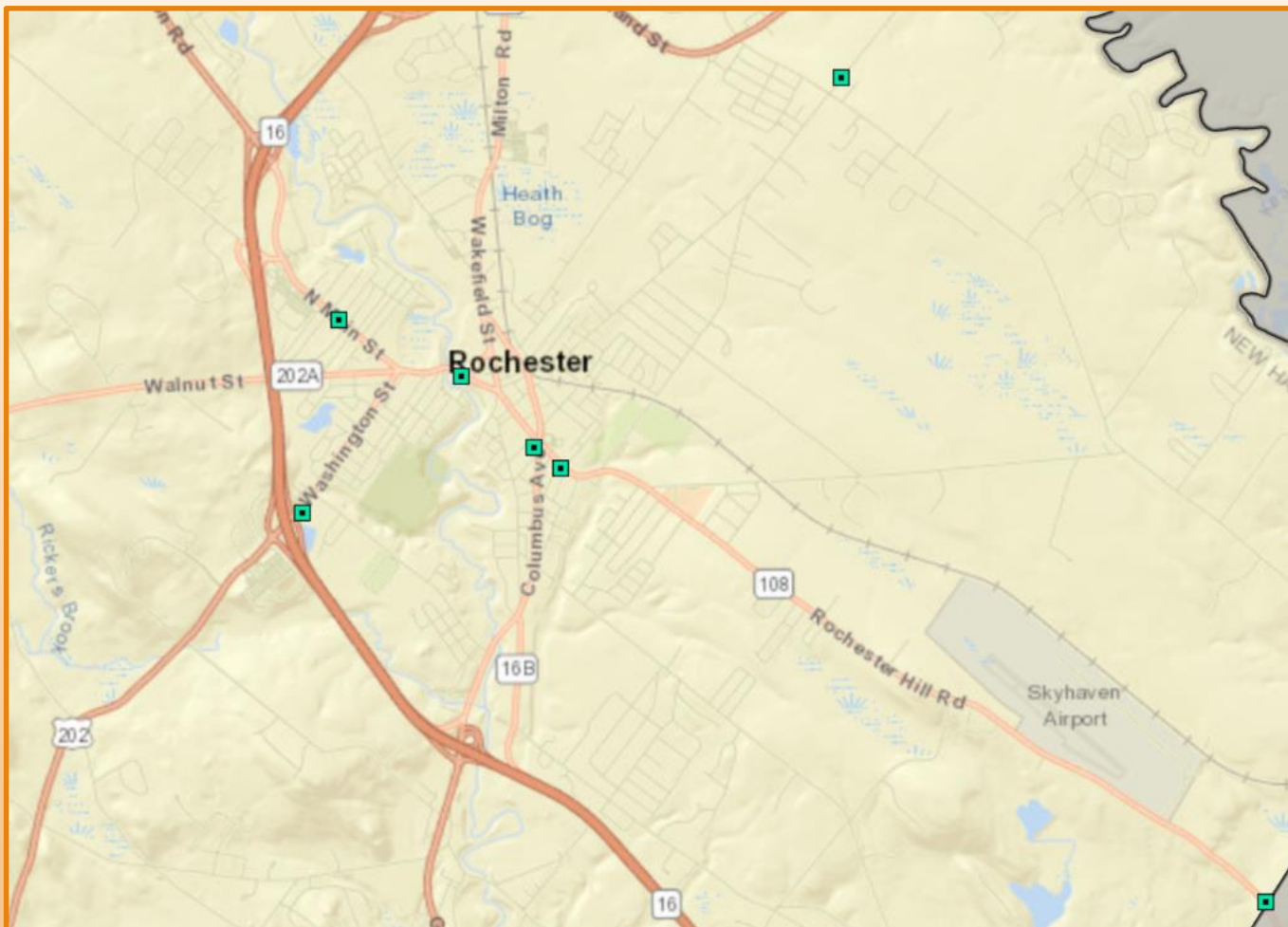
High Volume Roads

Address	Total
FARMINGTON RD	12
NORTH MAIN ST	9
PICKERING RD	6
SOUTH MAIN ST	6
HIGHLAND ST	6
CHESTNUT HILL RD	5
WAKEFIELD ST	5
WASHINGTON ST	4
PORTLAND ST	4
SALMON FALLS RD	4
ROCHESTER HILL RD	3



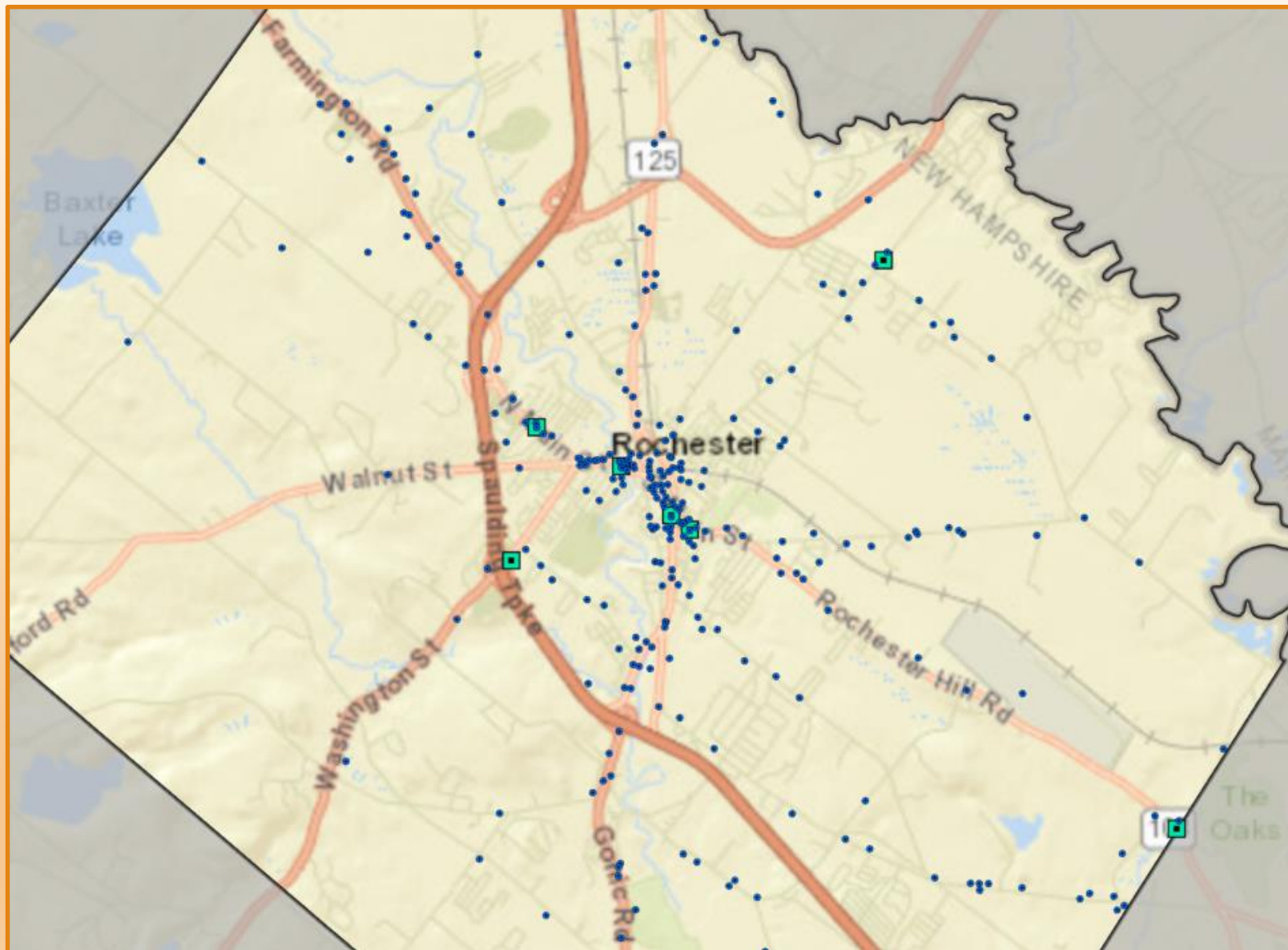
Overlay of Crash and Traffic Stop Locations





DWI Incidents

- 7 Total Incidents
 - 3 Crashes (1 Alcohol/2 Drug)
 - 2 result of BOLO
 - 2 result of Welfare Check



DWI/Traffic Stops

- 2 – Thursday
- 2- Tuesday
- 1 each
(Sunday/Monday/
Wednesday)
- Times varied

Traffic Activity Comparisons

Specific Crimes	Feb-21	Feb-20	% Change	Jan-21	% Change	Dec-20	YTD 21	YTD 20	% Change	YTD 19
Traffic Stops	515	612	-16%	674	-24%	514	1189	1223	-3%	627
Arrests from Stops	24	14	71%	35	-31%	19	59	39	51%	43
Summons	28	36	-22%	30	-7%	23	28	48	-42%	25
Warnings	435	551	-21%	590	-26%	456	1025	1051	-2%	546
No Action	21	8	163%	13	62%	16	34	18	89%	12
Accidents	91	81	12%	61	49%	102	152	162	-6%	162
Summons from ACs	5	3	67%	4	25%	7	9	7	29%	4
Arrests from ACs	7	5	40%	5	40%	7	12	10	20%	13
Field Interviews	2	8	-75%	3	-33%	3	5	16	-69%	7
DWI	7	10	-30%	6	17%	7	13	13	0%	10
<i>Narcotics</i>	4	2	100%	2	100%	1	6	4	50%	5
<i>Alcohol</i>	3	8	-63%	4	-25%	6	7	9	-22%	5
DWI from Accidents	3	2	50%	2	50%	7	5	4	25%	2

Property Crimes

All Incident Reports												
Specific Crimes	Feb-21	Feb-20	% Change	Jan-21	% Change	Dec-20	YTD 21	YTD 20	% Change	YTD 2021 Closure Rate	YTD 2020 Closure Rate	YTD 19
Burglary	3	4	-25%	5	-40%	8	8	8	0%	0%	13%	9
Shoplifting	17	12	42%	11	55%	33	28	35	-20%	50%	109%	54
Theft from a Building	12	12	0%	7	71%	9	19	29	-34%	16%	24%	34
Theft from M/V (including Parts)	5	6	-17%	21	-76%	15	26	10	160%	0%	10%	17
All Other Theft	5	9	-44%	22	-77%	13	27	17	59%	4%	24%	9
M/V Theft	2	2	0%	2	0%	3	4	4	0%	0%	50%	7
Vandalism	23	34	-32%	27	-15%	28	50	61	-18%	18%	36%	53
Total Property	67	79	-15%	95	-29%	109	162	164	-1%	12%	38%	183
Arrests												
Specific Crimes	Feb-21	Feb-20	% Change	Jan-21	% Change	Dec-20	YTD 21	YTD-20	% Change			YTD 19
Burglary	0	0	0%	0	0%	1	0	1	-100%			4
Shoplifting	10	5	100%	4	150%	28	14	38	-63%			52
Theft from a Building	1	1	0%	2	-50%	1	3	7	-57%			8
Theft from M/V (including Parts)	0	1	-100%	0	0%	1	0	1	-100%			2
All Other Theft	0	1	-100%	1	-100%	2	1	4	-75%			1
M/V Theft	0	0	0%	0	0%	0	0	2	-100%			1
Vandalism	7	8	-13%	2	250%	8	9	22	-59%			23
Total Property	18	16	13%	9	100%	41	27	75	-64%			91

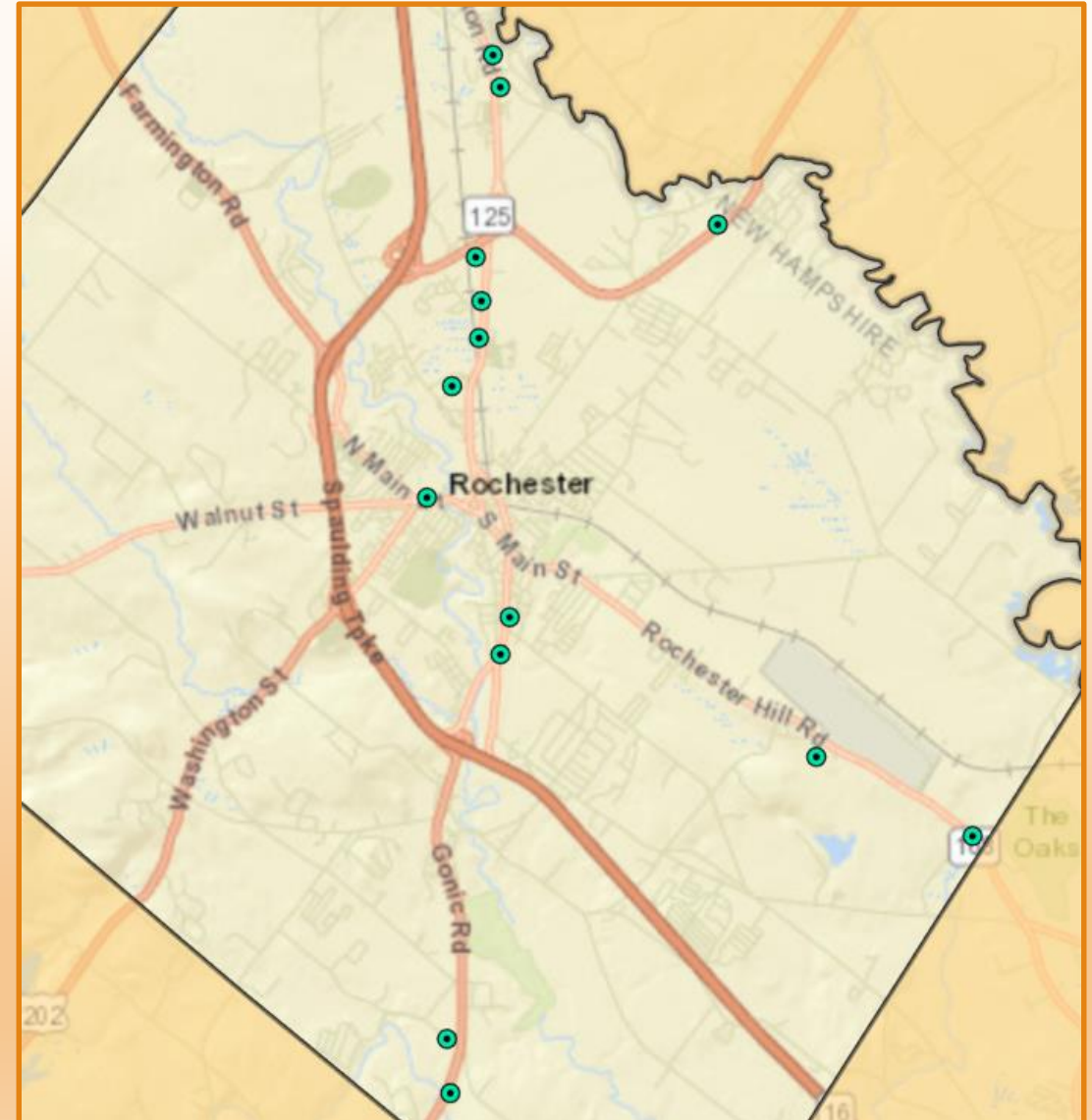
Catalytic Converter Thefts

A significant increase in catalytic converter thefts was identified during November 2020 and has continued to date. Information known at this time:

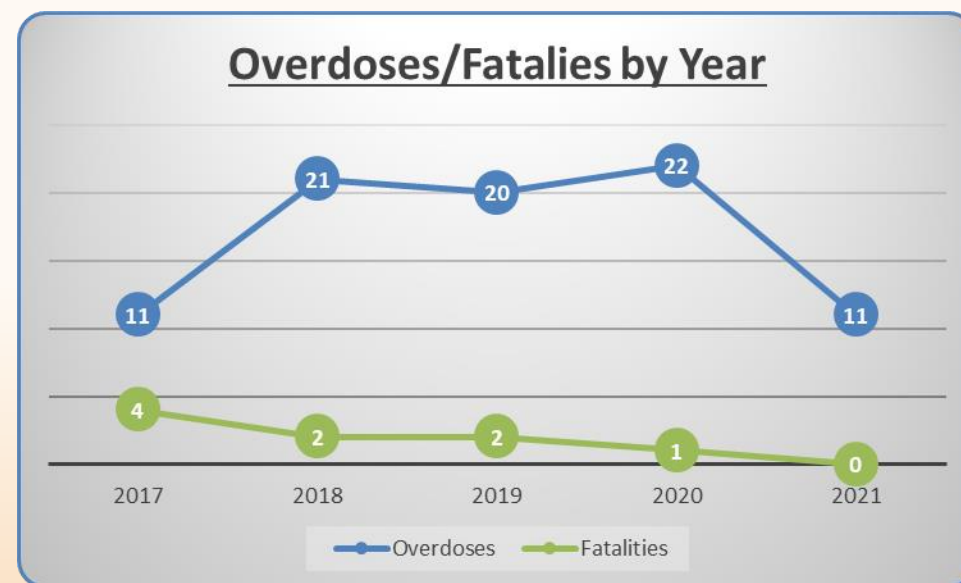
- Information regarding target locations/vehicles/time of day/day of week etc. was collected and disseminated throughout the region.
- A location and buyer of stolen converters was located in Rochester and arrested. The investigation is ongoing with cooperation from surrounding agencies.
- Suspects have been identified as the investigation continues.
- Rochester has experienced the following incidents:
 - October through December – 6 Incidents
 - January – 5 Incidents
 - February – 5 Incidents

Locations of Thefts

04/15/2021



Drug Incidents



All Incident Reports

Specific Crimes	Feb-21	Feb-20	% Change	Jan-21	% Change	Dec-20	YTD 21	YTD-20	% Change	YTD 2021 Closure Rate	YTD 2020 Closure Rate	YTD 19
Possession	14	10	40%	23	-39%	19	37	27	37%	41%	56%	24
Drug Events	7	8	-13%	12	-42%	13	19	13	46%			16
Overdoses	1	13	-92%	10	-90%	10	11	22	-50%			20
Fatal Overdoses	0	1	-100%	0	0%	2	0	1	-100%			2
Total Drug	22	32	-31%	45	-51%	44	67	63	6%			62
Arrests												
Specific Crimes	Feb-21	Feb-20	% Change	Jan-21	% Change	Dec-20	YTD 21	TYD 20	% Change			YTD 19
Possession	3	6	-50%	15	-80%	10	15	15	0%			8

Violent Crimes

All Incident Reports												
Specific Crimes	Feb-21	Feb-20	% Change	Jan-21	% Change	Dec-20	YTD 21	YTD 20	% Change	YTD 2021 Closure Rate	YTD 2020 Closure Rate	YTD 19
Homicide	0	0	0%	0	0%	1	0	0	0%	0%	0%	0
Robbery	0	1	-100%	0	0%	1	0	2	-100%	0%	0%	2
Aggravated Assault	2	3	-33%	4	-50%	5	6	5	20%	50%	60%	7
<i>from DV*</i>	2	1	100%	2	0%	1	4	2	100%	75%	100%	3
Simple Assault	21	34	-38%	27	-22%	29	48	67	-28%	54%	45%	58
<i>from DV*</i>	14	18	-22%	14	0%	20	28	32	-13%	64%	59%	30
Total Violent	23	38	-39%	31	-26%	36	54	74	-27%	26%	26%	67
Arrests												
Specific Crimes	Feb-21	Feb-20	% Change	Jan-21	% Change	Dec-20	YTD 21	YTD 20	% Change			YTD 19
Homicide	0	0	0%	0	0%	2	0	0	0%			0
Robbery	0	0	0%	0	0%	1	0	0	0%			3
Aggravated Assault	1	1	0%	2	-50%	1	3	3	0%			5
<i>from DV*</i>	1	1	0%	2	-50%	1	3	2	50%			3
Simple Assault	12	12	0%	14	-14%	15	26	30	-13%			38
<i>from DV*</i>	9	9	0%	9	0%	14	18	19	-5%			20
Total Violent	13	13	0%	16	-19%	19	29	33	-12%			46

Domestic Violence Related Calls

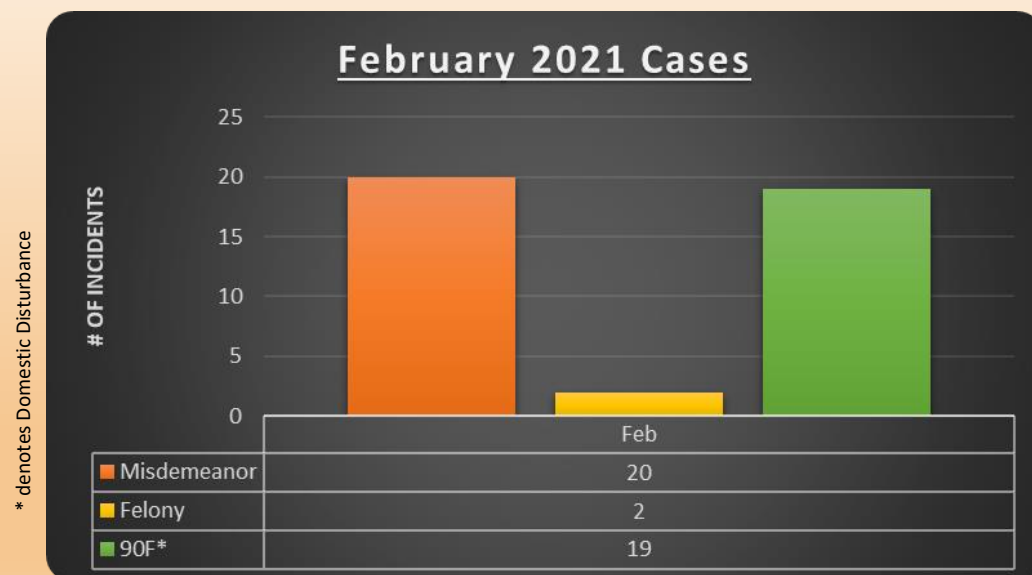
February 2021

Misdemeanor – 20

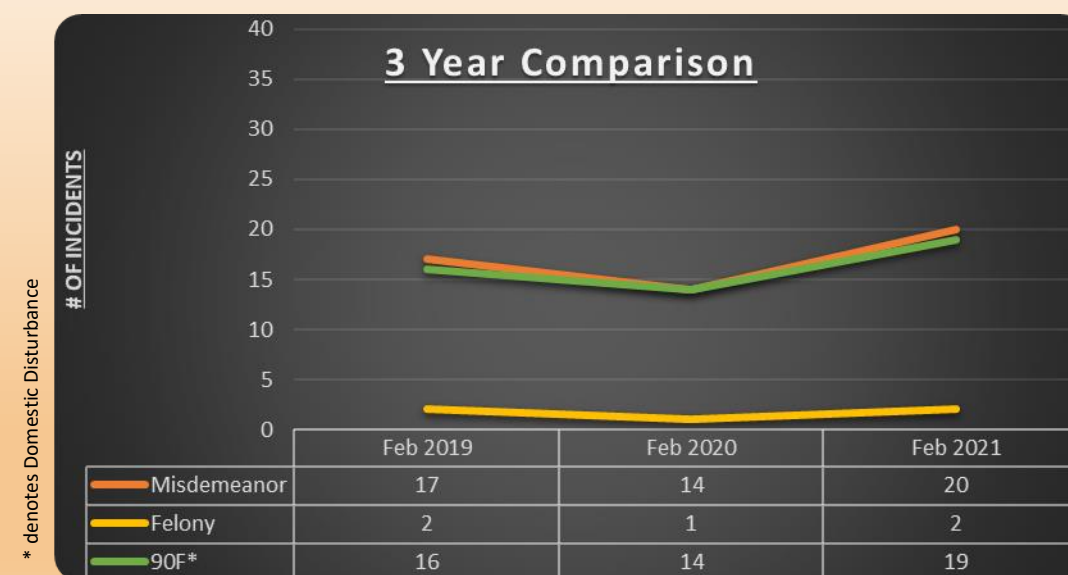
Felony - 2

90F* - 19

February 2021 Cases



3-Year Comparison



Domestic Violence Related Calls, (cont.)



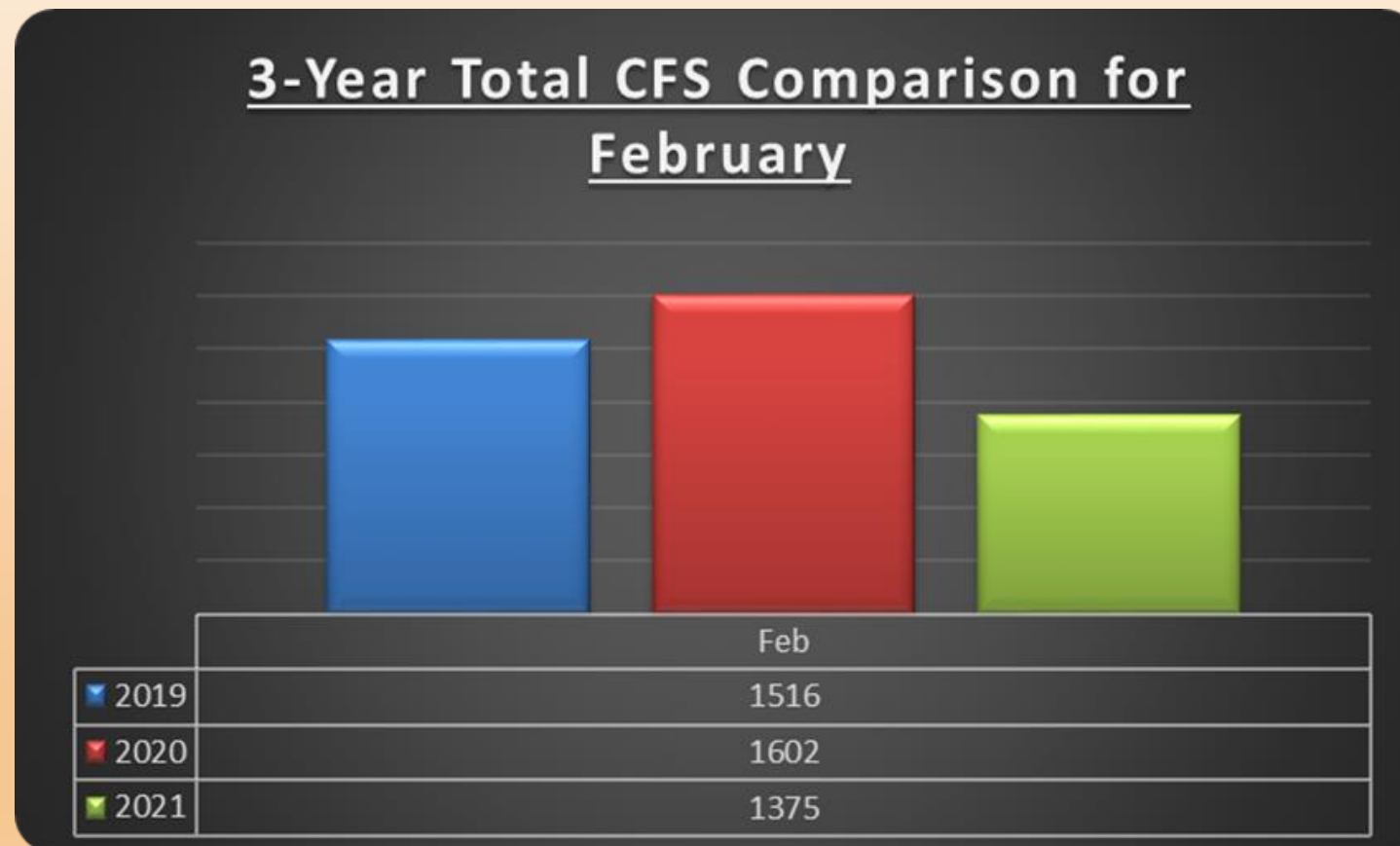
Threshold

Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	85	69-100	91	Normal
Traffic Stop	722	375-1068	515	Normal
DWI	7	5-10	7	Normal
Robbery	2	0-3	0	Normal
Aggravated Assault	5	3-8	2	Moderately Low
Simple Assault	38	29-46	21	Moderately Low
Burglary	8	4-12	3	Moderately Low
Shoplifting	24	15-33	17	Normal
Theft from Building	17	9-24	12	Normal
Theft from MV	15	7-24	5	Moderately Low
MV Theft	3	1-5	2	Normal
Vandalism	35	27-43	23	Moderately Low
Possession	16	10-21	14	Normal
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	45	35-55	23	Very Low
Property	119	95-142	67	Very Low

Calls for Service 2019 v 2021



3-Year Calls for Service Comparison for February

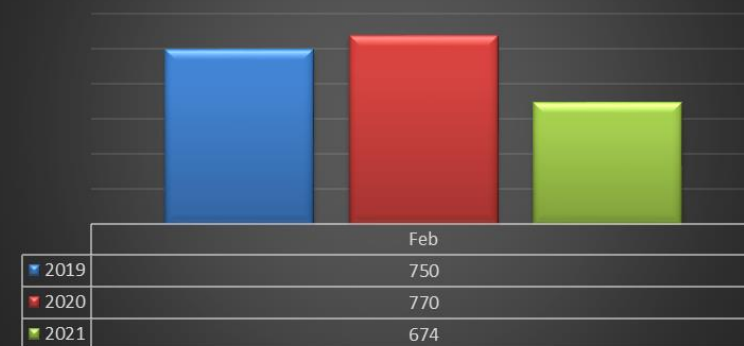


Calls for Service by Priority

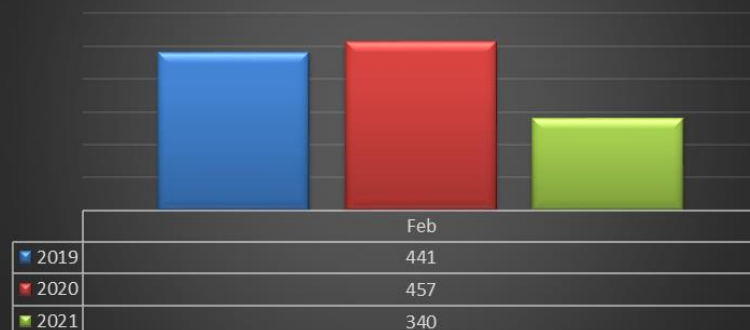
Priority 1 CFS 3-Year Comparison for February



Priority 2 CFS 3-Year Comparison for February

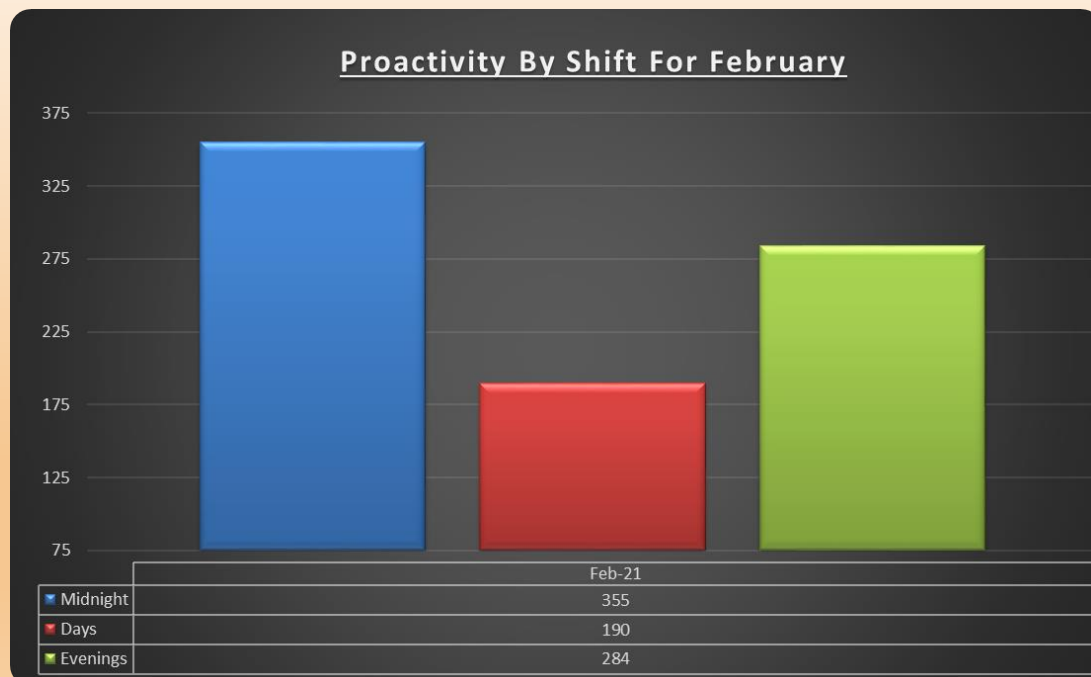


Prioity 3 CFS 3-Year Comparison for February

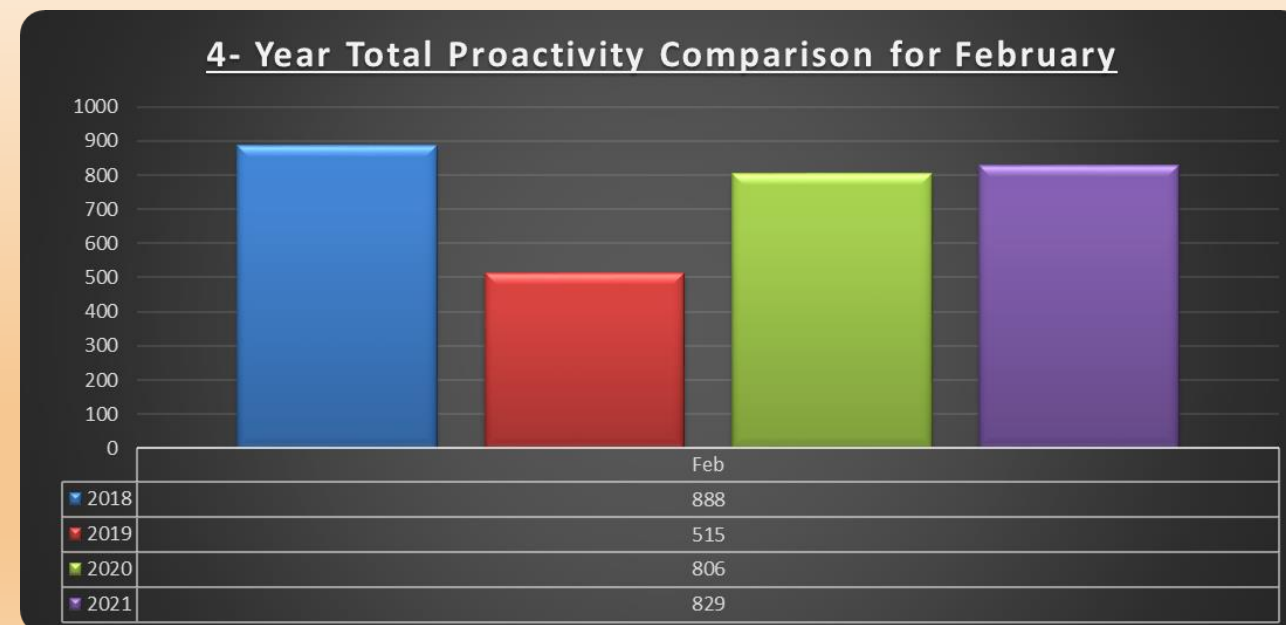


Proactive Hours by Shift

Monthly Comparison 2021 by Shift

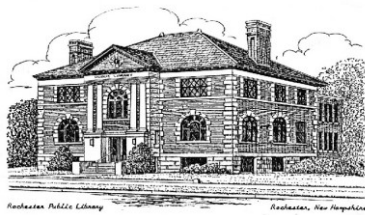


4-year Total Comparison for January





DC Designs USA



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

04/15/2021

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

MONTHLY REPORT

March 2021

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

Beginning Saturday, March 6th through Friday, March 12th families were welcomed to pick-up "Frog Flycatcher" 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 been pleased to offer Bridging the Remote Learning Gap, a program geared toward supplementing school activities for at-home learners. This program began in February and continues for five months ending in June 2021. The activity packages, which are geared toward school-aged children, include a "how-to" video for children, a "how to help" video for adults, and written instructions. Most supplies are included in the packages. Fifty packages a month are available, so interested families are encouraged to contact the Children's Room to participate.

"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 733 appointments for pick-up were made throughout the month of March.

The library collection, computers, printers, photocopiers, and Wi-Fi were available to patrons by appointment in March. Over six hundred-eleven patrons took advantage of this service. Four hundred thirteen were scheduled for 45 minutes of browsing through the library collection, one hundred thirty-six were computer use, twenty-two were copier use and forty were for Wi-Fi use. There was a total of 7,888 items circulated from the library in the month of February.

Two hundred and eighty-five of our library patrons downloaded 1,698 e-books to media devices through the library's web site this month. The RPL website also enabled 25 patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 407 digital downloads from Hoopla.

Trustees will be meeting in the library on April 20th at 6pm.

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City Clerk's Office

City of Rochester Tax Collector's Office

March 31, 2021

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2020	Warrant	68,438,739	67,010,185.06	97.91%	1,428,553.94	2.09%
2019		66,169,796	65,502,454.50	98.99%	667,341.50	1.01%
2018		63,834,824	63,405,920.08	99.33%	428,903.92	0.67%
2017		60,524,791	60,342,298.90	99.70%	182,492.10	0.30%
2016		58,196,003	58,071,769.65	99.79%	124,233.35	0.21%
2015		56,938,119	56,856,382.79	99.86%	81,736.21	0.14%
2014		55,068,779	55,011,300.34	99.90%	57,478.66	0.10%
2013		53,324,262	53,277,224.82	99.91%	47,037.18	0.09%
2012		50,952,912	50,918,830.44	99.93%	34,081.56	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	46,878,079.47	99.96%	20,747.53	0.04%
2008		46,522,769	46,510,458.93	99.97%	12,310.07	0.03%
2007		42,964,450	42,953,977.45	99.98%	10,472.55	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	26,940,286.52	99.99%	2,849.48	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%
					3,191,767.91	

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		
May		
June		
Totals	\$ 3,542,670.74	6512

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 March 2021.

DATE: April 12, 2021

This office reported 75 formal case notes for the month of March.

Voucher amounts issued were as follows:

	6 <u>Families</u> 0 new	8 <u>Single</u> 5 new
Cremation.....	.00	650.00
Dental00	.00
Electricity00	.00
Food.....	.00	.00
Fuel heating00	.00
Mortgage00	.00
Prescriptions00	.00
Rent	2,350.00	1,350.00
Temporary Housing.....	.00	745.00
Transportation	<u>.00</u>	<u>.00</u>
TOTAL	\$2,350.00	\$2,745.00

This represents an average cost per case/family of \$391.66 and case/Individual of \$343.12 for this month.

Total vouchers issued: \$5,095.00

There was a decrease of \$2,948.95 in assistance issued this month compared to March 2020. There was a decrease of \$7271.45 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

March budget impact includes the Covid-19 Pandemic situation, including the availability of New Hampshire Housing Relief Program funds coordinated by Community Action, federal tax refunds and the issuance of federal stimulus check funds, which minimized assistance sought.