



**City of Rochester, NH
Preamble for May 18, 2021
Committee of the Whole Budget Workshop**

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.

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City Clerk's Office

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

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.)

**Committee of the Whole Budget Workshop
May 18, 2021
Community Room
James W Foley Community Center
150 Wakefield Street
6:30 PM**

Agenda

- 1. Call to Order**
- 2. Public Input**
- 3. Communications from the City Manager**
- 4. Communications from the Mayor**
 - 4.1 City Council Statements of Interest**
 - 4.1.1 TJ Jean, Ward 1, City Council, Seat B P. 7**
- 5. Budget Presentations:**
 - 5.1. Welfare (O&M Pg. 109)**
 - 5.2. Information Technology Services (CIP Pg. 13)**
 - 5.3. Police/Dispatch (CIP Pg. 33 & 36)**

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City Clerk's Office

5.4 Fire Department/Emergency Management (CIP Pg. 37 & 47)

6. Discussion: Charter Amendments

6.1. Previously discussed amendments P. 9

6.2. New proposed amendments P. 21

7. Department Reports P. 23

8. Other

9. Adjournment

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City Clerk's Office



05/13/2021

City of Rochester, New Hampshire
OFFICE OF THE CITY CLERK
31 Wakefield Street • Rochester, NH 03867
FAX (603) 509-1915 PHONE (603) 332-2130

RECEIVED

MAY 07 2021

CITY CLERK'S OFFICE
ROCHESTER, NH

STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP

POSITION DESIRED: CITY COUNCIL WARD 1, SEAT 13

NEW ☒ RE-APPOINTMENT ☐ REGULAR ☐ ALTERNATE ☐

NAME: THOMAS J. JEAN

STREET ADDRESS: 51 ANDERSON LANE

ZIP 03867

TELEPHONE: (H) 332-8876 ^{CEL} (W) 603-833-1566 E-MAIL TJJJEAN14@METROCAST.NET

REGISTERED VOTER: (CIRCLE ONE) YES ☒ NO ☐ WARD 1

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

14 YEARS AS CHAIRMAN OF THE SUPERVISORS OF THE CHECKLIST

6 YEARS AS MAYOR (2010-2016)

2 YEARS AS AT LARGE SCHOOL BOARD MEMBER

2 YEARS AS ZONING BOARD MEMBER

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position.

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older. Thomas J. Jean

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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.

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.
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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.
-



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!**

TO: Mayor & City Council
FROM: City Manager Cox
DATE: May 13, 2021
SUBJECT: Contemplated Charter Amendment

Following up the discussion started by CC Gray to provide more information for your deliberations regarding a possible Charter Amendment.

1. As was shared with you on May 4th, the assessed value of the now taxable Frisbie properties as well as the “incremental” assessed values captured within the TIF districts when the TIF’s are closed cannot be used to allow an increase to the amount to be raised by property taxes (Tax Commitment) when running the Tax Cap calculation during the annual budget process. The Tax Cap Charter provision clearly only allows building permit values to be used.
2. Under the current stipulations of the Tax Cap calculation, the only thing that can happen **when assessed property value is added** such as when (1) tax exempt property becomes taxable or (2) when assessed value is added by the dissolution of a TIF district is that the overall **Tax Rate is reduced** for all property taxpayers.
3. In very simple terms, The Tax Rate = amount to be raised by taxes (Tax Commitment) divided by the assessed property values (Net Assessed Valuation). Therefore, if the Net Assessed Value in the City (denominator) is increased and the Tax Commitment (numerator) stays the same, the Tax Rate (mathematical result) is reduced.
4. You will recall that when you adopted the current fiscal 2021 budget in June 2020, we estimated an approximate \$0.85 increase to the Tax Rate.

However, when we set the Tax Rate in December 2020 the rate decreased \$0.29. This was due in large part to the addition of the Frisbie assessed values.

5. Under the Tax Cap calculation Charter change contemplated by CC Gray, the Tax Rate calculation would be altered in that the Tax Commitment amount to be raised by taxes (numerator) would be allowed to increase thereby offsetting the increase in the Net Assessed Value (denominator) and thereby negating the decrease in the Tax Rate (mathematical result). This would permit the Schools, City and County to increase their requested Tax Commitment amounts (spending) under the Tax Cap calculation and offset the potential Tax Rate reduction.
6. Hypothetical examples to demonstrate the above information in which \$80MM in Frisbie assessed value is added under the second two examples and the Gray Amendment would result in approximately a \$3MM increase in the Tax Commitment in the third example.

Frisbie as Non-Taxable			
Tax Commitment	\$65,000,000		
		=	\$21.67
Net Assessed Value	\$3,000,000,000		Tax Rate
Frisbie as Taxable under Current Tax Cap			
Tax Commitment	\$65,000,000		
		=	\$21.10
Net Assessed Value	\$3,080,000,000		Tax Rate
Frisbie as Taxable under Gray Amendment			
Tax Commitment	\$68,000,000		
		=	\$22.08
Net Assessed Value	\$3,080,000,000		Tax Rate

April Department Reports:

- 7.1 Assessor's Office P. 25**
- 7.2 Building and Licensing Services P. 27**
- 7.3 City Clerk's Office P. 29**
- 7.4 Department of Public Works P. 33**
- 7.5 Economic & Community Development P. 41**
- 7.6 Finance Office P. 47**
- 7.7 Planning & Development Department P. 55**
- 7.8 Recreation & Arena P. 59**
- 7.9 Rochester Fire Department P. 61**
- 7.10 Rochester Police Department P. 67**
- 7.11 Rochester Public Library P. 93**
- 7.12 Tax Collector's Office P. 95**
- 7.13 Welfare Department P. 97**

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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

May 12, 2021

To: City Manager/Council

From: Jonathan Rice, Chief Assessor

Subject: April Council Report

Revenue Received/Collection Warrants issued:

None.

- CAMA software conversion with Vision Government Solutions Inc., Live Database Transition is ongoing. Our goal is to go Live in May 2021.
- Inspections and date entry of all permit related work is wrapping up.
- Assessments and Exemption & Credit applications are being finalized for first issue tax billing.
- Deputy Assessor Freer attended her first remote one day course in Management at UNH.
- The assessing staff attended a remote 2 day Vision User's Group Teleconference.

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City Clerk's Office

End of Month Council Report

05/13/2021

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 April 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	\$65,604.50
Electrical Permits	\$6,116.00
Plumbing Permits	\$3,283.70
FireSuppression Permits	0
FireAlarm Permits	\$335.00
Sprinkler Permits	\$578.00
Mechanical Permits	\$8,993.00
Food_Milk Licenses	\$1,010
Taxi Licenses	\$10.00
General Licenses	0
Net Revenue	\$85,912.20

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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 April 2021

Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 190 initial copies of vital records, and 161 subsequent copies of vital records in the month of April. The City Clerk's staff issued 14 Marriage Licenses.

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

- 13 births were reported in Rochester during the month of April; 2 of these children were born to Rochester residents. Additionally, 6 Rochester residents gave birth in neighboring communities.
- 35 resident deaths were reported in Rochester.
- 3 couples celebrated their wedding ceremonies in Rochester during the month of April.

Revenue – Vital Records/Marriage Licenses

	2020		2021	
	State	City	State	City
Initial/Subsequent copies:	\$1,268	\$1,182	\$2,325	\$2,135
Marriage Licenses:	\$301	\$49	\$602	\$98
Total:	\$1,569	\$1,231	\$2,927	\$2,233

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

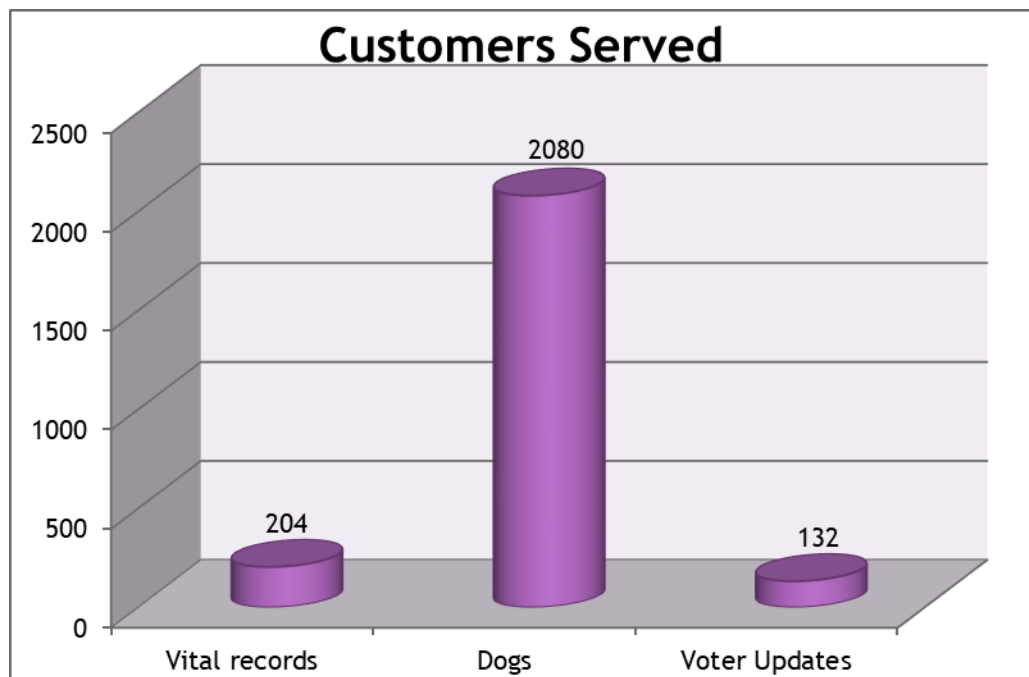
The City Clerk's office licensed 2,080 dogs during the month of April. There were no Civil Forfeiture fees collected for dogs unlicensed from the prior fiscal year.

On April 1, the City Clerk's office sent out our annual reminder email to all customers who have supplied email addresses as a reminder that, per RSA 466:1, all residents must have their dogs licensed with the City by April 30th of each year. This reminder email accounts for the large volume of dog licenses issued during the month of April.

For residents still needing to have their dogs vaccinated for rabies prior to licensing, 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 April 2021



Elections

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. In April, the Clerk's office generated 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 May 13th 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 to the letter.

Voter registration summary by party as of April 30, 2021:

Ward	Democrats	Republicans	Undeclared	Totals
1	1,223	1,287	1,577	4,087
2	1,153	1,251	1,676	4,080
3	1,269	1,419	1,557	4,245
4	1,068	878	1,797	3,743
5	1,100	1,251	1,629	3,980
6	1,171	922	1,406	3,499
Totals:	6,984	7,008	9,642	23,634

Respectfully submitted,

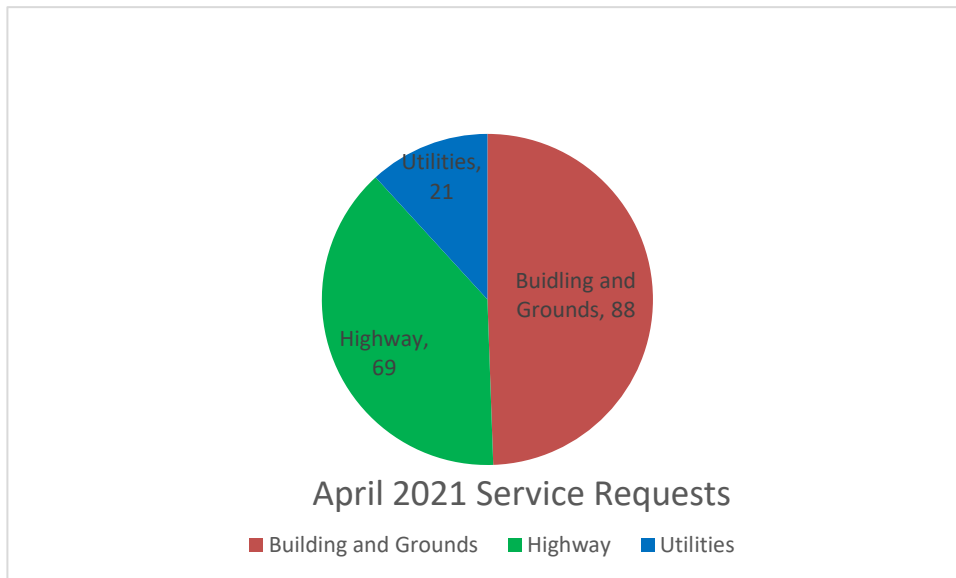
Cassie Givara,
Deputy City Clerk

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City Clerk's Office

ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT APRIL 2021

In addition to the scheduled work performed, the Department of Public Works responded to approximately 178 requests for service in the month of April. The Highway Division had 69 requests that ranged from pothole repairs, traffic light maintenance, clean storm drains, repair culverts and replace missing street signs. The Sewer Division had 21 requests including sewer concerns, water and sewer inspections and daily dig safe mark outs. Buildings and Grounds Department completed 88 service requests including street light repairs, filling janitorial supply orders for departments, changing light bulbs, replacing broken electrical outlets and broken door locks, made faucet repairs, unclogging drains and toilets and disinfecting work areas throughout the City.



HIGHWAY & FLEET MAINTENANCE WORK COMPLETED

- Patched pot holes
- Repaired 5 catch basins throughout the City
- Cleaned 60 catch basins
- Cleared off catch for rain event
- Continue to sweep all City streets
- Repaired fence on Maple Street
- Replaced drywell at 1 Lagasse Street
- Grade and add gravel to all dirt roads
- Repaired major sink hole and catch basin on Winter Street
- Repaired 12" drain line on Hancock Street
- Drainage survey in the Winter Street
- Repaired drainage problem at 61 Church Street
- Locate drain manholes on Wallace Street
- Crew did more wind storms damage throughout the City again this month
- Installed new catch basin at the intersection of Winter and Columbus Avenue
- Clean out culverts from beaver debris on Chestnut Hill Road
- Several days repairing dirt roads
- Started to paint crosswalks throughout the City
- Finished removing winter gear on plow trucks
- Assist Electric Light with loop repairs
- Clean up ditch and side of roads throughout the City
- Repair and install street signs throughout the City

Crew did a lot brush trimming overhang through the City
 Replaced fenders on roller trailer
 Replaced six hydraulic hose's on six wheel dump #10
 Repaired flange tube on Vac-Con #63
 Replaced rear wheel on one ton dump #24
 Replace hydraulic hoses on backhoe #36
 Repaired several different things on the hot box
 Repaired transmission leak on six wheel dump #17
 Rebuild both pumps on the paint machine
 Replaced gutter broom on street sweeper #13
 Major repairs and a good overhaul on the flail mower #38
 Replaced hydraulic hoses on cat loader #39
 Repaired and overhaul on the paving machine
 Repaired door hinge on one ton dump #24
 Started to go through sidewalk tractors repairs from past winter
 Multiple repairs to six wheel dump truck #17
 Lube, oil and filter service on 5 vehicles
 Several minor repairs on several vehicles
 Several minor repairs on several small equipment



Winter Street catch basin replacement



Storm damage from recent wind storm



Church Street drainage repair



Chestnut Street dry well installation

UTILITIES DIVISION

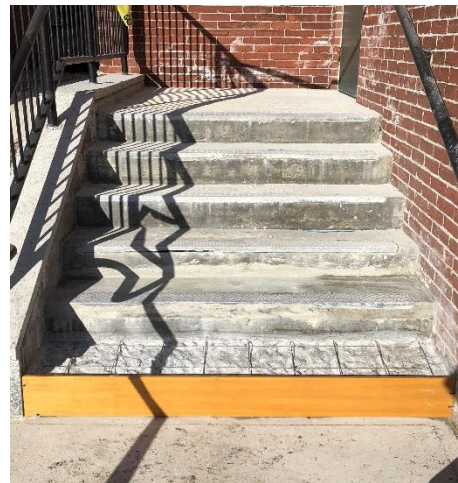
Utilities Division completed 21 service requests which included performing monthly maintenance on sewer cleaning in problematic areas. There was 145 utility mark outs for dig safe, 6 emergency sewer backups, all 6 of them ended up being homeowner's responsibility. The sewer camera has been returned from repairs and the crew is now able to continue camering the sewers. 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. SUR has begun transferring water services on Old Dover Road. The utility crew continue studies for the Water Distribution exams.



SUR water service tie-over near Sherwin Williams on Old Dover Road

BUILDING AND GROUNDS DIVISION

Building and Grounds Division completed 88 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 and assisted departments when needed. Staff has been working on several projects. The Tax Office at the Community Center is complete and staff have moved into the new space from their previous location that was in the Revenue Building. Staff also assisted with set up for a council meeting to take place in the Community Center. The cemetery on Sheepboro Road has been clean up as well as the Haven Hill Cemetery. Staff has been busy de-winterizing pools, cleaning them and putting them back into operation. Spring cleanup has started up on the City owned properties.



Repairs to the Annex exterior stairs



New Tax Office at the Community Center



New Tax Office at the Community Center



Clean up of Sheepboro Road Cemetery

WASTEWATER TREATMETN DIVISION

Items that were completed during the month of April: We continue to work closely with the Great Bay Estuary watershed communities in response to EPA's Total Nitrogen General Permit issued in November 2020. River Street pump station project – commissioning was successful and contractor is working through the punch list items. Soda Ash Silo project is complete and contractor is working through punch list items. Route 11 pump station project - contractors have been preselected, advertisement for bids have been posted with bid opening scheduled for 6/3/21. Tara Estates pump station project – engineer is working on final design. Staff attended State sponsored training classes. Alum sludge flow meter installed. Completed employee annual evaluations. Staff performed preventative and predictive maintenance on equipment, machinery and instrumentation at the WWTF and pump stations. All required testing has been completed and submitted. Average effluent flow was 3.125 million gallons per day (MGD). Percent of design flow = 62.1%. Percent of design flow for 2021 = 61.2%. Precipitation for the month = 3.12". Precipitation for 2021 = 9.49".

WATER TREATMENT DIVISION

Treated water volume for the month of April was approximately 46.3 million gallons from the surface water treatment facility and 16.6 million gallons from the groundwater treatment plant, for a total of 62.9 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. Watershed inspections were conducted at Round Pond and Rochester Reservoirs, Tufts Pond, Berry Pond, Lower Whaleback Pond, Crown Point Crossing and the diversion dam. The intake plate was repositioned at Lower Whaleback. The Reservoir system is full and we are spilling over at Round Pond and Rochester Reservoirs. Flow adjustments have been made to reduce flashboard stress. Instruments measured 3.3 inches of rain at the Rochester Reservoir and the Berry River stream gage is recording flows exceeding 100 ft³/sec. Independent Watershed Easement Monitoring was conducted at the White Crest (Round Pond) properties. Equipment and grounds maintenance was performed at the plant, well and tanks/stations. Telemetry and temperature sensor upgrades commenced at Chesley Hill tank. Maintenance at the well included repairs to the fluoride feed system; increased benchtop manganese analysis; and repair/upgrade of the phosphate feed pumps from LMI to peristaltic. Maintenance at the WTF included draining, cleaning and inspections of clarifiers 1 & 2; cleaning of the influent trough; repairs to the sand filter backwash shoe; repairs to the potassium permanganate feed pump and injection quill; and shear pin replacement on the sand filter. Surveying for the hydrosolids attenuation tank project was performed at the WTF. Spring hydrant flushing, conventional style, will begin May 2nd. Staff attended a NHWWA Technical Meeting which included presentations on Arsenic, Manganese and the Lead and Copper Rule Revisions, with the Chief Operator contributing. Caleb Schag passed his Grade I Treatment exam. Congratulations Caleb!



Typical Lead Gooseneck



**Rochester Reservoir Chock Full
(View from Spillway Field)**

ENGINEERING

- **Asset Management:** The City continues to work with the selected vendor for the new Asset Management software for implementation. DPW is now “live” with the Service Request portion of the software and plans to go “live” with other portions in the coming months. DPW recently began piloting a GPS vehicle tracking system for improved operations. Efforts continue as staff constantly improve City infrastructure information linked from our GIS software to our Asset Management software. In the future more detailed information, such as asset age, material and condition as well as baseline information that has been developed related to our water, sewer, and stormwater systems “level of service”, “likelihood of failure”, “consequence of failure” and “life cycle cost analysis”, will be incorporated into our Asset Management software. NHDES has recently awarded the City funding for wastewater asset management work from the CWSRF.
- **Strafford Square Roundabout:** Bidding of the roundabout construction contract is now anticipated in late 2021. Prior to that contract and in preparation for that construction, a utility infrastructure contract will be completed primarily to facilitate burying existing above-ground utilities. The contractor pre-qualification process for the utility infrastructure contract was completed in early April 2021; and the pre-qualified contractors are currently preparing their bid documents, which are due to the City in early May 2021.
- **North Main Street RRFB:** Pedestrian crossing improvements were planned for the North Main Street crosswalk between #105 and the municipal parking lot, including pedestrian-activated rectangular rapid flash beacons (RRFB), signage and lighting improvements. No bids were received at the March bid opening; and on-call contractors have indicated that the scope of work has an estimated cost beyond the available budget. The Department proposed other options to the Public Works & Buildings Committee in April. The Department remains hopeful that construction of some safety improvements can 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 that is expected to be completed in early May 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 that is expected to be completed in early May 2021. Construction of Phase 3 is anticipated to commence in summer 2021. As in Phase 2, Phase 3 will include drainage improvements in the project area. Additional funding for a final phase of sewer extension and drainage improvements is anticipated to be requested in the FY23 CIP budget.
- **Route 202A Water Main Extension and Water Tank:** This project consists of a 250,000 gallon elevated water storage tank near the Highfield Commons development and the extension of new water main along Bickford Road, Route 202A, Winkley Farm Lane and Fiddlehead Lane. Advertisement for bids is anticipated following a contractor pre-qualification process that is expected to be completed in early May 2021. Construction of this project is anticipated to commence by late summer/early fall 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. Final work, including milling and final overlay of pavement, was completed in April 2021.
- **Pavement Maintenance & Rehabilitation:** The FY21 Paving list includes portions of the following streets: Betts, Chamberlain, Crow Hill, Dartmouth, Donald, Edgewood, Four Rod, Hillcrest, Hobart, Nature, Norman, Phillips, Ramsey, Sunset, Walbridge, and Yale. Coordination has begun with the City’s paving contractor for the upcoming paving season.
- **Sidewalk Rehabilitation:** The FY21 Sidewalk Rehabilitation 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 of site development is now expected to be completed in two phases; however, the public infrastructure construction will coincide with the first phase of development and is expected to begin in 2022, pending approvals and completion of design.
- **Water Treatment Plant Residuals Disposal:** An evaluation of alternatives has determined that the most cost effective method of disposal of residuals generated at the Surface Water Treatment Plant is an upgrade of the existing pipeline and addition of attenuation tanks. Design of the attenuation tanks is in process. Funds for the implementation of this upgrade have either been approved in CIP budgets previously or will be requested in upcoming CIP budgets over the next few years.
- **WWTF Biosolids Dewatering Facility & Carbon Storage and Feed Building:** Construction of this project commenced in October 2019. In February 2021, the construction contract was terminated by the City for convenience. Construction is anticipated to commence with another construction contractor later in 2021.
- **River Street Sewer Pump Station Upgrade:** Construction was substantially completed in April 2021. Final completion is anticipated by June 2021.
- **Route 11 Sewer Pump Station Upgrade:** A contractor pre-qualification process was completed in April 2021. Pre-qualified contractors are currently preparing their bid documents, which are due to the City in early June 2021. Construction is projected to commence in early summer 2021 and have a duration of one year.
- **WWTF Upgrades (various projects):** There are several projects on-going at the WWTF: Soda Ash System Replacement, Aeration System Automation, Aeration Basin Sidewall Blower Tie-in (Iris Valve) and Mechanical Mixers, and Programmable Logic Controllers (PLC) Replacement. Construction of these projects is expected to be completed in the 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. This evaluation and planning effort commenced in April 2021 and is expected to have a duration of 2-3 years.
- **NPDES Permits - Wastewater Treatment Facility & MS4 Permit (Stormwater):**
 - In November 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. USEPA has issued Rochester an Authorization to Discharge with an effective date of coverage of May 1, 2021; NHDES has also adopted all of the terms and conditions of USEPA’s authorization and issued a State Discharge Permit effective as of May 1, 2021. In addition, Rochester, along with Dover and Portsmouth, has entered into an agreement with an environmental stakeholder that commits to certain TN reduction efforts in exchange for a commitment from the stakeholder to refrain from appealing the General Permit.
 - As far as the City’s individual National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Facility (WWTF), a new draft permit has not yet been issued by USEPA Region 1.
 - And, as far as the Municipal Separate Storm Sewer System (MS4) NPDES General Permit for stormwater, the 2017 NH Small MS4 General Permit, issued by USEPA Region 1, became effective on July 1, 2018; on September 28, 2018, the City submitted a NOI to comply with this MS4 General Permit; and on June 12, 2019, the City was granted authorization by USEPA Region 1 to discharge stormwater from Rochester’s MS4 under this permit. The second annual report for the MS4 permit was submitted to EPA in September 2020. Year 3 efforts are currently underway, including a revision to the City’s Stormwater Ordinance Chapter 218, which was presented to the Planning Board in April 2021 and will be presented to the Codes and Ordinances Committee in May 2021.

- **New DPW Facility:** Building construction continues with interior masonry walls and drywall now being installed. Construction of the facility is anticipated to continue through October 2021.

Economic & Community Development



4/30/2021

MANAGEMENT REPORT



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

Community Development Report, Written by Julian Long



ECONOMIC DEVELOPMENT DEPARTMENT

MICHAEL SCALA, DIRECTOR OF ECONOMIC DEVELOPMENT

PROJECTS IN THE PIPELINE

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

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

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

SCENIC/SALINGER

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

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

GRANITE RIDGE DEVELOPMENT DISTRICT – WATERSTONE PROPERTIES GROUP, PHASE II

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

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

WAYFINDING (Phase II)

Phase II locations have been finalized and approved by the NH DOT. Sign installation is scheduled to begin in May.

SIG SAUER - AMAROSA DRIVE

Sig has started the renovations of 8 Amarosa and has targeted late summer early fall to start production.

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

GRANITE STATE BUSINESS PARK

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

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

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 an interested Developer. He is putting together a preliminary proposal for review.

38 Hanson Street

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

JENN MARSH, ASSISTANT DIRECTOR ECONOMIC DEVELOPMENT

TRAILS

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

RIVERWALK

The Committee is 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.

TRAINING

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

NEW BUSINESSES

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

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 is currently working on reorganizing and transforming the current filing system into one that is simple to navigate, making documents easier to locate. Good progress has been made and Tracey hopes to have it fully completed during the next couple of weeks.

Tracey is also working on the shared electronic filing to create a more centralized and logical system which allows team members to find documents quickly and easily.

With effect immediately Tracey will be the contact person for anybody wishing to book either of the 2 meeting rooms in the Annex building.

Tracey is looking forward to assisting Jenn Marsh to map existing trails in Rochester.

JULIAN LONG, CDBG COORDINATOR & GRANTS MANAGER

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

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

Rochester Child Care Center – Fire Doors Project: Updated price quotes have been obtained for this project, and a contractor has been selected. The Community Development Coordinator has coordinated with Rochester Child Care Center to discuss Davis-Bacon wage rate requirements with the contractor and to establish the project start date.

FY 2021 Subrecipient Site Monitoring: The Community Development Coordinator has coordinated with the City of Dover's Community Development staff person to schedule joint site monitoring interviews for the CDBG subrecipients shared by both Rochester and Dover. Site monitoring is being scheduled earlier than usual due to the large number of CDBG subrecipients in FY 2021, given the CARES Act CDBG funding.

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

Trainings and Webinars: The Community Development Coordinator has attended webinar trainings on fair housing and climate change issues.

NON-CDBG ACTIVITIES

FEMA COVID-19 Grant: The Community Development Coordinator has completed and submitted the Project Completion and Certification Report and the FFATA report for the FEMA COVID-19 grant.

Public Wi-Fi Access Grant: The Community Development Coordinator has been working with the Chief Information Officer to evaluate and prepare a funding request for public Wi-Fi infrastructure through ProjectConnects.

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City Clerk's Office

FINANCE COMMITTEE

Agenda Item

05/13/2021

Agenda Item Name: Monthly Financial Statements Summary – as of April 30, 2021

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

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

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

Meeting Date Requested: May 11, 2021

Issue Summary Statement

The April 2021 financial summary reports are attached. April represents approximately 85% 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 \$4,892,552 collected, or 122% of budget.

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

Building Permits: FY21 Building permits far exceeded the anticipated budget at 329% collected, or \$657,379.

Interest Income: Interest Income remains soft at 43% received or \$108,181. Interest income rates remain low at approximately .50%.

Interest on Delinquent Taxes: Trend is up at 97% collected, or \$337,598.

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. Pending final quarterly payment.

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

Expenses:

Total General Fund expenditures are at 82 %. Same period FY20 was 89.6%.

General Fund salaries and benefits are trending below budget at 80% expended.

Fire Overtime is at \$318,820, 133% expended. Same period FY20 was 126% expended.

Police Overtime is at \$111,615, 103% expended. Same period FY20 was 97% expended.

Welfare Direct Assistance is at \$69,817, or 43% expended. Same period FY20 was \$140,554 or 86%.

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

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

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 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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FOR 2021 10

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
<hr/>						
1000 GENERAL FUND						
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11011 ECONOMIC DEVELOPMENT REVENUE	0	0	0	750.70	-750.70	100.0%
11031 CITY CLERK REVENUE	124,850	0	124,850	102,609.45	22,240.55	82.2%
1104092 CARES ACT-FED THRU STATE-RE	0	59,325	59,325	51,922.05	7,402.95	87.5%
11051 ASSESSORS REVENUES	0	0	0	50.00	-50.00	100.0%
11061 BUSINESS OFFICE REVENUE	250,000	0	250,000	108,181.16	141,818.84	43.3%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	.00	1,000.00	.0%
11071 TAX COLLECTOR REVENUE	33,409,885	28,053	33,437,938	35,340,081.34	-1,902,143.34	105.7%
11072 TAX COLLECTOR REVENUE	3,308	0	3,308	2,971.00	337.00	89.8%
11081 GENERAL OVERHEAD REVENUE	3,460,991	2,177,674	5,638,665	3,354,553.17	2,284,112.11	59.5%
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	30,226.44	-11,976.44	165.6%
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	268,777.19	94,701.81	73.9%
12021 FIRE CITY REVENUE	25,500	0	25,500	5,682.05	19,817.95	22.3%
12022 FIRE STATE REVENUE	41,812	0	41,812	6,750.00	35,062.00	16.1%
12031 DISPATCH CENTER	60,982	0	60,982	35,952.02	25,029.98	59.0%
12041 CODE ENFORCEMENT REVENUE	244,210	0	244,210	672,300.80	-428,090.80	275.3%
13011 PUBLIC WORKS REVENUE	35,400	0	35,400	25,811.21	9,588.79	72.9%
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	16,930.00	43,120.00	28.2%
14028 RECREATION DEFERRED REVENUES	0	0	0	10,970.00	-10,970.00	100.0%
14031 LIBRARY REVENUE	10,800	0	10,800	7,049.46	3,750.54	65.3%
TOTAL GENERAL FUND	40,868,269	2,265,052	43,133,321	43,507,226.86	-373,905.58	100.9%
<hr/>						
5001 WATER ENTERPRISE FUND						
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510001 WATER WORKS REVENUE	6,710,052	125,000	6,835,052	3,110,138.37	3,724,913.63	45.5%
TOTAL WATER ENTERPRISE FUND	6,710,052	125,000	6,835,052	3,110,138.37	3,724,913.63	45.5%
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5002 SEWER ENTERPRISE FUND						
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 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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FOR 2021 10

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
520001 SEWER WORKS REVENUE	7,945,222	125,000	8,070,222	3,660,948.73	4,409,273.27	45.4%
520002 SEWER WORKS REVENUE	396,081	0	396,081	48,398.00	347,683.00	12.2%
550204 SEWER-REVENUE PRIVATE/OTHER	0	10,250	10,250	10,250.00	.00	100.0%
TOTAL SEWER ENTERPRISE FUND	8,341,303	135,250	8,476,553	3,719,596.73	4,756,956.27	43.9%
5003 ARENA ENTERPRISE FUND						
530001 ARENA REVENUE	416,031	0	416,031	253,085.84	162,945.16	60.8%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	253,085.84	162,945.16	60.8%
6000 COMMUNITY CENTER SP REV FUND						
600001 COMMUNITY CENTER REVENUE	889,241	0	889,241	601,897.83	287,343.17	67.7%
TOTAL COMMUNITY CENTER SP REV FUND	889,241	0	889,241	601,897.83	287,343.17	67.7%
GRAND TOTAL	57,224,896	2,525,302	59,750,198	51,191,945.63	8,558,252.65	85.7%

** END OF REPORT - Generated by Mark Sullivan **

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CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 10

	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	365,455.56	4,044.90	45,439.54	89.0%
11012351 ECONOMIC DEVELOPMENT	512,693	4,096	516,789	298,062.14	20,794.62	197,932.24	61.7%
11020050 IT SERVICES	897,327	42,938	940,265	733,459.03	31,814.87	174,991.10	81.4%
11030051 CITY CLERK	334,501	0	334,501	279,356.48	37,068.82	18,075.70	94.6%
11040050 ELECTIONS	70,168	0	70,168	27,200.55	3,521.13	39,446.32	43.8%
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	461,932.25	31,402.28	124,646.47	79.8%
11060051 BUSINESS OFFICE	608,770	1,352	610,122	486,744.94	2,967.54	120,409.52	80.3%
11063151 HUMAN RESOURCES	225,528	1,250	226,778	203,783.40	7,430.35	15,564.25	93.1%
11070070 TAX COLLECTOR	379,761	3,020	382,781	331,578.95	11,707.92	39,494.13	89.7%
11080050 GENERAL OVERHEAD	1,169,916	-295,400	874,516	371,508.55	80,650.93	422,356.52	51.7%
11090050 PB CITY WIDE 50	687,246	83,352	770,598	631,874.30	24,260.61	114,463.09	85.1%
11090051 PB CITY HALL 51	65,698	0	65,698	66,745.05	5,108.56	-6,155.61	109.4%
11090052 PB OPERA HOUSE 52	48,769	0	48,769	22,928.24	16,499.77	9,340.99	80.8%
11090054 PB CENTRAL FIRE 54	10,945	0	10,945	7,449.52	2,430.08	1,065.40	90.3%
11090055 PB GONIC FIRE 55	10,787	0	10,787	9,569.41	637.00	580.59	94.6%
11090056 PB LIBRARY 56	19,313	0	19,313	18,408.92	903.08	1.00	100.0%
11090057 PB DPW GARAGE 57	12,155	0	12,155	11,669.90	120.00	365.10	97.0%
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	2,820.36	275.00	3,604.64	46.2%
11090064 PB GONIC POOL 64	1,100	0	1,100	138.00	137.50	824.50	25.0%
11090065 PB EAST ROCHESTER POOL 65	800	0	800	138.00	137.50	524.50	34.4%
11090068 PB GROUNDS 68	10,880	0	10,880	6,461.22	500.00	3,918.78	64.0%
11090069 PB DOWNTOWN 69	17,000	0	17,000	7,016.85	7,313.20	2,669.95	84.3%
11090070 PB REVENUE BUILDING 70	21,368	0	21,368	17,505.67	1,628.57	2,233.76	89.5%
11090071 PB PLAYGROUNDS 71	3,000	0	3,000	3,000.00	.00	.00	100.0%
11090075 PB NEW POLICE STATION	24,066	0	24,066	16,349.72	2,139.63	5,576.65	76.8%
11090077 PB ANNEX	11,140	0	11,140	3,292.44	473.96	7,373.60	33.8%
11102051 PLANNING	427,669	4,518	432,187	313,871.66	6,757.03	111,558.31	74.2%
11200051 LEGAL OFFICE	611,159	0	611,159	485,110.42	6,569.28	119,479.30	80.5%
12010053 PD ADMINISTRATIVE SERVICES	2,076,031	0	2,076,031	1,604,449.18	65,507.35	406,074.47	80.4%
12012453 PD PATROL SERVICES	5,463,738	0	5,463,738	4,178,740.24	.00	1,284,997.76	76.5%
12012553 PD SUPPORT SERVICES	417,396	10,035	427,431	346,583.65	.00	80,847.35	81.1%
12020054 FIRE DEPARTMENT	4,991,261	10,000	5,001,261	4,137,185.10	82,313.88	781,762.02	84.4%
12020055 FIRE DEPT 55 GONIC SUBSTAT	28,592	0	28,592	16,609.58	2,234.91	9,747.51	65.9%
12020754 CALL FIRE	29,890	0	29,890	7,333.56	.00	22,556.44	24.5%
12023354 EMERGENCY MANAGEMENT	42,101	0	42,101	3,126.20	3,570.95	35,403.85	15.9%
12030153 DISPATCH CENTER	869,310	30,085	899,395	716,683.42	5,944.63	176,766.95	80.3%
12040051 CODE ENFORCEMENT	593,170	8,974	602,144	491,879.31	5,673.38	104,591.31	82.6%
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 10

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13010057 PUBLIC WORKS	2,412,336	6,021	2,418,357	1,801,231.63	327,222.29	289,903.08	88.0%
13010957 WINTER MAINTENANCE	530,920	0	530,920	354,376.78	12,586.51	163,956.71	69.1%
13020050 CITY LIGHTS	218,000	0	218,000	149,632.18	53,079.40	15,288.42	93.0%
14010051 WELFARE	480,831	9,409	490,240	299,368.86	11,361.78	179,509.36	63.4%
14022072 RECREATION ADMINISTRATION	671,686	8,561	680,247	512,419.30	-757.05	168,584.75	75.2%
14022150 RECREATION PLAYGROUNDS/CAM	101,305	-3,000	98,305	32,372.68	404.46	65,527.86	33.3%
14022250 RECREATION POOLS	94,924	0	94,924	70,792.29	4,144.17	19,987.54	78.9%
14030056 LIBRARY	1,342,026	0	1,342,026	1,012,256.27	31,272.09	298,497.64	77.8%
15000051 COUNTY TAX	6,941,353	0	6,941,353	6,752,536.00	.00	188,817.00	97.3%
17010051 TRANSFERS/PAYMENTS DEBT SV	4,471,220	0	4,471,220	4,348,484.40	.00	122,735.60	97.3%
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	34,487,997.80	961,208.63	7,676,711.90	82.2%
5001 WATER ENTERPRISE FUND							
51601057 WATER WORKS EXPENSE	5,353,392	125,000	5,478,392	3,769,702.20	44,025.78	1,664,664.02	69.6%
51601073 WATER TREATMENT PLANT	1,287,559	0	1,287,559	930,091.04	94,388.07	263,079.89	79.6%
51601570 WATER REVENUE OFFICE	69,101	0	69,101	57,718.79	146.61	11,235.60	83.7%
TOTAL WATER ENTERPRISE FUND	6,710,052	125,000	6,835,052	4,757,512.03	138,560.46	1,938,979.51	71.6%
5002 SEWER ENTERPRISE FUND							
52602057 SEWER WORKS EXPENSE	4,106,648	135,250	4,241,898	4,678,326.80	22,526.29	-458,955.09	110.8%
52602074 SEWER TREATMENT PLANT	4,167,052	0	4,167,052	1,334,782.78	223,459.34	2,608,809.88	37.4%
52602470 SEWER REVENUE OFFICE	67,603	0	67,603	57,715.98	70.24	9,816.78	85.5%
TOTAL SEWER ENTERPRISE FUND	8,341,303	135,250	8,476,553	6,070,825.56	246,055.87	2,159,671.57	74.5%
5003 ARENA ENTERPRISE FUND							
53603060 ARENA EXPENSE	416,031	0	416,031	318,446.11	20,365.40	77,219.49	81.4%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	318,446.11	20,365.40	77,219.49	81.4%
6000 COMMUNITY CENTER SP REV FUND							

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 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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FOR 2021 10

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	654,976.96	103,731.42	130,532.62	85.3%
	TOTAL COMMUNITY CENTER SP REV FUND	889,241	0	889,241	654,976.96	103,731.42	130,532.62	85.3%
	GRAND TOTAL	57,224,896	2,517,899	59,742,795	46,289,758.46	1,469,921.78	11,983,115.09	79.9%

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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 APRIL 2021

APPLICATIONS REVIEWED BY THE PLANNING BOARD

Planning Board met April 5th for a Regular Meeting and April 19th for a Work Session Meeting.

- a. **David & Janet Kondrup, 64 & 66 Lowell Street** (by Little River Land Surveying, Inc.) Lot line revision. Case# 132 – 5&6 – R1 – 21 **APPROVED**
- b. **Marybeth & David Walker & Norman Roberge, 30 & 54 Brock Street** (by Norway Plains Assoc.) Lot line revision. Case# 123 & 129 – 57&6 – R1 – 21 **APPROVED**
- c. **Meredith Walters, 43 Betts Road** (by Norway Plains Assoc.) 2-Lot subdivision. Case# 206 – 35 – A – 21 **APPROVED**
- d. **Laperle Family Revocable Trust, 60 Haven Hill Road** (by Norway Plains Assoc.) 5-Lot subdivision with new road. Case# 255 – 24-1 – A – 21 **APPROVED**
- e. **Granite State Credit Union, 148 & 150 Farmington Road** (by Norway Plains Assoc.) Preliminary site plan to construct a 3,000+/- s.f. credit union branch office. Case# 208 – 4&5 – GRD – 21 **PRELIMINARY**
- f. **EFI Express, LLC, 0 Tebbetts Road** (by Fuss & O'Neill) Site plan to construct two 6,000+/- s.f. buildings for automotive facility with associated infrastructure. Case# 257 – 66 – I – 21 **CONTINUED TO 5/3/2021**
- g. **Golden Oaks Development, LLC, Freedom Drive** Request for an extension to meet precedent conditions for an approved 17-Lot subdivision and Conditional Use Permit. Case# 110 – 10, 10-2 thru 10-18 – R1 – 20 **APPROVED**

APPLICATIONS REVIEWED BY THE ZONING BOARD OF ADJUSTMENT**Zoning Board of Adjustment met on April 14th**

- a. **Z-21-01 Zaremba Project Development, LLC** seeks a *Variance* from Section 12.3 and 12.8 of the Zoning Ordinance to allow construction of a retail development within wetlands and within the 50-foot wetland buffer. **Location:** 480 Gonic Road, Rochester, NH 03839, Map 262 Lot 29 in the Highway-Commercial Zone **DENIED**
- b. **Z-2021-04 EFI Express, LLC** Seeks a *Variance* from Section 23.2.A(1)(k) to allow a 1,300 s.f. accessory/security apartment where 800 s.f. is permitted by Zoning. **Location:** 0 Tebbetts Road, Rochester, Map 257 Lot 66 in the Industrial Zone **WITHDRAWN**
- c. **Z-21-05 David Waleryszak** Seeks an *Administrative Decision Appeal* on basis of the use shouldn't be allowed in the Zone. **Location:** 107 Betts Road, Rochester, Map 204 Lot 12 in the Agricultural Zone **CONTINUED TO 5/12/2021**
- d. **Z-21-06 7 Browning Drive, LLC** Seeks a *Special Exception* from Section 23.2A(1) to permit an accessory apartment in the R1 zone. **Location:** 7 Browning Drive, Rochester, Map 246 Lot 32-23 in the Residential-1 Zone **GRANTED**
- e. **Z-21-07 Thomas and Diane Aubert** Seeks a *Special Exception* from Attachment 5 to permit an excavation operation. **Location:** 36 Cross Road, Rochester, Map 205 Lot 18 in the Agricultural Zone **GRANTED**
- f. **Z-21-08 Jacob Bobbie** Seeks a *Special Exception* from Section 24.1(F) to permit parking of an un-marked trailer that is used for business. **Location:** 10 First Street, Rochester, Map 120 Lot 167 in the Residential-1 Zone **GRANTED**

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION**Conservation Commission met on April 27th**

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

2. **Conservation Overlay District:**

- a) NM Cook Development, LLC, 21 Farmington Road (by Berry Surveying & Engineering) Site plan and conditional use permit to construct a bank with drive thru teller and ATM. Wetland buffer impacts are proposed
APPROVED with conditions

3. NH DES Wetland/Shoreland Applications.

a) NH DOT – Route 16 improvements associated with All Electronic Tolling including proposed sound walls and stormwater treatment. Wetland impacts proposed.

DISCUSSED**Other business:**

The Commission also discussed: 1) Intent to Cut (timber) permits; 2) Recent TRG and PB applications; 3) Updates on ZBA decision (application involving wetland buffer impacts); and, 4) Notice of Intent to Cut Wood or Timber / Intent to Excavate applications.

Non-Public Session:

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

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

Historic District Commission met on April 21st

Service Credit Union, 48 Portland Street (by JLN Contracting), Certificate of Appropriateness for exterior cosmetic improvements and roof, and signage. Case # 120-351-DTC-21. APPROVED

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

ARTS AND CULTURE COMMISSION ACTIVITIES

Arts and Culture Commission met April 22nd

Arts and Culture Commission did not meet in April for lack of quorum. The Commission is looking for new members. If you are interested or know someone who is interested please reach out!

PLANNING DEPARTMENT NEWS

As you can see from this month's Planning and Development report not only was the Planning Board busy (which I highlighted last month, with a list of all of the construction projects underway) but the Zoning Board of Adjustment (ZBA) was equally as busy this month. So what does the ZBA do?

The ZBA is charged with 4 responsibilities:

Variances: A variance is a waiver of any provision of the ordinance authorizing the landowner to use his or her land in a manner that would otherwise violate the ordinance. As the court found in an earlier case, "Variances are included in a zoning ordinance to prevent the ordinance from becoming confiscatory or unduly oppressive as applied to individual properties uniquely situated." *Sprague v. Acworth*, 120 N.H. 641 (1980). The criteria for a variance are set by the State, not the City of Rochester.

Special Exception: A special exception is a specific, permitted land use that is allowed when clearly defined criteria and conditions contained in the ordinance are met. Under this authority, the board of adjustment has the power to grant those exceptions after determining that the conditions established in the ordinance are met. The conditions for a Special Exception are set by the City of Rochester.

Equitable Waiver: When a lot or structure is discovered to be in violation of a physical layout or dimensional requirement, after the fact, the zoning board of adjustment may grant a waiver only if each of the four findings as outlined in the statute are made: (a) lack of discovery; (b) good faith error in measurement or calculation; (c) no diminution in value of surrounding property; and (d) the cost of correcting the mistake outweighs any public benefit. This is a rare request because the criteria require an honest mistake in measurement or calculation. With today's technology this does not occur as often as it may have in the past.

Appeal from Administrative Decision: The board of adjustment decides cases where a claim is made that the administrative officer has incorrectly interpreted the terms of the ordinance such as a district boundary or the exact meaning of an article or term

A majority of what we see in Rochester are Special Exceptions and Variances. And the Board does a fantastic job weighing the applications against the criteria set either by the State (Variance) or by the City (Special Exception). Should you have any further questions about the process or the criteria feel free to reach out to me or any of our wonderful ZBA volunteers!

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



Rec & Arena Monthly Report

05/13/2021

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

From: Lauren Krans –Asst. Recreation & Arena Director
Date: May 12, 2021
Re: April 2021 Monthly Report

April Department Programs	Participants
Weekend Family Open Gym	93
Weeknight Family Open Gym	167
Senior Power Hour	54
Rochester Cares Clean Up Day	180
Easter Bunny Drive Through	100
Tyke Hike	53
Rec En Route	70
April Program Participant Total	717

Recreation Department Entrance at Community Center

As part of the building's wayfinding enhancement, a new sign was placed over the doors near the recreation department office. The sign reads "Rochester Recreation Department & Gymnasium-Recreation Entrance". With the exception of large community events, this entrance is used for recreation specific foot traffic. This helps to define this area of the building as a dedicated recreation space. Controlling access to this recreation area allows us to create a safer, more manageable environment for our program participants like seniors, students and campers.



Dominicus Hanson Pines Forest Improvement Harvest

Per our department's request, the DHP Forest Improvement Harvest took place during the week of Rochester School's April Vacation. Recreation staff was in the forest for the duration of the project helping to safely guide foot traffic and educate the public on what was taking place. Patrons passing through the forest could not miss us in our neon yellow vests as we guided people safely across the paths while the large machinery worked. The logging project began on a Monday and was wrapped up on Friday. As part of the forest improvement plan, there will be a few small follow up maintenance items to this project to help ensure the future health of the forest. Our department will be organizing an educational outreach event for the community so that those interested can learn more about the Dominicus Hanson Pines and the efforts to keep it healthy and hearty for future generations. Information on this educational event will be posted to our website.



New Recreation Software

Our department's current software system was purchased by a new company. As a result the customer service and technological capabilities have grown extremely limited. We have worked closely with the IT Department's Solution Architect to find a system that meets our operational needs as well as the City's high standard for cyber security and MUNIS compatibility. We are in the final stages of the selection process and hope to begin implementation of a new software product in June. This new system will help to streamline our registration process, facility booking process and customer communications. It will also allow customers to utilize credit cards when purchasing department services.



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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: May 6, 2021

Ref: Monthly Report for April 2021

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

DEPARTMENT INFORMATION:

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

New Fire Danger sign for Station 1 installed by Public Buildings crew.

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

EMERGENCY MANAGEMENT:

- Chief Klose, DCM Katie Ambrose, and Ashley Desrochers coordinated an employee and family Covid vaccine clinic on April 1st at the RCC gym. Second vaccine clinic scheduled for April 29th.
- April 1st, Rochester FD Local 1451 started assisting Rochester Walgreens with Covid vaccination.
- April 16th, 17th, and 18th Strafford County Public Health ran 3 Covid vaccine clinics at Rochester Middle School
- April 29th second vaccine clinic for city employees and family

FUTURE PROJECTS(s):

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



Rochester Fire Department

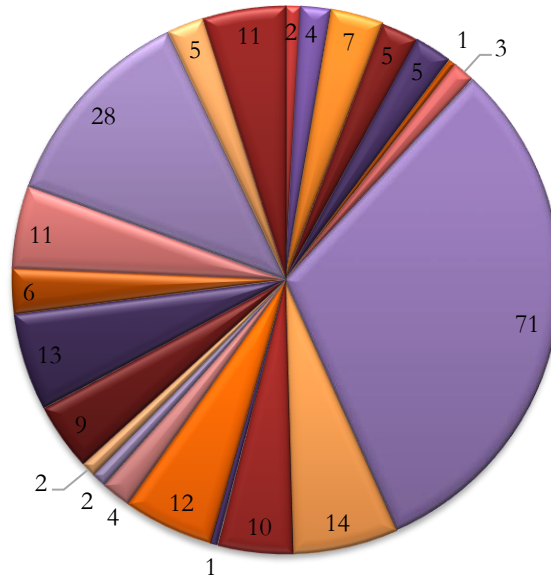
37 Wakefield St. Rochester, NH 03867

(603) 335-7545



OPERATIONS DIVISION:

April 2021 Incidents



- | | |
|--|--|
| ■ Building Fires | ■ Smoke Scare, odor of smoke |
| ■ Mutual Aid Requests | ■ Fire, other, contained cooking or trash fire |
| ■ Brush/natural vegetation/forest fires | ■ Explosion, no fire |
| ■ Unauthorized burning | ■ Medical Assist / EMS |
| ■ Motor Vehicle Accident, no injury | ■ Motor Vehicle Accident, with injury |
| ■ Carbon Monoxide Incident | ■ Wire Down Call |
| ■ Hazardous Leak/Spill (Gas, Chemical, Gasoline) | ■ Powerline down |
| ■ Electrical problems | ■ Lock out/in |
| ■ Alarm, Smoke, or CO Activation - unintentional | ■ Smoke, Alarm, or CO Activation due to malfunctions |
| ■ Dispatched and cancelled en route | ■ Other calls for service |
| ■ Good intent call | ■ False alarm, or incident type not reported |



Rochester Fire Department

37 Wakefield St. Rochester, NH 03867

(603) 335-7545



INCIDENTS (Total 215)

- April 2nd, Engine-5, Tanker-7 mutual aid to Berwick Maine, structure fire
- April 3rd, Engines 5, 2, 3, Truck-9, C2, K-1 plus mutual aid companies to 39 Winter Street Rochester for structure fire.
- April 10th, Engine-5, Tanker-7 and C2 responded mutual aid to Milton for structure fire.
- April 10th, Engine-2 mutual aid to Barrington for a propane leak
- April 16th, Tanker-7 mutual aid to North Berwick Maine for a structure fire
- April 18th, Engine-5 and Tanker -7 mutual aid to Lebanon ME for a structure fire
- April 21st, Engine-5 and Tanker-7 mutual aid to Berwick ME for a structure fire
- April 24th, Engines-2, 5, Forestry-1, C1, C2 and K-1 and mutual aid companies to 80 Trinity Circle for a 2 acre brush fire.
- April 24th, Engine-5 and Tanker-7, mutual aid to Milton for brush fire.
- April 26th, Engine-2 mutual aid to Dover for station coverage
- April 26th, Engines-2, 5 and Truck-9 Boysenberry for a shed fire with exposures.
- April 26th, Engine-2 mutual aid to Dover for a structure fire
- April 27th, Engines-2, 5, 3, Truck-9, Tanker-7 to 60 Estes Rd for a structure fire
- April 27th, Engine-5 and Tanker-7 mutual aid to Alton for a structure fire

APPARATUS:

- New Utility was delivered by Hilltop Chevrolet. Going out for graphics and radios in April 19th.
- Toyne fire engine order has been placed.



Rochester Fire Department

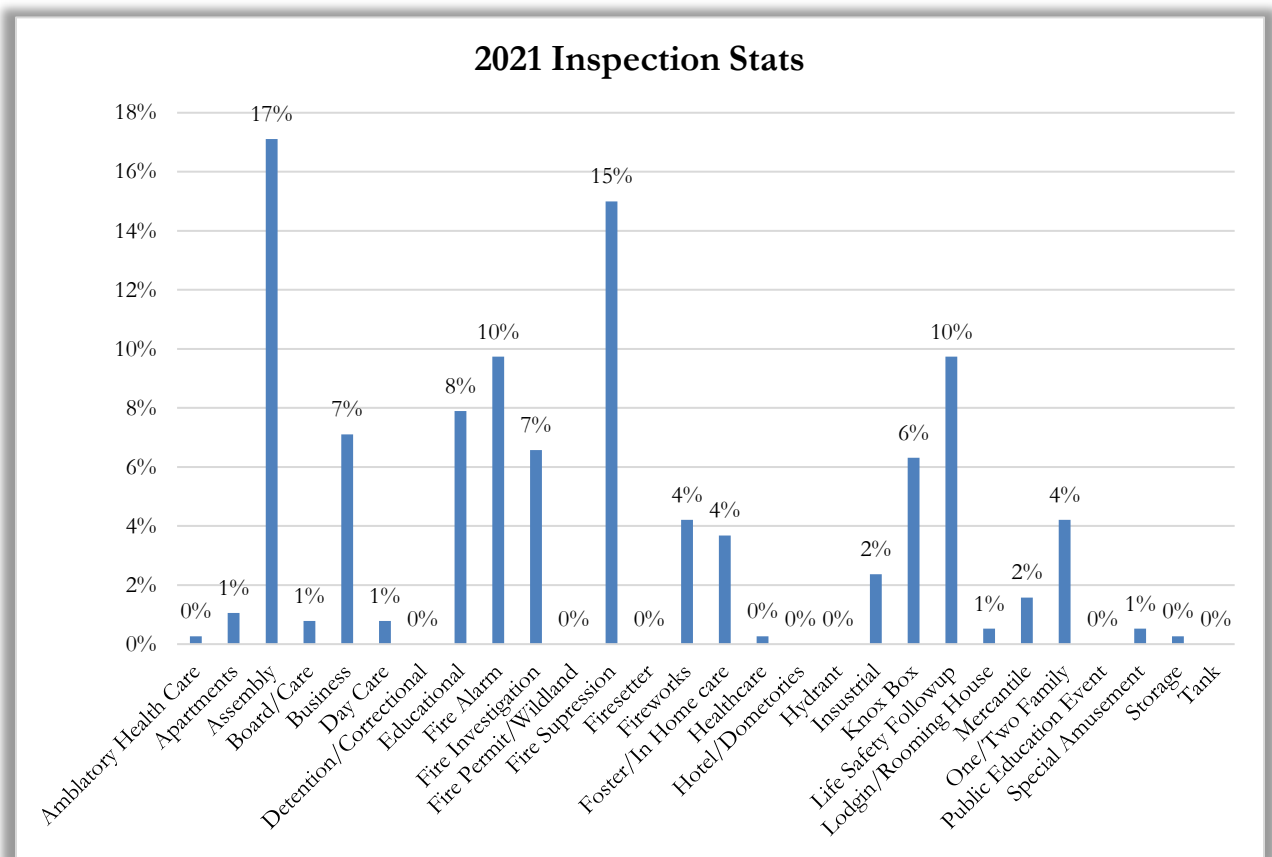
37 Wakefield St. Rochester, NH 03867

(603) 335-7545



FIRE PREVENTION DIVISION:

During the month April, the Prevention Division continued to see an increase request for services. All inspection types increased with Fire Alarm inspections having the greatest gain of 60%. Outdoor dining inspections were an early priority. DC Hughes conducted four fire investigations resulting in no need from external agencies. The City's Life Safety Team conducted their second full evaluation of local hotels for FY 21.





Rochester Fire Department

37 Wakefield St. Rochester, NH 03867

(603) 335-7545



TRAINING DIVISION:



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: 80

Total Credit Hours Awarded: 84

- 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/ delivered the 2021 RFD FF Candidate process
- Attended all required meetings and scheduled events.
- Organized/delivered Inservice training for FAST Board equipment

Car Seat Safety Program (FF Kaitlin Taatjes)

- Car Seats Installed: 1

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City Clerk's Office



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

PAUL R. TOUSSAINT
Chief of Police

May 12, 2021



TO: City Manager Blaine Cox

RE: Monthly Report – April 2021

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

The investigations bureau had 37 cases submitted for review or were detective generated. There are currently 60 cases assigned. There were five detective call outs this period. There were 28 cases presented to a virtual Grand Jury, all were true bills. There were nine phones analyzed with Cellebrite. There were three backgrounds and two polygraphs completed. There was one sex offender compliance check. Evidence logged in 456 pieces, returned 41 items to owners and 119 additional pieces were destroyed.

Drug Take Back Day was held on April 24, 2021. We collected eight boxes weighing in at 198.5 pounds of unused prescription medication helping to keep it out of the wrong hands.

COMMUNITY ENGAGEMENT OFFICER (CEO) and POP UNIT: Sgt. Benjamin transitioned to support Sergeant overseeing POP and CEO on April 1.

POP and CEO units have remained active this month and closely work together on many assignments.

Officer Danie continued working with the police explorers and remained active in the community. He has worked with the POP Unit, Fire Department, Code Enforcement and the Health Inspector regarding various site assessments in the City involving certain properties that seem to have ongoing problems.

POP has completed several drug investigations. Of these cases, three are being federally indicted. Because of intelligence gathered by the POP officers, police in New Jersey arrested a Rochester, NH resident with a large amount of narcotics whom had been traveling back and forth. He is incarcerated and pending federal indictment.

The POP unit has started to receive homeless encampment calls for service. They have checked several encampments, and identified several areas containing large amounts of trash. They are working on facilitating a plan to have these areas picked up. They provided information on services to several people.

Both the CEO and POP officers have assisted patrol by filling a large amount of vacant patrol shifts due to officer resignations and officer retirements. This has been extremely helpful to patrol.

COMP STAT: Traffic stops remain consistent with recent months, with locations on the main throughways in the City as well as the downtown area. An overlay map in the Compstat report shows that our traffic stops have been in the same areas as the majority of traffic crashes. There were 10 DUI arrests this past month, which is higher than usual. Five of the arrests were alcohol related, and the other five were drug related. There were two DUI crashes, the remaining were as a result of citizens calling in based on their observations of concerning drivers.

There was a slight increase in burglary reports. This includes the beginnings of a trend into burglaries of self-storage units that has continued, and is being actively investigated. There was also a large increase in reported thefts of motor vehicles, largely attributed to one juvenile who stole several motor vehicles in one evening—numerous juvenile petitions have been completed. In all cases of stolen motor vehicles, keys were left in the vehicles.

The majority of the drug-related arrests were when drugs were found during a search incident to arrest for a separate charge. Overdose cases are down from last year, although drug events have increased significantly.

Violent crimes remain relatively low, and no trends were uncovered.

COMMUNICATION CENTER - DISPATCH:

The radio equipment for alerting at the FD is in and pending installation. Two Way is also scheduled to reprogram the cruisers and the engines to reflect the appropriate apparatus calling.

We have extended a conditional offer for the open specialist position. We expect to begin the background phase shortly.

Our intern from UNH was very helpful in helping us update our FD Hydrant books with updated streets and new developments in the town so that we are familiar with the hydrant associated with the street.

Two dispatchers have completed the APCO CTO Course for dispatchers.

We still have a dispatcher in field training. She is a little more than halfway through the training program and progressing nicely.

DIVERSION PROGRAM/TEEN DRUG COURT:

The Juvenile Probation Transformation has shifted to our planning the “Probation Transformation Convenings” which is the deep dive on probation transformation and working with interested partners across the State in identifying changes and processes that need to be transformed and how best to conduct that work.

We have been working on adjusting the Conditions of Release for probation from 20 standard rules ideally down to 4, which will be submitted to the Supreme Court for ruling.

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

Nicole spent over 30 hours in training to become an Instructor for Youth Mental Health First Aid, which will allow us as a Department to train line staff and will be able to work with County partners in training service providers and others that work with youth; as well, able to train across the Diversion Network.

Nicole attended and presented at the Statewide DCYF Conference.

Nicole continues to work with the Statewide “NH Race and Equity LE/CJ Workgroup on developing appropriate and effective trainings around cultural diversity, awareness and anti-bias. In addition, she continues to work on the Service to Science: Evidence-Based designation and is starting to select 4 pilot sites in the State that utilize the best practices we need modeled for Diversion examples.

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

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

FINANCIAL/PURCHASING: We are approximately 83% of the way through FY21 and currently we are spent at 75% overall in our O&M lines. All major operational lines continue to be in good shape, with no major concerns.

Radio Replacement Project-No major updates, nor a date yet to install the firefighter alerting equipment. We are also coordinating with the DPW construction supervisor on when we might be able to schedule a crane to raise the tower that will be on that site.

Mobile Dispatch Backup-The Motorola equipment has been ordered and IT is finalizing the equipment needed for connectivity into the City’s network.

Two of the frontline cruisers ordered in FY21 have been outfitted and operational. The final one is currently being equipped and should be ready the second week of May.

During this period, we prepared and presented our FY22 budget to the Council. We will be working on our CIP presentation and documentation, which is scheduled for presentation May 18.

There were two purchases of \$5000 or more which would require a signature from the commission this month. Both of them were Motorola equipment for the mobile dispatch trailer.

FORFEITURE SPENDING: There was no forfeiture spending this period.

HIRING: New officer recruits Moon and Gleason started on April 4th and have started their in service training programs. Both officer recruits participated in and passed the academy entrance PT test. They will begin the recruit academy on May 3. The academy will be a day format again which requires recruits to commute daily to Concord.

Certified Officer Spencer Aube has completed all phases of the background process and will begin with the department on May 17.

HONOR GUARD: There are no events scheduled at this time. The HG is currently posting for open positions on the unit.

HOUSING: Sgt. Benjamin has taken over Support Sergeant duties and now officially oversees the two Housing Offices, Officer Mundy and Officer Babine.

Officer Mundy and Officer Babine have worked together to adjust their schedules accordingly to provide the most coverage possible for these locations, including night and weekend patrols. Both officers conduct routine extra patrols daily, both in vehicle and on foot, of all properties including the old medical building on Charles Street and the new building on Academy Street. Building walkthroughs are common and the great majority of interactions with residents is positive.

This reporting period there were 17 police related calls for service.

Officer Mundy gave out bicycle helmets and free ice cream cards to children, which is a great positive interaction between the police and the community.

The officers conducted 16 background investigations for potential future residents, which is up from 6 last month.

K-9: Officer MacKenzie retired this period - which also retired K9 Phlirt. Phlirt will permanently reside with Keith MacKenzie and his family. The city entered a MOU with Keith MacKenzie for the use of K9 Gunner as we transition to our new K9 Officer, Dwayne Hatch. Officer Hatch will be working with the Working Dog Foundation to become certified with Gunner. Officer Hatch has been training with Gunner since 2020— which should shorten the time for certification from months to weeks. Until Officer Hatch is certified with Gunner, we will have to call mutual aid for a K9 if needed.

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

PROSECUTION - JUVENILE: There were 38 new petitions, 6 diversion cases and 1 CHINS. There were also 8 motions to impose, 2 motions to bring forward and 2 contempt investigations. Lt. Gould assisted Attorney Mitrushi with District Court when needed. She also participated in an oral board for hiring and attended two Cadet Academy meetings.

RENTAL PROPERTY OWNERS ASSOC.: Lt. Bossi attended the April meeting. He spoke about scams involving fraudulent rentals done over the internet. Scammers list properties belonging to other people as available. The entire transaction is completed over the internet and prospective tenants don't even meet them. Tenant's send the first month rent and security deposit, only to find the property was not actually rented to them. Lt. Bossi encouraged property owners to look on different market place sites to ensure their properties are not listed. If they are found listed, they should contact the site administrators. There were no major concerns or issues brought up. A majority of the meeting was reference to normal property owner related matters. There was also a legislative update presented reference to property owner related matters. The next meeting will be on May 6, 2021 at 8am.

SCHOOL RESOURCE OFFICERS:

High School: Officer Jackson

- Taught Brent Williams Driving school
- Monitored Wakefield St Crossing for issues

- Assisted patrol with a missing juvenile
- Working with Rec Department for the issues at child's playground
- Assisted Alton Police with an identification of a defendant
- Helped conduct active shooter drill for entire school
- Assisted administration at school with legal issues
- Completed 5 Offense Reports

Middle School: Sgt. Deluca

- Taught LEAD program, 40 students, 10 lesson plans (had a graduation)
- Worked with school teams on school projects
- Assisted patrol on five different investigations
- Assisted one team with a math class
- Assisted a gym teacher due to short staffing
- Investigating or assisting with several cases

Elementary School (9): Officer Porfido

- Attended a suspension meeting with a student/staff to develop a safety plan
- Fire drill with School St School
- Assisted Truancy Officer with residence checks
- Weekly checks on a student from William Allen school, to include home checks, in a continuing effort to monitor various issues
- Home visit with a Gonic school student
- Assisted Chamberlain School with CHINS process for violent student
- Lunch and recess for all schools throughout the month
- Finished 6th grade LEADS with SES
- Obtained over 1,000 McDonald's dessert cards to hand out to students excelling
- Police Explorer Meetings
- Filled in for patrol shifts

Explorer Post: Officer Jackson

Held two meetings this month

TRAINING: Officer Tim Rummo has completed his field-training program, and has been released to solo patrol.

Unfortunately, due to low registration numbers the training for the De-Escalation Train the Trainor was canceled. We hope to re-schedule the class for September.

As part of the Governor's Executive Order on Law Enforcement, reforms mandating training pertaining to ethics, de-escalation, and anti-bias training Sgt. Cost has developed a schedule to complete this training between May and September. Sgt. Cost confirmed with the academy that the courses on PoliceOne Academy meet the guidelines so we will use this on line platform to meet this requirement.

While training opportunities have been reduced over the last year, more training are starting to be held once again both in person and web based. During the month, the following officers attend training;

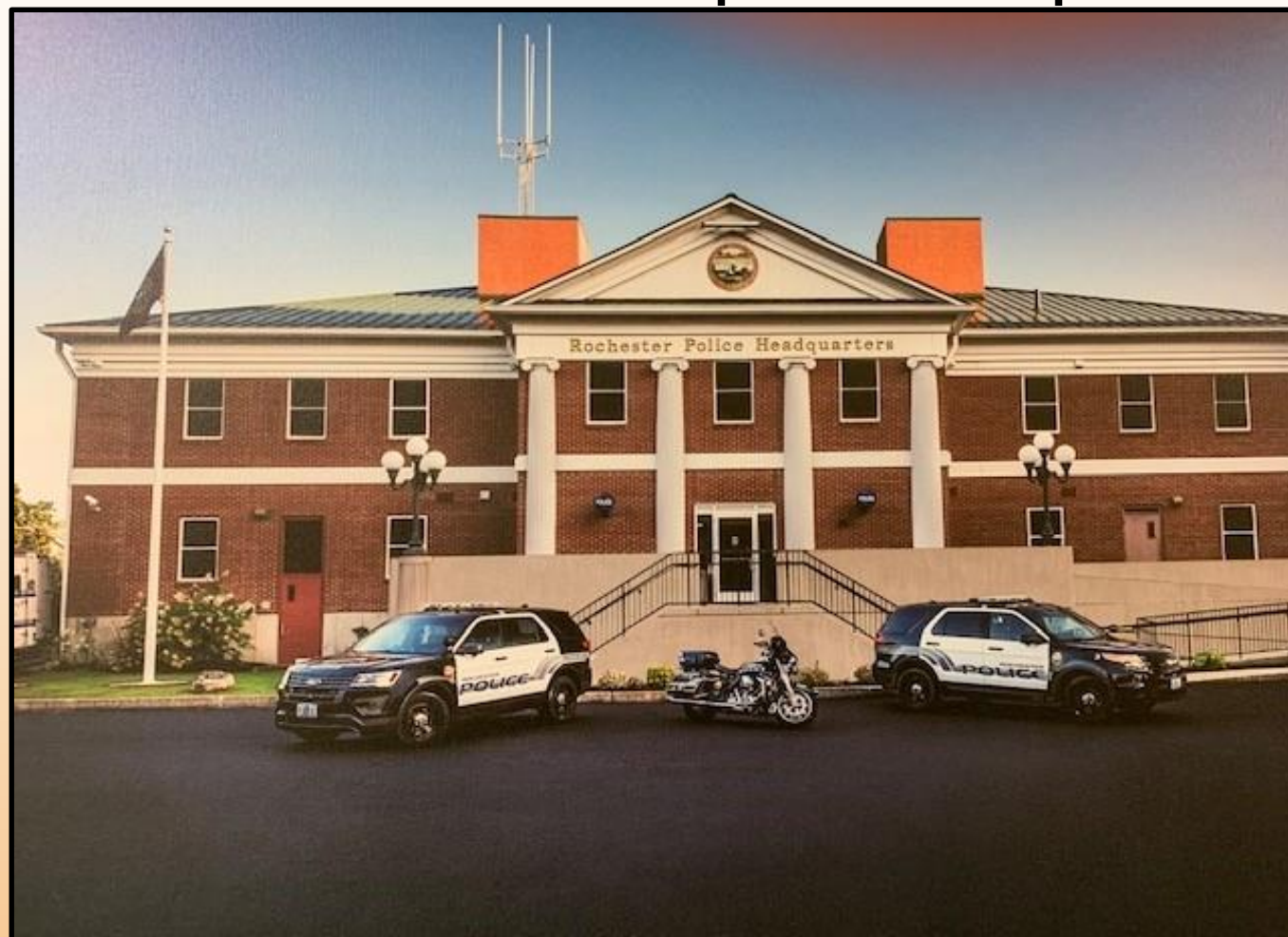
- Officer Knox and Nicole Rodler- Mental Health First Aid instructor course
- Det. Govoni- Model Protocol for Multidisciplinary Response to Child Abuse and Neglect
- Officer Oswalt- Street Crimes
- Officer Johnson, Sgt. Turner and DC Boudreau- Women in Public Safety Leadership Summit

Respectfully Submitted,

Paul R. Toussaint

Rochester Police Department

March 2021 Comp Stat Report



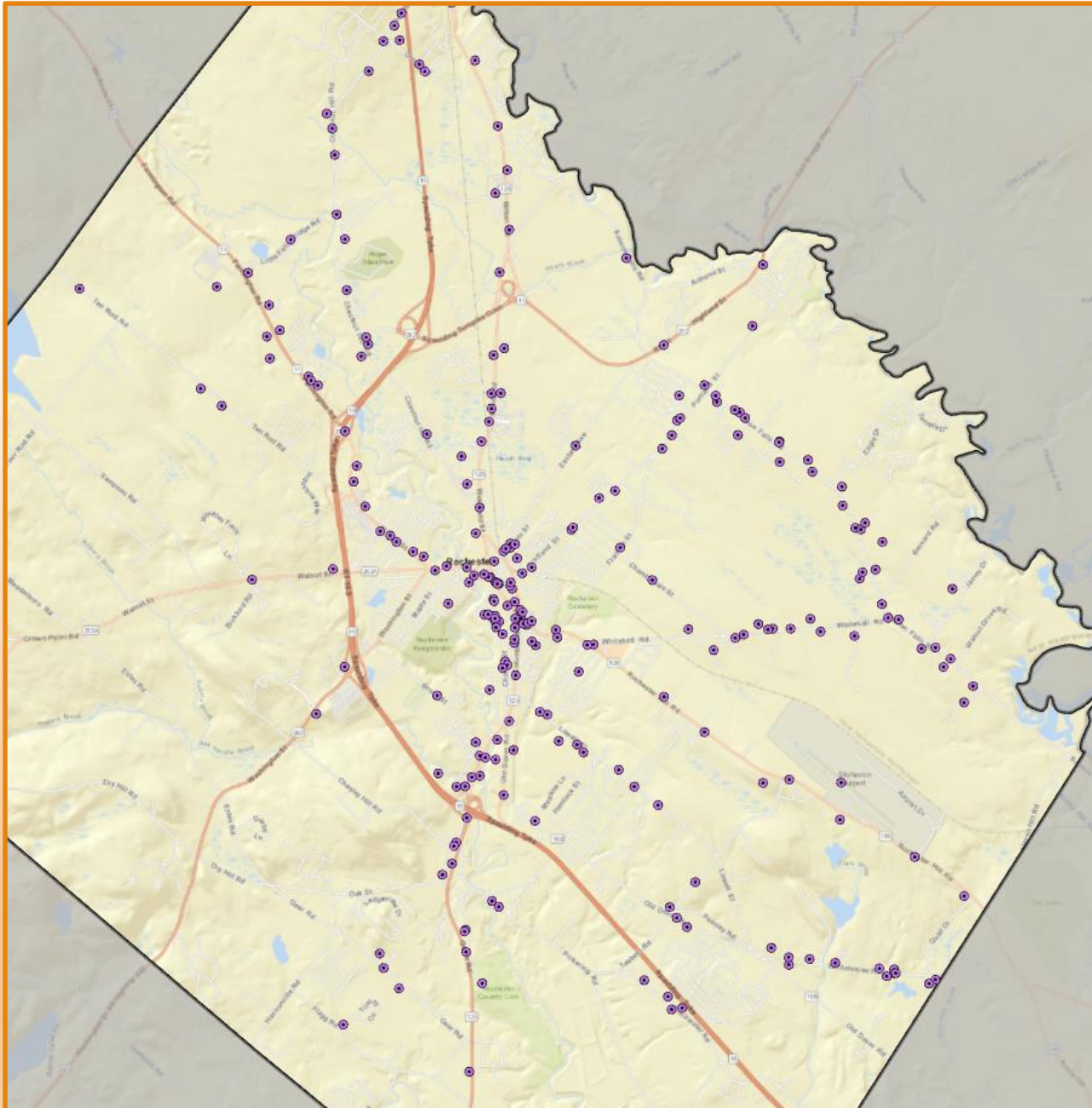
March 2021 Traffic Activities

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

Traffic Stops

Traffic Stop Breakdown

- 496 Total Stops
 - 9 Arrests
 - 7 traffic offenses
 - 1 capias/warrants
 - 1 on-view offense
 - 25 Summons
 - 444 Warnings
 - 15 No Action



Motor Vehicle Crashes

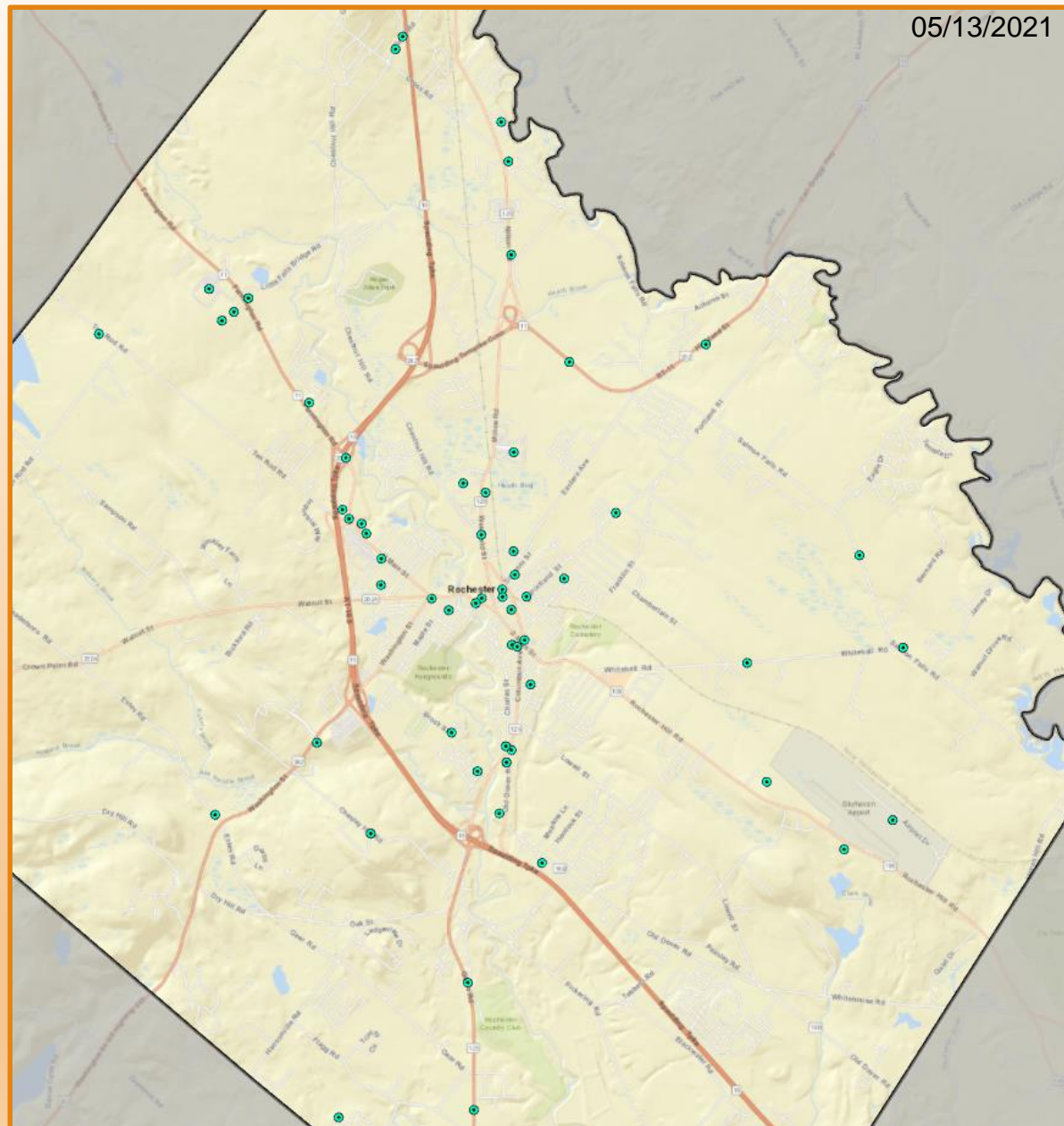
- 65 total crashes

29% decrease from the previous month.

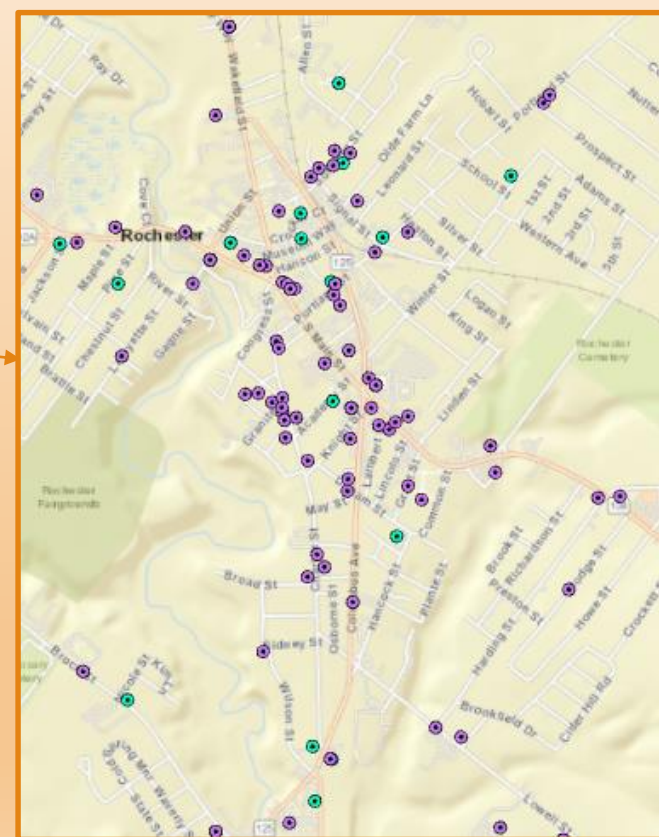
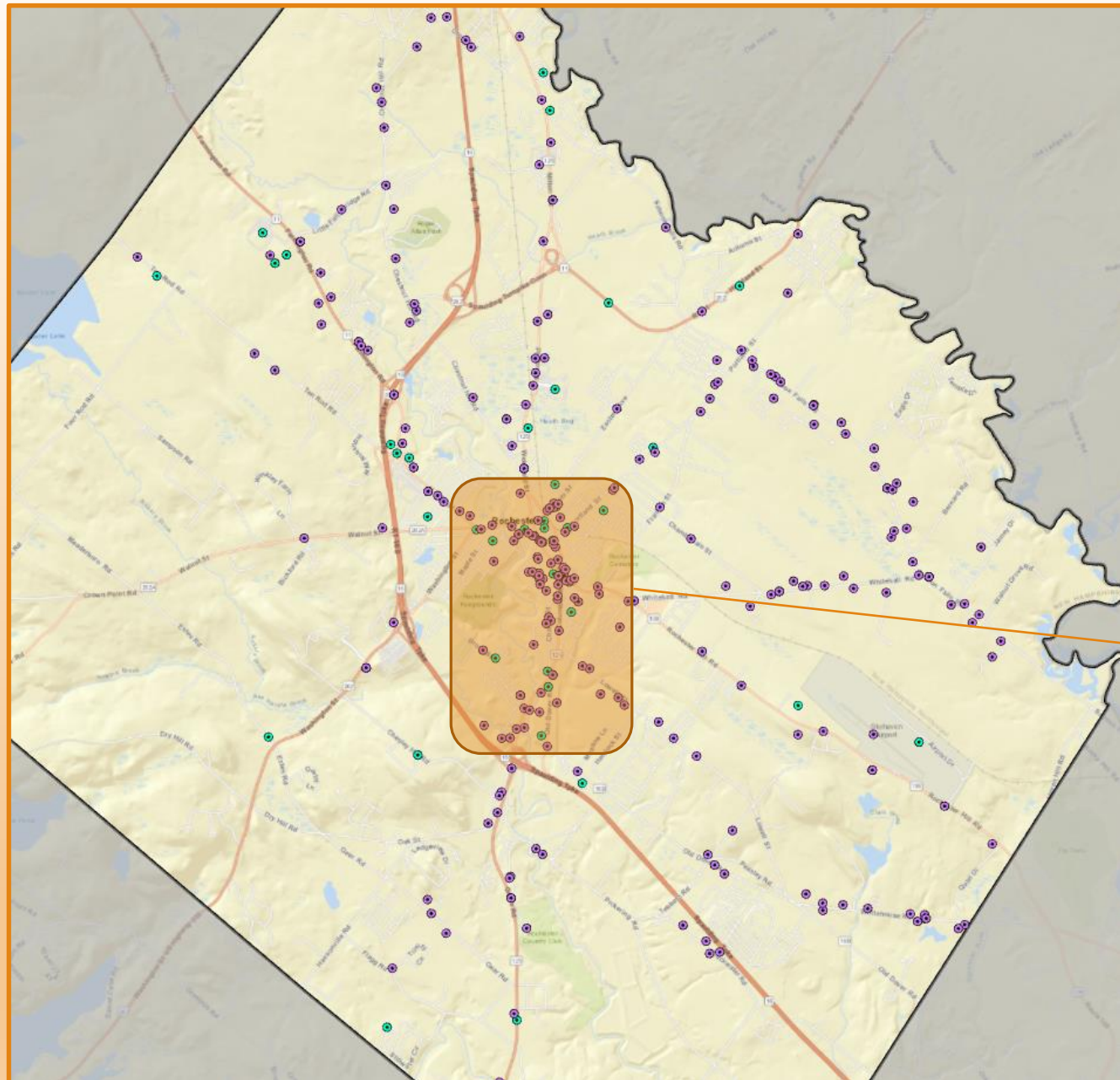
- Arrests
 - 3 arrests
 - 2 DWI arrests
- 1 Summons Issued
- 29 Parking lot crashes
- 14 Hit & Run crashes

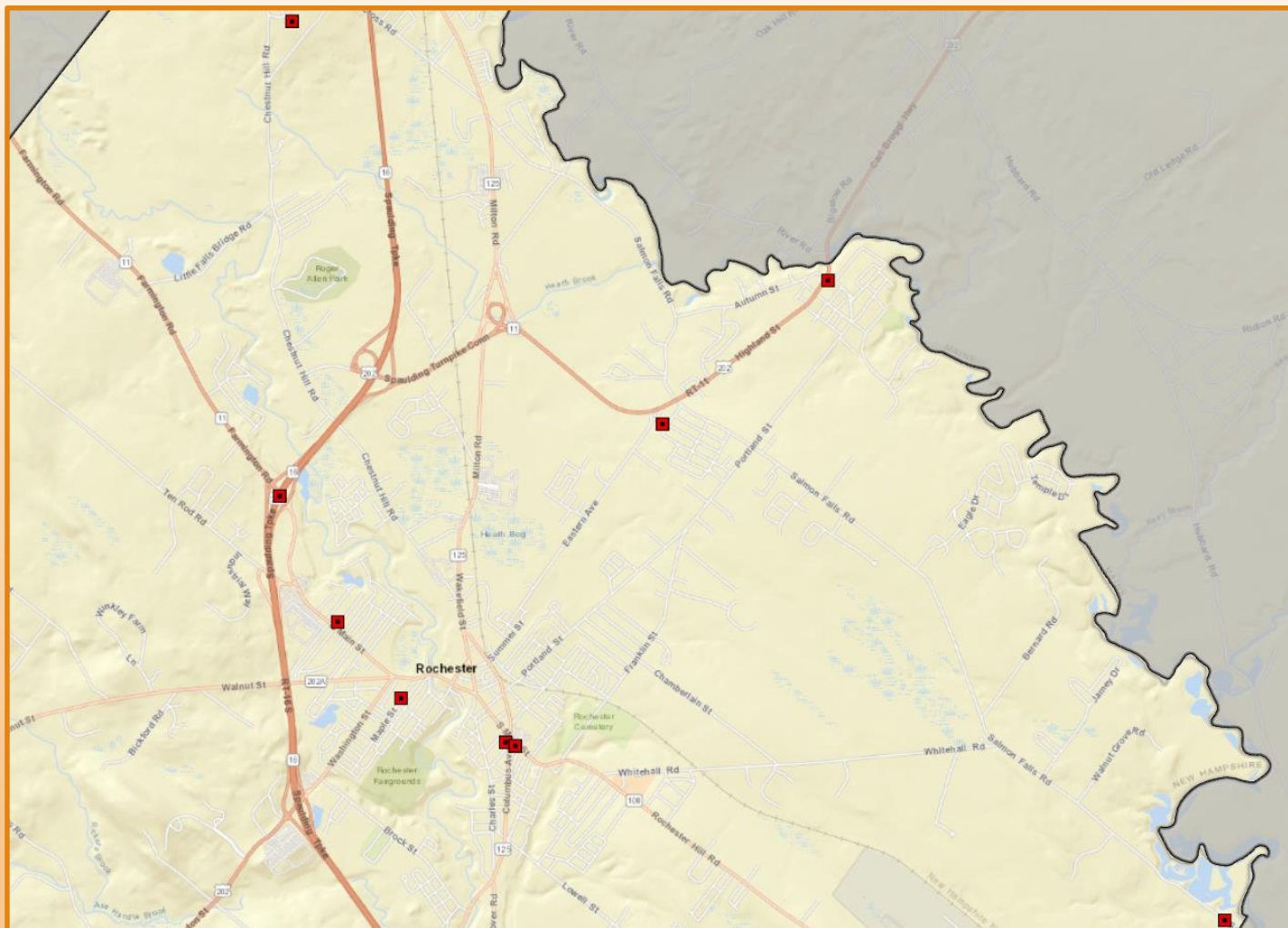
High Volume Roads

Street	Total
NORTH MAIN ST	7
FARMINGTON RD	5
WAKEFIELD ST	4
MARKETPLACE BLVD	4
PORTLAND ST	3
SALMON FALLS RD	3



Overlay of Crash and Traffic Stop Locations



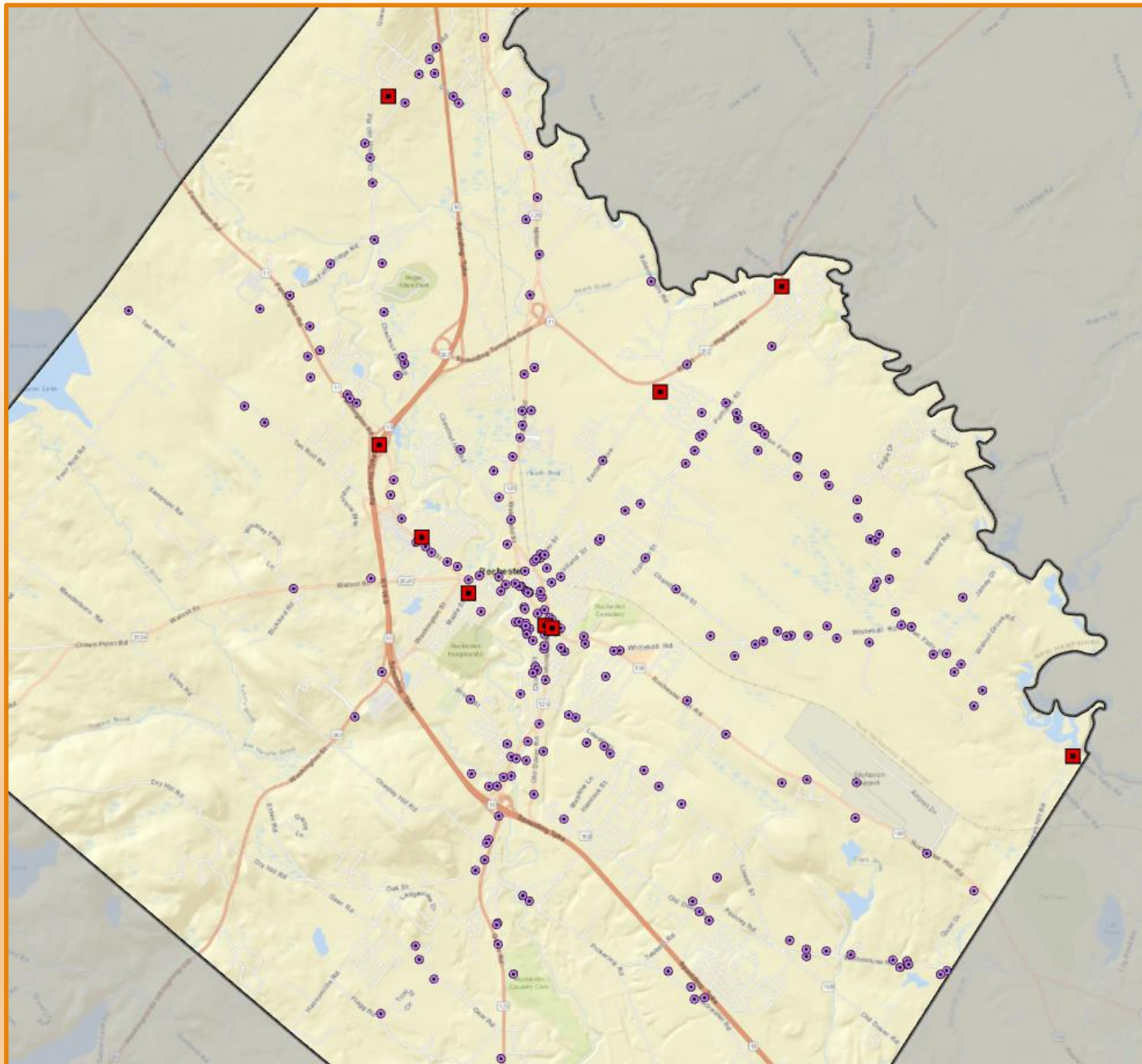


DWI Incidents

Total Incidents – 10

- 5 Alcohol/5 Drug
- 2 Crashes (both Alcohol)
- 8 result of BOLO/Welfare Check

DWI/Traffic Stop
Locations



Traffic Activity Comparisons

Specific Crimes	Mar-21	Mar-20	% Change	Feb-21	% Change	Jan-21	YTD 21	YTD 20	% Change	YTD 19
Traffic Stops	496	309	61%	515	-4%	674	1685	1470	15%	1360
Arrests from Stops	9	5	80%	24	-63%	35	68	44	55%	60
Summons	25	11	127%	28	-11%	30	83	59	41%	52
Warnings	444	287	55%	435	2%	590	1469	1338	10%	1203
No Action	15	5	200%	21	-29%	13	49	23	113%	40
Accidents	65	62	5%	91	-29%	61	217	224	-3%	224
Summons from ACs	1	0	0%	5	-80%	4	10	6	67%	6
Arrests from ACs	3	2	50%	7	-57%	5	15	14	7%	12
Field Interviews	1	8	-88%	2	-50%	3	6	24	-75%	19
DWI	10	5	100%	7	43%	6	23	18	28%	17
<i>Narcotics</i>	5	1	400%	4	25%	2	11	5	120%	7
<i>Alcohol</i>	5	4	25%	3	67%	4	12	13	-8%	10
DWI from Accidents	2	2	0%	3	-33%	2	7	6	17%	2

Property Crimes

All Incident Reports												
Specific Crimes	Mar-21	Mar-20	% Change	Feb-21	% Change	Jan-21	YTD 21	YTD 20	% Change	YTD 2021 Closure Rate	YTD 2020 Closure Rate	YTD 19
Burglary	9	10	-10%	3	200%	5	17	18	-6%	12%	6%	18
Shoplifting	11	17	-35%	17	-35%	11	39	52	-25%	49%	87%	73
Theft from a Building	5	13	-62%	12	-58%	7	24	42	-43%	13%	31%	40
Theft from M/V (including Parts)	6	7	-14%	5	20%	21	32	17	88%	0%	12%	27
All Other Theft	13	17	-24%	5	160%	22	40	34	18%	3%	12%	16
M/V Theft	8	1	700%	2	300%	2	12	5	140%	33%	40%	12
Vandalism	27	39	-31%	23	17%	27	77	100	-23%	25%	30%	75
Total Property	79	104	-24%	67	18%	95	241	268	-10%	19%	31%	261
Arrests												
Specific Crimes	Mar-21	Mar-20	% Change	Feb-21	% Change	Jan-21	YTD 21	YTD-20	% Change			YTD 19
Burglary	2	0	0%	0	0%	0	2	1	100%			7
Shoplifting	5	7	-29%	10	-50%	4	19	45	-58%			75
Theft from a Building	0	6	-100%	1	-100%	2	3	13	-77%			12
Theft from M/V (including Parts)	0	1	-100%	0	0%	0	0	2	-100%			2
All Other Theft	0	0	0%	0	0%	1	1	4	-75%			2
M/V Theft	4	0	0%	0	0%	0	4	2	100%			2
Vandalism	10	8	25%	7	43%	2	19	30	-37%			31
Total Property	21	22	-5%	18	17%	9	48	97	-51%			131

Drug Incidents

- 5 Arrests result of Search Incident to Arrest
- 9 cases, POP related cases
- 3 result of Overdose investigation
- 4 High School Dab pen cases
- 4 cases search warrant related

Overdoses/Fatalities by Year



All Incident Reports

Specific Crimes	Mar-21	Mar-20	% Change	Feb-21	% Change	Jan-21	YTD 21	YTD-20	% Change	YTD 2021 Closure Rate	YTD 2020 Closure Rate	YTD 19
Possession	24	16	50%	14	71%	23	61	43	42%	34%	60%	34
Drug Events	11	4	175%	7	57%	12	30	17	76%			30
Overdoses	5	13	-62%	1	400%	10	16	35	-54%			31
Fatal Overdoses	3	4	-25%	0	0%	0	3	5	-40%			2
Total Drug	43	37	16%	22	95%	45	110	100	10%			97
Arrests												
Specific Crimes	Mar-21	Mar-20	% Change	Feb-21	% Change	Jan-21	YTD 21	YTD 20	% Change			YTD 19
Possession	6	8	-25%	3	100%	15	21	26	-19%			29

Violent Crimes

All Incident Reports												
Specific Crimes	Mar-21	Mar-20	%Change	Feb-21	%Change	Jan-21	YTD 21	YTD 20	%Change	YTD 2021 Closure Rate	YTD 2020 Closure Rate	YTD 19
Homicide	0	0	0%	0	0%	0	0	0	0%	0%	0%	0
Robbery	0	1	-100%	0	0%	0	0	3	-100%	0%	0%	2
Aggravated Assault	1	3	-67%	2	-50%	4	7	8	-13%	43%	63%	11
<i>from DV*</i>	0	2	-100%	2	-100%	2	4	4	0%	75%	100%	3
Simple Assault	23	37	-38%	21	10%	27	71	103	-31%	48%	45%	92
<i>from DV*</i>	11	23	-52%	14	-21%	14	39	55	-29%	67%	58%	45
Total Violent	24	41	-41%	23	4%	31	78	114	-32%	23%	27%	105
Arrests												
Specific Crimes	Mar-21	Mar-20	%Change	Feb-21	%Change	Jan-21	YTD 21	YTD 20	%Change			YTD 19
Homicide	0	0	0%	0	0%	0	0	0	0%			0
Robbery	0	0	0%	0	0%	0	0	0	0%			3
Aggravated Assault	0	2	-100%	1	-100%	2	3	5	-40%			5
<i>from DV*</i>	0	2	-100%	1	-100%	2	3	4	-25%			3
Simple Assault	8	18	-56%	12	-33%	14	34	46	-26%			50
<i>from DV*</i>	8	13	-38%	9	-11%	9	26	32	-19%			45
Total Violent	8	20	-60%	13	-38%	16	37	51	-27%			58

Domestic Violence Related Calls

March 2021

Misdemeanor – 21

Felony - 1

90F* - 18

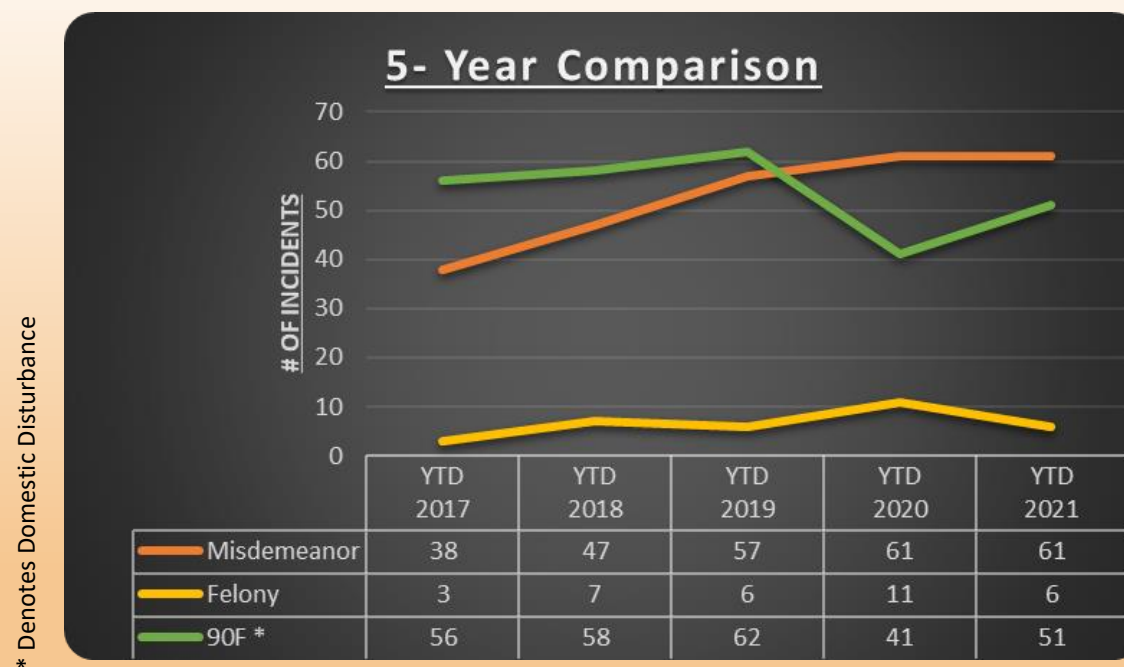
2021 Monthly Comparison



3-Year Comparison



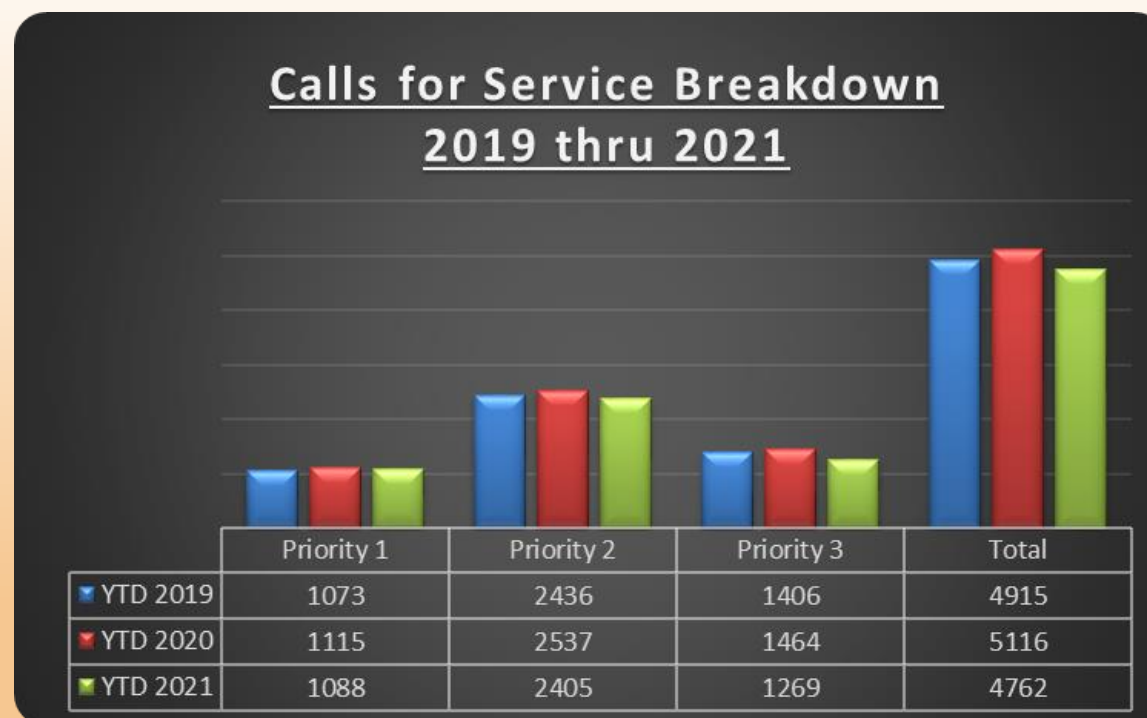
Domestic Violence Related Calls, (cont.)



Threshold

Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	85	69-100	65	Moderately Low
Traffic Stop	719	374-1064	496	Normal
DWI	7	5-10	10	Moderately High
Robbery	2	0-3	0	Normal
Aggravated Assault	5	3-8	1	Moderately Low
Simple Assault	37	29-46	23	Moderately Low
Burglary	8	4-12	9	Normal
Shoplifting	24	15-32	11	Moderately Low
Theft from Building	17	9-24	5	Moderately Low
Theft from MV	15	7-24	6	Moderately Low
MV Theft	3	1-5	7	Moderately High
Vandalism	35	27-43	27	Normal
Possession	16	10-21	24	Moderately High
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	44	34-55	24	Moderately Low
Property	118	95-142	78	Moderately Low

Calls for Service 2019 v 2021

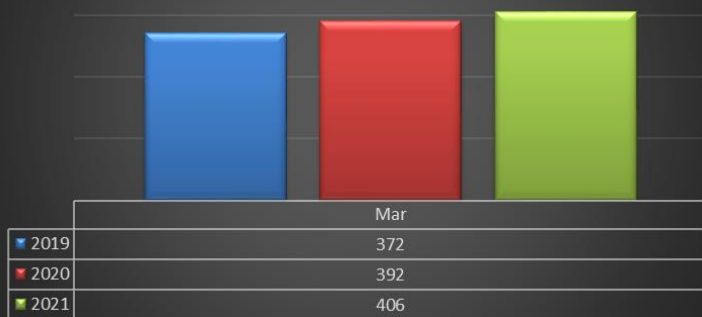


3-Year Calls for Service Comparison for March

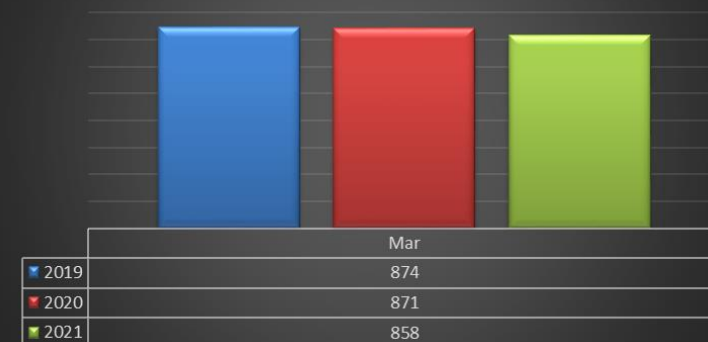


Calls for Service by Priority

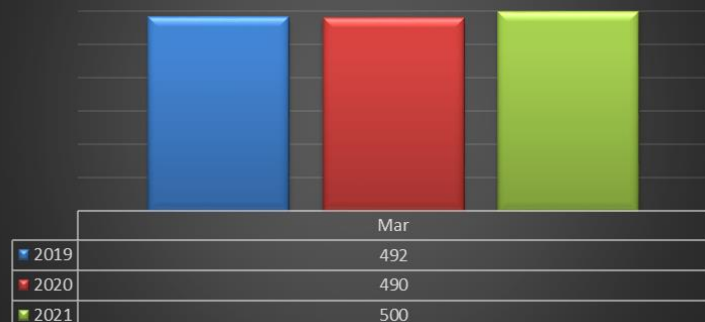
Priority 1 CFS 3-Year Comparison for March



Priority 2 CFS 3-Year Comparison for March



Prioity 3 CFS 3-Year Comparison for March

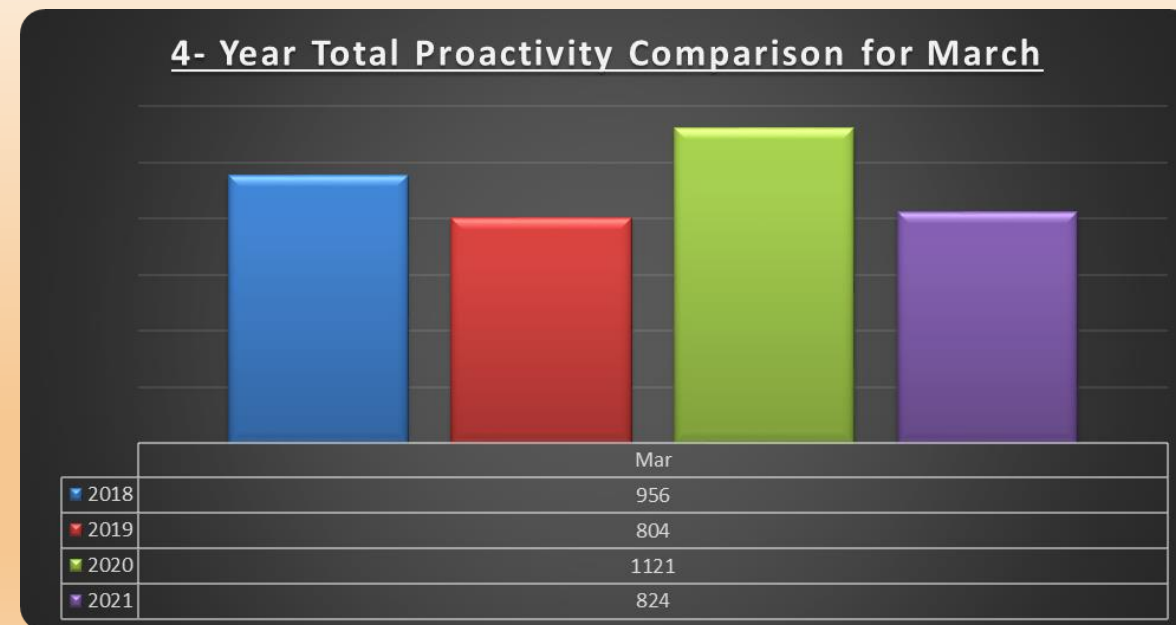


Proactive Hours by Shift

Monthly Comparison 2021 by Shift



4-year Total Comparison for March

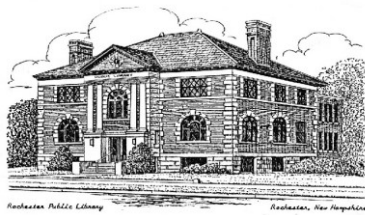




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City Clerk's Office



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

05/13/2021

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

MONTHLY REPORT

April 2021

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

Beginning Saturday, April 3rd through Friday, April 9th families were welcomed to pick-up "Stick Birds" craft kits for a Take It & Make It at home craft project. The kits were available during Library business hours on a cart at the Children's Room entrance.

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

The library was pleased to present the artwork of the students of Spaulding High School during the month of April. Due to current circumstances, this year's exhibit was available to view as an online slideshow. The impressive collection of images included drawings, paintings, digital art, and sculptures created by students during the 2020-2021 school year. The Spaulding High School online art exhibit can be viewed on the Rochester Public Library website and the Rochester Public Library NH YouTube channel.

A display on the main floor of the library showcased nonfiction books and helped to kick off a "Nonfiction Reading Challenge" in the month of April. This challenge encouraged patrons to step out of their normal reading realms and venture out of their comfort zones. There were six nonfiction categories to choose from: Space, Finances, True Crime, Self Help, Gardening, and Cooking/food. Every book read entered participants to win a prize.

"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 595 appointments for pick-up were made throughout the month of April.

The library collection, computers, printers, photocopiers, and Wi-Fi were available to patrons by appointment in April. Over seven hundred-ten patrons

took advantage of this service. Five hundred-ten were scheduled for 45 minutes of browsing through the library collection, one hundred twenty-two were computer use, twenty-five were copier use and fifty-three were for newspaper/Wi-Fi use. There was a total of 7,641 items circulated from the library in the month of April.

Two hundred and seventy-two of our library patrons downloaded 1,685 e-books to media devices through the library's web site this month. The RPL website also enabled 10 patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 386 digital downloads from Hoopla.

Trustees will be meeting in the library on May 11th at 6pm.

City of Rochester Tax Collector's Office

April 30, 2021

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2020	Warrant	68,438,739	67,387,919.83	98.46%	1,050,819.17	1.54%
2019		66,169,796	65,539,173.97	99.05%	630,622.03	0.95%
2018		63,834,824	63,428,594.69	99.36%	406,229.31	0.64%
2017		60,524,791	60,346,184.00	99.70%	178,607.00	0.30%
2016		58,196,003	58,072,724.95	99.79%	123,278.05	0.21%
2015		56,938,119	56,857,897.39	99.86%	80,221.61	0.14%
2014		55,068,779	55,011,495.93	99.90%	57,283.07	0.10%
2013		53,324,262	53,277,684.09	99.91%	46,577.91	0.09%
2012		50,952,912	50,919,092.01	99.93%	33,819.99	0.07%
2011		48,856,892	48,823,415.27	99.93%	33,476.73	0.07%
2010		47,308,832	47,281,789.86	99.94%	27,042.14	0.06%
2009		46,898,827	46,879,563.30	99.96%	19,263.70	0.04%
2008		46,522,769	46,510,458.93	99.97%	12,310.07	0.03%
2007		42,964,450	42,954,171.93	99.98%	10,278.07	0.02%
2006		40,794,160	40,787,509.45	99.98%	6,650.55	0.02%
2005		38,024,453	38,019,001.03	99.99%	5,451.97	0.01%
2004		36,065,496	36,060,384.01	99.99%	5,111.99	0.01%
2003		33,310,579	33,306,755.65	99.99%	3,823.35	0.01%
2002		29,725,878	29,722,554.10	99.99%	3,323.90	0.01%
2001		26,943,136	26,940,506.27	99.99%	2,629.73	0.01%
2000		25,415,248	25,413,243.68	99.99%	2,004.32	0.01%
1999		22,973,308	22,971,980.41	99.99%	1,327.59	0.01%
1998		30,592,529	30,590,734.68	99.99%	1,794.32	0.01%
1997		29,835,914	29,834,230.90	99.99%	1,683.10	0.01%
1996		27,726,424	27,724,777.67	99.99%	1,646.33	0.01%
1995		27,712,029	27,711,835.43	100.00%	193.57	0.00%
					2,745,469.57	

Tax Collector
Doreen Jones, CTC

CSS Count FY 21		
Month	Total \$\$	# of Payments
July	\$ 365,434.21	659
Aug	\$ 190,384.98	596
Sept	\$ 139,331.29	507
Oct	\$ 140,164.30	547
Nov	\$ 172,533.78	640
Dec	\$ 575,726.71	827
Jan	\$ 1,267,237.61	1108
Feb	\$ 211,638.14	648
Mar	\$ 480,219.72	980
Apr	\$ 221,576.68	654
May		
June		
Totals	\$ 3,764,247.42	7166

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 April 2021.

DATE: May 4, 2021

This office reported 62 formal case notes for the month of April.

Voucher amounts issued were as follows:

	<u>2</u> <u>Families</u> <u>1 new</u>	<u>12</u> <u>Single</u> <u>3 new</u>
Cremation.....	.00	00
Dental00	.00
Electricity00	.00
Food.....	.00	.00
Fuel heating00	.00
Mortgage00	.00
Prescriptions00	.00
Rent	750.00	1,630.00
Temporary Housing.....	.00	1,260.00
Transportation	<u>.00</u>	<u>366.99</u>
TOTAL	\$750.00	\$3,256.99

This represents an average cost per case/family of \$375.00 and case/Individual of \$271.41 for this month.

Total vouchers issued: \$4,006.99

There was a decrease of \$3974.01 in assistance issued this month compared to April 2020. There was a decrease of \$1088.01 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

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