



**Rochester City Council Public Hearing
December 17, 2019
Council Chambers
7:00 PM**

- 1. Call to Order**
- 2. Resolution Changing Funding Source of Various Capital Improvement Project Appropriations from Borrowing to General Fund Unassigned Fund Balance in an amount not to exceed \$2,051,373.08 P. 7**
- 3. Resolution Authorizing Supplemental Appropriation for Various 2019-2020 Fund 1501 Capital Improvement Projects from General Fund Unassigned Fund Balance in the amount of \$1,520,000.00 P. 15**
- 4. Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Department of Public Works (DPW) Capital Improvements Plan (CIP) Fund, the Sewer CIP Fund, and the Water CIP Fund for the New DPW Facility Project in an amount not to exceed \$4,000,000.00 P. 19**
- 5. Supplemental Appropriation to the Rochester School Department in the amount of \$1,335,993 P. 31**
- 6. Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding the Impact Fee Ordinance P. 39**
- 7. Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Conditional Uses Within the Downtown Commercial District P. 47**
- 8. Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Residential Uses Within the Downtown Commercial District P. 49**

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City Clerk's Office

9. Adjournment

**City Council Special Meeting
December 17, 2019
Council Chambers
*Immediately following the Public Hearing***

1. Call to Order
2. Resolution Changing Funding Source of Various Capital Improvement Project Appropriations from Borrowing to General Fund Unassigned Fund Balance in an amount not to exceed \$2,051,373.08 ***second reading and consideration for adoption (2/3 majority vote required)*** P. 7
3. Resolution Authorizing Supplemental Appropriation for Various 2019-2020 Fund 1501 Capital Improvement Projects from General Fund Unassigned Fund Balance in the amount of \$1,520,000.00 ***second reading and consideration for adoption (2/3 majority vote required)*** P. 15
4. Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Department of Public Works (DPW) Capital Improvements Plan (CIP) Fund, the Sewer CIP Fund, and the Water CIP Fund for the New DPW Facility Project in an amount not to exceed \$4,000,000.00 ***second reading and consideration for adoption (2/3 majority vote required)*** P. 19
5. Supplemental Appropriation to the Rochester School Department in the amount of \$1,335,993 ***second reading and consideration for adoption (2/3 majority vote required)*** P. 31
6. Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding the Impact Fee Ordinance ***second reading and consideration for adoption*** P. 39
7. Resolution Confirming Results of the December 6, 2019

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City Clerk's Office

Public Auction *first reading, consideration for second reading and adoption* P. 53

8. Adjournment

**City Council Workshop Meeting
December 17, 2019
Council Chambers
*Immediately following the Special Meeting***

- 1. Call to Order**
- 2. Public Input**
- 3. Communications from the City Manager**
- 4. Communications from the Mayor**
- 5. Department Reports P. 55**
- 6. Other**
- 7. Non-Public/Non-Meeting**
 - 7.1. Non-Public Session per RSA 91-A:3, II(d) Land**
- 8. Adjournment**

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City Clerk's Office

Resolution Changing Funding Source of Various Capital Improvement Project
Appropriations from Borrowing to General Fund Unassigned Fund Balance in an amount
not to exceed \$2,051,373.08

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

I. CIP FUND 1501

WHEREAS, by virtue of various resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated the sum of One Million Six Hundred Forty Five Thousand Eight Hundred Seventy Five and 55/100 Dollars (\$1,645,875.55) to various City and School Fund 1501 Capital Improvement Project budgets of the City of Rochester, all as more particularly set forth in Exhibit A annexed hereto; and

WHEREAS, the Mayor and City Council of the City of Rochester have determined that the best interests of the City are served by changing the funding source for the projects referenced in Exhibit A annexed hereto from Borrowing, to General Fund unassigned fund balance;

NOW THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby change the funding source for the projects referenced in Exhibit A from Borrowing to General Fund unassigned fund balance.

FURTHER, in accordance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter, the Mayor and City Council of the City Rochester, hereby withdraw borrowing authority in the amount of One Million Six Hundred Eighty Three Thousand Three Hundred Thirty Four and 52/100 Dollars (\$1,683,334.52).

II. WATER CIP FUND 5501

WHEREAS, by virtue of various resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated the sum of Two Hundred Fifty Three Thousand Three Hundred Seventy Eight and 96/100 Dollars (\$253,378.96) to various Water Fund 5501 Capital Improvement Project budgets of the City of Rochester, all as more particularly set forth in Exhibit A annexed hereto; and

WHEREAS, the Mayor and City Council of the City of Rochester have determined that the best interests of the City are served by changing the funding source for the projects referenced in Exhibit A annexed hereto from Borrowing, to General Fund unassigned fund balance;

NOW THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby change the funding source for the projects referenced in Exhibit A from Borrowing to General Fund unassigned fund balance.

FURTHER, in accordance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter, the Mayor and City Council of the City Rochester, hereby withdraw borrowing authority in the amount of Two Hundred Fifty Three Thousand Three Hundred Seventy Eight and 96/100 Dollars (\$253,378.96).

III. SEWER CIP FUND 5502

WHEREAS, by virtue of various resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated the sum of One Hundred Fifty Two Thousand One Hundred Eighteen and 57/100 Dollars (\$152,118.57) to various Sewer Fund 5502 Capital Improvement Project budgets of the City of Rochester, all as more particularly set forth in Exhibit A annexed hereto; and

WHEREAS, the Mayor and City Council of the City of Rochester have determined that the best interests of the City are served by changing the funding source for the projects referenced in Exhibit A annexed hereto from Borrowing, to General Fund unassigned fund balance;

NOW THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby change the funding source for the projects referenced in Exhibit A from Borrowing to General Fund unassigned fund balance.

FURTHER, in accordance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter, the Mayor and City Council of the City Rochester, hereby withdraw borrowing authority in the amount of One Hundred Fifty Two Thousand One Hundred Eighteen and 57/100 Dollars (\$152,118.57).

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution.

Projects Recommended for Change of Funding

Rank	Entity	Org	Object	Project	Account Name	Amount	Note	Est. Annual P&I	Interest Saved
1	1 City	15011090	772000	16559	City Hall Annex Project	56,317.09	Partially Bonded - remaining likely taxable		
1	1 City	15011090	772000	17551	Community Center Facility Renovation	68,356.00	Amount not yet bonded - may be taxable		
1	1 City	15013010	772000	16522	EPA MS4 Stormwater Permit	147,836.94	Amount not yet bonded - may be taxable		
1	1 City	15011020	773800	16504	Employee Time and Attendance	50,000.00	Kronos software & implementation		
1	1 City	15013010	771000	16533	Woodman Myrtle Area Reconstruction	22,466.48	Partially Bonded		
1	1 City	15013010	771000	17579	Dewey Street Pedestrian Bridge	29,713.48	Partially Bonded		
1	1 City	15013010	771000	18524	Corrective Drainage	33,644.53	Partially Bonded		
					Sub-Total City-Rank 1	408,334.52	10 Year Amortization 3% Interest	\$62,834	\$67,375
1	3 Water	55016010	771000	13523	Berry River Dam Construction	196,022.00	Partially Bonded		
1	3 Water	55016010	771000	13551	EDA Salmon Falls Rd NH Rte 125	105,519.36	Partially Bonded		
1	3 Water	55016010	771000	16533	Woodman Myrtle Area Reconstruction	21,523.00	Partially Bonded		
1	3 Water	55016010	771000	16536	Groundwater Development	35,834.26	Partially Bonded		
1	4 Sewer	55026020	772000	13551	EDA Salmon Falls Rd NH Rte 125	397,311.81	Partially Bonded		
1	4 Sewer	55026020	771000	16533	Woodman Myrtle Area Reconstruction	22,466.50	Partially Bonded		
1	4 Sewer	55026020	772000	14530	Wastewater Interceptor Upgrade	129,652.07	Partially Bonded		
					Sub Total Water-Sewer-Rank 1	908,329.00	10 Year Amortization 3% Interest	\$120,470	\$152,904
1	2 School	15019000	743000	16105	SHS Sprinkler Upgrades	427,545.19	Amount not yet bonded - may be taxable		
1	2 School	15019000	743000	17105	SHS Sprinkler/Alarm Upgrades	642,401.42	Amount not yet bonded - may be taxable		
1	2 School	15019000	743000	17104	Roof Upgrade	92,324.52	Amount not yet bonded		
1	2 School	15019000	743000	18101	Stage Rigging	27,301.39	Amount not yet bonded		
1	2 School	15019000	773500	18401	Café Tables	44,783.51	Amount not yet bonded		
					Sub-Total School-Rank 1	1,234,356.03	10 Year Amortization 3% Interest	\$160,466	\$203,669
					ALL TOTALS RANK 1	2,551,019.55	10 Year Amortization 3% Interest	\$343,770	\$423,948
					NEW PROJECTS				
1a	City				Dispatch Project	250,000	10 Year Amortization 3% Interest	\$32,500	
1a	City				CTE Renovation-Additional Equipment	270,000	10 Year Amortization 3% Interest	\$65,000	
1a	City				Pavement Rehabilitation	1,300,000	Cash	\$0	
					Sub-Total New Projects	1,820,000.00		\$97,500	\$85,800
					Total Recommended	\$4,371,020		\$441,270	\$509,748

					RECAP-UNASSIGNED FUND BALANCE			
				A	UNASSIGNED FUND BALANCE RECONCILIATION	AMOUNT		
					Jun-18 MS-535-Unassigned Fund Bal	16,796,293		
					FYE19 Unassigned Fund Bal-Est. Increase	4,734,317		
					MS-535 Est. Unassigned Fund Balance-Total	21,530,610		
					FYE19 Unassigned Fund Balance Percentage	21.50%		
					Maximum Per Ordinance	17.00%		
					Unassigned Balance Amount Exceeding 17%	\$4,509,334		
				B	FY20 COUNCIL COMMITTED			
					FY20 Council Committed	(\$2,959,966)		
					11-6-19 Supplemental Downtown Revitalization	(\$300,000)		
					Unassigned Balance Exceeding 17%-Bal	\$1,249,368	Unassigned from less already committed	
				C	FY20 ANTICIPATED OTHER REVENUE ADDITIONS			
					Add-WM Host Fees-School	\$878,127	FY20 Amount School will not need	
					Add-Municipal Aid	\$686,077	Municipal Aid to City	
					FY20 Anticipated Other Revenue Additions	\$1,564,204		
				D	Unassigned Balance Exceeding 17%-Bal (B+C)	\$2,813,572		
				E	Additional FB to meet recommendations	\$1,557,448		
				F	REVISED UNASSIGNED FUND BALANCE RECONCILIATION			
					Estimated FYE19 Unassigned Fund Balance	\$21,530,609		
					FY20 Council Committed/Assigned	(\$3,259,966)		
					FY20 Recommended Use of Unassigned Fund Bal	(\$4,371,020)		
					FY20 -ADD WM Host Fees-School	\$878,127		
					FY20-ADD Municipal Aid	\$686,077		
					Revised Est. Unassigned Fund Balance	\$15,463,827		
					Estimated percentage	15.50%		

Exhibit A - Resolution Changing Funding Source of Various CIP Appropriations

Department	Org	Object	Project	Source	Account Name	Amount	Note	De-authorize Bonding	General Fund Unassigned F/B
Public Bldgs	15011090	772000	16559	Bond	City Hall Annex Project	56,317.09	Bond to G/F F/B	56,317.09	56,317.09
Public Bldgs	15011090	772000	17551	Bond	Community Center Facility Renovation	68,356.00	Bond to G/F F/B	68,356.00	68,356.00
Public Works	15013010	771000	16522	Bond	EPA MS4 Stormwater Permit	147,836.94	Bond to G/F F/B	147,836.94	147,836.94
IT Services	15011020	773800	16504	Bond	Employee Time and Attendance	50,000.00	Bond to G/F F/B	50,000.00	50,000.00
Public Works	15013010	771000	16533	Bond	Woodman Myrtle Area Reconstruction	22,466.48	Bond to G/F F/B	22,466.48	22,466.48
Public Works	15013010	771000	17579	Bond	Dewey Street Pedestrian Bridge	29,713.48	Bond to G/F F/B	29,713.48	29,713.48
Public Works	15013010	771000	18524	Bond	Corrective Drainage	33,644.53	Bond to G/F F/B	33,644.53	33,644.53
					Subtotal City	408,334.52		408,334.52	408,334.52
School	15019000	743000	16105	Bond	SHS Sprinkler Upgrades	427,545.19	Bond to G/F F/B	435,000.00	427,545.19
School	15019000	743000	17105	Bond	SHS Sprinkler/Alarm Upgrades	642,401.42	Bond to G/F F/B	665,000.00	642,401.42
School	15019000	743000	17104	Bond	Roof Upgrade	95,509.52	Bond to G/F F/B	100,000.00	95,509.52
School	15019000	743000	18101	Bond	Stage Rigging	27,301.39	Bond to G/F F/B	30,000.00	27,301.39
School	15019000	773500	18401	Bond	Café Tables	44,783.51	Bond to G/F F/B	45,000.00	44,783.51
					Subtotal School	1,237,541.03		1,275,000.00	1,237,541.03
Water	55016010	771000	13523	Bond	Berry River Dam Construction	196,021.70	Bond to G/F F/B	196,021.70	196,021.70
Water	55016010	771000	16533	Bond	Woodman Myrtle Area Reconstruction	21,523.00	Bond to G/F F/B	21,523.00	21,523.00
Water	55016010	771000	16536	Bond	Groundwater Development	35,834.26	Bond to G/F F/B	35,834.26	35,834.26
					Subtotal Water	253,378.96		253,378.96	253,378.96
Sewer	55026020	771000	16533	Bond	Woodman Myrtle Area Reconstruction	22,466.50	Bond to G/F F/B	22,466.50	22,466.50
Sewer	55026020	772000	14530	Bond	Wastewater Interceptor Upgrade	129,652.07	Bond to G/F F/B	129,652.07	129,652.07
					Subtotal Sewer	152,118.57		152,118.57	152,118.57
					Totals	2,051,373.08		2,088,832.05	2,051,373.08

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City Clerk's Office



12/12/2019

City of Rochester Formal Council Meeting**AGENDA BILL****NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

AGENDA SUBJECT Change Funding Source of Various Capital Improvement Project Appropriations from Borrowing to General Fund Unassigned Fund Balance

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☒ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	12/03/2019		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	11/26/2019		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee
CHAIR PERSON	Mayor McCarley

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE DEPARTMENT APPROVAL	
SOURCE OF FUNDS	General Fund Unassigned Fund Balance
ACCOUNT NUMBER	Fund 1501, 5501, & 5502 (Various Projects)
AMOUNT	\$2,051,373.08
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Change of Funding Source

LEGAL AUTHORITY

City Council

SUMMARY STATEMENT

The Rochester City Council appropriated \$2,051,373.38 to various City, School, Water, and Sewer capital improvement plan projects. These projects have been itemized in Exhibit A to the resolution.

- 1) Change Funding to General Fund Unassigned Fund Balance = \$2,051,373.08
- 2) De-authorize and Withdraw Borrowing Authority = \$2,088,832.05

This request is to change the funding source to General Fund unassigned fund balance and withdraw borrowing authority in accordance with RSA 33:9 and Section 45 of the Rochester City Charter.

RECOMMENDED ACTION

Recommend Council approval

**Resolution Authorizing Supplemental Appropriation for Various 2019-2020 Fund 1501
Capital Improvement Projects from General Fund Unassigned Fund Balance in the
amount of \$1,520,000.00**

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

That the sum of One Million Five Hundred Twenty Thousand Dollars (\$1,520,000) be, and hereby is, appropriated as part of the City of Rochester 2019-2020 Fund 1501 Capital Improvements Plan budget of the City of Rochester for the following three projects;

1. Dispatch Center – Radio Improvements Project \$250,000.00
2. Department of Public Works – Paving Rehabilitation \$1,000,000.00
3. School Department – CTE Renovation – Additional Equipment \$270,000.00

Further, that the sums necessary to fund such appropriation shall be derived from General Fund unassigned fund balance.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution.

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City Clerk's Office



12/12/2019

City of Rochester Formal Council Meeting**AGENDA BILL****NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

AGENDA SUBJECT Supplemental Appropriation to the 2019-2020 Fund 1501 Capital Improvement Plan for 3 Projects
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COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>
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FUNDING REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
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RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
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FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
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AGENDA DATE	12/03/2019		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	11/26/2019		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee
CHAIR PERSON	Mayor McCarley

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE DEPARTMENT APPROVAL	
SOURCE OF FUNDS	General Fund Unassigned Fund Balance
ACCOUNT NUMBER	Fund 1501 (3 Projects)
AMOUNT	\$1,520,000.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Council

SUMMARY STATEMENT

Requesting that the Rochester City Council appropriate \$1,520,000.00 for the following 3 projects to the 2019-2020 Capital Improvement Plan Fund 1501.

- 1) Dispatch Center – Radio Improvements Project \$250,000.00
- 2) Department of Public Works – Paving Rehabilitation \$1,000,000.00
- 3) School Department – CTE Renovation – Additional Equipment \$270,000.00

The recommended funding source is General Fund unassigned fund balance.

RECOMMENDED ACTION

Recommend Council approval

Resolution for Supplemental Appropriation and Authorizing Borrowing Authority
Pursuant to RSA 33:9 to the Department of Public Works (DPW) Capital Improvements
Plan (CIP) Fund, the Sewer CIP Fund, and the Water CIP Fund for the New DPW Facility
Project in an amount not to exceed \$4,000,000.00

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

That the Mayor and City Council of the City of Rochester hereby appropriate an amount not to exceed Four Million Dollars (\$4,000,000.00) for the purpose of paying the costs associated with the completion of the New DPW Facility Project and the appropriation shall be divided amongst three (3) funds as follows: Two Million Dollars (\$2,000,000.00) to the DPW CIP Fund, One Million Dollars (\$1,000,000.00) to the Sewer CIP Fund, and One Million Dollars (\$1,000,000.00) to the Water CIP Fund.

In accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Four Million Dollars (\$4,000,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution.

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City Clerk's Office



City of Rochester, New Hampshire

Office of City Manager

31 Wakefield Street • Rochester, NH 03867-1917

(603) 335-1167

To: Mayor McCarley and Rochester City Council
 From: Blaine Cox, City Manager
 Subject: DPW Facility Funding
 Date: December 11, 2019

The Public Works Committee has voted to recommend to the full City Council the adoption of the supplemental appropriation of \$4M needed to fund the new Public Works Facility. This memorandum conveys information for the full City Council that I provided to the Public Works Committee.

1. DPW Director Nourse informed the City Council that since the original project cost estimates were done and the City Council appropriated the funds in 2017 that construction costs have risen markedly. Specifically, the Cost Construction Index has increased 18%. As a result, I provided a calculation to show what the same \$18.6M project would cost if estimated today:

	Original Estimate/ Appropriation	\$	18,600,000
	Construction Cost Index Increase		18%
	Adjusted Estimate of Cost	\$	21,948,000

2. The extended site search with multiple potential locations and multiple site evaluations process along with the razing & removal of the house on

the final site was not included in the original project cost estimate. This has resulted in the use of project funds that were not anticipated.

	Original Appropriation	\$	18,600,000
	Expenditures To Date	\$	2,638,147
	Remaining Available Appropriation	\$	15,961,853

3. The final bids came in under the *adjusted cost estimate* shown in #1 but above the *remaining available funds* shown in #2 resulting in the request for the additional appropriation:

	Total Anticipated Cost after Bids Received	\$	19,887,920
	Remaining Available Appropriation	\$	15,961,853
	Additional Appropriation Needed	\$	3,926,067

4. The additional debt service resulting from the requested supplemental is estimated and allocated as follows:

	Additional Appropriation Needed	\$	3,926,067
	General Fund Debt Service Annually (50%)	\$	166,858
	Water Fund Debt Service Annually (25%)	\$	83,429
	Sewer Fund Debt Service Annually (25%)	\$	83,429

I strongly recommend approval of this supplemental appropriation to carry out this much needed project. I have no hesitations as I look to build my FY2021 budget proposal for the City Council's consideration.

5. The City has no plans for the future re-use of the current DPW facility site on Old Dover Road. It would be my recommendation to market the property for sale for private re-development. The Chief Assesor was asked to provide an analysis of the estimated current value of this site. On November 8, 2019 he provided the following:

The 2020 assessment is \$2,146,200. I would think a reasonable estimate may be +/-10% (say \$1.8M to \$2.35M). Based on what I know of the property's condition, which is not in depth, and Rochester's inactive commercial/industrial real estate market I'm willing to bet on the lower end of the value range.

6. For those who may not have seen it or for a re-visit, the former City Manager recorded a tour of the existing facility which shows the existing conditions. To view the recording click the following link: [Tour of DPW Facility](#).

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City Clerk's Office



City of Rochester, New Hampshire

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917
(603) 335-7609 Fax (603) 332-7589

MEMO

TO: City Council

FROM: Katie Ambrose, Deputy City Manager/Director of Finance & Administration

DATE: November 27, 2019

RE: New DPW Facility Expense Allocations

The Finance Office has reviewed expense allocations for the new DPW facility between the General Fund, Water Enterprise Fund and Sewer Enterprise Fund in response to questions raised at the November 12th Finance Committee meeting.

In analyzing expense allocations by services received per parcel, it was determined that the percentages would be distributed as follows:

General Fund	50%
Water Fund	29%
Sewer Fund	21%

This analysis was based upon the assumption that all parcels benefit from services provided by the Department of Public Works, with Water and Sewer accounts classified as subsets of total service received:

PARCELS-DPW -WATER-SEWER SERVICE ACTIVITY: TAX YEAR 2019 PROPERTY TAX BILLS & TAX EXEMPT: 13,907			
Property Tax Parcels	Parcel Count	Percentage	Notes
Public Works- Activity	13,907	49.99%	Assumption-DPW activities benefit all parcels
Water Accounts-Active	7,995	28.74%	Water Works infrastructure service - subset
Sewer Accounts-Active	5,918	21.27%	Sewer Works infrastructure service - subset
All Total Activities	27,820		Subsets Added to Total Parcels to Allocate Activity

The results demonstrate a 4% shift in allocation between Water and Sewer funds from the existing percentages of 25% and 25%. However, the existing percentages are adequate considering that the data included only active utility billing accounts, did not account for pump stations, and water and sewer account numbers are anticipated to increase due to projects and development.

Finance Office Recommendation:

- Maintain expense allocation percentages for the new DPW facility at 50% General Fund, 25% Water Fund and 25% Sewer Fund and apply to the requested supplemental appropriation of \$4,000,000.

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City Clerk's Office



12/12/2019

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

RECOMMENDED ACTION

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

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

Deauthorization

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

Appropriation

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

Revenue

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

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

**Supplemental Appropriation to the
Rochester School Department in the amount of \$1,335,993.00**

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

That the amount of One Million Three Hundred Thirty Five Thousand Nine Hundred Ninety Three Dollars (\$1,335,993.00) is hereby appropriated as a supplemental appropriation to the Rochester School Department for the purpose of paying costs associated with unanticipated special education costs. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution.

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City Clerk's Office

12/3/2019 UNASSIGNED FUND BALANCE REVIEW

12/3/2019 UNASSIGNED FUND BALANCE REVIEW		
A UNASSIGNED FUND BALANCE RECONCILIATION	AMOUNT	Notes
Jun-18 MS-535-Unassigned Fund Balance	18,445,818	
FYE19 Unassigned Fund Balance- Increase	4,742,193	
MS-535 Unassigned Fund Balance-Total	23,188,011	
FYE19 Unassigned Fund Balance Percentage	23.04%	
Maximum Allowed by Ordinance	17.00%	
Unassigned Balance Amount Exceeding 17%	\$6,078,723	
B FY20 COUNCIL COMMITTED		
FY20 Council Committed	(\$2,959,966)	
Unassigned Balance Exceeding 17%-Bal	\$3,118,757	Unassigned from less already committed
C FY20 ANTICIPATED OTHER REVENUE ADDITIONS		
Add-WM Host Fees-School	\$878,127	FY20 Amount From School
Add-Municipal Aid	\$686,077	Municipal Aid to City
FY20 Anticipated Other Revenue Additions	\$1,564,204	
D Unassigned Balance Exceeding 17%-Bal (B+C)	\$4,682,961	
E Total New Recommendations for Unassigned Fund Balance	\$5,207,366	
F Additional Unassigned Fund Balance below 17% to Meet New Recommendations	\$524,405	
G REVISED UNASSIGNED FUND BALANCE (UFB) RECONCILIATION		
FYE19 Unassigned Fund Balance	\$23,188,011	
FY20 Council Committed/Assigned	(\$2,959,966)	
FY20 Recommended Use of UFB from Finance Committee	(\$3,571,373)	12/3 CC Agenda Item #10.5.1
FY20 Recommended Use of UFB for School Supplemental	(\$1,335,993)	12/3 CC Agenda Item #13.6
FY20 Supplemental Downtown Revitalization	(\$300,000)	12/3 CC Agenda Item #13.8
FY20 -ADD WM Host Fees-School	\$878,127	
FY20-ADD Municipal Aid	\$686,077	
Revised Unassigned Fund Balance	\$16,584,883	
Estimated percentage	16.48%	

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City Clerk's Office



12/12/2019

City of Rochester Formal Council Meeting

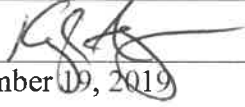
AGENDA BILL

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

AGENDA SUBJECT Supplemental Appropriation
--

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

RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>
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AGENDA DATE	December 3, 2019		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	November 19, 2019		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	4	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	\$1,335,993
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Council

SUMMARY STATEMENT

The Rochester School Department is requesting a supplemental appropriation in the amount of \$1,335,993 due to unanticipated Special Education costs beyond the budget.

RECOMMENDED ACTION

Council Approval Recommended

AGENDA BILL - FUNDING RESOLUTION**EXHIBIT**Project Name: Date: Fiscal Year:

Fund (select):

GF ☒Water ☐Sewer ☐Arena ☐CIP ☐Water CIP ☐Sewer CIP ☐Arena CIP ☐Special Revenue ☐Fund Type: Annual Lapsing ☐ Multi-year Non-Lapsing ☐**Deauthorization**

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

Appropriation

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

Revenue

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

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced ☐Funds will be returned ☐

City of Rochester School Department

Mr. Kyle M. Repucci

Superintendent of Schools
e-mail: repucci.k@rochesterschools.com

Dr. Sandie MacDonald

Assistant Superintendent of Schools
e-mail: macdonald.s@rochesterschools.com

Mrs. Linda Bartlett

Business Administrator
e-mail: bartlett.l@rochesterschools.com

Mrs. Christiane Allison

Director of Student Services
e-mail: allison.c@rochesterschools.com

Office of the Superintendent

**150 Wakefield Street
Suite #8**

Rochester, NH 03867-1348

(603) 332-3678

FAX: (603) 335-7367



November 18, 2019

Mr. Blaine Cox, City Manager
and the Rochester City Council
Rochester City Hall
31 Wakefield Street
Rochester, NH 03867

Dear Mr. Cox and Council Members:

At its regular meeting of November 14, 2019 the Rochester School Board authorized me to request approval of a Supplemental Appropriation in the amount of \$1,335,993. This is due to unanticipated Special Education expenses including tuition and transportation of out of district students.

Please let me know when the Council will consider this request, so that we can ensure that someone from the School District is available to address any questions.

Sincerely,

Kyle M. Repucci
Superintendent of Schools

KMR/clm

cc Rochester School Board

THE CITY OF ROCHESTER ORDAINS:

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

Article 27
Miscellaneous Provisions

[Amended 7-7-2015]

§ 275-27.1 Buffers for residential property.

- A. All nonresidential development, including any parking and storage areas, shall be screened/buffered from any adjacent residential property situated to the side or rear as stipulated by the Planning Board under site review. The Board may stipulate plantings and/or fencing, as reasonably appropriate. See Figure 27-A, Screening Between Commercial and Residential Uses, as an example.
- B. All multifamily development, consisting of three units or more, including parking areas, shall be screened/buffered from any adjacent single-family dwellings situated to the side or rear as required by the Planning Board under site review. The Board may stipulate plantings and/or fencing, as reasonably appropriate. This requirement does not apply in situations where multifamily development is specifically designed to integrate with single-family dwellings in mixed-use developments.

Figure 27-A, Screening Between Commercial and Residential Uses

§ 275-27.2 Cemeteries.

Pursuant to RSA 289:3, III, there shall be no construction, excavation, or development, nor placement of any buildings, structures, signage, or parking, inside or within 25 feet of a known burial site or within 25 feet of the boundaries of an established burial ground or cemetery. For the purposes of this section, the term "excavation" shall include the disturbance to a depth of 12 inches or more of soil for activities such as landscaping, utility trenching, tree planting, etc. No healthy tree with a diameter at breast height of eight inches or more may be cut or removed within 25 feet of any established burial ground or cemetery except by special exception for good cause and with appropriate mitigation. No new chain-link fence shall be installed in or around any cemetery.

§ 275-27.3 Impact fees.

A. Purpose. This section is enacted pursuant to RSA 674:16 and 674:21, ~~in order to:~~

- ~~(1) Promote public health, safety, convenience, and welfare;~~
- ~~(2) Ensure that adequate and appropriate public facilities are available;~~
- ~~(3) Provide for the managed development of the municipality and its environs;~~
- ~~(4) Mitigate the impact of development of land that would involve danger or injury to health, safety, or prosperity by reason of the lack of water supply, drainage, transportation, schools, fire protection, or other public services, or necessitate the excessive expenditure of public funds for the supply of such~~

~~(5) Ensure the proper arrangement and coordination of streets.~~

(1) To assess new development for its proportionate share of the public capital facility costs.

B. Authority.

- (1) Impact fees may be assessed to new development to compensate the City of Rochester and the School District **Department** for the proportional share of capital facilities generated by new development in the City of Rochester **a proportionate share of the cost of the capital facility needs occasioned by new development**. Any person who seeks a building permit for new development may be required to pay an impact fee in the manner set forth herein.
- (2) The Planning Board may, as a condition of approval of any subdivision or site plan, and when consistent with applicable Board regulations, require an applicant to pay an impact fee for the applicant's proportional share of off-site improvements to public facilities affected by the development.
- (3) ~~Nothing in this section shall be construed to limit the existing authority of the Planning Board to disapprove proposed development which would require an excessive expenditure of public funds, or which would otherwise violate applicable ordinances and regulations. Nothing in this section shall be construed to limit the Planning Board's authority to require off-site work to be performed by the applicant, in lieu of paying an impact fee, or the Board's authority to impose other types of conditions of approval. Nothing in this section shall be construed to affect types of fees governed by other statutes, ordinances or regulations.~~ **Nothing in this section shall be construed to limit the authority of the Planning Board or the City to require exactions for off-site improvements, other conditions of approval, or to assess other fees governed by other statutes, ordinances, or regulations.**

C. Definitions. For the purposes of this section, the following terms shall have the meanings indicated:

IMPACT FEE

A fee or assessment imposed upon development, including subdivision or building construction, in order to help meet the needs occasioned by that development for the construction or improvement of capital facilities owned or operated by the City of Rochester **or the Rochester School Department**, including and limited to water treatment and distribution facilities; wastewater treatment and disposal facilities; sanitary sewers; stormwater, drainage and flood control facilities; public road systems and rights-of-way; municipal office facilities; public school facilities; public safety facilities; solid waste collection, transfer, recycling, processing and disposal facilities; public library facilities; and public recreational facilities not including public open space.

NEW DEVELOPMENT

- (1) An activity that results in any one of the following:
 - (a) The creation of a new dwelling unit or units;
 - (b) The conversion of a legally existing use, or additions thereto, which would result in a net increase in the number of dwelling units;

- 12/12/2019
- (c) Construction resulting in a new nonresidential building or a net increase in the floor area of any nonresidential building; or
 - (d) The conversion of an existing use to another use if such change results in ~~an net increase in floor area and such change creates a net increase~~ in the demand on public capital facilities that are the subject of impact fee assessments, ~~unless waived by the Planning Board.~~
 - (2) New development shall not include the replacement of an existing manufactured home or the reconstruction of a structure that has been destroyed by fire or natural disaster where there is no change in its size, density or type of use, and where there is no net increase in demand on public capital facilities.

OFF-SITE IMPROVEMENTS

Off-site improvements means highway, drainage, sewer, or water upgrades or improvements that are necessitated by a development but which are located outside the boundaries of the property, as determined by the Planning Board during the course of subdivision or site plan approval.

D. Assessment methodology.

- (1) Proportionality. The amount of the impact fee shall be calculated by the Planning Board to be a proportional share of municipal capital improvement costs which is reasonably related to the capital needs created by the development, and to the benefits accruing to the development from the capital improvements financed by the fee. The Planning Board may prepare, adopt, or amend studies or reports that are consistent with the above standards, and which define a methodology for impact fee assessment for public capital facilities, and impact fee assessment schedules therefor.
- (2) Existing deficiencies. Upgrading of existing facilities and infrastructure, the need for which is not created by new development, shall not be paid for by impact fees.

E. Administration.

- (1) Accounting. In accord with RSA 673:16, II, and 674:21, V(c), impact fees shall be accounted for separately, shall be segregated from the City's general fund, may be spent upon order of the City Council, and shall be used solely for the capital improvements for which they were collected, or to recoup the cost of capital improvements made in anticipation of the needs which the fees were collected to meet. In the event that bonds or similar debt instruments have been or will be issued by the City of Rochester or the Rochester School District for the funding of capital improvements that are the subject of impact fee assessment, impact fees from the appropriate related capital facility impact fee accounts may be applied to pay debt service on such bonds or similar debt instruments.
- (2) Assessment. All impact fees imposed pursuant to this section shall be assessed at the time of Planning Board approval of a subdivision plan or site plan. When Planning Board approval is not required, or has been made prior to the adoption or amendment of the impact fee ordinance, impact fees shall be assessed prior to, or as a condition for, the issuance of a building permit or other appropriate permission to proceed with development, as determined by the Building Inspector. Impact fees shall be intended to reflect the effect of development upon municipal and/or school facilities at the time of the issuance of the building permit. ~~In determining the amount of the impact fee, when the net increase in floor area has~~

- (3) Security. In the interim between assessment and collection, the Building Inspector may require developers to post bonds, issue letters of credit, accept liens, or otherwise provide suitable measures of security so as to guarantee future payment of assessed impact fees.
- (4) Collection. Impact fees shall be collected as a condition for the issuance of a certificate of occupancy; ~~provided, however, that in projects where off-site improvements are to be constructed simultaneously with a project's development, and where the City has appropriated the necessary funds to cover such portions of the work for which it will be responsible, the City may advance the time of collection of the impact fee to the issuance of a building permit.~~ If no certificate of occupancy is required, impact fees shall be collected when the development is ready for its intended use. Nothing in this section shall prevent the Building Inspector, with the approval of the Planning Board, and the assessed party from establishing an alternate, mutually acceptable schedule of payment.
- (5) Refund of fees paid. The current owner of record of property for which an impact fee has been paid shall be entitled to a refund of that fee, plus accrued interest, under the following circumstances:
 - (a) When either the full or partial portion of the impact fee, whichever is applicable, has not been encumbered or legally bound to be spent for the purpose for which it was collected within a period of six years from the date of the full and final payment of the fee; or
 - (b) When the City of Rochester or, in the case of school impact fees, the Rochester School District has failed, within the period of six years from the date of the full and final payment of such fee, to appropriate its proportionate non-impact fee share of related capital improvement costs.

F. Appeals.

- (1) A party aggrieved by a decision made by the Building Inspector regarding the assessment or collection of impact fees authorized by this section may appeal such decision to the Planning Board.
- (2) In accord with RSA 676:5, III, appeals of the decision of the Planning Board in administering this section may be made to Superior Court, as provided in RSA 676:5, III, and 677:15.

G. Waivers. The Planning Board may grant full or partial waivers of impact fees where the Board finds that one or more of the following criteria are met with respect to the particular public capital facilities for which impact fees are normally assessed:

- (1) An applicant may request a full or partial waiver of school impact fees for those residential units that are lawfully restricted to occupancy by senior citizens age ~~62~~ 55 or over in a development that is also maintained in compliance with the provisions of RSA 354-A:15, Housing for Older Persons. The Planning Board may waive school impact fee assessments on such age-restricted units where it finds that the property will be bound by lawful deeded restrictions on occupancy by senior citizens age 62 or over for a period of at least 20 years.
- (2) A person may request a full or partial waiver of impact fees for construction within a subdivision or site plan approved by the Planning Board prior to the effective date of this section. Prior to granting such a

12/12/2019

waiver, the Planning Board must find that the proposed construction is entitled to the five-year exemption provided by RSA 674:39, pursuant to that statute. This waiver shall not be applicable to phases of a phased development project where active and substantial development, building and construction has not yet occurred in the phase in which construction is proposed. **[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]**

- (3) The Planning Board may agree to waive all or part of an impact fee assessment and accept in lieu of a cash payment a proposed contribution of real property or facility improvements of equivalent value and utility to the public. Prior to acting on a request for a waiver of impact fees under this provision that would involve a contribution of real property or the construction of capital facilities, the Planning Board shall submit a copy of the waiver request to the City Council for its review and consent prior to its acceptance of the proposed contribution. The value of contributions or improvements shall be credited only toward facilities of like kind and may not be credited to other categories of impact fee assessment. The applicant shall pay all costs incurred by the City for the review of such proposal, including consultant and counsel fees.
- ~~(4) The Planning Board is responsible, when there is a change in use, for determining the net increase on public capital facilities and may agree to waive the entire fee if it determines that its collection and administration will exceed its value to the City.~~
- (4) The Planning Board shall waive all of an impact fee assessment for properties located in the Downtown Commercial District, with the district boundaries defined as the boundaries that exist at the time of the approval of this amendment.**

- (5) The impact fee assessment for accessory dwelling units shall be waived with the stipulation that this waiver is reviewed every two (2) years.**

§ 275-27.4 Lots split by municipal boundaries.

For lots split by municipal boundaries the provisions of RSA 674:53 shall apply. In applying dimensional controls to that portion of the lot within Rochester, the dimensions of the entire lot shall be considered without reference to the City line.

§ 275-27.5 Rivers and shoreland protection.

(Note that listed rivers are subject to change.)

- A. Shoreland protection. Provisions of the New Hampshire Comprehensive Shoreland Protection Act, RSA 483-B, apply to bodies of water included under that Act.
- B. Rivers management. The Isinglass River and the Cocheco River are protected under the New Hampshire Rivers Management and Protection Program, RSA 483.

§ 275-27.6 Lots split by zoning district boundaries.

Where the boundary line of a zoning district divides a lot in single or joint ownership at the time of passage of the ordinance establishing the boundary line, the following provisions shall apply:

- A. The uses and other standards for either district may, at the option of the owner, extend beyond the zoning boundary line up to a maximum distance of 100 feet from that zoning boundary line. For any area in which this allowance is used, for any period of time in which this allowance is used, that area shall be treated as if its zoning designation were the zone that is being extended.

- 12/12/2019
- B. The provisions of Subsection **A** of this section shall not apply to a lot divided by the Recycling Industrial Zoning District boundary line. In the case of a lot divided by the Recycling Industrial Zoning District boundary line, the uses and regulations permitted and/or applicable to the Recycling Industrial Zoning District shall not be extended into the adjoining zoning district.
- C. Overlay districts. The provisions of this section shall not apply to overlay districts.

§ 275-27.7 Temporary noncompliance.

The Director of Building, Zoning, and Licensing Services is authorized to approve a temporary permit/approval for a noncomplying structure or a noncomplying use incidental to a development where it is reasonably required for that development on a temporary basis. The permit/approval may be issued where the Director of Building, Zoning, and Licensing Services reasonably determines that:

- A. The temporary structure or use will not be counter to the public interest.
- B. The temporary structure or use will not harm any abutter.
- C. The temporary structure or use will not be counter to the spirit of this chapter.
- D. Proper safeguards are taken.
- E. A reasonable time frame has been established.
- F. No reasonable alternative is available.
- G. Appropriate surety has been provided to ensure compliance with the conditions above.

§ 275-27.8 Planned unit developments.

Four planned unit developments (PUDs) were approved by the City of Rochester under a City ordinance which is no longer in effect, Section 42.32, Planned Unit Developments, adopted December 5, 2001, and amended December 7, 2004. The creation of new planned unit developments is not permitted under this chapter. The four approved PUDs, including Secretariat Estates, Highfield Commons, the Homemakers, and the Villages at Clark Brook (the original names), may be built in accordance with the provisions of Section 42.32 of the former Zoning Ordinance and the approved master plans for each of those PUDs.

These changes shall be effective upon passage.

**City of Rochester Formal Council Meeting****AGENDA BILL****NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

AGENDA SUBJECT

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

RECOMMENDED ACTION

**Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding
Conditional Uses Within the Downtown Commercial District**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 275, Section 21.4.I of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

I. Multifamily dwellings/developments in Downtown Commercial District as referenced in Chapter 275-20.2 (K)(4) shall:

- 1) Have a sprinkler system installed as required by building and fire codes.
- 2) Shall reserve a space to allow for a duct system as required by building codes.

These amendments shall take effect upon passage.

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City Clerk's Office

**Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding
Residential Uses Within the Downtown Commercial District**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 275, Section 20.2.K. (4) of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

4) Downtown Commercial District. Within the Downtown Commercial (DC) District, multifamily is allowed with the following restrictions:

(a) For parcels fronting on the streets noted below, ground floor space of 30' multiplied by the building frontage, or (700 sq. ft.) (800 sq. ft.)*, whichever is greater, shall be reserved for non-residential uses as permitted in the DC District, unless otherwise required to comply with state building code and/or fire code. Any area excluded due to building code and/or fire code shall not count toward the minimum. This applies to the entire portion of the building fronting on the street. The remaining area of the first floor may contain residential units as a conditional use.

- viii. Union Street
- ix. North Main Street south of North Main Street Bridge
- x. South Main Street
- xi. Wakefield Street south of Columbus Avenue
- xii. Hanson Street
- xiii. Museum Way
- xiv. Columbus Avenue (from Summer Street to South Main Street)

(b) The first floor commercial space may be split into different commercial uses totaling the required square footage.

(c) DC Zone District parcels not fronting on the above streets may contain multifamily use and units on all floors without restrictions.

These amendments shall take effect upon passage.

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City Clerk's Office

**City of Rochester Formal Council Meeting****AGENDA BILL****NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

AGENDA SUBJECT

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

RECOMMENDED ACTION

Resolution Confirming Results of the December 6, 2019 Public Auction

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

That the following result of the December 6, 2019 Public Auction is confirmed as follows:

<u>Property</u>	<u>Purchaser</u>	<u>Amount</u>
24 Cherokee Drive	Danziger Properties	\$1,000.00

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City Clerk's Office

2019

November Department Reports:

- 5.1 Assessor's Office P. 57**
- 5.2 Building, Zoning, and Licensing Services P. 59**
- 5.3 City Clerk's Office P. 63**
- 5.4 Department of Public Works P. 67**
- 5.5 Economic & Community Development P. 73**
- 5.6 Finance Office P. 79**
- 5.7 Planning & Development Department P. 85**
- 5.8 Recreation & Arena P. 89**
- 5.9 Rochester Fire Department**
 - 5.9.1 October 2019 P. 91**
 - 5.9.2 November 2019 P. 95**
- 5.10 Rochester Police Department P. 99**
- 5.11 Rochester Public Library P. 119**
- 5.12 Tax Collector's Office P. 121**
- 5.13 Welfare Department P. 125**

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City Clerk's Office



City of Rochester, New Hampshire

Assessor's Office

19 Wakefield Street

Rochester, New Hampshire 03867-1915

(603) 332-5109

Email: assessor@rochester.net

Web Site: www.rochesternh.net

December 12, 2019

To: City Manager/Council

From: Theresa Hervey, Assessing

Subject: November Council Report

Revenue Received/Collection Warrants issued:

Gravel Tax Warrant	\$80.06
Property Record Cards & Copy Revenue	\$16.00

- The entire Assessing Staff went to the Annual NH Municipal Association's Conference in Manchester and attended numerous seminars pertaining to Assessing.
- Theresa Hervey attended a Marshall & Swift class in Concord, NH.
- The Field Assessors have begun the Fall Permit inspections.

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City Clerk's Office

End of Month Council Report

12/12/2019

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, Zoning and Licensing Services for the month of November 2019 with the fiscal Year to Date

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

Department Revenue

Permit Type	November 2019	Year to Date
Building Permits	\$18,398.00	\$216,476.80
Electrical Permits	\$2,600.00	\$13,891.00
Gas Permits	\$0.00	\$0.00
Plumbing Permits	\$2,345.00	\$9,599.00
Zoning Permits	\$199.00	\$1,007.00
FireSuppression Permits	\$0.00	\$0.00
FireAlarm Permits	\$0.00	\$2,057.00
Sprinkler Permits	\$37.00	\$5,342.00
Mechanical Permits	\$2,936.00	\$17,004.00
Food_Milk Licenses	\$375.00	\$5,051.50
Taxi Licenses	\$0.00	\$20.00
General Licenses	\$770.00	\$1,600.00
Net Revenue	\$27,660.00	\$272,048.30

End of Month Council Report

12/12/2019

Building Permit Detail

New Permits		November 2019		Fiscal Year to Date	
Permit Type	Permit For	Permits Issued	Estimated Construction Value	Permits Issued	Estimated Construction Value
Building Permits	Addition - Non-Residential	0	\$0.00	1	\$8,500.00
	Addition - Residential	0	\$0.00	5	\$179,000.00
	Alteration - Residential	5	\$66,700.00	33	\$1,005,234.00
	Alterations- Non Residential	2	\$808,732.00	14	\$1,469,932.00
	Apartment	4	\$5,264,658.00	10	\$8,056,022.00
	Barn	0	\$0.00	2	\$85,000.00
	Building - Non-Residential	1	\$52,000.00	4	\$16,454,207.00
	Condo	0	\$0.00	0	\$0.00
	Deck	1	\$5,000.00	52	\$293,940.00
	Demolition	0	\$0.00	19	\$95,840.00
	Fence	3	\$9,544.00	25	\$112,802.61
	Footing/ Foundation	8	\$34,378.00	31	\$294,421.00
	Garage	0	\$0.00	13	\$349,200.00
	Manufactured Home	0	\$0.00	11	\$741,500.00
	New Home	3	\$340,000.00	22	\$3,676,287.00
	Other	4	\$56,256.00	6	\$83,256.00
	Pool - Above Ground	0	\$0.00	4	\$41,750.00
	Pool - In Ground	0	\$0.00	3	\$92,350.00
	Repair/Replace - Non-Residential	1	\$15,000.00	4	\$54,350.00
	Repair/Replace - Residential	1	\$8,650.00	19	\$151,200.00
	Roofing	10	\$82,915.00	61	\$588,219.00
	Shed	0	\$0.00	26	\$85,435.00
	Siding	0	\$0.00	5	\$17,148.92
	Sign	1	\$4,800.00	11	\$74,580.00
	Windows	8	\$55,685.00	27	\$256,862.00
Electrical Permits	Electrical Underground	0	\$0.00	1	\$1,000.00
	Generator	3	\$25,900.00	11	\$74,935.00
	Low Voltage	0	\$0.00	3	\$79,000.00
	Meters	0	\$0.00	4	\$76,500.00
	Service	6	\$23,050.00	19	\$242,403.98
	Solar Electric System	2	\$25,196.00	9	\$143,782.00
	Temp Service	0	\$0.00	0	\$0.00

End of Month Council Report

12/12/2019

	Wiring	17	\$266,200.00	138	\$913,376.99
FireAlarm Permits	Fire Alarm Permit	1	\$15,000.00	2	\$27,815.00
FireSuppression Permits	Fixed Fire Suppression System	0	\$0.00	0	\$0.00
Mechanical Permits	Air Conditioning	0	\$0.00	20	\$238,374.00
	Furnace/Boiler	21	\$172,365.00	88	\$1,077,737.00
	Gas Line	5	\$2,360.00	15	\$10,310.00
	Gas Piping	4	\$6,548.00	32	\$97,303.00
	Heating	7	\$60,704.00	32	\$254,543.00
	Hot Water Heater	3	\$9,602.00	8	\$34,534.00
	Mechanical Underground	0	\$0.00	0	\$0.00
	Other	2	\$9,400.00	4	\$25,200.00
	Pressure Testing	3	\$820.00	14	\$4,900.00
	Propane Tank	9	\$4,050.00	61	\$27,892.00
	Sheet Metal Work	0	\$0.00	0	\$0.00
	Tank Installation	5	\$19,687.00	44	\$84,313.08
	Ventilation	0	\$0.00	4	\$12,870.00
Plumbing Permits	Plumbing	15	\$379,274.00	83	\$1,005,975.00
	Water Heater	0	\$0.00	9	\$18,420.00
Sprinkler Permits	Fire Sprinkler Systems	1	\$45,000.00	5	\$96,035.00
	Total Permit Issued	156	\$7,869,474.00	1014	\$38,814,255.58



City of Rochester, New Hampshire

Department of Building, Zoning & Licensing Services

ZONING MONTHLY REPORT - NOVEMBER 2019

No cases for November



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 November 2019

Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 198 initial copies of vital records, and 123 subsequent copies of vital records in the month of November. The City Clerk's staff issued 6 Marriage Licenses.

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

- 14 births were reported in Rochester during the month of November; 7 of these children were born to Rochester residents.
- 27 resident deaths were reported in Rochester.
- 4 couples celebrated their wedding ceremonies in Rochester during the month of November.

Revenue – Vital Records/Marriage Licenses**

	2018		2019	
	State	City	State	City
Initial/Subsequent copies:	\$2,769	\$2,506	\$2,199	\$2,001
Marriage Licenses:	\$516	\$84	\$473	\$77
Total:	\$3,285	\$2,590	\$2,672	\$2,078

***Numbers are estimated using data from the NH Vital Records Information Network using reports of vital records issued.*

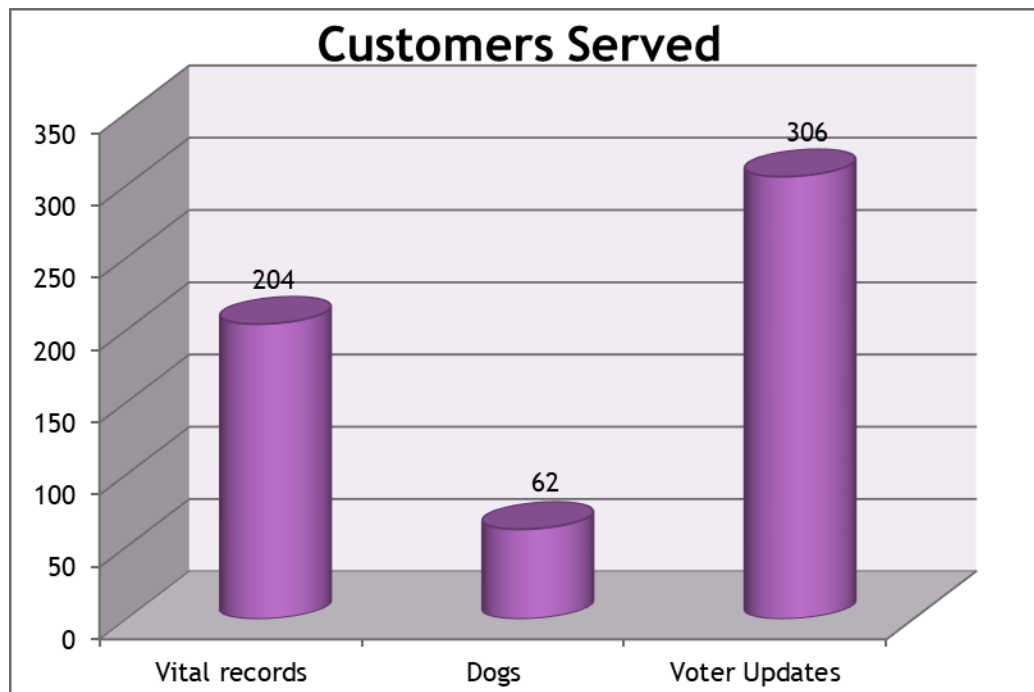
Dog Licensing

The City Clerk's office licensed 62 dogs during the month of November. There were \$150 in Civil Forfeiture fees collected.

The Animal Control Officer continued issuing court summons in November to owners of dogs which were still unlicensed at that time. Those residents who have received a summons will need to

complete the process and fees through the court system as well as licensing their dog with the city in order to avoid further repercussions. Dog licensing in the State of New Hampshire is due on April 30 of each year.

Customers Served during the month of November 2019



Elections

The Rochester Municipal Election was held on Tuesday, November 5, 2019 to fill positions for Mayor, City Council, School Board, Police Commission and Election Officials. There were a total of 2,990 ballots cast city wide; a 14% voter turnout.

Incumbent Mayor Caroline McCarley ran uncontested and won her seat for a third consecutive term. Palana Belken of Ward 2 (seat B), Laura Hainey of Ward 4 (seat B), and Christopher Rice of Ward 5 (seat A) all won races as first time Councilors. Former Ward 4 Councilor Donald Hamann won a 3-way race for Ward 5 Council seat B. Former Mayor Douglas Lachance won an uncontested race for Ward 1 Council seat B. The 2020-2022 Rochester City Council will be comprised of the Councilors shown below:

	SEAT A	SEAT B
Ward 1	Jeremy Hutchinson	Douglas Lachance
Ward 2	Elaine Lauterborn	Palana Belken
Ward 3	Peter Lachapelle	Thomas Abbott
Ward 4	David Walker	Laura Hainey
Ward 5	Christopher Rice	Donald Hamann
Ward 6	Donna Bogan	James Gray

The ballot question “Shall we allow the operation of Keno Games within the City of Rochester” was approved by 506 votes. In the 2016 Rochester Municipal Election, this same question was approved by a single vote before failing to pass via a tie vote at the hand recount. The ballot question “Shall we allow the operation of sports book retail locations within the City of Rochester?” failed by 29 votes.

The NH Secretary of State, William Gardner, announced that the date of NH’s First in the Nation Presidential Primary will be Tuesday, February 11, 2019.

Voter registration summary by party as of November 30, 2019:

Ward	Democrats	Republicans	Undeclared	Totals
1	1,040	1,141	1,501	3,682
2	969	1,090	1,690	3,749
3	1,026	1,183	1,429	3,638
4	850	783	1,688	3,321
5	933	1,098	1,496	3,527
6	1,003	804	1,303	3,110
Totals:	5,821	6,099	9,107	21,027

Respectfully submitted,

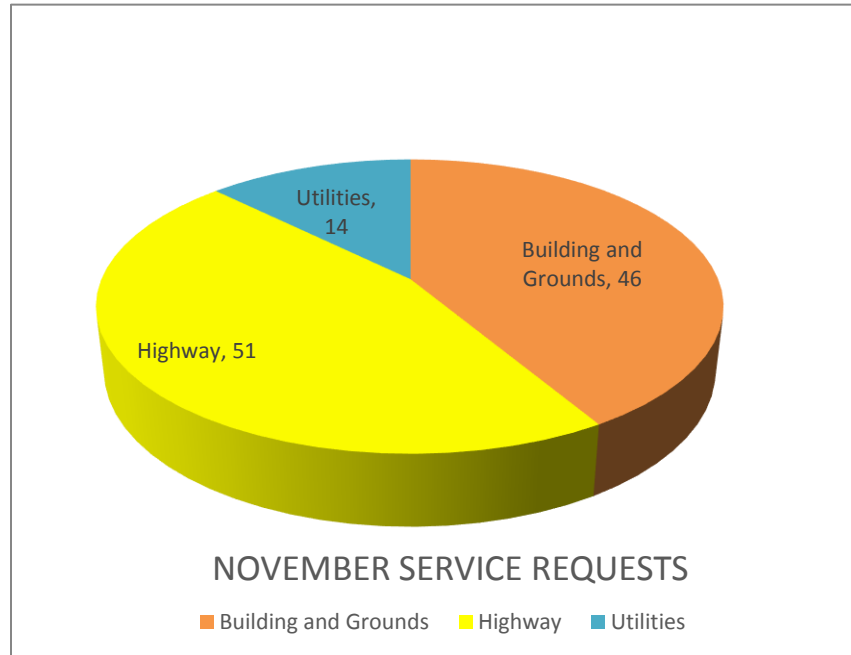
Cassie Givara
Deputy City Clerk

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City Clerk's Office

ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT NOVEMBER 2019

In addition to the scheduled work performed, the Department of Public Works responded to approximately 111 requests for service in the month of November. The Highway Division had 51 requests that ranged from pothole repairs, traffic light maintenance, clean storm drains, roadside brush trimming and sidewalk repairs and sign repairs. The Utilities Division responded to 14 requests including sewer concerns, water and sewer inspections, daily digsafes mark outs and repaired a water main break. Buildings and Grounds Department completed 46 service request including street light repairs, flag replacement, filling janitorial supply orders for departments, replacing light covers, received a few no heat calls, and grounds crew cut down all city plant beds for the end of the season.



HIGHWAY & FLEET MAINTENANCE WORK COMPLETED:

- Patch pot holes
- Repaired catch basins thought out the city.
- Cleaned 30 catch basins.
- Painted stop bars.
- Ditched Cross Road.
- Paving bad spots around the city
- Continued to paint out catch basin thought out the city.
- Cleaned back yard and cold storage for winter.
- Plow and treat 3 winter storm events.
- Removed arrows on Charles St.
- Put up holiday lights and tree.
- Finished installing wings and sanders on trucks.
- removed 2,360 yards of snow.
- Started to install snow fence.
- Worked on GIS all street signs.
- Repair and install street signs thought the City.
- Brush trimming though the city.

- Replaced water pump belt on vac-con #63
- Finished installing radiator in Daewoo loader #28
- Repaired wing on Dump trucks#12 and #20
- Installed the two sanders in one ton dump #23 and #24
- New tires on truck #103 one ton.
- Replaced 4 tires Truck # 1
- Replaced 5 Hyd hoses on backhoe #36 and replace one backhoe #46
- Replaced water pump #38 loader.
- Inspected all plows and wings.
- Inspected and get snow blower up and running.
- Changed out blades on 4 plows.
- Installed rubber snow deflector on truck #55
- Replaced 4 tires on sidewalk tractor 4
- Lube, oil and filter service on 5 vehicles.
- Finished repair work on sidewalk tractors for winter.

UTILITIES DIVISION WORK COMPLETED:

Utilities Division performed monthly maintenance on sewer cleaning in problematic areas. In addition to daily utility mark outs for digsafes, staff responded to multiple emergency sewer backups and did water and sewer inspections. Bi-annual hydrant flushing has been completed and the crew has finished winterization of city owned fire hydrants. The crew also repaired a water break on Henrietta Street, mowed and cut approximately 3.75 miles of City Right-of Way for water and sewer transmission mains and mowed 6.5 acre landfill cap on Old Dover Road. They began to camera city sewer lines to comply with CMOM (Capacity Management and Operations and Maintenance) requirement for new and upcoming wastewater treatment discharge permit.



Crews Mowing City-Right-of Way and Landfill Cap on Old Dover Road

BUILDING AND GROUNDS DIVISION

Building and Grounds Division completed 46 work requests that included street light repairs, flag replacement, filling janitorial supply orders for departments. There were a few calls for no heat and the grounds crew have cut all the flower beds down for the end of season. Elf's Landscaping, Inc. has started the Gonic Recreational Area Improvement work at the Gonic Pool Facility. A new bubbler system was installed at the Community Center. Roof repairs were done at the city owned building downtown.



Gonic Pool Facility Work



12/12/2019

Scenic Theatre downtown Roof Repair



Bubbler at the Community Center

WASTEWATER TREATMENT DIVISION

Employee news: Karl Bostrom transferred as an operator at the WWTF to an Operator at the WTF. We wish him all the best and every success! Items that were completed during the month of November: We continue to work with the coalition of communities on related wastewater and Great Bay Estuary issues. Attended meetings regarding NPDES permitting and nutrient limits. Earthwork and piles are being installed for the dewatering facility and chemical storage facility – pile depth 40' to 80'. PLC – upgrade – programming continues for LCP #1. Continue to work with blower manufacturer to gain access to program for remote access – automation project is progressing slowly. Completed annual industrial pretreatment inspections. Completed annual field instrumentation calibration. Completed annual fire alarm control panel inspections. Repairs made to Salmon Falls Rd pump station generator. Placed orders for soda ash feed system and Iris Valve for the aeration system. Staff attended state sponsored training classes. Working with industries on various issues. Attended asset management software training. Working with engineers on final design of Route 11 pump station upgrade and preliminary design of Tara Estates upgrade. Staff performed preventative and corrective maintenance on equipment, machinery and instrumentation at the WWTF and pump stations. All required testing for the EPA and NHDES has been completed and submitted. Average effluent flow for the month was 3.174 Million Gallons per Day (MGD). Percent of design flow = 63.1%. Percent of design flow for 2019 = 62.6%. Precipitation for the month =

2.76". Precipitation for 2019 = 43.19"



DEWATERING FACILITY CONSTRUCTION

WATER TREATMENT DIVISION

Treated water volume for the month of November was approximately 42.3 million gallons from the surface water treatment facility and 10.9 million gallons from the well for a total 53.2 million gallons delivered to our customers. All water quality testing and monitoring was completed in accordance with NHDES requirements. We are pleased to report that the City of Rochester again met all State and Federal standards for drinking water. Initial Quarter 4 PFAS sampling was conducted this month. Pre-winter inspections were conducted throughout the watershed. Access and road maintenance was performed along Sheepboro Road, and signage and barriers were replaced. A small bridge and encampment was located on a Tufts Pond island, removal is pending. Beaver dams were removed along the lower watershed, and the diversion dam and valve house was inspected. Stream gages were inspected and desiccant replaced as needed. Valving for the raw water transmission mains was set for winter operation. Monthly rainfall measured 2.9 inches at the Reservoir. Round Pond is filling to overwintering volume. Baseline documentation for the upper watershed conservation efforts is under review. Equipment and grounds maintenance was performed at the plant, well, and tanks/stations. Abandoned debris was removed from Industrial Way pump station (thank you DPW crew for the assistance). Staff rebuilt two duty pumps at Washington Street pump station. The heater block for the Richardson Street generator was replaced. Additional winterization and inspections were conducted at all stations. Inspections and cleaning was performed at Chesley Hill, Rochester Hill, and Salmon Falls storage tanks. The level transducer and instrument heater at Chesley Hill was repaired. Maintenance at the well included bicarbonate system repairs and easement clearing and inspection of the wellhead and control enclosures in preparation for the pump and source rehabilitation project scheduled for the first week of December. Maintenance at the WTF included process optimizations for organic and metal removal due to plummeting raw water temperatures and harvesting efforts, alum sludge and backwash waste adjustments for lagoon management, and caustic pump and fill valve repairs. Annual process mag meter calibrations were performed this month. Fall directional flushing has been completed. Thank you to all who helped! Project meetings were held for the water treatment residuals handling and Granite State water loop projects. Staff attended legislative/technical training seminars this month. Karl Bostrom joined the drinking water team this month, welcome aboard!



Camp at Tufts Pond



Diversion Dam Valve House

ENGINEERING

- Asset Management:** The City is working with the selected vendor for the new Asset Management software for implementation; a “go live” date is anticipated by early 2020. Efforts continue to improve the GIS data layers for City infrastructure, including the City’s stormwater network, which is required by the MS4 Permit. The City recently received information from SRPC regarding their sidewalk condition assessment effort in the City. In addition to inventory work, staff continue to populate more detailed information such as asset age, material, and condition on all of our assets and coordinate with our consultants to develop baseline information related to our water, sewer, and stormwater systems’ “level of service”, “likelihood of failure”, “consequence of failure”, and “life cycle cost analysis”. A brief presentation on the Asset Management Program was recently made to the Public Works & Buildings Committee in November by the City’s consultant.
- Colonial Pines Sewer Extension:** Final paving of Railroad Avenue was postponed until until completed some planned gas main installation work; this paving work will be completed in spring 2020. Phase 2 includes extension of the sewer from Birch Drive across Old Dover Road to Juniper Street, Towle Street, Vinewood Lane, Susan Lane, Hickory Lane, and a portion of Hillside Drive. The scope of the Phase 2 construction has now been modified to include sewer on Wildwood Lane and a portion of Tingley Street, as well as drainage improvements within the project area. A majority of the sewer installation work has been completed and homes are now being connected to the new public sewer mains. Given the additional work, construction of Phase 2 will continue through the 2020 construction season. Funding for a future phase of this multi-phased sewer extension program has been approved in the FY20 CIP budget. Additional funding for a final phase of sewer extension and drainage improvements in future phases will be requested in the FY21 CIP budget.
- Pavement Maintenance & Rehabilitation:** The 2019 cracksealing effort was completed in November. The City’s 2019 paving rehabilitation program is essentially complete, with only final minor work remaining, including some striping and painting. The FY20 Paving list has now been approved and includes: Chapman, Huckins, Jonathan, and portions of Columbus, Cross, and Salmon Falls; paving work is anticipated to begin on these streets in the spring.
- Strafford Square Roundabout:** Final design continues. Bidding of the roundabout construction contract is now anticipated for late 2020. Prior to that contract, and in preparation for that construction, a utility infrastructure contract is anticipated to be bid and constructed in 2020. Right-of-way and easement negotiations are being completed in preparation for the construction contracts.
- Granite Ridge Development – Phase 2:** A scoping meeting was held in July between the City, Waterstone, and NHDOT; as a result of this meeting, a revised traffic impact analysis study was completed in November 2019.

- **Water Treatment Plant Low Lift Pump Station Upgrade:** Final Completion of this project was achieved in November 2019.
- **Granite State Business Park Water Main Interconnection:** Actual construction work is anticipated to commence in December 2019.
- **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 an attenuation tank. Design of the attenuation tank is anticipated to begin in the coming months. 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. Construction is expected to continue through 2020 into 2021.
- **River Street Sewer Pump Station Upgrade:** The construction contract was awarded in November 2019. Construction is anticipated to be completed within one year of Notice to Proceed.
- **Route 11 Sewer Pump Station Upgrade:** This upgrade project is currently at 50% design. This project is scheduled to be advertised for bids during the winter of 2019/2020, with construction occurring in 2020.
- **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, Standby Power Interconnection for Aeration Blowers, and Programmable Logic Controllers (PLC) Replacement. All of these projects are on schedule to begin construction before the end of calendar year 2019 or early 2020.
- **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; consultant selection process will commence in the coming months.
- **NPDES Permits - Wastewater Treatment Facility & MS4 Permit (Stormwater):** A new draft National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Facility (WWTF) has not yet been issued by USEPA Region 1. 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 Notice of Intent (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 first annual report for the MS4 permit was submitted to EPA in September 2019. USEPA Region 1 is also proposing an estuary-wide general permit structure for nutrient loading, specifically total nitrogen (TN), in the Great Bay Estuary, which presumably would have additional requirements for nitrogen load reduction beyond the MS4 Permit requirements and the expected NPDES Permit requirements for Rochester's WWTF. Regulators have stated that portions of this TN General Permit will likely be voluntary, and that a draft of the permit may be published as early as December 2019.
- **New DPW Facility:** A review of RFQ responses resulted in a list of pre-qualified bidders being established in October 2019. The construction contract was advertised for bids in late October. Bids were received in November 2019. Additional funding needs to be authorized to award the construction contract. Construction of the facility is anticipated to begin in 2020 and continue through spring of 2021.

Economic & Community Development



11/31/2019

MANAGEMENT REPORT



Economic Development Report, Written by Jennifer Marsh

Community Development Report, Written by Julian Long



ECONOMIC DEVELOPMENT DEPARTMENT

MICHAEL SCALA, DIRECTOR OF ECONOMIC DEVELOPMENT

PROJECTS IN THE PIPELINE

Owner Project Manager (OPM) bids for the LDI project were opened on 11/21. Seven firms responded to the REDC RFP. The OPM award will be decided sometime in December.

Director Scala continues to work on the details of expanding resources and responsibilities of the REDC as the Industrial Development Agency for the city.

Director Scala, Director Campbell, Director Grant, and CM Cox continued work on the amendment to Chapter 275 of the Planning Code with a meeting for approval of the amendment planned for early January.

GRANITE RIDGE DEVELOPMENT DISTRICT – WATERSTONE PROPERTIES GROUP, PHASE II

Director Scala continued to discuss Phase II with Waterstone Properties Group, including the possible entertainment tenants, and the potential for residential housing options, which would support continued vitality of The Ridge and the entire Granite Ridge Development District.

WAYFINDING RFP

Bids are scheduled to be opened on December 5th.

SCENIC/SALINGER

Clean up of the Scenic/Salinger began on November 18th and will continue through the week of Thanksgiving. The clean-up will include selective demolition in both buildings as requested by the prospective developer.

The roof of the Scenic was patched by the City Maintenance Department at a significant cost savings to the Downtown Revitalization Fund.

GRANITE STATE BUSINESS PARK

Director Scala has contracted with Norway Plains to conduct a wetlands survey for possible land purchase of 55 acres adjacent to the GSBP.

Director Scala is in talks with another company interested in building within the GSBP.

STAFF DEVELOPMENT

Director Scala traveled to Omaha, NE for Business Retention and Expansion training as part of the IEDC CEcD certification process.

JENN MARSH, ECONOMIC DEVELOPMENT SPECIALIST

ECONOMIC DEVELOPMENT COMMISSION

The committee met at Great Bay Chocolates (FKA Fiesta Candy) at 25 Old Dover Road. The business was one that was visited during their business retention survey's and offered to host one of our off site meetings.

All City Councilor's are invited to join the December holiday REDC meeting at Mitchell Hill BBQ. December 18th from 4-6 pm, snacks will be provided and a cash bar is available. Please RSVP to Jenn Marsh.

MAIN STREET

Main Street held their annual Trick or Treat on the town and Zombie walk. Both events were very highly attended.

ROCHESTER RISE UP

Members of Rise Up helped clean out the Scenic and Salinger Block windows and put up curtains and fabric to hide the interior of the building. Rise Up also helped Upala Yoga with the renovation of her entryway. The group has been planning monthly events in the downtown as well.

NEW BUSINESSES

Mitchell Hill BBQ located at 50 North Main Street

Ocean State Job Lots (opened in October but left out of last month's report). Opening in December: Fallen Leaf Bistro

Julian Long, Community Development Coordinator Report

Prepared and submitted by the Community Development Coordinator
October-December 2019

- **CDBG Program**
 - FY 2020-2025 Consolidated Plan: The Community Development Coordinator has completed the consultation and drafting processes for the FY 2020-2025 Consolidated Plan. The plan will be due concurrent with the FY 2020-2021 Annual Action Plan in May 2021. The first public hearing for the Consolidated Plan was held on November 19, 2019. No comments were received at the hearing. The draft FY 2020-2025 Consolidated Plan is included with this report as an electronic attachment.

- FY 2021 Annual Action Plan: The Community Development Coordinator has started drafting the FY 21 Annual Action Plan, which will be ready for the Community Development Committee's review at the January 2020 committee meeting. The first public hearing for the FY 21 Action Plan was held on November 19, 2019. No comments were received at the hearing. Grant applications for FY 21 CDBG funding are due by December 13, 2019.
- FY 2019 Consolidated Annual Performance and Evaluation Report (CAPER): All performance goals were met or exceeded during FY 2019, with the exception of the postponed/cancelled Rochester Housing Authority Charles St. Project. After minor revisions and corrections, HUD has officially accepted the city's FY 2019 CAPER. The acceptance letter is included with this report as an attachment.
- HUD Site Monitoring: Personnel from the Boston regional HUD office conducted on-site monitoring at the City's offices on August 7th and August 8th. The official post-site review letter and list of corrective action items are included as attachments to this report. The Community Development Coordinator has worked with Finance Department staff and Economic Development Office staff to respond to HUD's corrective action, and the full list of corrective action items has been submitted to HUD for review and approval.
- Rochester Opera House Chairlift: This project has gone out to bid, and the bid received is about \$9,000 over the budget of \$23,000. The Public Works Committee reviewed the received bid at its November meeting and approved the recommendation of additional CDBG funding for the project to meet the received bid amount. As a point of comparison, the FY 19 Spaulding High School chairlift project cost about \$31,000 and the FY 19 Maple St. Magnet School chairlift project cost about \$46,000.
- East Rochester Library Renovations: The chimney work has been completed for the East Rochester Library. The foundation work and masonry repointing is in progress. The Community Development Coordinator has conducted Davis-Bacon labor interviews for the East Rochester Library renovations project.
- Riverwalk Committee Kayak Launch: The Community Development Coordinator has obtained the required wetlands permit from the NH Department of Environmental Services and has republished the Finding of No Significant Impact of Notice of Intent to Request the Release of Funds necessary to complete the environmental review process.
- Historic District Commission Facade Improvements Grant Program: At its November meeting, the Historic District Commission approved three grant applications for facade improvements. The Community Development Coordinator is currently working on the environmental reviews and historic preservation consultations for the three approved project sites. The approved project sites are for facade and sign improvements for Freedom Beauty Salon, RiverStones Custom Framing and Franklin Gallery, and Stitches Alterations and Needlework. The program was also featured in an article in the November 15, 2019 issue of the *Rochester Radar*.
- Rochester Child Care Center Fire Sprinklers: The Community Development Coordinator has been working with the Rochester Child Care Center's general contractor to draft the bid invitation and bid documents for the fire sprinkler project. The project is expected to go out to bid in December.

- JOB Loan Program: The most recent JOB loan to Back Hill Beer Company was featured in the November 15, 2019 edition of the *Rochester Radar*.
- NH Community of Action for Lead Safety: The third and final statewide meeting was held in November. Attendees included the Community Development Coordinator, Senior Planner Michelle Mears, staff from Community Action Partnership of Strafford County, and staff from the Strafford County Public Health Network. The Rochester community of action team has proposed that \$50,000 of FY 2021 CDBG funds be set aside as matching funds for Rochester residents applying for state lead remediation funding with New Hampshire Housing Finance Authority. In addition, the Rochester team planned and hosted a lead paint safety education and outreach event for landlords in mid-November. State public health department staff presented to an audience of over thirty landlords, housing developers, and others.
- ***Non-CDBG Grant Activities***
 - NH Recreational Trails Program Grant: The Community Development Coordinator has worked with the Riverwalk Committee to obtain an extension on the original contract with the state. The extension on the grant is through June 2020.
 - Emergency Performance Management Grant: The Community Development Coordinator met with Fire Department staff and Finance Department staff to discuss grant match reporting for this grant. The Community Development Coordinator also submitted the second quarter report and reimbursement request for this grant.
 - FEMA Assistance to Firefighters Grant: At the request of the Fire Department, the Community Development Coordinator attended a FEMA workshop on the Assistance to Firefighters grant in November.
- ***Report Attachments***
 - Draft FY 2020-2025 Consolidated Plan – *electronic only* - https://www.rochesternh.net/sites/rochesternh/files/uploads/fy_20-25_cdbg_consolidated_plan_full_plan_draft1_0.pdf
 - FY 2019 CAPER Acceptance Letter from HUD
 - HUD August 2019 Site Visit Corrective Action Letter
 - HUD August 2019 Site Visit Corrective Action - *electronic only* – <https://www.dropbox.com/sh/vqcyxutsiz83gr6/AAAAdaGoKikATzPe9njFQlwbGa?dl=0>

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City Clerk's Office

FINANCE COMMITTEE

Agenda Item

12/12/2019

Agenda Item Name: Monthly Financial Statements Summary – as of November 30, 2019.

For the full detail report, click here: [November 2019 Financial Detail Report](#)

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

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

Meeting Date Requested: December 12, 2019-Finance Committee Meeting Cancelled

Issue Summary Statement

The November 30, 2019 financial summary reports are attached.

12/12/2019 12:52
mark.sullivan

CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 05

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
<hr/>						
1000 GENERAL FUND						
<hr/>						
11031 CITY CLERK REVENUE	105,920	0	105,920	46,437.66	59,482.34	43.8%
11051 ASSESSORS REVENUES	0	0	0	116.00	-116.00	100.0%
11061 BUSINESS OFFICE REVENUE	350,000	0	350,000	281,281.27	68,718.73	80.4%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	.00	1,000.00	.0%
11071 TAX COLLECTOR REVENUE	32,271,384	0	32,271,384	16,361,178.61	15,910,205.39	50.7%
11081 GENERAL OVERHEAD REVENUE	4,080,748	1,954,966	6,035,714	1,802,391.14	4,233,322.86	29.9%
11082 GENERAL OVERHEAD REVENUE	1,548,683	0	1,548,683	686,077.44	862,605.56	44.3%
11091 PUBLIC BLDGS REVENUE	0	0	0	220.05	-220.05	100.0%
11101 PLANNING	16,250	0	16,250	20,870.69	-4,620.69	128.4%
11201 REV LEGAL OFFICE	50,000	0	50,000	21,113.42	28,886.58	42.2%
12011 POLICE CITY REVENUE	325,400	0	325,400	128,316.93	197,083.07	39.4%
12021 FIRE CITY REVENUE	25,500	0	25,500	2,549.94	22,950.06	10.0%
12022 FIRE STATE REVENUE	41,812	0	41,812	3,375.00	38,437.00	8.1%
12031 DISPATCH CENTER	60,290	0	60,290	.00	60,290.00	.0%
12041 CODE ENFORCEMENT REVENUE	394,175	0	394,175	271,749.30	122,425.70	68.9%
13011 PUBLIC WORKS REVENUE	33,700	0	33,700	10,411.14	23,288.86	30.9%
13012 STATE HIGHWAY SUBSIDY	634,612	0	634,612	389,505.28	245,106.72	61.4%
14011 WELFARE REVENUE	2,500	0	2,500	5,079.89	-2,579.89	203.2%
14021 RECREATION REVENUE	120,000	0	120,000	86,203.79	33,796.21	71.8%
14031 LIBRARY REVENUE	14,200	0	14,200	4,473.22	9,726.78	31.5%
TOTAL GENERAL FUND	40,076,174	1,954,966	42,031,140	20,121,350.77	21,909,789.23	47.9%
<hr/>						
5001 WATER ENTERPRISE FUND						
<hr/>						
510001 WATER WORKS REVENUE	6,607,310	0	6,607,310	1,975,030.93	4,632,279.07	29.9%
TOTAL WATER ENTERPRISE FUND	6,607,310	0	6,607,310	1,975,030.93	4,632,279.07	29.9%
<hr/>						
5002 SEWER ENTERPRISE FUND						
<hr/>						
520001 SEWER WORKS REVENUE	8,017,640	0	8,017,640	2,163,002.27	5,854,637.73	27.0%
520002 SEWER WORKS REVENUE	411,989	0	411,989	47,580.00	364,409.00	11.5%
TOTAL SEWER ENTERPRISE FUND	8,429,629	0	8,429,629	2,210,582.27	6,219,046.73	26.2%
<hr/>						
5003 ARENA ENTERPRISE FUND						
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 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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FOR 2020 05

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
530001 ARENA REVENUE	402,865	0	402,865	139,084.67	263,780.33	34.5%
TOTAL ARENA ENTERPRISE FUND	402,865	0	402,865	139,084.67	263,780.33	34.5%
6000 COMMUNITY CENTER SP REV FUND						
600001 COMMUNITY CENTER REVENUE	861,466	0	861,466	314,007.90	547,458.10	36.5%
TOTAL COMMUNITY CENTER SP REV FUND	861,466	0	861,466	314,007.90	547,458.10	36.5%
GRAND TOTAL	56,377,444	1,954,966	58,332,410	24,760,056.54	33,572,353.46	42.4%

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 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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FOR 2020 5

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 GENERAL FUND							
11000051 CITY MANAGER	470,894	0	470,894	209,507.70	27,612.91	233,773.39	50.4%
11012351 ECONOMIC DEVELOPMENT	510,030	0	510,030	255,985.48	34,823.61	219,220.91	57.0%
11020050 IT SERVICES	797,462	0	797,462	331,692.12	72,892.43	392,877.45	50.7%
11030051 CITY CLERK	334,803	0	334,803	150,046.74	49,230.93	135,525.33	59.5%
11040050 ELECTIONS	54,479	0	54,479	20,928.30	4,841.26	28,709.44	47.3%
11050070 ASSESSORS	569,498	0	569,498	253,619.94	9,183.97	306,694.09	46.1%
11060051 BUSINESS OFFICE	543,461	0	543,461	251,408.62	1,598.31	290,454.07	46.6%
11063151 HUMAN RESOURCES	213,071	10,000	223,071	100,845.06	23,799.39	98,426.55	55.9%
11070070 TAX COLLECTOR	382,295	0	382,295	173,126.13	4,979.95	204,188.92	46.6%
11080050 GENERAL OVERHEAD	1,021,733	-52,130	969,603	189,438.46	133,843.20	646,321.34	33.3%
11090050 PB CITY WIDE 50	668,503	4,000	672,503	288,729.05	47,919.93	335,854.02	50.1%
11090051 PB CITY HALL 51	66,066	0	66,066	20,132.89	32,305.56	13,627.55	79.4%
11090052 PB OPERA HOUSE 52	48,551	0	48,551	17,295.65	21,049.63	10,205.72	79.0%
11090054 PB CENTRAL FIRE 54	10,979	0	10,979	4,540.48	5,117.61	1,320.91	88.0%
11090055 PB GONIC FIRE 55	10,594	0	10,594	3,412.34	4,603.79	2,577.87	75.7%
11090056 PB LIBRARY 56	18,893	0	18,893	8,287.11	9,072.46	1,533.43	91.9%
11090057 PB DPW GARAGE 57	11,874	0	11,874	5,257.47	5,409.50	1,207.03	89.8%
11090059 PB ER FIRE STATION 59	775	0	775	99.34	225.66	450.00	41.9%
11090061 PB HISTORICAL MUSEUM 61	1,520	0	1,520	274.34	753.00	492.66	67.6%
11090063 PB HANSON POOL 63	5,100	0	5,100	1,839.38	50.00	3,210.62	37.0%
11090064 PB GONIC POOL 64	2,900	0	2,900	928.88	.00	1,971.12	32.0%
11090065 PB EAST ROCHESTER POOL 65	2,600	0	2,600	928.88	.00	1,671.12	35.7%
11090068 PB GROUNDS 68	12,160	0	12,160	3,237.75	300.00	8,622.25	29.1%
11090069 PB DOWNTOWN 69	17,000	0	17,000	4,188.93	1,913.44	10,897.63	35.9%
11090070 PB REVENUE BUILDING 70	22,331	0	22,331	7,986.64	13,037.57	1,306.79	94.1%
11090071 PB PLAYGROUNDS 71	3,000	0	3,000	.00	.00	3,000.00	.0%
11090075 PB NEW POLICE STATION	24,252	0	24,252	8,999.96	8,343.00	6,909.04	71.5%
11090077 PB ANNEX	4,260	0	4,260	787.85	1,978.89	1,493.26	64.9%
11102051 PLANNING	433,139	0	433,139	192,938.28	5,494.16	234,706.56	45.8%
11200051 LEGAL OFFICE	597,718	0	597,718	234,707.62	5,509.39	357,500.99	40.2%
12010053 PD ADMINISTRATIVE SERVICES	1,976,055	0	1,976,055	1,009,754.02	101,963.51	864,337.47	56.3%
12012453 PD PATROL SERVICES	4,951,564	0	4,951,564	2,095,500.65	.00	2,856,063.35	42.3%
12012553 PD SUPPORT SERVICES	4,425,815	0	4,425,815	173,024.17	.00	252,790.83	40.6%
12020054 FIRE DEPARTMENT	4,669,781	0	4,669,781	2,318,685.68	48,855.20	2,302,240.12	50.7%
12020055 FIRE DEPT 55 GONIC SUBSTAT	28,735	0	28,735	9,392.53	10,766.44	8,576.03	70.2%
12020754 CALL FIRE	31,373	0	31,373	6,799.01	1,627.67	22,946.32	26.9%
12023354 EMERGENCY MANAGEMENT	41,812	0	41,812	1,998.00	.00	39,814.00	4.8%
12030153 DISPATCH CENTER	882,328	0	882,328	377,684.77	11,903.21	492,740.02	44.2%
12040051 CODE ENFORCEMENT	606,553	0	606,553	259,002.54	14,757.09	332,793.37	45.1%
12050050 AMBULANCE	61,832	0	61,832	15,458.02	46,374.07	-.09	100.0%

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CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 5

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13010057 PUBLIC WORKS	2,301,219	38,130	2,339,349	935,716.44	507,313.48	896,319.08	61.7%
13010957 WINTER MAINTENANCE	518,492	0	518,492	71,820.44	87,306.46	359,365.10	30.7%
13020050 CITY LIGHTS	218,000	0	218,000	60,712.23	34,832.77	122,455.00	43.8%
14010051 WELFARE	469,070	0	469,070	197,151.40	14,208.12	257,710.48	45.1%
14022072 RECREATION ADMINISTRATION	650,242	-800	649,442	293,338.27	14,500.49	341,603.24	47.4%
14022150 RECREATION PLAYGROUNDS/CAM	98,951	0	98,951	82,825.54	1,503.50	14,621.96	85.2%
14022250 RECREATION POOLS	83,588	800	84,388	64,882.84	4,885.79	14,619.37	82.7%
14030056 LIBRARY	1,299,148	0	1,299,148	614,120.67	48,357.77	636,669.56	51.0%
15000051 COUNTY TAX	6,610,000	0	6,610,000	.00	.00	6,610,000.00	.0%
17010051 TRANSFERS/PAYMENTS DEBT SV	4,159,335	0	4,159,335	1,412,915.23	.00	2,746,419.77	34.0%
17030050 OVERLAY	92,000	0	92,000	14,564.58	.00	77,435.42	15.8%
17040051 TRANSFER TO CIP & OTHER FU	3,040,340	1,954,966	4,995,306	1,954,966.00	.00	3,040,340.00	39.1%
TOTAL GENERAL FUND	40,076,174	1,954,966	42,031,140	14,711,484.42	1,475,045.12	25,844,610.46	38.5%
5001 WATER ENTERPRISE FUND							
51601057 WATER WORKS EXPENSE	5,294,828	0	5,294,828	1,376,631.98	56,431.37	3,861,764.65	27.1%
51601073 WATER TREATMENT PLANT	1,250,396	0	1,250,396	467,086.39	134,446.57	648,863.04	48.1%
51601570 WATER REVENUE OFFICE	62,086	0	62,086	29,424.49	32.37	32,629.14	47.4%
TOTAL WATER ENTERPRISE FUND	6,607,310	0	6,607,310	1,873,142.86	190,910.31	4,543,256.83	31.2%
5002 SEWER ENTERPRISE FUND							
52602057 SEWER WORKS EXPENSE	4,513,071	0	4,513,071	2,287,195.59	23,554.79	2,202,320.62	51.2%
52602074 SEWER TREATMENT PLANT	3,855,328	0	3,855,328	615,025.13	346,889.36	2,893,413.51	25.0%
52602470 SEWER REVENUE OFFICE	61,230	0	61,230	29,322.47	32.39	31,875.14	47.9%
TOTAL SEWER ENTERPRISE FUND	8,429,629	0	8,429,629	2,931,543.19	370,476.54	5,127,609.27	39.2%
5003 ARENA ENTERPRISE FUND							
53603060 ARENA EXPENSE	402,865	0	402,865	173,274.54	73,852.13	155,738.33	61.3%
TOTAL ARENA ENTERPRISE FUND	402,865	0	402,865	173,274.54	73,852.13	155,738.33	61.3%
6000 COMMUNITY CENTER SP REV FUND							

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 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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6000	COMMUNITY CENTER SP REV FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6070572	COMMUNITY CENTER EXPENSE	861,466	0	861,466	294,814.04	163,301.81	403,350.15	53.2%
	TOTAL COMMUNITY CENTER SP REV FUND	861,466	0	861,466	294,814.04	163,301.81	403,350.15	53.2%
	GRAND TOTAL	56,377,444	1,954,966	58,332,410	19,984,259.05	2,273,585.91	36,074,565.04	38.2%

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



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
 Conservation Commission
 Historic District Commission
 Arts & Culture Commission

PLANNING & DEVELOPMENT DEPARTMENT MONTHLY REPORT FOR NOVEMBER 2019

The Planning Board, Historic District Commission (HDC), and the Arts & Culture Commission held their meetings in November. You will find the summaries of the agendas and discussions further down in this report. The Conservation Commission did not have a quorum for their November meeting but still completed work this month as outlined below. The Planning Board also held their November workshop meeting. In addition to the surety and inspection update the Board discussed the use of Low Pressure Sewer Systems in Rochester. A recent subdivision application proposed such a system and the Board wanted to know more about them. Although unable to attend, the Assistant City Engineer provided a memorandum on the topic. The Board also had a final review of draft Rules of Conduct for meetings. They will be adopted at their annual retreat in January.

The Planning & Development Department remains busy in general with many meetings with citizens, developers, applicants, and the processing of applications. The Board will be reviewing two (2) new application, one (1) project requesting an extension, and one (1) continued application. In addition, we continued working with our consultants, VHB, on finalizing the Transportation Master Plan and will be looking to give the City Council a presentation on it in December as well as holding a public hearing at the Planning Board and hopefully adoption as well. The Downtown Master Plan Steering Committee also met with the consultants for the Downtown Master Plan Chapter and we have continued implementing the public outreach campaign. WE held a Community Forum on the Downtown Master Plan in December, which was attended by over 40 people. This will be the final public session before receiving a draft of the plan for discussion with the Steering Committee, Council, and Planning Board. The new completion date being discussed in January 2020. I also participated in the monthly meeting of the Leadership Committee for the Economic Development Division of the American Planning Association, which I am a member. I attended the monthly COAST Board meeting as the representative for the City as well as the TAC meeting with the Strafford Municipal Planning Organization (MPO). Staff also participated in the TRG meetings, pre-construction meetings, and a Minor Site Plan Review meeting. We also continued work on a Zoning Amendment for the Downtown Commercial District for allowing housing on the first floor in certain instances.

APPLICATIONS REVIEWED BY THE PLANNING BOARD

R & J 90 North Main, LLC, 90 North Main Street Request for an extension to an approved site plan to meet precedent conditions. Case # 121 – 17 – DTC – 19 **GRANTED**

Groen Construction, 122 Meaderboro Road Request for an extension to meet precedent conditions for an approved 2-lot subdivision. Case # 232 – 13 – A – 18 **GRANTED**

Groen Construction, 122 Meaderboro Road Request for an extension to meet precedent conditions for an approved 8-lot subdivision. Case # 232 – 13 – A – 18 **GRANTED**

Thomas & Diane Aubert, 828 Portland Street (by Berry Surveying & Engineering) 2-Lot subdivision. Case # 108 – 53 – R1 – 19 **APPROVED**

Golden Oaks Development, LLC, Freedom Drive (by Norway Plains Assoc.) 16-Lot subdivision. Case # 110 – 10, 10-2thru10-18 – R1 – 19 **DESIGN REVIEW**

Index Packaging, Inc., 91 Innovation Drive (by Berry Surveying & Engineering) Site plan and Conditional Use Permit to construct a 130,933 s.f. light industrial building and an 85,750 s.f. warehouse. Case# 242 – 5 – I – 19 **APPROVED**

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

Due to a lack of quorum, the Conservation Commission was unable to hold it's November 27th meeting.

However, throughout the month of November members and Staff conducted a site walk and filled out a monitoring report for the conservation easement at Hope Farm at 36 Peaslee Rd. Members and Staff also participated in Technical Review Group meetings, as well as reviewing NH Department of Environmental Services wetland impact applications. Members and Staff also worked with other City departments to discuss proposed City projects that will have wetland impacts.



Photos from Hope Farm conservation easement monitoring



APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The HDC meeting was held on November 13, 2019 at 7 pm. There were four items that were approved on the agenda.

- Profile Bank Loan Center, 45 Wakefield Street, Certificate of Approval for repair and replace trim and roof Case# HDC 120-421– DTC – 19
- Profile Bank, 57 Wakefield Street, Certificate of Approval for repair and replace trim and windows Case# HDC 120-420– DTC – 19
- Mitchell Hill BBQ Grill and Brew, 50 North Main Street, Certificate of Approval Awning Case# HDC 121-15-DTC-19
- Citizens Bank, R & J 90 North Main Street, Certificate of Approval for addition Case# HDC 121-17-19 DTC

The HDC also reviewed applications for the Sign and Façade program. The HDC approved the following applications:

- Joanne Piazzzi-presented her projecting sign with a hoop with the business names Stitch's in the middle and the proposed paint color.
- Jenni Olsen Freedom Beauty presented the projecting and wall sign done by Renaissance Sign Company. The HDC just is requiring that the wall sign fit the entire area on the wall even if that requires more funds. Mr. Long needs to review the lease agreement before proceeding.
- Riverstone Custom Framing Kris Ebbeson presented the façade changes paint the façade trim and door, add solar lights for one sign, and three wall signs. Mrs. Ebbeson is proposing to paint the Historic New England color Indigo or Biloxi Blue for the door and Pale Organza for the trim.

Community Development Block Grant funds will be used for these projects.

ARTS AND CULTURE COMMISSION ACTIVITIES

The Commission met on Thursday November 21, 2019 at 7 pm in the City Hall Annex. The discussion was focused on the Arts and Culture Public Art Application. The Commission is working on an application process.

Respectfully submitted,
James B. Campbell,
Director of Planning & Development

Rec & Arena Monthly Report

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

From: Lauren Krans, Asst. Director Recreation & Arena
Date: December 9, 2019
Re: November Monthly Report

November Programs	
Adult Co-Ed Pick-Up Basketball	60
Adult Open Gym 30+	14
Adult Rec Ice Hockey League	98
Adult Volleyball	75
Advanced Senior Fitness	27
Wee Ones Playgroup	26
Collaborative Art	23
Community Coffee	7
Learn To Skate	15
Parent/Child Open Gym	146
Public Ice Skating	226
Senior Art	33
Senior Breakfast/Cookout	87
Senior Dance Lessons	22
Senior Pickleball	38
Senior Power Hour	38
Senior Trips	11
Senior Yoga Chair	35
Senior Yoga Gentle	27
Senior Zumba Gold	21
Sunday Night Pickleball	4
Teen Night	180
Youth Rec Ball 1st and 2nd	40
Youth Rec Ball 3rd and 4th Boys	46
Youth Rec Ball 3rd and 4th Girls	18
Youth Rec Ball 5th and 6th Boys	34
Youth Rec Ball 5th and 6th Girls	8
Youth Rec Ball 7th and 8th Co-Ed	22
Youth Rec Ball High School Co-Ed	21
November Total	1,388

RMFA Collaboration

Rec & Arena staff worked with the Rochester Museum of Fine Art to complete the Rochester Community Center (RCC) Art Gallery and pop up Guerilla Gallery in the hallway near the Recreation Office. RCC neighbors and patrons have all expressed their delight to have artwork on display in this area.

The RMFA also completed installation of the 8 foot metal art structure, Katydid, by artist Nathan Walker, in front of the Community Center. This public art greets customers from the moment they pull into the parking lot and lets everyone know the RCC is a fun, vibrant place!

Rochester Community Center

Rec staff continues to work closely with Buildings and Grounds to make the RCC an inviting, positive representation of the City. Additional seating courtesy of the RMFA and a building directory are a few most recent enhancements to the entryway. Buildings and Grounds also fulfilled our request to install a water bottle refill station in the front hallway at the Rec. Customers are over the moon to have this amenity!

Rochester Arena Parking Lot

The parking lot project was completed in November. Not only are the renovations aesthetically pleasing, but the final product has greatly increased staff and patron safety. The parking lot no longer has the large divots that collect water and ice, and the space is clearly labeled with directional arrows and parking space lines.

Expanding Recreation Opportunities

Our team continues to work hard to expand family activities during holidays and school breaks. In November we expanded Public Ice skating during Veterans Day and Black Friday. During the school break for Thanksgiving, we also expanded Parent Child Open Gym and SHS/BCA Open Gym.

Collaboration With BCA

Our collaboration with the Bud Carlson Academy continues! This year, BCA students are coordinating a weekly program called "Collaborative Art". During this hour-long session, BCA students organize crafts and activities for the adult clients at Community Partners.

The Rec as a Resource

Two of our summer camp directors attended the City's public input session on the downtown master plan. Staff was there to offer child care for participants who needed it. We're proud that our department can assist in making meetings accessible for families and parents!



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City Clerk's Office



ROCHESTER FIRE DEPARTMENT

MARK E. KLOSE
CHIEF OF DEPARTMENT



37 Wakefield Street

Rochester NH, 03867
www.rochfd.org

Tel (603) 335-7545

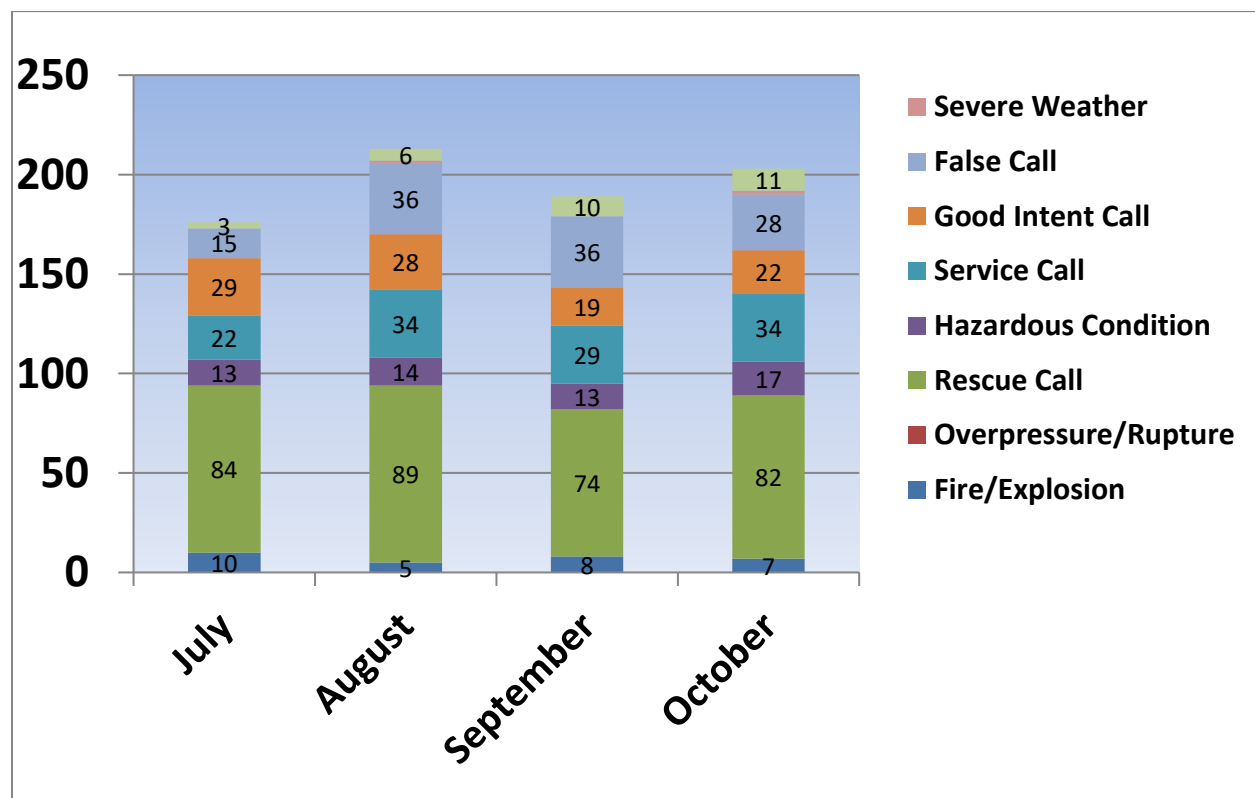
To: Blaine Cox, City Manager

From: Tim Wilder, Assistant Fire Chief

Date: November 8, 2019

Ref: Monthly Report for October 2019

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, incidents, projects and programs underway within the department.



The above graph shows our runs for Fiscal Year 2020 with October's data shown individually with their respective totals. For the month of October there were **203** calls for service. Rochester Fire responded to a total of **781** calls for Fiscal Year 2020.

FIRE DEPARTMENT OPERATIONS

Managed shift coverage assignments

Managed and organized equipment and supply purchases as needed

Fire Department members spent 1.5 hours each Friday mentoring a student from the Monarch School

Managed apparatus repairs as needed

FIRE PREVENTION BUREAU

October was Fire Prevention month. The department hosted a large event at the Rochester Commons which included vendors, activities and a fire truck parade. Throughout the month the Fire Prevention Office and Shifts visited schools and also had several schools and agencies come to both Stations for tours. We delivered 400 calendars to all the 3rd graders in the City as part of the NH State Fire Marshal's Office Annual Fire Prevention Calendar drawing contest.

October brought on the new code update from the State. RFD attended the NFPA 1 2015 code update seminar. Previously the City and State were using NFPA 1 2009 as the standard for Fire Code.

The Fire Prevention Office remains steady with various types of inspections and permitting; permit of assembly, certificate of occupancy, sprinkler and fire alarms, foster care, child care, tank installation, tent inspections and special amusement inspections. The Fire Prevention Office continues to follow up on multiple requests for Knox Box installations and key updates.

DEPARTMENT INFORMATION:

Administration completed necessary shift transfers to equal out shifts to help with overtime.

- 3 Shifts at 9 Firefighters (1 Captain, 1 Lieutenant and 7 Firefighters)
- 1 Shift at 7 Firefighters (1 Captain, 1 Lieutenant and 5 Firefighters[B Shift])
- Manning Station 1 and Gonic Station

The Fire Apparatus Committee continues to work on the new engine with Eastern Fire Apparatus and Toyne

The Rescue Apparatus Committee has been meeting and working on the new Rescue apparatus

A new command vehicle was purchased to replace the current Car 3. The vehicle was purchased at Hilltop Chevrolet.

A rescue boat was ordered and has been delivered to Central Station.

The gear washer/extractor has been purchased. Delivery date to be determined.

The SCBA Compressor has been purchased. Delivery date to be determined.

PERSONNEL:

Members of the department continue to attend advanced firefighter courses and leadership classes.

B Shift has an opening due to a firefighter resignation. The hiring process has begun to fill this spot.

We have two members on active duty military assignments and one member on TAD.

FF Laferte is deployed on active duty with the United States Air Force

FF Taatjes is out on medical TAD

FF Berry is deployed on active duty with the United States Marine Corps

RESPONSE ACTIVITY:

October 8th – Mutual Aid – Sanford. Truck 1 responded to Sanford, Maine for a building fire. Arrived on scene and reported to command. Assisted with the extinguishment of the building fire. Crews were released and returned to the City.

October 9th – Building Fire – Rochester. Engine 3, Engine 5, and Truck 1 responded to Washington Street for a report of smoke coming from a single family dwelling. Mutual aid responded to the scene. Fire was found in the basement of the dwelling. Fire was knocked down.

October 10th – Building Fire – Rochester. Engine 5, Engine 3, Truck 1 and Car 2 responded to Portland Street. Arrived on scene with light smoke showing. Fire extinguished by crews. Scene turned over to the owners.

October 11th – Mutual Aid – Somersworth. Truck 1 responded to Somersworth for a structure fire. Truck 1 and crews staged and waited for an assignment. Chief 3 arrived on scene. Crews were released and returned to the City.

October 18th – Building Fire – Rochester. Engine 5, Engine 3, and Truck 1 responded to Louise Street for reports of smoke in the home. Nothing showing on arrival, searches were completed and a trash can was found burning in a bedroom. Scene turned over to owners. All crews returned to their stations.

October 23rd – Building Fire – Dover. Engine 3 and Car 3 responded to Dover for a building fire. Once on scene, assisted with overhaul. Companies cleared and returned to the City.

Respectfully submitted,

Tim Wilder

Tim Wilder, Assistant Fire Chief

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City Clerk's Office



ROCHESTER FIRE DEPARTMENT

MARK E. KLOSE
CHIEF OF DEPARTMENT



37 Wakefield Street

Rochester NH, 03867
www.rochfd.org

Tel (603) 335-7545

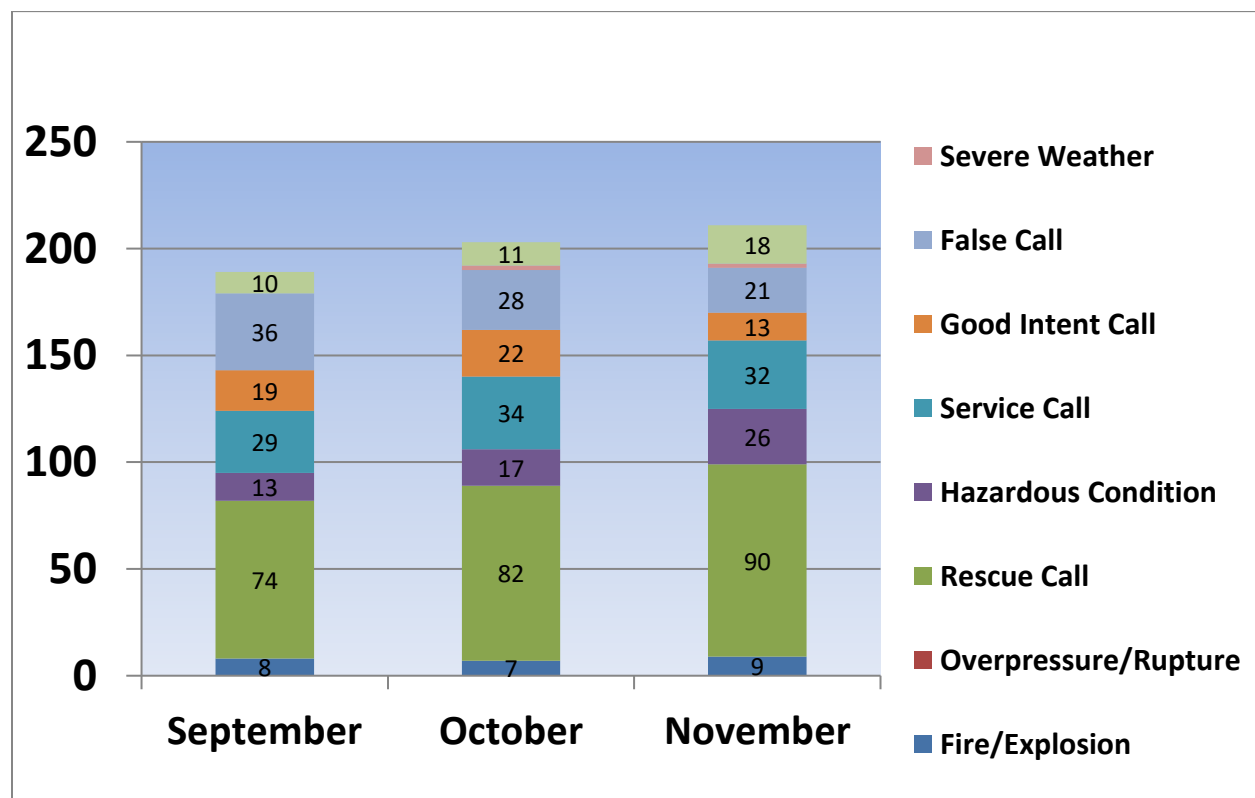
To: Blaine Cox, City Manager

From: Mark Klose, Fire Chief

Date: December 8, 2019

Ref: Monthly Report for November 2019

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, incidents, projects and programs underway within the department.



The above graph shows our runs for Fiscal Year 2020 with November's data shown individually with their respective totals. For the month of October there were 211 calls for service. Rochester Fire responded to a total of 992 calls for Fiscal Year 2020.

FIRE DEPARTMENT OPERATIONS

Managed shift coverage assignments

Managed and organized equipment and supply purchases as needed

Fire Department members spent 1.5 hours each Friday mentoring a student from the Monarch School

Managed apparatus repairs as needed

FIRE PREVENTION BUREAU

The Fire Prevention Office continues to be busy. November was met with several types of inspections weekly given the growth and construction that Rochester is seeing. We continue to work with the community on Certificates of Occupancy and Permits of Assembly which often involve inspections of fire alarm, sprinklers and hood systems. We continue to work with in home childcare centers to ensure life safety codes and the states requirements are met. Rochester continues to see growth with Foster Care Life Safety Inspections throughout the City.

Through the efforts of Chief Klose and the Prevention Office, the Fire Department obtained permanent access to the river through the Club Victoire gate. The Club Victoire's Board of Directors authorized no parking signs and padlock access to the gate for emergencies and training.

DEPARTMENT INFORMATION:

Administration completed necessary shift transfers to equal out shifts to help with overtime.

- 3 Shifts at 9 Firefighters (1 Captain, 1 Lieutenant and 7 Firefighters)
- 1 Shift at 7 Firefighters (1 Captain, 1 Lieutenant and 5 Firefighters[B Shift])
- Manning Station 1 and Gonic Station

The Fire Apparatus Committee continues to work on the new engine with Eastern Fire Apparatus and Toyne

The Rescue Apparatus Committee has been meeting and working on the new Rescue apparatus

A new command vehicle was purchased to replace the current Car 3. The vehicle was purchased at Hilltop Chevrolet.

A rescue boat was ordered and has been delivered to Central Station.

The gear washer/extractor has been purchased. Delivery date to be determined.

The SCBA Compressor has been purchased. Delivery date to be determined.

PERSONNEL:

Members of the department continue to attend advanced firefighter courses and leadership classes.

FF Ryan Marden was hired as a member of B-Shift and began on November 4.

FF Laferte has safely returned to duty from his deployment

We have one member on an active duty military assignments and one member on TAD.

FF Taatjes is out on medical TAD

FF Berry is deployed on active duty with the United States Marine Corps

RESPONSE ACTIVITY:

November 5th – Barrington – Gas Leak. Engine 3 and Engine 7 responded to Young Road in Barrington for a propane tank that was hit by a bulldozer and was leaking. Crews assisted with hauling water and manning a hose line. Companies cleared with no injuries or damaged equipment and returned to the City.

November 6th – Milton Mills – Structure Fire. Engine 5 and Engine 7 responded to Willey Road in Milton Mills for a working basement fire. Lt. Wheeler assisted with Command. Crews assisted with overhaul. Engine 7 provided water. Companies cleared with no injuries or damaged equipment and returned to the City.

November 14th – Rochester – Chimney Fire. Engine 5, Engine 3, Engine 7 and Truck 1 responded to Bickford Road in Rochester for a chimney fire. Car 1 arrived on scene and reported nothing showing. Crews made entry with a light smoke condition in the house. Truck 1 made access to the top of the chimney while Engine 3 began cleaning out the fire in the woodstove. Crews checked for extension and removed the liner from the chimney due to a complete block in the pipe.

November 21st – Rochester – Smoke in the Building. Engine 5, Engine 7, Truck 1 and Engine 3 responded to Woodside Lane for a report of smoke in the building. Upon entry, water was flowing from the first floor bathroom ceiling, ceiling had partially collapsed with no sign of fire. Light smoke condition found on the second floor. Overhaul was completed in the first floor bathroom. While investigating the water line, melted insulation, charred floor joist and roof de-icing cable was found in that area.

November 22nd – Barrington – Building Fire. Engine 3, Engine 5, Truck 1, and Car 3 responded to Ross Road in Barrington. Crews arrived and were assigned to fire attack in a large multifamily dwelling with heavy fire conditions. All companies assisted with salvage and overhaul. All companies cleared with no injuries or damage to apparatus and equipment. Milton Engine 6 provided station coverage at Central. Off duty personnel covered Gonic.

November 25th – Rochester – Fire Alarm Activation. Engine 5, Engine 3, and Truck 1 responded to Rochester Toyota for a Fire Alarm Activation. Arrived on scene with nothing showing and evacuation taking place. Manager met crews at the door and advised there was a fire in the oil tank room, believed to be out. Thick black smoke came out of the room. Lt. Marique took command of the scene, fire alarm and sprinkler system was shut down. All crews returned in service.

Respectfully submitted,

Mark E. Klose

Mark E. Klose, Fire Chief

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City Clerk's Office



PAUL R. TOUSSAINT
Chief of Police

ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

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"Dedication, Pride, Integrity"

POLICE COMMISSION

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



December 9, 2019

TO: City Manager Blaine Cox

RE: Monthly Report – November 2019

OPERATIONS: Ward 1 was the only ward to meet this period. Attendance was low. There was a discussion on the traffic rotary going in at North Main, Washington and Walnut intersection. We will be working on getting another resident to take the lead for this ward as Councilor Varney steps down from his role on the Council. Ward 1 will move to quarterly meetings for the foreseeable future as we work to promote attendance. The remaining wards have meetings scheduled for

Ward 1: January 8 - 7 PM - City Hall Annex

Ward 2 December - 23 - 7 PM - Frisbie Conference Center

Ward 3 January 15 - 6:30 PM - Briar Ridge Estates

Ward 4 Not Scheduled

Ward 5 January 15 - 6 PM - Community Center Conference Room 2

Ward 6 January 22 - 7 PM - City Hall Annex

The investigations bureau had 34 cases sent up from patrol for review or investigation. There are currently 59 cases assigned. There were 15 cases presented to the Grand Jury all with true bills. There were two detective call outs, both overdose death investigations. There was one polygraph and one background completed and 8 compliance checks for sex offenders. There were 296 pieces of evidence logged in, 42 items returned to owners and an additional 96 pieces destroyed. We continue to work on filling the vacant evidence technician position.

CEO/ COMMUNITY ENGAGEMENT OFFICER: Off. Danie is working on the 2nd annual Christmas on the Common, Skate with a Cop and has already started planning for Wings and Wheels 2020. Off. Danie and Sgt. Babine have been working random evening shifts teaming up to combat issues at suspected drug areas, thefts from cars, homeless camps and the downtown. Focus has been on community outreach and enforcement. They have been on foot patrols in the downtown; they have attended a couple of Rochester Rise Up meetings and assisted with the escort of the City tree to the square. Capt. Pinkham and Officer Danie provided robbery prevention tips to a local bank, and met with a local business to review active shooter and robbery prevention tips.

COMP STAT: There was a decrease in traffic stops compared to last month. We are still looking at staffing as being one of the issues. A majority of stops have been in the downtown. Officers are looking for other related crimes such as drugs and impairment during traffic stops. There were seven DWI arrests from accidents related to alcohol and/or drugs.

There was a decrease in burglaries from last month with no trends or patterns. Thefts from motor vehicles were slightly down for the month. All were from unlocked cars. We have received video of suspects from home security cameras, but often the video is not good enough to identify suspects. Items stolen are usually small items that can be easily carried and concealed and not identifiable.

Officers continue to provide rehabilitation information and programs when taking calls about drug possession or drug events. Most are not receptive to the information. Drugs seized consisted of heroin, marijuana, and prescription pills. There were several incidents of marijuana possessions out of the High School this month.

COMMUNICATIONS: The two new communications specialists attended SPOTS school and are progressing well through training. We held a dispatch testing this month. Oral boards will be scheduled with top 9 scoring applicants to plan for anticipated vacancies. The dispatch supervisor attended the Primex Supervisors Academy that will assist her in her new role. The annual Project Good Morning Program Christmas party has been set for December 16th.

DIVERSION: Teen night had 180 youth in November. Nicole worked with the Strafford County partners on planning the Addiction Summit, which was held on November 20th. Staff is working with partners to bring a movie and conversation around the impact on youth of having incarcerated parents. This movie will allow service providers and community members to learn how best to help our youth, for the population of our community being raised by non-parental custodians. As reported previously, Nicole attended the week long Juvenile Probation Transformation Certificate Program with the State team in Georgetown and is continuing the work here in NH in developing the statewide plan to roll out January 2020. This plan is meant to decrease the overutilization of probation and increase the amount of community based alternatives used to work with juveniles, including diversion. The intent overall is a full juvenile justice transformation with the intent to decrease the amount youth touch the juvenile justice system. Staff will be working on this plan with the State over the next two years.

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

FINANCIAL/PURCHASING: The radio project is moving forward. The finance committee was updated on the project funding for the cost of the new tower as well as notification and signalization for the Fire Department.

The on line crime reporting project is moving along and at this time there is engineering/IT work on going. We are developing our list of crimes that we will allow to be reported online as we will have the ability with this platform to allow more citizen reporting.

Our FY20 budget is overall in good shape. We are watching a couple of lines, such as medical services, which will be over due to exams for hiring and animal related investigations that required necropsies. Our budget meetings are underway for FY21. All entries are due into the system for January 10, 2020.

HIRING: Sgt. Cost has been working to prepare for the in house training of new hires Colson and Knox who start on 12/2/19. This leaves us with one full time police position still to fill. We are waiting for a background packet from a certified candidate.

FORFEITURE SPENDING: None

HOUSING: There has been a reduction in calls with the onset of colder weather. The Holiday Feast boxes will be distributed on December 6. There were six background checks completed for potential residents. Officer Blair was able to get several bicycle helmets for some of the children in the housing locations. Sgt. Babine has been covering several locations while both housing officers are recuperating from medical leaves.

PROSECUTION - ADULT: There were 255 new cases with 347 charges. There were 99 guilty pleas, 59 not guilty, 26 cases nol prossed. There were 80 who failed to appear, 30 found guilty by the court, 17 cases dismissed by the court and 6 cases placed on file.

PROSECUTION - JUVENILE: Juvenile prosecution had 26 petitions and motion to bring forward a diversion agreement for sentence. There were 11 arraignments (8 set for trial, 1 resolved by plea, 2 rescheduled, continued or failed to appear). There were seven trials (2 pleas, 2 guilty, 2 failed to appear, or were continued and 1 dismissed due to error on the petition). There were two review hearings, six violation hearings, five dispositional hearings. Additionally Lt. Gould completed three investigations (one contempt and two bail jumping), and nine motions to impose suspended sentence.

RPOA: Lt. Bossi attended the November RPOA meeting. Lt. Bossi discussed criminal mischief, and meeting the elements of the statute. The next meeting will be on December 5th at 219 Long Hill Road in Dover at the Hellenic Center.

SCHOOL RESOURCE OFFICERS: All of the School Resource Officers are teaching LEADS in their respective schools.

High School Highlights: Officer Jackson worked with the school regarding threats made to the school, attended training at UNH, taught two drivers ed courses, consistently conducted security checks at school and throughout area of Pines. He completed 12 Offense reports, 1 Arrest report (tobacco), and 1 MV Accident report

Middle School Highlights: Sgt. Deluca has been working with the school on students with social issues, as well as stress and emotional issues. He worked with the City Manager regarding

students cutting through the fairgrounds, began teaching, “avoid, deny, and defend” active shooter to the sixth grade, worked on a traffic issue at the William Allen School, and attended Teen night.

Elementary School Highlights: Off. Porfido visited all nine schools and participated in recess, gym and school lunch. He has made regular visits to the HOPE school. He worked with the kindergarten and Maple St School on an art project, assisted a student at William Allen regarding behavioral issues, worked with staff on the traffic issue at William Allen. He also coordinated a meeting of the Explorers with the NH State Police.

Explorer Post: Officer Jackson

- Officer Jackson held 2 meetings this month.

TRAINING: Officers’ Riddle and Crawford have been released to solo patrol. Officers Coffey has been extended. Officers Flathers, Bilodeau and Miller are on track to graduate the academy on December 20. Off. Marshall has been moved into field training.

We are wrapping up an annual use of force training, which includes handgun, rifle and shotgun qualifications.

Several officers attended various training classes to include:

- Ofc. Seager to Advanced Roadside Impaired Driving Enforcement (ARIDE). We have also requested to host this training in 2020 for Rochester officers.
- Ofc. Johnson to Rape Aggression Defense (RAD) instructor training
- Sgt. Cilley to Coaching for Performance

Other: The Deputy Chief taught a refresher course on active shooter response for the para-educators of the school district.

Respectfully Submitted,

Paul R. Toussaint
Chief of Police

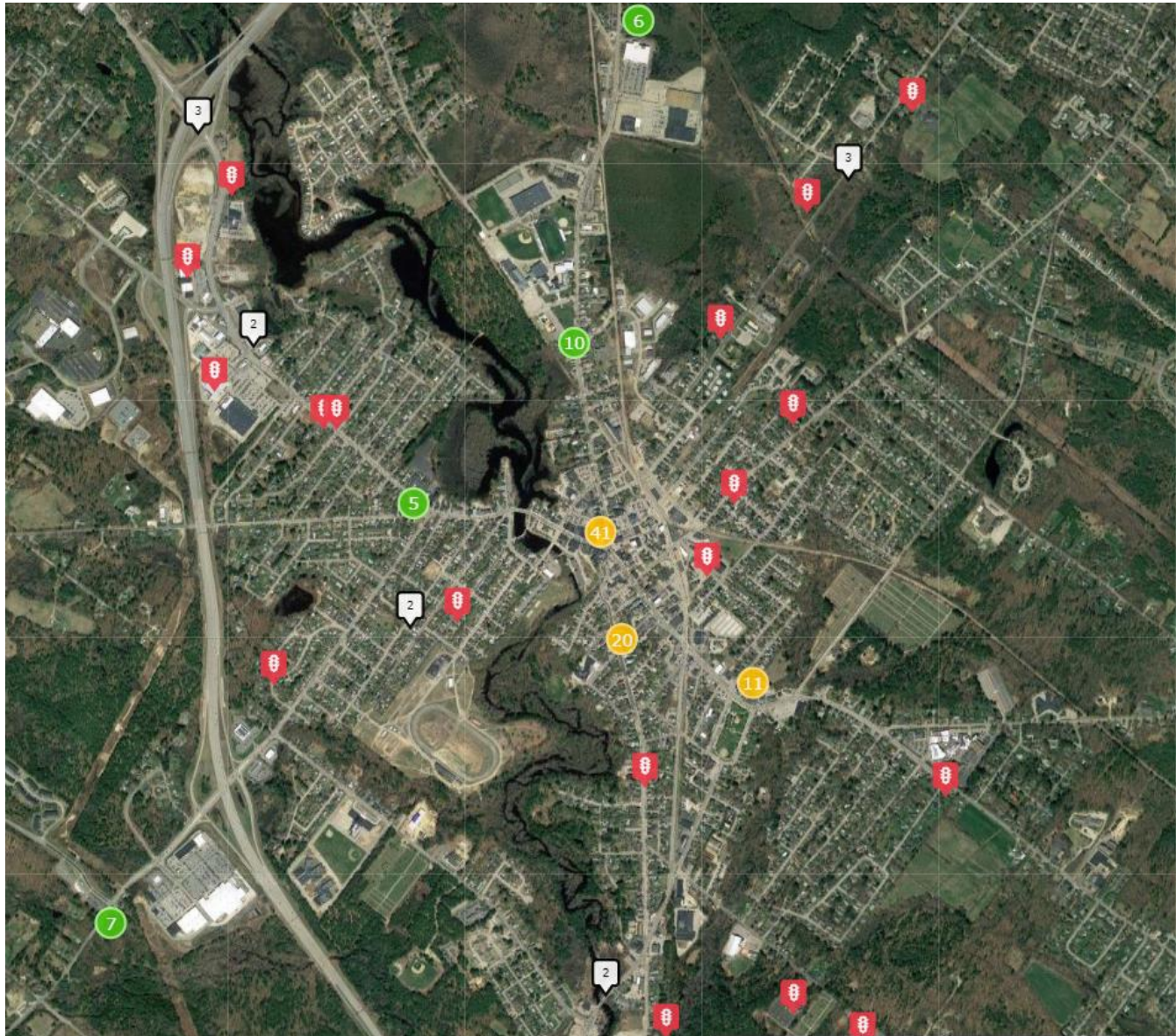
Rochester Police Department

October 2019 Comp Stat Report



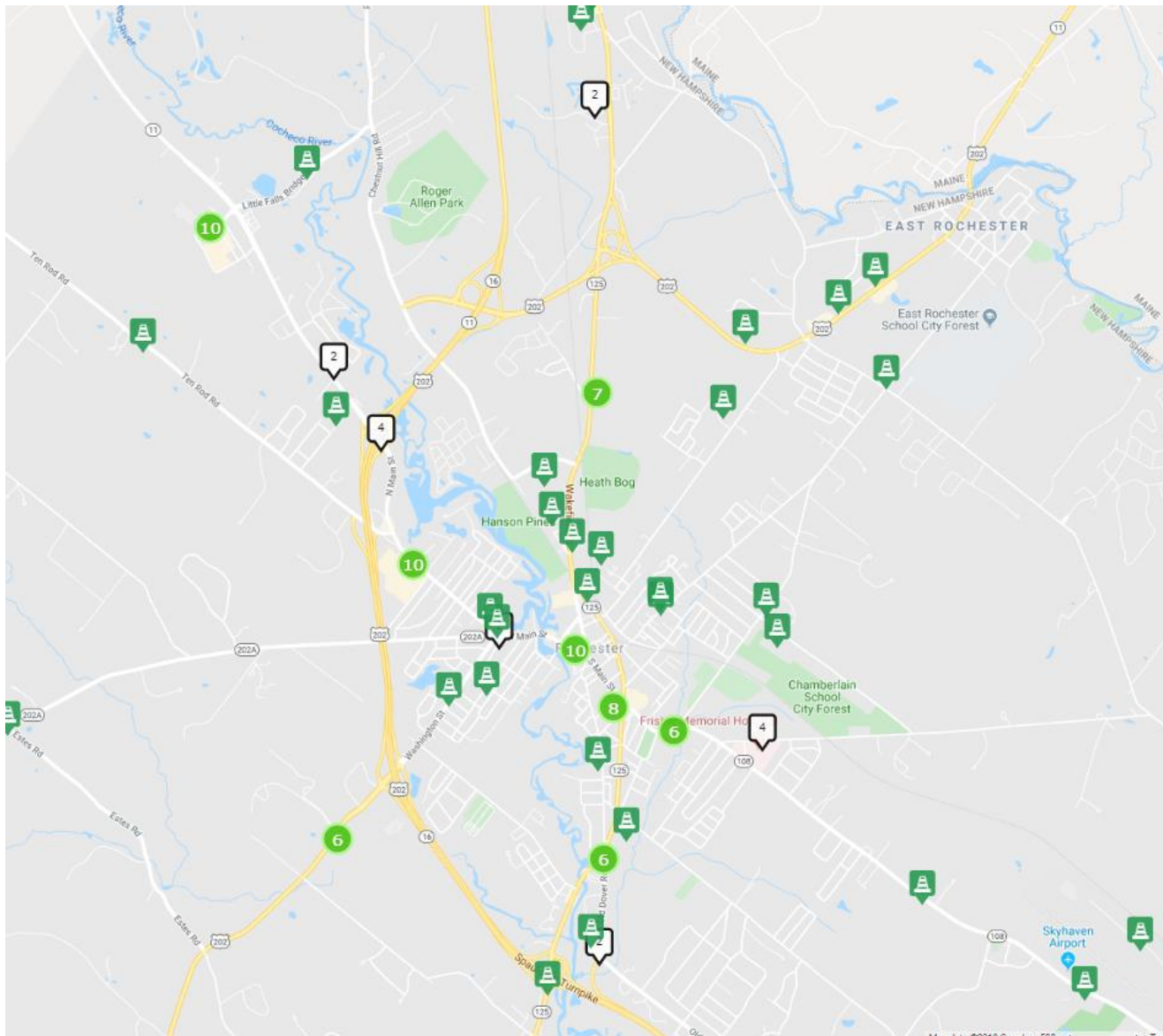
Field Activities

Specific Crimes	Oct-19	Oct-18	% Change	Sep-19	% Change	Aug-19	YTD 19	YTD 18	% Change	YTD 17
Traffic Stops	209	298	-30%	345	-39%	376	3975	6948	-43%	5264
Arrests from Stops	14	13	8%	20	-30%	18	194	282	-31%	190
Summons	13	9	44%	17	-24%	25	190	450	-58%	338
Warnings	176	259	-32%	294	-40%	318	3430	5995	-43%	4568
No Action	5	11	-55%	12	-58%	16	140	182	-23%	139
Accidents	93	93	0%	82	13%	100	804	773	4%	961
Summons from Accidents	6	5	20%	2	200%	4	21	23	-9%	27
Arrests from Accidents	1	3	-67%	3	-67%	4	42	39	8%	58
Field Interviews	1	11	-91%	9	-89%	10	95	111	-14%	145
DWI	10	3	233%	9	11%	8	76	54	41%	74
<i>Narcotics</i>	4	0	100%	1	300%	2	17	16	6%	32
<i>Alcohol</i>	6	3	100%	8	-25%	6	59	38	55%	42
DWI from Accidents	7	1	600%	1	600%	2	18	17	6%	27



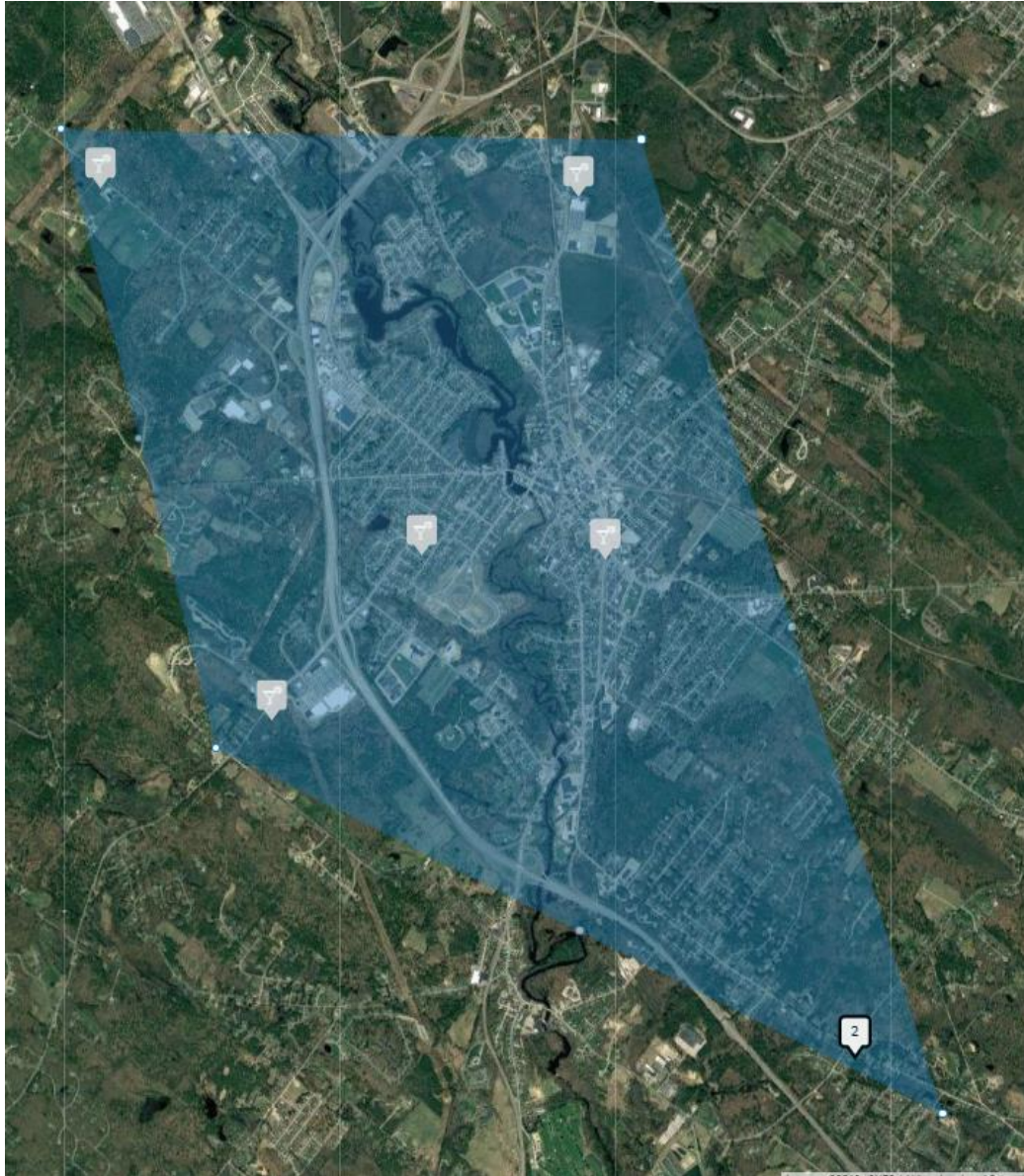
Traffic Stops

- Over 135 stops made in high density, high traffic areas.
- 1 DWI as a result of traffic stop.



Motor Vehicle Crashes

- 93 total crashes
- 1 accident w/serious head injury
 - Flagger struck by vehicle, driver suffering a medical event.
- Several accidents involving struck deer none w/reported injuries (other than the deer)
- 7 reported crashes that resulted in DWI arrests.
- Continued trend of parking lot accidents at many of the stores around town.

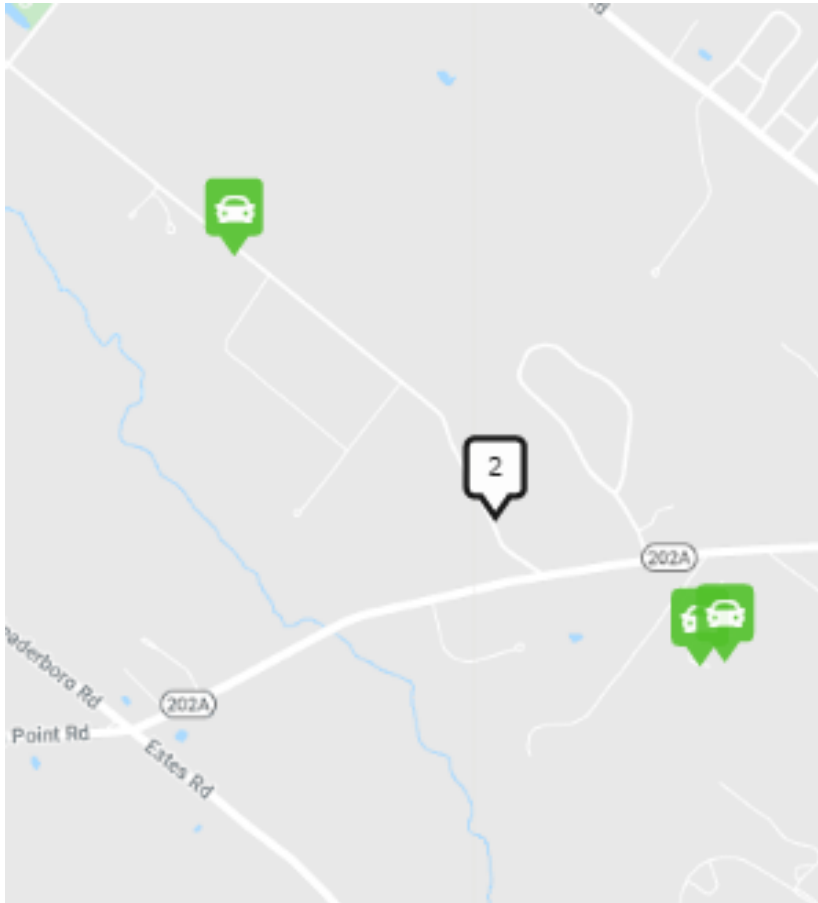


DWI Crash Locations

- 232 Milton Rd – Motorcycle into woods, minor injuries.
- Ten Rod Rd – Single vehicle off the road, no injuries.
- Milton Rd/202 By-Pass – Single vehicle off the road, no injuries.
- Farmington Rd/Granite Steakhouse – multi-vehicle w/injuries. (Warrant)
- 77 Washington St – 2 vehicles, w/injuries.
- 30 Old Dover Rd – (2) single vehicle crashes, no injuries. (Both operators had been drinking at Club Victoire.)

Property Crimes

All Incident Reports												
Specific Crimes	Oct-19	Oct-18	% Change	Sep-19	% Change	Aug-19	YTD 19	YTD 18	% Change	YTD 2019 Closure Rate	YTD 2018 Closure Rate	YTD 17
Burglary	4	4	0%	8	-50%	6	89	65	37%	16%	17%	96
Shoplifting	17	5	240%	18	-6%	7	172	181	-5%	97%	85%	228
Theft from a Building	19	19	0%	10	90%	26	150	166	-10%	25%	11%	187
Theft from M/V (including Parts)	13	31	-58%	16	-19%	40	200	138	45%	5%	3%	177
All Other Theft	20	13	54%	19	5%	21	152	117	30%	8%	9%	124
M/V Theft	3	9	-56%	2	100%	3	29	37	-22%	21%	24%	25
Vandalism	31	39	-21%	39	-21%	37	333	338	-1%	26%	32%	373
Total Property	107	120	-10%	112	-4%	140	1125	1042	8%	30%	27%	1210
Arrests												
Specific Crimes	Oct-19	Oct-18	% Change	Sep-19	% Change	Aug-19	YTD 19	YTD 18	% Change			YTD 17
Burglary	1	0	0%	0	0%	0	14	11	27%			15
Shoplifting	10	5	100%	11	-9%	12	166	154	8%			136
Theft from a Building	3	2	50%	7	-57%	1	37	18	106%			33
Theft from M/V (including Parts)	0	1	-100%	0	0%	1	9	4	125%			11
All Other Theft	0	2	-100%	3	-100%	2	12	11	9%			11
M/V Theft	0	2	-100%	0	0%	0	6	9	-33%			6
Vandalism	13	14	-7%	8	63%	3	87	107	-19%			112
Total Property	27	26	4%	29	-7%	19	331	314	5%			328

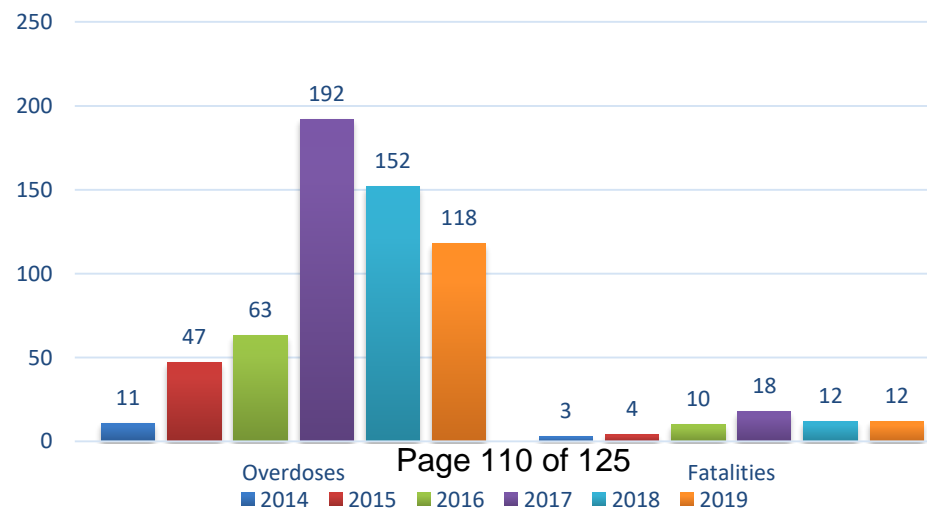


Theft from Vehicles, (Sampson Rd area)

- Occurred on 10/30/19 appx 0400hrs
- 4 vehicles had property taken
- Laptop, laptop bags, gym bag
2 police badges.
- Suspect left old/dirty backpack
at one of the residences on Sampson Rd.
- One victim on Sampson Rd heard the
suspect close a car door appx 0400hrs,
(thought it was a neighbor)

Drug Incidents

Specific Crimes	Oct-19	Oct-18	% Change	Sep-19	% Change	Aug-19	YTD 19	YTD 18	% Change	YTD 2019 Closure Rate	YTD 2018 Closure Rate	YTD 17
Possession	13	15	-13%	13	0%	14	111	143	-22%	86%	90%	165
Drug Events	64	N/A	N/A	52	23%	38	290	N/A	N/A			N/A
Overdoses	8	10	-20%	10	-20%	16	110	152	-28%			192
Fatal	0	0	0%	2	-100%	1	10	12	-17%			18
Total Drug	77	25		65	18%	52	401	295				375
					Arrests							
Specific Crimes	Oct-19	Sep-18	% Change	Sep-19	% Change	Aug-19	YTD 19	YTD 18	% Change			YTD 17
Possession	9	13	-31%	12	-25%	13	95	128	-26%			183



Violent Crimes

All Incident Reports												
Specific Crimes	Oct-19	Oct-18	% Change	Sep-19	% Change	Aug-19	YTD 19	YTD 18	% Change	YTD 2019 Closure Rate	YTD 2018 Closure Rate	YTD 17
Homicide	0	0	0%	0	0%	0	0	2	-100%	0%	0%	0
Robbery	2	1	200%	1	200%	1	7	13	-46%	57%	46%	21
Aggravated Assault	4	5	0%	4	25%	4	46	57	-19%	57%	63%	63
<i>from DV*</i>	3	3	0%	1	200%	1	14	27	-48%	79%	56%	31
Simple Assault	38	37	3%	39	-3%	26	301	398	-24%	62%	47%	442
<i>from DV*</i>	23	20	15%	29	-21%	6	162	214	-24%	72%	48%	229
Total Violent	44	43	7%	42	10%	31	354	470	-25%	44%	39%	526
Arrests												
Specific Crimes	Oct-19	Oct-18	% Change	Sep-19	% Change	Aug-19	YTD 19	YTD 18	% Change			YTD 17
Homicide	0	0	0%	0	0%	0	1	0	0%			0
Robbery	0	0	0%	0	0%	1	4	6	-33%			4
Aggravated Assault	3	6	-50%	1	200%	3	26	36	-28%			50
<i>from DV*</i>	3		0%	1	200%	1	11	15	-27%			21
Simple Assault	22	13	69%	22	0%	19	188	187	1%			261
<i>from DV*</i>	16		0%	19	-16%	8	116	102	14%			112
Total Violent	25	19	32%	23	9%	23	219	229	-4%			315

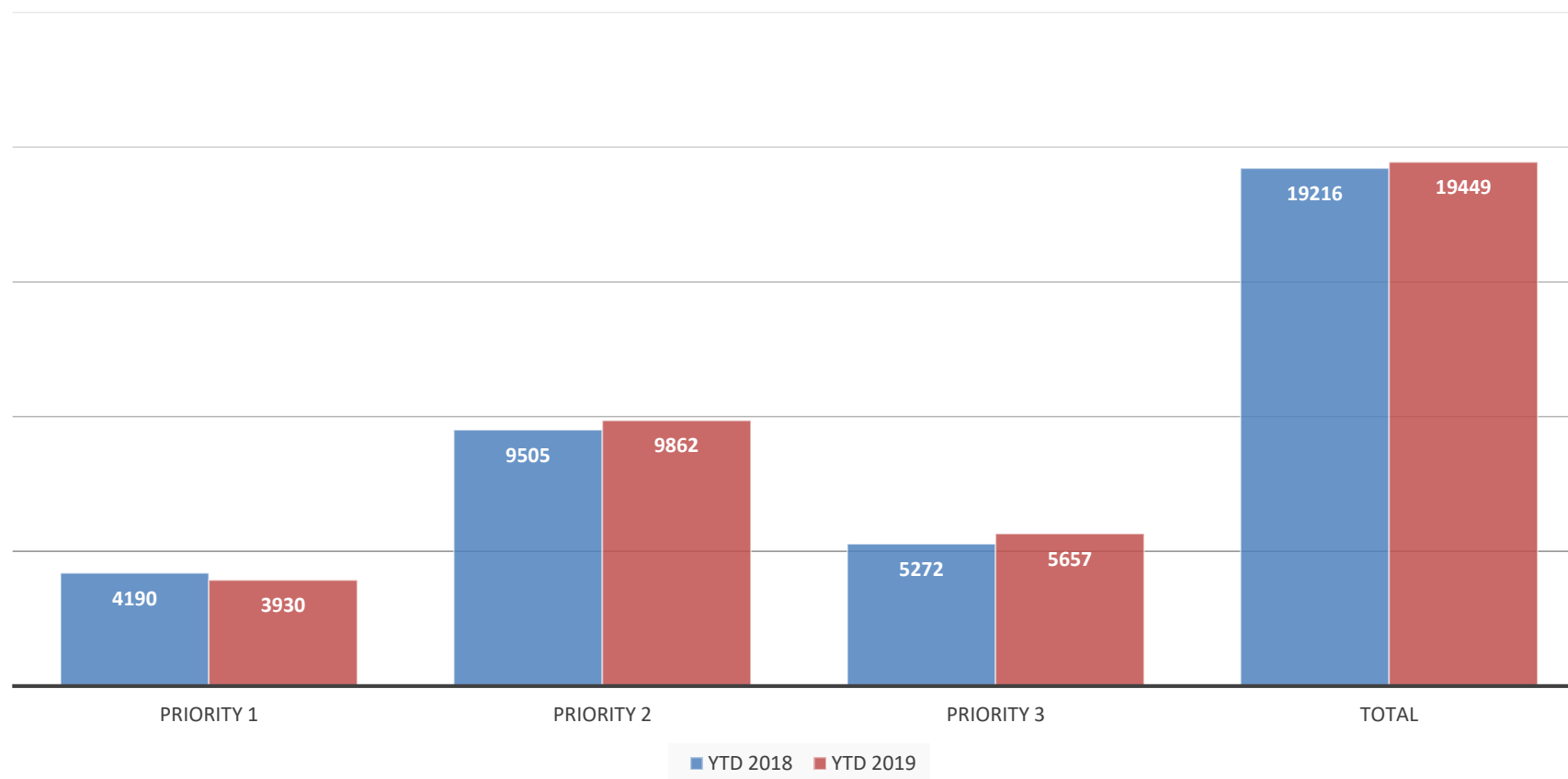
2019 Threshold

12/12/2019

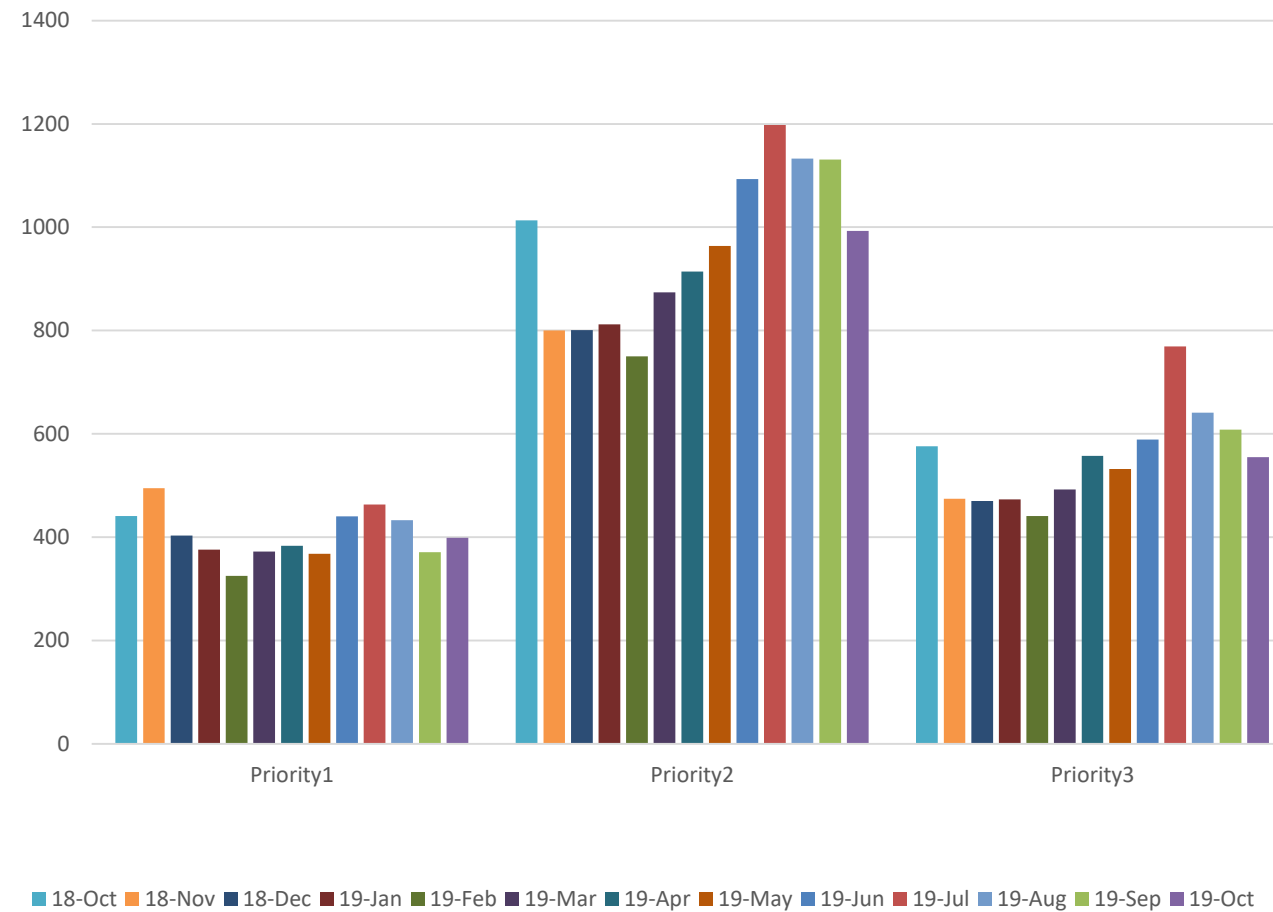
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	86	72-100	93	Normal
Traffic Stop	775	428-1123	209	Low
DWI	7	5-10	10	Normal
Robbery	2	0-3	3	Normal
Aggravated Assault	6	3-8	5	Normal
Simple Assault	39	31-47	38	Normal
Burglary	9	5-13	4	Slightly Low
Shoplifting	24	17-32	17	Normal
Theft from Building	18	11-25	19	Normal
Theft from MV	16	7-25	13	Normal
MV Theft	3	1-5	4	Normal
Vandalism	36	27-44	31	Normal
Possession	16	10-22	13	Normal
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	47	37-56	46	Normal
Property	123	95-151	108	Normal

Calls for Service 2018 v 2019

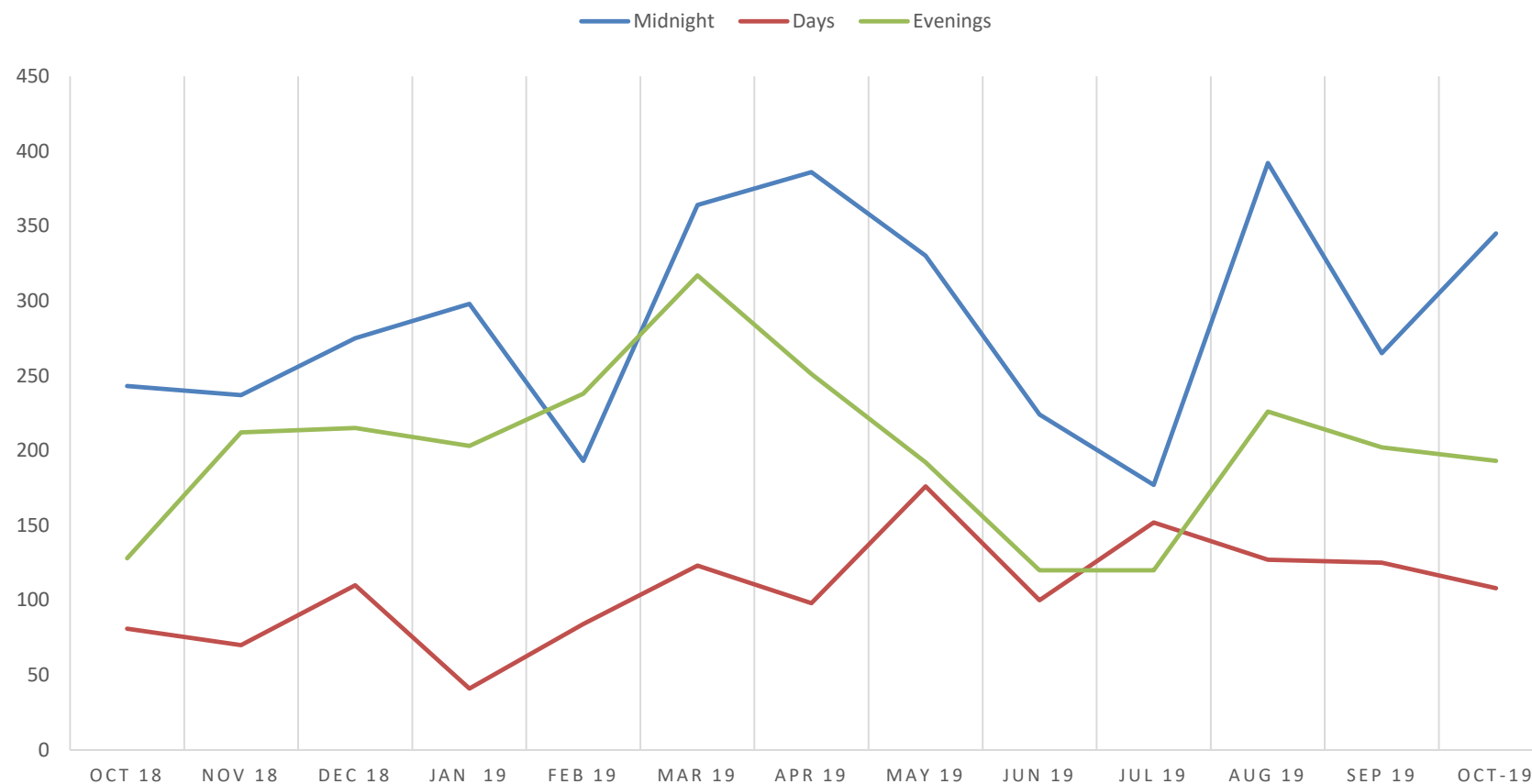
Calls for Service 2018 v 2019



Calls for Service by Month 2019



Month 2019 Proactive Hours by Shift



DV COMPSTAT October 2019

Dates	6/1/19- 6/30/19	7/1/19 – 7/31/19	8/1/19 – 8/31/19	9/1/19 - 9/30/19	10/1/19 - 10/31/19	Prior Verbal (PV)	YTD 2019	PV YTD	YTD 2018
Misdemeanor Arrests	19	24	6	21	27	5	188	24	173
Felony Arrests	2	2	1	2	2	0	19	2	25
Verbal Cases	16	19	20	14	19		178		210
Total Cases	37	45	27	37	48	5	385	26	408

2019 FJC Clients

Month	Jan	Feb	March	April	May	June
New Clients	2	4	3	3	6	10
Unique Clients	15	19	20	18	26	27
Rochester Residents					8	10
	July	August	September	October	November	December
New Clients	7	Not	Not	Not		
Unique Clients	30	Available	Available	Available		
Rochester Residents	11					

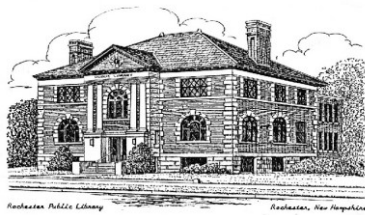
LEADERSHIP



**A leader is one who knows the way,
goes the way, and shows the way.
—John Maxwell**

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City Clerk's Office



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

12/12/2019

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

MONTHLY REPORT

November 2019

There were a total of 13,810 items circulated with 11,444 people visiting the library in the month of November. One hundred fifty-nine patrons used the library's Internet computers for 457 hours. Current number of patron registrations is 39,586. Interlibrary loan activity included 114 materials borrowed from other libraries and 181 loaned to other libraries.

The months of November and December are busy for everyone, so the Children's Room offers "drop-in" Story Times for patrons with young children. These are informal story programs for 2-5 year olds and their parent or caregiver. Due to the wide age range and varying attendance, this is a much more casual program than the usual Story Times and consists of several fun stories. November 2nd, twenty-six children joined the Children's Room staff in creating Craft Stick Fairies during a fun Make-It and Take-It program.

On November 16th kids ages 10-16 worked collaboratively to create large panels of abstract paintings as part of the Children's Room Art Display.

November 18th the library was pleased to host, scholar, farmer, journalist and longtime public official Steve Taylor with a presentation, sponsored by the Friends of the Library, entitled "Poor Houses and Town Farms: The Hard Row for Paupers." The program was developed by New Hampshire Humanities to Go.

Library patrons and staff collected 8 bags of food for Gerry's Food Pantry in October.

In addition to the print versions of available books, 282 of our library patrons downloaded 1,460 e-books to media devices through the library's web site this month. The RPL website also enabled 42 patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 313 digital downloads from Hoopla.

Trustees meet on December 17th in the Rose Room of the library at 6pm.

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City Clerk's Office

City of Rochester Tax Collector's Office
November 30, 2019

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2019	Semi Annual	32,520,503	31,343,544.63	96.38%	1,176,958.37	3.62%
2018	Warrant	63,834,824	63,061,667.94	98.79%	773,156.06	1.21%
2017		60,524,791	60,037,867.72	99.20%	486,923.28	0.80%
2016		58,196,003	57,993,152.07	99.65%	202,850.93	0.35%
2015		56,938,119	56,810,000.91	99.77%	128,118.09	0.23%
2014		55,068,779	54,988,951.18	99.86%	79,827.82	0.14%
2013		53,324,262	53,258,430.29	99.88%	65,831.71	0.12%
2012		50,952,912	50,913,575.83	99.92%	39,336.17	0.08%
2011		48,856,892	48,819,201.47	99.92%	37,690.53	0.08%
2010		47,308,832	47,277,351.42	99.93%	31,480.58	0.07%
2009		46,898,827	46,869,637.88	99.94%	29,189.12	0.06%
2008		46,522,769	46,506,129.18	99.96%	16,639.82	0.04%
2007		42,964,450	42,950,728.26	99.97%	13,721.74	0.03%
2006		40,794,160	40,785,526.57	99.98%	8,633.43	0.02%
2005		38,024,453	38,017,139.15	99.98%	7,313.85	0.02%
2004		36,065,496	36,058,043.14	99.98%	7,452.86	0.02%
2003		33,310,579	33,305,001.65	99.98%	5,577.35	0.02%
2002		29,725,878	29,720,692.63	99.98%	5,185.37	0.02%
2001		26,943,136	26,937,802.91	99.98%	5,333.09	0.02%
2000		25,415,248	25,411,043.45	99.98%	4,204.55	0.02%
1999		22,973,308	22,969,992.33	99.99%	3,315.67	0.01%
1998		30,592,529	30,587,901.82	99.98%	4,627.18	0.02%
1997		29,835,914	29,831,457.52	99.99%	4,456.48	0.01%
1996		27,726,424	27,722,073.99	99.98%	4,350.01	0.02%
1995		27,712,029	27,709,191.61	99.99%	2,837.39	0.01%
1994		26,989,803	26,987,206.62	99.99%	2,596.38	0.01%
1993		25,611,050	25,608,622.48	99.99%	2,427.52	0.01%
1992		24,746,736	24,744,940.64	99.99%	1,795.36	0.01%
1991		24,296,285	24,294,507.32	99.99%	1,777.68	0.01%
					3,153,608.39	

Tax Collector
Doreen Jones, CTC

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City Clerk's Office

CSS Count FY 20		
Month	Total \$\$	# of Payments
July	\$ 832,265.53	656
Aug	\$ 86,735.97	451
Sept	\$ 133,727.95	391
Oct	\$ 99,634.76	446
Nov	\$ 55,408.66	288
Dec		
Jan		
Feb		
Mar		
Apr		
May		
June		
Totals	\$ 1,207,772.87	2232

Doreen Jones, CTC
Tax Collector

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City Clerk's Office

Rochester, New Hampshire

Inter office Memorandum

TO: Blaine Cox
City Manager

FROM: Todd M. Marsh 
Director of Welfare

SUBJECT: Analysis of Direct Assistance for November 2019.

DATE: December 2, 2019

This office reported 165 case notes for the month.

Voucher amounts issued were as follows:

	29 <u>Families</u> 8 new	27 <u>Single</u> 6 new
Burial	1,300.00	650.00
Dental00	.00
Electricity	571.02	189.26
Food.....	.00	.00
Fuel heating	123.45	124.95
Mortgage00	.00
Prescriptions00	.00
Rent	4,278.64	4,685.00
Temporary Housing.....	100.00	350.00
Transportation	<u>44.00</u>	<u>75.00</u>
TOTAL	\$6,417.76	\$6,074.21

This represents an average cost per case/family of \$221.00 and case/individual of \$225.00 for this month.

Total vouchers issued: \$12,491.97

There was a decrease of \$2,284.72 in assistance issued this month compared to November 2018. There was a decrease of \$5,893.12 in vouchers issued this month compared to last month.

We received reimbursements from the Interim Assistance Program SSI, Liens and Personal Reimbursements totaling: \$1,214.44

NOTES

Increasing rental rates and insufficient homeless shelter capacity has resulted in higher rental assistance costs and increased temporary housing assistance (motels) until transitions to permanent housing or available homeless shelters. The Welfare Department continues to minimize the increases.