



**City Council Workshop
March 19, 2024
Council Chambers
6:00 PM**

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Non-Meeting, Consultation with Legal Counsel**
- 4. Public Input**
- 5. Communications from the City Manager**
- 6. Communications from the Mayor**
- 5. Presentation: Wastewater Treatment Facility permitting P. 5**
- 6. FY23 Annual Audit Presentation – Marcum LLP P. 7**
- 7. Department Reports P. 9**
- 8. Non-public/non-meeting**
- 9. Adjournment**

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City Clerk's Office

**City Council Public Hearing
March 19, 2024
Council Chambers
*Immediately following the Workshop Meeting***

Agenda

- 1. Call to Order**
- 2. Resolution Adopting a FY 2025 Rochester CDBG "Action Plan for the City of Rochester, N.H." and Approving and Appropriating the FY 2025 Community Development Budget for the City of Rochester P. 61**
- 3. Update on Easterseals Champlin Ridge Project P. 65**
- 4. Resolution for Supplemental Appropriation of \$250,000 to the General Fund CIP Fund for the Community Center Bleacher Replacement Project P. 67**
- 5. Resolution Pursuant to RSA 656:40 Authorizing Use of Certain Ballot Counting Devices P. 71**
 - [LHS ImageCast Precinct](#)
 - [Voting Works VxSuite](#)
- 6. Adjournment**

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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

LEGAL AUTHORITY

SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]



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February Department Reports:

- 7.1 Assessor's Office P. 11**
- 7.2 Building and Licensing Services P. 13**
- 7.3 City Clerk's Office P. 15**
- 7.4 Department of Public Works P. 17**
- 7.5 Economic & Community Development P. 27**
- 7.6 Finance Office P. 31**
- 7.7 Planning & Development Department P. 35**
- 7.8 Recreation & Arena P. 39**
- 7.9 Rochester Fire Department P. 43**
- 7.10 Rochester Police Department P. 47**
- 7.11 Rochester Public Library P. 51**
- 7.12 Tax Collector's Office P. 55**
- 7.13 Welfare Department P. 57**

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City Clerk's Office

ROCHESTER ASSESSING DEPARTMENT

MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Ashlynn Marshall, Assessor I

Date: March 13, 2024

Ref: February's Monthly Report for Assessing Department

OVERVIEW

1. Personnel Updates

Theresa Hervey celebrated 31 years with the City of Rochester in February! Congratulations, Theresa!

2. Notable Items Related to Ongoing Operations

Approximately 31 Religious, Charitable and, educational second reminder letters were mailed out.

New Elderly & Disabled Exemption and Veteran's credit applications have continued to be received, reviewed, and processed for the 2024 tax year.

Our field staff continues to inspect properties that have been issued building permits this year and any that were not complete last year (as of 4/1/2023).

We continue to conduct a full field review of all residential properties in anticipation of the upcoming Revaluation in 2024.

A total of 14 abatement applications were received by our office prior to March 1, 2024, deadline.

Tax map changes approved After April 1, 2023, are now being entered into Vision CAMA software for the 2024 tax year.

3. Training

Lauren Forte has continued her one-on-one field training with Theresa Hervey in order to obtain her Certified Measurer-Lister designation from the Department of Revenue.

Darcy Freer and Theresa Hervey both attended a NHA AO meeting on 02/13.

4. Staff Kudos

Our office would like to give kudos to Theresa Hervey for her continued dedication and hard work to our office. She continues to assist with training new employees and has been extremely helpful with her wide range of knowledge.

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City Clerk's Office

Building and licensing services

Monthly Report

To: Katie Ambrose, City Manager

From: February 1st through February 29th

Date: February 2024

Ref: Monthly Report for Building and Licensing Services

Overview

Notable Items Related to Ongoing Operations

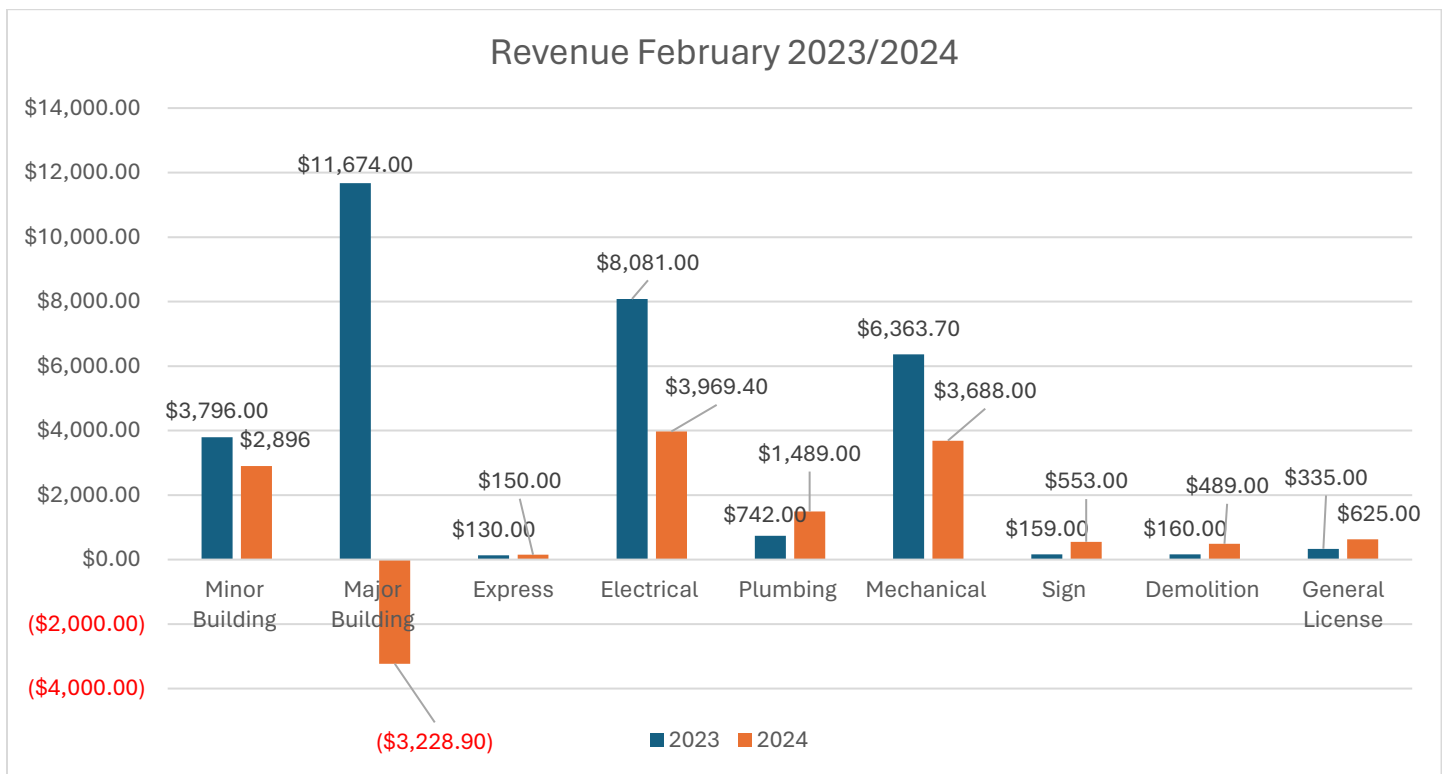
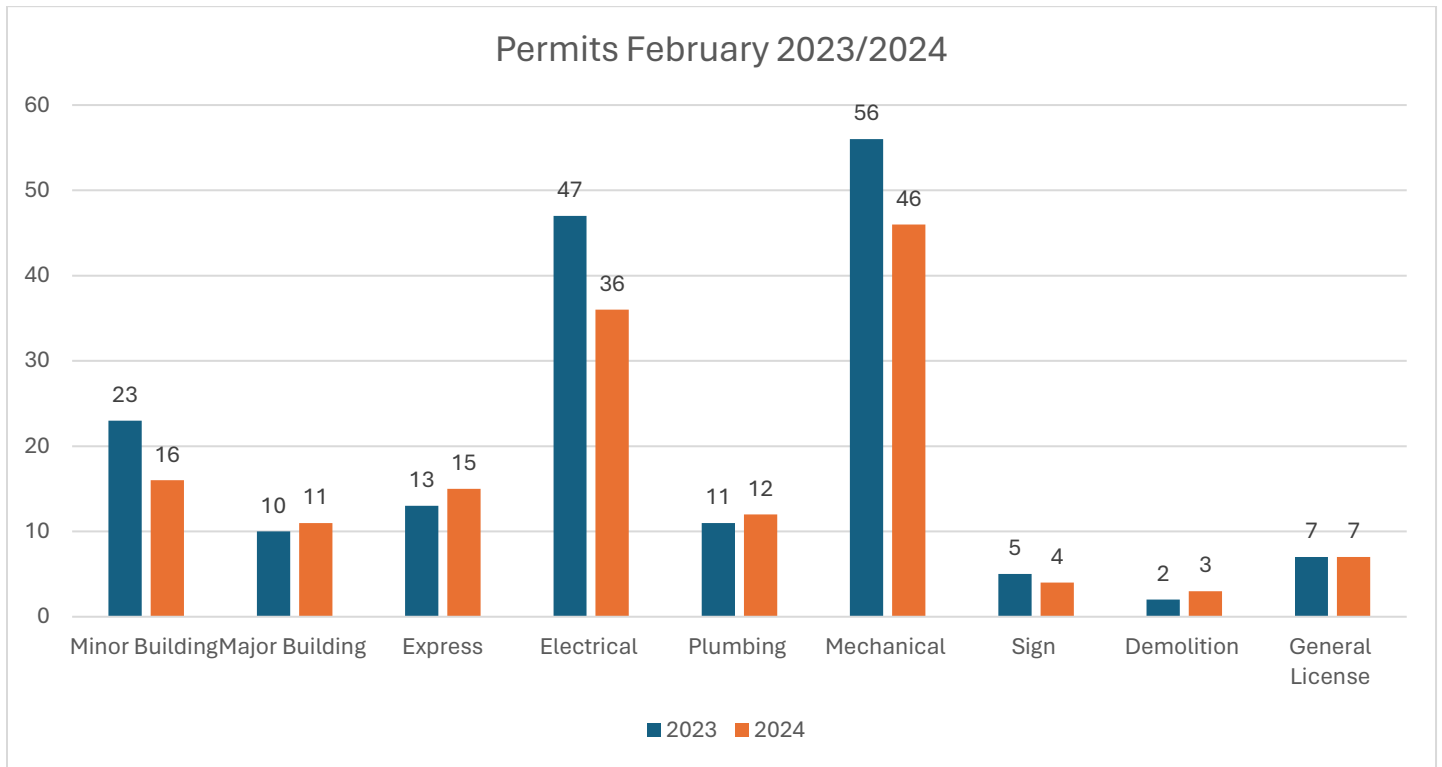
The following data is subject to adjustment & revision pending further review and analysis as well as year-end closing adjustments.

Department Revenue

Permit Type	February 2024
Building Permits	*\$587.30
Electrical Permits	\$3,969.40
Plumbing Permits	\$1,489.00
Fire Suppression Permits	\$28.00
Fire Alarm Permits	\$0.00
Sprinkler Permits	\$363.00
Mechanical Permits	\$3,688.00
Food Milk Licenses	\$275.00
Taxi Licenses	\$0.00
General Licenses	\$350.00
Net Revenue	\$11,022.70

*\$-15,966 was refunded this month from a payment made in previous months.

Permit Break Down



ROCHESTER CITY CLERK'S OFFICE

MONTHLY REPORT

To: Katie Ambrose, City Manager

From: February 1, 2024 – February 29, 2024

Date: 3/11/2024

Ref: Monthly Report for the City Clerk's Office

OVERVIEW

1. Vital Statistics Updates

21 babies were born to Rochester residents throughout the state of NH in the month of February. 1 baby was born in the City of Rochester this month.

30 resident deaths were reported in Rochester for the month of February.

7 couples celebrated their wedding ceremonies in Rochester during the month of February. Additionally, 3 Rochester couples were married elsewhere in the State this month.

2. Vital Records Revenue

The City Clerk staff issued 241 initial copies of vital records (birth, death, marriage, or divorce) and 120 subsequent copies of vital records. There were 13 marriage licenses issued by staff in February.

The chart below shows a comparison between revenue collected in February of 2024 versus January of 2023

	2023		2024	
	State	City	State	City
Initial/Subsequent copies:	\$2,564	\$2,341	\$2,528	\$2,287
Marriage Licenses:	\$344	\$56	\$559	\$91
Total:	\$2,908	\$2,397	\$3,087	\$2,378

The City Clerk's office fulfilled 6 vital records fee waiver requests in the month of February. The Clerk's office, in collaboration with the Welfare department, is able to accept these waivers in lieu of payment (both the City and State portion) to assist low income and/or homeless Rochester residents in obtaining their NH vital records. These records can be crucial for residents to obtain State ID, Housing, and other benefits.

3. Dog Licensing

The City Clerk's Office licensed 102 dogs in the month of February. There were no civil forfeiture fees or late fees collected this month.

The City Clerks office in cooperation with the Animal Control Officer is starting to prepare for our annual spring rabies clinic. This clinic allows local dog and cat owners to get their pets vaccinated for rabies without a medical exam fee. City Clerk staff will also be on hand to license Rochester dogs for the new licensing year. This year, the rabies clinic will take place Saturday, May 11 from noon to 2 PM. The clinic is open to all who wish to attend; you do not have to be a Rochester resident.

Dog licenses are due by April 30th of each year for all dogs residing in the City. Up-to-date rabies vaccination and Rochester residency are the only requirements to receive a dog license.

4. Election Updates

The breakdown of registered voters in Rochester as February 29, 2024 is shown below:

Ward	Democrats	Republicans	Undeclared	Totals
1	983	1,185	1,118	3,286
2	931	1,187	1,074	3,192
3	825	1,204	1,012	3,041
4	785	870	1,207	2,862
5	846	1,245	1,059	3,150
6	861	869	914	2,644
Totals:	5,231	6,560	6,384	18,175

There were 4,268 changes to the voter checklist in February, including 392 new voters not previously registered (or not previously registered in their current ward), changes to address, name changes, and numerous changes to party affiliation following the January 23rd primary.

The total number of undeclared voters as listed in the chart above decreased by 759 over the prior month. This decrease is due to voters registered as undeclared entering the polling place on January 23rd and declaring a party to receive that party's ballot. While many of these voters did sign to return to undeclared status at their polling place, these changes will not be immediately reflected in the report due to the manual entry which needs to be completed over time in the clerk's office.

There will be a public hearing held in March to discuss the approval of a ballot counting device. Representatives from the Secretary of State's office have been invited to discuss the approval of these devices and City Clerk staff will be on hand to go over the options.



ROCHESTER DPW – HIGHWAY/FLEET DIVISION MONTHLY REPORT

To: Katie Ambrose, City Manager

From: February 1, 2024-February 29, 0224

Date: March 7, 2024

Ref: Monthly Report for DPW – HIGHWAY/FLEET DIVISION

OVERVIEW

1. Personnel Updates

The Highway / Fleet Division is down a Fleet Mechanic and on March 18th we will lose an MEO employee.

2. Notable Items Related to Ongoing Operations

Fleet division worked on several breakdowns, finished major repairs to a couple of six-wheel dump trucks and did Preventive maintenance. Highway staff repaired 3 storm water structures, potholes, did roadside tree work throughout the city and installed and repaired several signage throughout the city. Also, Highway staff completed 126 work orders and 61 service requests. Staff cleaned 118 catch basins throughout the city. The crew went out 2 times treating and plowing for winter events. (2.5" of snow)



3. Notable Events Related to Unusual Operations

The highway division has been busy with a lot of roadside trimming and the crew has taken down four trees throughout the city. Staff replaced a set of stairs that was damaged by a sidewalk tractor. Staff also cut trees and to open the outfall drainpipe on Cross Road and cleaned trash along Twombly St.

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

Crew will be continuing roadside trimming, upcoming winter events and catch basin cleaning. Street sweeping will start next month. We will be doing more roadside trash clean up.

5. Staff Kudos

I would like to say Kudos to the staff for their great job dealing with winter events.



ROCHESTER DPW – UTILITIES DIVISION MONTHLY REPORT

To: Katie Ambrose, City Manager

From: February 1, 2024-February 29, 2024

Date: March 7, 2024

Ref: Monthly Report for DPW-UTILITES DIVSION

OVERVIEW

1. Notable Items Related to Ongoing Operations

Operators responded to and completed over 100 work orders and service requests.

A water main break on Hickory Lane left area customers without water for several hours.

Over 15k feet of sewer mains were acoustically inspected.

Operators also supported the Highway Division with winter operations.

2. Staff Kudos

Kudos to the crew for toughing out some long hours during water and winter emergencies.

3. Training

Acoustic Sewer Main Inspections

Uniform Traffic Control Devices



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Katie Ambrose, City Manager

From: February 1, 2024-February 29, 2024

Date: March 7, 2024

Ref: Monthly Report for DPW-BUILDING AND GROUNDS

OVERVIEW

1. Personnel Updates

Sharon Cosme has been hired for the part-time custodial position open in our department. Sharon has 10 years of custodial experience at Riverside Rest Home in Dover. We look forward to her joining the team her first day will be on March 18th, 2024.

2. Notable Items Related to Ongoing Operations

We are still waiting on Eversource sign off on the project to put the solar array system online.

The Senior center restroom remodel has been completed on time and under budget.

Nancy Loud school has been turned over to the city, currently working on swapping the EBI operating system to the city's so we can monitor the environment to prevent from freeze up. No change in this project as of 3/6/24.

With the nice weather we have been experiencing towards the end of February, it has given us the opportunity to have the grounds crew out and about conducting an early spring clean. We will be out again starting mid-March with the sidewalk sweeper clean up sidewalks and parking lots.



City Hall roof drain project has been put out to bid with a date of March 27th, 2024 for contractors to have their bids in.

Alarm system at the Community Center has failed and needs to be replaced. This project is scheduled for the week of March 4th.



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Katie Ambrose, City Manager

From: February 1, 2024-February 29, 2024

Date: March 7, 2024

Ref: February Monthly Report for DPW- GIS/ASSET MANAGEMENT DIVISION

OVERVIEW

1. Notable Items Related to Ongoing Operations

Continued development of a series of Story Maps for public consumption that cover topics such as Drinking Water, Wastewater, Stormwater, Pavement and Sidewalk management.

Ongoing improvements to the GIS-based Computerized Maintenance Management System (CMMS) to better track service requests, work orders, and inspections.

Ongoing updates to our Utility systems layers following new development and redevelopment.

Ongoing updates to the City's master address table (MAT) GIS layers for use by various departments and integrations with other City software.

Continued coordination with our Verizon rep and Highway Supervisor to migrate the GPSs in our vehicles to Verizon's new system.

Successfully updated our Enterprise GIS environment from version 10.8.1 to 11.1 to take advantage of new capabilities and security improvements.



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Katie Ambrose, City Manager

From: February 1, 2024-February 29, 2024

Date: March 7, 2024

Ref: Monthly Report for DPW-WATER TREATMENT FACILITY

OVERVIEW

1. Notable Items Related to Ongoing Operations

Treated water volume this month was 44.0 million gallons from the surface water facility and 9.9 million gallons from the groundwater plant for a total of 53.9 million gallons delivered to our customers.

All water quality testing and monitoring was completed in accordance with NHDES requirements.

Watershed inspections were conducted at all reservoirs; all ponds remain at capacity. Easement monitoring services have been contracted for this spring.

Equipment and ground maintenance was performed at the plant, well, and tanks/stations. VFD replacement for Washington BPS is complete, the station is ready for installation of telemetry to Eisenhower Tank.

Maintenance at the Cocheco Well included third party instrumentation calibrations, updates of SDS sheets, and software upgrade of the spectrophotometer.

Maintenance at the Surface Water Treatment Facility included repairs to the bicarbonate feed system, flocculator oil change and maintenance, sand filter mudball removal and media reclamation, installation of new discharge pressure gages for the caustic feed manifold, peristaltic tubing replacement on the chemical metering pumps, lubrication and tightening of lovejoy couplings on both filter trains, and repairs to the fume hood.



2. Staff Kudos

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

3. Training

Operations and licensure training for all water department staff (treatment and distribution/utility) has been scheduled through the spring.

4. Other

NHDES Water and Wastewater staff toured both facilities for evaluation of residuals lagoon operations.

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City Clerk's Office

ROCHESTER ECONOMIC DEVELOPMENT DEPARTMENT

MONTHLY REPORT

To: Katie Ambrose, City Manager

From: February 1, 2024 – February 29, 2024

Date: March 4, 2024

Ref: Monthly Report for Economic Development Department

OVERVIEW

1. New Projects & Project Updates

- The Casino continues to move forward and is in the process of applying for permits.
- Prospective Buyers for the Brickyard met with Con Comm to discuss build and setback requirements.
- The Howard has started pre-leasing for its 45 units.

Mike Scala

2. New Businesses and Business Updates

- Bartlett's moved from 30 North Main Street to the unit next door at 26 North Main Street. The new location will have a room for classes in the back.

Jenn Marsh

3. Community Development Project Updates

- Jenn, Mike, and several other City staff attended the Chamber of Commerce Annual Breakfast to receive an update on Chamber happenings.
- Mike and Jenn continue to work with Rich Little of Flight 4CF while planning for this year's Wings and Wheels event in June.

Mike Scala

- Gafney Home Project had a Public Hearing on February 20th with updates on the project
- Kiersten and Jenn spoke with HUD rep on CDBG Timeliness and plans going forward.
- Kiersten reached out to New Hampshire State Historic Preservation Office to start updates on Programmatic Agreement due in June
- Kiersten submitted VOCA Grant application for FY25 for Legal Department to NH Department of Justice

Kiersten Wright

4. Boards & Commissions Updates

- The Childcare Work Team continues to meet to consider viable options for increasing the availability of childcare in the City.
- Carole attended “The State of Childcare” at Rochester Childcare Center.
- Main Street is ready to pilot its downtown façade program.
- The Main Street Board of Directors approved its work plan for 2024.

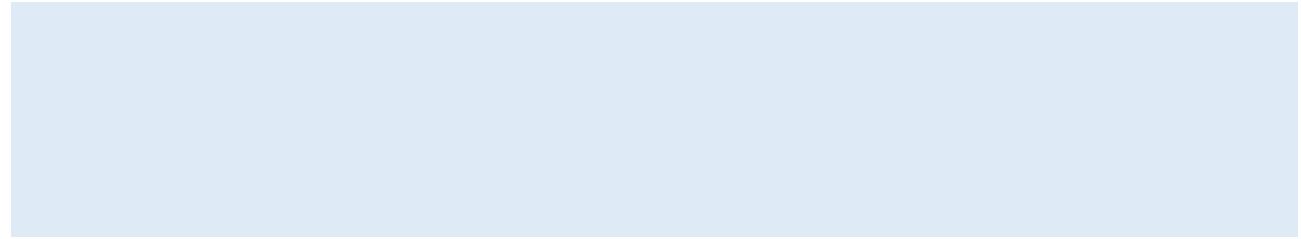
Carole Glenn

- Riverwalk Committee is working with Fuss and O’Neil on the Overlook design and the update of the 2018 Riverwalk Master Plan.
- The Rochester Economic Development Commission (REDC) continues to work on their update to the strategic plan. A draft version should be available to the committee early March.

Jenn Marsh

- Community Development Committee continued to meet with applicants for FY25 Community Development Block Grant funds and Municipal Funds

Kiersten Wright



5. Training & Staff Development

- n/a

6. Other

- Carole has assumed responsibility for managing room reservations for the Community Room at the Community Center.

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City Clerk's Office

ROCHESTER FINANCE DEPARTMENT MONTHLY REPORT

To: Katie Ambrose City Manager

From: February 1, 2024 –February 29, 2024

Date: March 14, 2024

OVERVIEW

1. Personnel Updates

Finance interviewed several candidates for the open Accountant I position, and extended an offer. Stacie Berkowitz accepted. Start date is March 18, 2024.

2. Notable Items Related to Ongoing Operations

Finance Office on the FY25 Operating and Capital Improvement budget materials.

3. Notable Events Related to Unusual Operations

Finance continues to work on the Debt Books debt tracking module. Targeted implementation date is March 31, 2024.

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

Continuing efforts on staff training

5. Staff Kudos

All of Finance staff, Chad, Ava, Ann & Angie continue to perform well, and are always willing to take on new challenges

Rochester FINANCE Department

6. Affected Business Processes or Systems

None

7. Training

8. Other- February-24 Monthly Financial Summary reports.

<u>GENERAL FUND NON PROPERTY TAX REVENUES</u>				
	FY24 ADOPTED	RECEIVED	PERCENT	NOTES
Motor Vehicle Registrations	\$5,500,000	\$3,793,935	69%	
Wastemangement Host Fees	\$4,600,000	\$2,942,805	64%	City-\$3,722,000 School-\$878,000
Building Permits	\$550,000	\$277,921	51%	
Interest Income	\$750,000	\$992,383	132%	
Interest on Delinquent Taxes	\$360,000	\$218,116	61%	
State of NH Rooms & Meals	\$2,867,759	\$3,101,285	108%	Payment December-23
Highway Block Grant	\$635,000	\$517,161	81%	Quarterly cycles
Cablevision Franchise Fees	\$235,000	\$105,926	45%	Quarterly cycles
Recreation Programs	\$122,400	\$129,391	106%	
ENTERPRISE FUNDS REVENUES				
Water	\$7,544,084	\$2,611,940	35%	
Sewer	\$11,744,213	\$3,297,397	28%	
SPECIAL REVENUE FUNDS REVENUES				
Arena	\$413,290	\$331,005	80%	
Community Center	\$894,759	\$569,659	64%	

Rochester FINANCE Department

	FY24 ADOPTED	EXPENDED	ENCUMBERED	PERCENT
GENERAL FUND EXPENSES	\$60,768,430	\$48,264,174	\$1,735,237	82%
OVERTIME & WINTER MAINTENANCE				
Police	\$111,546	\$120,690		108.20%
Dispatch	\$44,000	\$124,420		282.77%
Fire	\$240,000	\$358,354		149.31%
Public Works Winter Maintenance	\$541,218	\$291,273	\$52,321	63%
ENTERPRISE FUNDS EXPENSES				
Water	\$7,544,084	\$4,556,775	\$104,357	62%
Sewer	\$11,976,177	\$7,461,191	\$292,134	65%
SPECIAL REVENUE FUNDS EXPENSES				
Arena	\$413,290	\$285,994	\$34,661	78%
Community Center	\$894,759	\$558,949	\$76,147	71%

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City Clerk's Office

ROCHESTER PLANNING DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: February 1 to 29, 2024

Date: March 1, 2024

Ref: Monthly Report for Planning Department

OVERVIEW

1. Notable Items Related to Land Use Boards

APPLICATIONS REVIEWED BY THE PLANNING BOARD

Planning Board met February 5, 2024 for their Regular Meeting and did not hold a scheduled Workshop meeting in the month of February.

This section completed by Jaclyn Millard, Admin Assistant II

Real Estate Advisors, Jeremiah Lane Extension request to meet General and Subsequent conditions Case# 223 – 21 – A – 16 **APPROVED** extension to **August 5, 2024**

Packy's Investment Properties, LLC, 17 Sterling Drive Extension request to meet General and Subsequent conditions to August 7, 2024 Case# 208 – 18 – GRD – 22 **APPROVED** extension to **August 7, 2024**

Ko-Go, LLC, 0 Farmington Road Extension request to meet General and Subsequent conditions to June 30, 2024, Case# 208 – 16 – GRD – 22 **APPROVED** extension to **June 30, 2024**

The Beloin Family Trust of 2013, 132 & 134 Rochester Hill Road (Norway Plains/Joel Runnals) Lot-Line Revision Case# 134 – 12&13 – R1 – 23 **APPROVED**

Alfred & Cynthia Benton, 585 & 589 Portland Street (Norway Plains/Ashley Rowe) Lot-Line Revision Case# 111/223 – 81/25 – R1 – 23 **APPROVED**

Northam Survey/Eric Salovitch, 57-59 Cross Road (Northam Survey) 2-Lot Subdivision Case# 205 – 34 – A – 23 **APPROVED**

Humoresque, LLC/Paul Delisle, 1 Old Dover Road (Norway Plains) Site Plan to convert commercial office space into 11 residential spaces Case# 132 – 41 – NMU – 23 **CONTINUED to allow applicant to provide more detailed plans**

The Planning Board also discussed:

- a) Planning Board Position Elections
 - a. Mark Collopy – Chair
 - b. Robert May – Vice Chair

APPLICATIONS REVIEWED BY THE ZONING BOARD OF ADJUSTMENT

Zoning Board of Adjustment met on February 14, 2024

This section completed by Jaclyn Millard, Administrative Assistant II

Z-23-48 NM Cook Development, LLC Seeks a Variance from Section 12.8 to permit the corner of a proposed building within 50' of a wetland boundary. **Location:** 0 & 17 Farmington Road, Maps 216 & 221 Lots 29 & 164 in the Granite Ridge Development Zone.

*The applicant **WITHDREW** this this Variance Request.*

Z-23-49 NM Cook Development, LLC Seeks a Variance from Section 12.8.B(8) to permit land disturbance within 25' of a wetland boundary. **Location:** 0 & 17 Farmington Road, Maps 216 & 221 Lots 29 & 164 in the Granite Ridge Development Zone.

*The Zoning Board **APPROVED** the Variance citing that all criteria have been met.*

Z-24-01 Waterstone Rochester, LLC Seeks a *Variance* from Section 8.5.10(a)(1)(a) to allow a 0-foot side setback where 50-feet is required. **Location:** 120 Marketplace Boulevard, Map 216 Lot 11 in the Granite Ridge Development Zone.

*The Zoning Board **APPROVED** the Variance citing all criteria have been met.*

Z-24-02 Waterstone Rochester, LLC Seeks a *Variance* from Section 8.5.10(a)(1)(b) to permit a 38-foot rear setback where 100-feet is required. **Location:** 120 Marketplace Boulevard, Map 216 Lot 11 in the Granite Ridge Development Zone.

*The Zoning Board **APPROVED** the Variance citing that all criteria have been met with the condition that the applicant is to submit proof confirming that the Conservation Easement states there is to be no further subdivision of the land.*

Z-24-03 Waterstone Rochester, LLC Seeks a *Variance* from Section 8.6 to permit a 0-foot side pavement setback where 5-feet is required. **Location:** 120 Marketplace Boulevard, Map 216 Lot 11 in the Granite Ridge Development Zone.

*The Zoning Board **APPROVED** the Variance citing all criteria have been met.*

Z-24-05 Nikolas Moquin & Blake-Mari Watkins Seeks a *Special Exception* from Table 18-A to permit converting the existing in-law apartment into an Accessory Dwelling Unit. **Location:** 1 Sunset Drive, Map 127 Lot 3 in the Residential-1 Zone.

*The Zoning Board **APPROVED** the Special Exception citing all criteria have been met.*

Z-24-06 Granite State Housing, LLC Seeks a *Variance* from Table 19-A to permit a 3-lot subdivision with each lot having 65-feet of frontage where 100-feet is required. **Location:** 5 Crockett Street, Map 127 Lot 89 in the Residential-1 Zone.

*The Zoning Board **APPROVED** the Variance citing all criteria have been met.*

Z-24-07 Shawn Richardson/The Freeman Organization Seeks a *Special Exception* from Table 18-A and Section 22 to permit a Residential Facility. **Location:** 8 Whitehall Road, Map 126 Lot 12 in the Hospital Special Zone.

*The Zoning Board **APPROVED** the Special Exception citing all criteria have been met.*

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission met February 21, 2024.
This section completed by Jaclyn Millard, Administrative Assistant II

Andria Laroche, 42 South Main Street Certificate of Approval for new signage.
Case# 120 – 366 – DC – 24 **APPROVED**

The Historic District Commission also discussed:

- a) Review of Design Guidelines and By-Laws

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

Conservation Commission met on February 28, 2024
This section completed by Jaclyn Millard, Admin Assistant II

1) Conservation Overlay District Applications:

- a) **All Purpose Storage; Tax Map 114 Lot 8** Proposed wetland buffer impacts for construction of commercial s

2) NH DES Applications:

- a) Marketplace Blvd Stream Crossing, Tax Map 216 Lot 9; Application 2024-00005
- b) Major Wetland Impact Permit Tax Map 241 Lot 4 – Charles Prescott Estates 984 Salmon Falls Road

3) Notice of Intent to Cut Wood or Timber:

- a) Intent to Cut: Tax Map 264 Lot 11 (324 Blackwater Road); 23-389-09-T

4) New Business:

- a) Conceptual Review – Yankee Electric – 150 Pickering Road; Tax Map 141 Lot 27
- b) Conceptual Review – Fairview Apartments – 86 Church Street; Tax Map 258 Lot 8

5) Reports:

- a) Technical Review
- b) Planning Board Review

ARTS AND CULTURE COMMISSION ACTIVITIES

The Arts and Culture Commission met on February 28, 2024.
This section completed by Jaclyn Millard, Admin Assistant II.

No applications were reviewed at this meeting.

The Arts & Culture Commission also discussed:

- a) Rochester Gaming – Public Art Install
- b) SBDC Day for Arts Businesses – Wrap Up
- c) Riverwalk – Colors and Themes

2. Notable Events Related to Land Use Board Workshop Items

There was no work session in February.

DEPARTMENT OF RECREATION & ARENA

MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Sarah Ward, Business Coordinator

Date: March 11, 2024

OVERVIEW

1. Personnel Updates

Heidi Keenan - Senior Power Hour Instructor celebrated her 10 year anniversary with the City.

2. Notable Items Related to Ongoing Operations

Teen Night – Todd Goodwin, Storyteller, Singer, and Interactive Game Organizer, came to assist us with the event. Approximately 145 kids aged 12-17 participated in the interactive games, played various activities, including basketball and dodgeball, and enjoyed pizza and music.

We hosted SHS/BCA Early Release Open Gym on February 7th.

Lights, dancing, and pizza, oh my! Over 100 people attended the Parent/Child Valentine's Day Dance on Feb 10th. In addition to dancing, the event featured glowsticks courtesy of DJ Dillon Guyer, a photo booth, and refreshments. Volunteers from SHS National Honor Society, ROTC, and the Senior Center assisted rec staff to make the event a success!

Two of our Grade 3/4 Basketball teams and two of our Grade 5/6 Basketball teams, participated in 6-minute exhibition basketball games at halftime of SHS Boys' Varsity Basketball Games.

Our new Cheer Squad (open to ages 6-11/Grade 1-5) cheered with the SHS Cheerleaders and performed their routine during half-time of the SHS Girls' Varsity Basketball Game.

February Vacation Camp – 15 campers aged 6-10 participated in a full day of activities, including, but not limited to, sports, arts and crafts, board games, team building activities, etc.

February School Break Week - Hosted Free Family Open Gym from 9-12, Free SHS/BCA Open Gym from 12:30-2:30, and Free 18+ Open Gym from 6:30-8:30.

Steve Scott, Senior Services Coordinator took his first senior trip "First Trip, first Impression!! On February 21st I had a chance to go on my first Senior trip to Manchester. We, 14 including myself, had a brief stop at the Mall of New Hampshire before heading to Golden Corral for lunch and then a scenic ride home. What a nice welcoming group of Seniors. Great conversation, laughter, and gratefulness to be out with each other. There would have been a van singalong if I could have found the right radio station to sing to. My impression: First, Jeff Turgeon and the rest of the Recreation Department have done a great job creating a program that is really appreciated and enjoyed. Second, community and time together is important to all of us no matter what phase of life we are in. Lastly, it will be a privilege to be a part of this team. Looking forward to the next trip but won't forget the first".

The Arena had 30 students enrolled in a week long Learn to Skate Program. Many were new to our program and as always everyone had a great time and were able to skate all over the ice on their own with no assistance.

3. Notable Events Related to Unusual Operations

SHS Pep Rally – Over 1000 students and staff attended the event highlighted by a staff vs. student basketball game. The pep rally took place in the Community Center Gymnasium.

Master Plan – Community Engagement Survey live through March 31, indoor facility assessments to begin in March.

Spaulding Preliminary Game - The Arena hosted Spaulding High School vs Somersworth Coe Brown preliminary game on Feb 28th. The facility was full of spectators from all over the seacoast.

NH Youth Hockey Tournament - The Arena and Rochester Youth Hockey hosted a U14 State Tournament with 6 different statewide New Hampshire youth hockey organizations.

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

The department is working with Buildings and Grounds to coordinate the gymnasium Capital Improvement Projects. While there will be an impact on programs/events that take place in the gym, we will try to minimize interruptions as much as possible.

5. Staff Kudos

The February Recreation Department spotlight shines on Alyssa Tuininga. Alyssa has been working for the Recreation & Arena Dept. since June 2019. Alyssa is our instructor for Cardio Drumming, Zumba Gold and Aqua Zumba. Cardio Drumming and Zumba Gold are year-round fitness programs held at the Ice Arena for our 50 and better population. Aqua Zumba is held in the summer when our pools are open. Alyssa has a huge following and we have had to increase our registrations for Cardio Drumming and Zumba Gold. There is typically a wait list for these programs. She is held in high regard by her loyal following. Program participants love her and would participate in more classes here if she had the time in her busy schedule. Thank you, Alyssa, for helping our department promote a healthy lifestyle and to build meaningful community connections.

6. Affected Business Processes or Systems

The Rochester Senior Activity Center has been closed for the month while Public Buildings & Grounds has renovated the restroom to meet ADA accessibility requirements. Classes and activities were held at different locations within the Community Center with the exception of Bingo. The Center reopened on Monday, March 4th.

On Feb 13th one of the basketball cables let go while bringing up the backboards so that bleachers could be opened. With the assistance of Public Buildings and Grounds, repairs were made by the following Monday and there was minimal disruption to Recreation programs and rental groups.

7. Training

Arena Staff Meeting – reviewed safety protocol and city/department policies. Multiple shifts make it hard to see all our team members so an “All Call” gives everyone some face time and time to talk, ask questions and review things.

8. Other

Adult Pickleball (Sundays)	131
Adult Pickup Sports	88
Adult Volleyball	73
Cribbage for Seniors	37
February Vacation Camp(RECtivities)	15
FOG Drop In (Sunday)	331
FOG Reservation (Sunday)	91
Game Day	12
Holiday FOG	91
Homeschool Open Gym	39
Iyengar Yoga	32
Kundalini Yoga	18
Learn To Skate	27
Mah Jongg	5
Parent/Child Dance	100
Pickleball for Beginners	8
Public Ice Skating	924
RSAC Drop In	20
Senior Cardio Drumming	48
Senior Mobility Class	12
Senior Pickleball Weekday	253
Senior Power Hour	336
Senior Trips	13
Senior Yoga Chair	141
Senior Zumba Gold	96
SHS/BCA open Gym	110
Sunday Pickleball	24
Table Tennis	13
Teen Night	150
Toddler Play Group	74
VA Veteran's Time	5
Grand Total	3317

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City Clerk's Office

ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: February 1 – February 29

Date: March 13, 2024

Ref: Monthly Report for Fire Department

OVERVIEW

1. Personnel Updates

Shift Staffing:

- Full Staffing – 10 personnel on-duty – **55% of shifts in February**
- One FF Short – 9 personnel on-duty – **45% of shifts in February**

Personnel:

- 2/20/2024 – **Firefighter Colby Leach** was hired and assigned to C shift.
- Currently, all positions at the FD are filled except for new Public Educator / Admin Assistant position. Hiring process is underway.

Notable Items Related to Ongoing Operations

TYPE OF CALL	03/2023 – 02/2024 Previous Year (Calendar)	February 2023	February 2024
Building Fires	123	1	3
Cooking Fires	11	1	1
Vehicle Fire	14	0	0
Carbon Monoxide Present	26	4	6
Emergency Medical Calls	1178	88	67
Vehicle Accidents (Injury)	136	7	9
Vehicle Accidents (No Injury)	57	18	13
Alarms	410	24	46
Service Calls	163	4	0
Other	878	62	64
TOTAL CALLS	3900	209	212

Operations

Ice Rescue

On February 17, 2024, at around 10:30 am we were requested to Baxter Lake for a male that fell on the ice and had a head injury. Crews responded and found the male about 200 yards out by his ice shack. The patient was packaged in a stokes baskets and pulled off the ice. He was transported by Frisbie EMS for evaluation.

Motor Vehicle Accident

On February 26, 2024 around 4:30 pm, we responded to a commercial truck accident on the Spaulding Turnpike. The truck left the south bound lanes and crossed into the northbound side and hit the overhead signs for the tolls and stopped well into the tree line. This was a tricky spot and caused a disruption in traffic for some time. This accident caused a second one as drivers were looking at the damage and not on the roadway. The driver was removed from the truck by RFD members and



transported for medical care. The scene was active for a few hours while the truck was removed from the scene.

Mutual Aid Responses

Our fire department was requested mutual aid to 5 serious structure fires over the month in Milton, Rollinsford, Lebanon Maine, and Sanford Maine. This mutual aid is key for supporting our neighbors during serious events and is reciprocating aid they provide to our city when we are in need.

Emergency Management

Exercise

On February 7, The Fire Department assisted with the Seabrook Station Combined Functional Exercise (CFE 2). This exercise focused on an emergency declared at the Seabrook Station Nuclear Power Plant in Seabrook, NH. While the primary focus was on the activities directly related to the State of New Hampshire (NH) and the Emergency Planning Zone (EPZ) communities, communication, and coordination between the NH Offsite Response Organization (ORO) and the Massachusetts ORO also was important. We played our role as a host community, providing training to us and the other players, mostly centered around communication and documentation.

Multi-Hazard Mitigation Plan Update

On February 29, representatives from multiple departments met for a 3rd time as part of an ongoing committee tasked with updating the city's Multi-Hazard Mitigation Plan. This update is required every 5 years by the Federal Emergency Management Agency (FEMA). This group is updating the plan to reflect current target hazards and focus areas, as well as updating infrastructure changes etc. The Multi-Hazard Mitigation Plan is designed to assist municipalities with reducing and mitigating the future losses associated with natural and man-made hazardous events such as flooding, severe weather, cyber security issues, public health events, etc.

Community Risk Reduction

The Prevention and Risk Reduction Division in conjunction with the E911 Committee has implemented a knock and talk program with any resident or business that may be affected by an address change. This has been done to improve community and individual awareness on why an address may need to be changed as it applies to emergency call for services.

FM Hughes has been working with known mobile home parks and known condo associations to gather information relevant to burn permits on their properties. Tenants are required to provide written permission from their property owners. In working with the property owners, we are able to obtain written permission prior to a tenant applying for a permit.

FY24 Community Risk Reduction and Prevention Services

Inspections Completed	Approvals & Reviews	Active Permits	Car Seat Installations		
277	553	63	21		
Permits Issued	Sprinkler	Fire Alarms	Hood Suppression	Tank Removal	
129	22	14	2	1	
\$11,624	\$9,129	\$2,246	\$174	\$25	
Blasting	Place of Assembly	Pyrotechnics	Fire & Life Safety	Food Truck	
2	30	1	61	1	
\$50	No Fees Associated	\$0	No Fees Associated	No Fees Associated	
Tents					
0					
No Fees Associated					



ROCHESTER POLICE DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager
From: Gary M. Boudreau, Chief of Police
Date: 03/12/2024
Ref: Monthly Report for February 2024

OVERVIEW

1. Personnel Updates

Personnel: Our biggest need at this time is personnel; both in the sworn and civilian ranks. Vacancies in patrol and in dispatch are growing. We are exploring other modes of advertising including job fairs, social media and apps created for this. Rochester is not alone in the search and hiring of qualified candidates. Currently we are registered to attend 7 job fairs at different locations throughout New England.

Lieutenant Anthony Bossi has announced his intent to retire after 23.5 years of service to the City of Rochester, his last day will be March 29, 2024. With his retirement, it will bring us to 11 vacancies out of 65 full time positions. Currently we have two candidates in the background phase of the hiring process.

2. Notable Items Related to Ongoing Operations

We are still working on bringing back the Comp Stat report. Here is a snapshot comparison of calls for service for January and February.



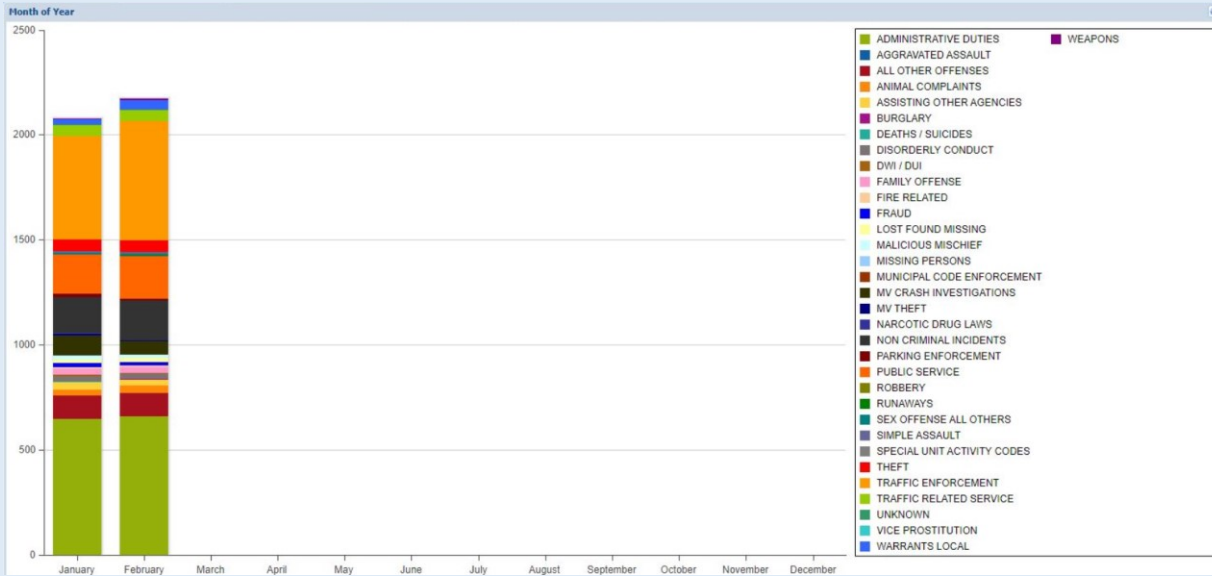
ROCHESTER POLICE DEPARTMENT
Incident Comparative Report
By Classification

Range1 From Date: 1/1/2024 To Date: 1/31/2024

Range2 From Date: 2/1/2024 To Date: 2/29/2024

Report Date: 3/1/2024 Criteria:

CFS Classification Code / Description	RANGE1	RANGE2	DIFF. +/-	PERCENT
0300 - ROBBERY	0	1	1	-
0400 - AGGRAVATED ASSAULT	1	1	0	0%
0500 - BURGLARY	1	4	3	300%
0600 - THEFT	60	56	-4	-6%
0700 - MV THEFT	6	5	-1	-16%
0800 - SIMPLE ASSAULT	10	8	-2	-20%
1100 - FRAUD	20	20	0	0%
1400 - MALICIOUS MISCHIEF	20	17	-3	-15%
1500 - WEAPONS	4	9	5	125%
1600 - VICE PROSTITUTION	1	0	-1	-100%
1700 - SEX OFFENSE ALL OTHERS	9	9	0	0%
1800 - NARCOTIC DRUG LAWS	2	0	-2	-100%
2000 - FAMILY OFFENSE	36	31	-5	-13%
2100 - DWI / DUI	9	7	-2	-22%
2400 - DISORDERLY CONDUCT	25	26	1	4%
2600 - ALL OTHER OFFENSES	122	125	3	2%
2700 - MUNICIPAL CODE ENFORCEMENT	1	0	-1	-100%
2900 - RUNAWAYS	0	3	3	-
4000 - NON CRIMINAL INCIDENTS	194	211	17	8%
4100 - FIRE RELATED	11	8	-3	-27%
4200 - SEARCH AND RESCUE	1	0	-1	-100%
4500 - DEATHS / SUICIDES	2	0	-2	-100%
5000 - LOST FOUND MISSING	25	23	-2	-8%
5010 - MISSING PERSONS	1	2	1	100%
5500 - ANIMAL COMPLAINTS	32	41	9	28%
6000 - MV CRASH INVESTIGATIONS	109	79	-30	-27%
6300 - TRAFFIC ENFORCEMENT	562	623	61	10%
6500 - PARKING ENFORCEMENT	32	18	-14	-43%
6600 - TRAFFIC RELATED SERVICE	60	52	-8	-13%
7000 - PUBLIC SERVICE	219	221	2	0%
7500 - ASSISTING OTHER AGENCIES	41	28	-13	-31%
7600 - SPECIAL UNIT ACTIVITY CODES	1	1	0	0%
8000 - WARRANTS LOCAL	32	53	21	65%
9000 - ADMINISTRATIVE DUTIES	666	714	48	7%
Total	2315	2396	81	3.49%



We are working on the final plans for the building remodel, as we move the dispatch center to the third floor.

We have changed over to a new social media platform where patrons can sign up for alerts through a portal on our website. This was formerly known as Code Red. This is maintained through the State at no cost to the city.
<https://police.rochesternh.gov/>



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

With Lt. Bossi’s upcoming retirement we will be making adjustments to our supervisory structure to address some concerns with the frontline supervision in our patrol division. This is due in part to a lack of interest in current sergeants in promoting to lieutenant.



4. Training

Officer Noah McCann and Officer Tiana Adams completed field training and were released to solo patrol.

Other notable training completed this period included “Field Training Officer Update”, “Instructor Development”, Personal and Professional Breakthroughs for Police Officers”, “Firearms Instructor Recertification”, “Camp Resilience Retreat for First Responders”, And mandatory “Ethics, De-Escalation and Implicit Bias”, and “Prioritizing Officer Mental Health Wellness and Resilience.” Two dispatchers attended the NH Emergency Dispatch Training which covered handling calls for the blind and deaf. They brought resources to share back to the Department.

Library, March 13, 2024

ROCHESTER LIBRARY DEPARTMENT

MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Patty Hardie, Secretary II

Date: March 13, 2024

Ref: Library Monthly Report for February

OVERVIEW

1. Notable Items Related to Ongoing Operations

There was a total of 12,404 items circulated with 10,511 people visiting the library in the month of February. Two hundred twenty-five patrons used the library's Internet computers. Interlibrary loan activity included 105 materials borrowed from other libraries and 179 loaned to other libraries.

Saturday, February 3rd through February 9th families were welcomed to pick-up "Rainbow Pasta Necklace" craft kits for a Take It & Make It at home craft project. The kits were available during Library business hours at the Children's Desk.

The *All-Abilities Club* was held on Monday, February 5th from 10-12pm in the community room. This inclusive program is geared towards adults with developmental disabilities and includes puzzles, coloring, cards, board games, and more.

Thursday, February 8th patrons were welcome to the library *Puzzle Swap* located in the Rose Room on the top floor of the library. The second Thursday of every month patrons are encouraged to bring in a puzzle from home they've already completed and take a different one home to enjoy.

The Friends of the Rochester Library Book Club met Monday, February 12th, and featured *The Children's Blizzard* by Melanie Benjamin.

A new podcast episode of Off the Shelf with Marie & Katherine was released on February 29th. Marie and Katherine talked with Amy Lemelin about the Teen Room at the Rochester Public Library. The Teen Room has experienced major upgrades over the past year or so, including a larger space with new furniture, fresh paint, fun and engaging programming, art from the Rochester Museum of Fine Arts, and much more.

Featured Adult Services Book Displays for the month of February included: *Soup and Bread*, *Love and Other Disasters*, *Sci Fi*, *Cold Cases*, and *I Spy*. Also featured was an *I Spy* DVD display and *Love Songs* music CD display.

The library was pleased to display Sarah Cassani student art on the first floor of the building during the month of February.

Three hundred seventy-five of our library patrons downloaded 1,985 e-books to media devices through the library's web site this month. The RPL website also enabled patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 651 digital downloads from Hoopla & Kanopy.

2. Library Programming

Friday, February 2nd the library was pleased to host the American Red Cross for blood donations in the Community Room on the top floor of the library.

Saturday, February 3rd the Teen Room was pleased to host *Intro to Dungeons and Dragons*. Teens received a free set of dice and learned to play from a Dungeon Master.

The library is pleased to host the Free Tax Aide by AARP, federal and state income tax filing assistance program Tuesdays, Thursdays, and Saturdays by appointment only from February 3rd through April 13th.

Monday, February 5th at 6pm the Teen Room held an Anti-Valentine's Party. Teens were invited to decorate cookies, make friendship bracelets, and enjoy the latest books, puzzles, and games available in the Teen Room.

Wednesday, February 7th the Teen Room held a Decoupage craft program. Teens were able to create a unique jar, vase or lamp using a variety of decoupage materials.

Saturday, February 10th the library was pleased to host Marilyn and Liz Haven for a *Drop-In Reiki Healing Circle*. To those curious about Reiki or have never heard of it, a circle is good for a first experience. New and experienced Reiki practitioners of all levels were welcomed as well.

Saturday, February 17th the library was pleased to present *History and Mystery: A Genealogy Starter Guide*. This program explored useful methods for research planning in Genealogy through the case study of Elsie Gaskin, an eccentric librarian from New Hampshire.

Thursday, February 22nd the library was happy to present *Find Energy and Fight Fatigue*. This program was created to help with the winter blues by strengthening our body system to help deal with everyday stress. Participants enjoyed samples of herbal infusions and decoctions from herbs that were used to lay a foundation for health and vitality.

Monday, February 26th the Children's Room was pleased to host a Drop-In Lego program. Lego Lovers ages 5-12 were welcome to join in any time between 5:30 and 7:00pm.

Wednesday, February 28th the children's room hosted an *Experience Art* program for children ages 6-12. Experience art (or process art) engages children in the experience and the process involved in creating, rather than the end result.

Thursday, February 29th the library was pleased to present *Yoga* with Denise Velasco. This program was designed to be age-appropriate for kids and teens ages 8-18.

3. Other

Trustees will be meeting in the library on March 13th at 6pm.

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City Clerk's Office

Online Payments (Citizen Self Service)		
CSS Count FY24		
Month	Total \$\$	# of Payments
July	\$ 1,251,062.20	1224
Aug	\$ 333,058.57	986
Sep	\$ 502,590.77	820
Oct	\$ 258,454.99	855
Nov	\$ 223,574.93	890
Dec	\$ 1,166,980.86	1054
Jan	\$ 1,659,758.38	1447
Feb	\$ 576,517.45	915
Totals	\$ 5,971,998.15	8191
Auto Registrations FY24		
Month	Total	# of Transactions
July	\$ 498,838.26	3310
Aug	\$ 522,369.18	3615
Sep	\$ 502,590.77	3293
Oct	\$ 611,271.06	3500
Nov	\$ 448,145.64	2801
Dec	\$ 544,305.47	2602
Jan	\$ 621,215.84	2847
Feb	\$ 645,129.32	3085
Totals	\$ 4,393,865.54	25053



ROCHESTER WELFARE DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Todd M. Marsh, Welfare Director *TM*

Date: March 11, 2024

Report Dates: February 01, 2024- February 29,, 2024

Ref: Monthly Report for Welfare Department

OVERVIEW

1. Personnel Updates

None

2. Notable Items Related to Ongoing Operations

This fiscal year is experiencing municipal welfare budget “sticker shock” throughout the state,” due to three years of rising inflationary costs, including housing costs, which were largely offset by federal pandemic federal funds, until funding ended. These dynamics fostered a budget development-planning anomaly, as using trending recent years expended amounts were no longer a reliable budgeting guide. This new year should be a year of budgeting reset, with improved general assistance predictions based on more reliable recent trending expended amounts. [NH Housing Rental Survey Report](#)

*General assistance expended since July 1st 2023 total, \$226,153.53, which averages to \$28,252.94 monthly. Total current fiscal year budgeted general assistance amount is \$225,000.00. City Manager, Katie Ambrose and Finance Director, Mark Sullivan are aware of this overrun and is working with the Welfare Department to navigate the funding. This is the first general assistance overrun in nearly 20 years.

The My Friend’s Place Shelter, in Dover, remains temporarily closed for emergency housing services. Shelter reports an April 1st re-opening date. The shelter’s closure for services has caused an increase in emergency housing motel expenses for Rochester, including \$17,372.00 for February. Residents housed in motels for emergency housing consist of families with children and individuals without children, but with medical situations requiring specific shelters with first floor and bottom bed accommodations, which My Friend’s Place shelter could provide.

*Emergency housing motel assistance spending should lower when the shelter re-opens in April. The welfare department continues to case many residents residing in motels and they are expected to accept shelter when available.

3. Notable Events Related to Unusual Operations

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

The My Friend's Place Shelter, in Dover, remains temporarily closed for emergency housing services. Shelter reports an April 1st re-opening date. The welfare department has been in communication with the shelter director and many Rochester residents, currently emergency housed in motels are expected to be offered shelter services when the shelter opens.

The Homeless Center for Strafford County (Home For Now), in Rochester, opened in October and plans to continue operating as a yearlong shelter; however; it is no longer accepting new entries at this time due to an operational transitional dynamic to be communicated at a later day. The welfare department will continue to monitor and provide guidance when sought.

Willand Warming Center ends operations at the end of March; however; activation days will lesson as the weather improves prior, as activations are weather related. The welfare department will continue to monitor and engage with Rochester residents at the warming center.

5. Staff Kudos

Welfare department team members continue to use professional, thoughtful, humane and cost effective practices to meet legal obligations and the department's mission. Kudos, to Community Outreach Facilitator, Erin Nasino for participating in a planned service fair at the Willand Warming Center in Somersworth and a service wrap around event prior to tents being transitioned off of the warming center's site. Her outreach efforts are an extended hand of services from the welfare department's site office.

6. Affected Business Processes or Systems

NA

7. Training

Welfare department team members continue to seek and practice continuous improvement with department functions, including webinars and readings.

8. Analysis of Direct Assistance for February2024

General Assistance represents an average cost per case/family of \$496.12.and case/Individual of \$467.78 for this month.

Total voucher assistance issued: **\$39,151.90**

There was an increase of \$22,223.96 in assistance issued this month compared to February2022. There was an increase of \$6,723.30 in vouchers issued this month compared to last month.

38 families units were financially assisted a minimum of once for this report month.

42 singles (w/o children) were financially assisted a minimum of once for this report month.

Reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaled: **\$742.00**

The office reported 168 formal case notes for this period.

9. Other / In The News/Helpful Links

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City Clerk's Office

**RESOLUTION ADOPTING AN FY 2025 ROCHESTER CDBG
“ACTION PLAN FOR THE CITY OF ROCHESTER, N.H.” AND
APPROVING AND APPROPRIATING THE FY 2025 COMMUNITY DEVELOPMENT
BUDGET FOR THE CITY OF ROCHESTER**

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

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the one-year FY 2025 (July 1, 2024—June 30, 2025) “Action Plan for the Community Development Block Grant (CDBG) Program for the City of Rochester, N.H.,” as prepared and presented to the Mayor and City Council by the City of Rochester Office of Economic and Community Development, in connection with the City’s CDBG program, including the goals, objectives, and concepts set forth therein;

II. Further, that a twelve (12) month Community Development Block Grant budget for the Office of Economic and Community Development for the City of Rochester will be approved and appropriated for fiscal year 2025 (July 1, 2024—June 30, 2025). Included in said approval and appropriation are expenditures set forth in the one-year action plan of the Office of Economic & Community Development for the City of Rochester for the Community Development Block Grant program, in the following categories and amounts:

Administration and Planning	20%
Public Service Agencies	15%
Housing/Public Facilities/Infrastructure	65%
Total	100%

III. Further, that Two Hundred Forty One Thousand Fifty Six Dollars and Eighteen Cents (\$293,921.24) in the Job Opportunity Benefit revolving loan fund loan fund, plus the principal and interest received monthly from existing loans’ repayments, be appropriated for continued use in the FY 2024 Action Plan year in granting loans to qualified small businesses that commit to the creation and/or retention of jobs made available to low to moderate-income Rochester residents.

This budget and the one-year action plan for FY 2025 may be reconsidered if federal funding is changed or if it is inconsistent with the total FY 2025 budget adopted for the Office of Economic and Community Development.

The sums necessary to fund the above appropriation in the amount shall be drawn in their entirety from the above-mentioned FY 2025 Community Development Block Grant from the federal government to the City of Rochester. The Finance Director is hereby authorized to create such line-item accounts as shall be necessary to implement this Resolution.

Furthermore, in the event that federal funding for the above Community Development Block Grant budget is less than the total appropriation amount provided for in this Resolution, then, and in such event, the City Manager, or the City Manager’s designee in the Office of Economic and Community Development, is authorized to adjust the amounts for the budgetary categories stated above, as well as for any planned grants and/or other expenditures made from within such budgetary categories.

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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

LEGAL AUTHORITY

SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]



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

LEGAL AUTHORITY

SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]

Resolution for Supplemental Appropriation of \$250,000 to the FY24 General Fund CIP Fund for the Community Center Bleacher Replacement Project

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 Two Hundred Fifty Thousand Dollars (\$250,000) to the General Fund CIP for the purpose of paying costs associated with the Community Center Gym Bleacher Replacement Project. This funding will address replacement of the second bank of bleachers. The first bank of bleacher replacements were funded in the FY24 Adopted General Fund CIP program budget. The entirety of this supplemental appropriation shall be derived 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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left blank...*

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

AGENDA DATE	3-5-24	
DEPT. HEAD SIGNATURE	Mark Sullivan-Director of Finance/Lauren Krans Director of Rec	
DATE SUBMITTED	2-29-24	
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	FINANCE COMMITTEE- 2-13-24
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	General Fund Unassigned Fund Balance
ACCOUNT NUMBER	TBD
AMOUNT	\$250,000
APPROPRIATION REQUIRED YES X <input type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Council

SUMMARY STATEMENT

The two banks of gymnasium bleachers are integral components to Recreation and School Department operations. Both banks of bleachers are original to the 1976 Community Center. Funding to replace the 16-tier bank of bleachers was adopted in FY24. The second, 20-tier set of bleachers has an outdated power system with failing motors, a 40-year-old understructure, are not ADA compliant and have surpassed their life expectancy. A November 2023 bleacher inspection indicated that for these reasons, the 20 tier should be replaced. Replacing both sets of bleachers at the same time will reduce future cost and greatly decrease the impact to gym operations. Supplemental funding of \$250,000 is requested to replace the 20-tier set of bleachers at the same time. **Finance Committee voted favorable to endorse this project at the 2-13-24 Finance Committee Meeting**

RECOMMENDED ACTION

Council Approval

Resolution Pursuant to RSA 656:40 Authorizing Use of Certain Ballot Counting Devices

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 authorize the use of the Dominion ImageCast Precinct Tabulator and the VotingWorks VxSuite ballot counting devices for the counting of ballots in the City of Rochester.

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.

*Intentionally
left blank...*

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 Seeking Authorization to use certain ballot counting devices for elections.

COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>
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FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" 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 checked="" type="checkbox"/>
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AGENDA DATE	March 5, 2024		
DEPT. HEAD SIGNATURE	Kelly Walter, City Clerk		
DATE SUBMITTED	February 28, 2024		
ATTACHMENTS Yes <input type="checkbox"/> <input checked="" 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 No <input checked="" type="checkbox"/> YES <input type="checkbox"/>	Not at this time

LEGAL AUTHORITY

City Council

SUMMARY STATEMENT

On September 15, 2023, the NH Ballot Law Commission certified two new electronic ballot counting devices as follows: The VotingWorks VxSuite ballot counting device and the Dominion/LHS ImageCast Precinct ballot counting device. Certification of these two ballot counting devices becomes effective as of March 1, 2024.

The current machines (Accuvote) in use in Rochester have been out of production since 2008. New parts are not available and repair and maintenance has become increasingly difficult.

In the event that a new machine is approved by the City Council, the City Clerk submitted a FY25 CIP request (\$56,000) to purchase 7 machines.

Please find more information about each machine by clicking the links below:

[LHS Imagecast Precinct](#)

[VotingWorks VxSuite](#)

.First reading and refer the matter to a public hearing on March 19, 2024