

2023

June Department Reports:

- 1. Assessor's Office P. 3**
- 2. Building and Licensing Services P. 5**
- 3. City Clerk's Office P. 7**
- 4. Department of Public Works P. 11**
- 5. Economic & Community Development P. 17**
- 6. Finance Office P. 19**
- 7. Planning & Development Department P. 23**
- 8. Recreation & Arena P. 29**
- 9. Rochester Fire Department P. 33**
- 10. Rochester Police Department P. 39**
- 11. Rochester Public Library P. 41**
- 12. Tax Collector's Office P. 45**
- 13. Welfare Department P. 47**

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City Clerk's Office

ROCHESTER ASSESSING DEPARTMENT

MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Hollis McMullen, Assessor I

Date: July 11, 2023

Ref: June's Monthly Report for Assessing Department

OVERVIEW

1. Notable Items Related to Ongoing Operations

Permit-related inspections continue with subsequent data entry occurring.

Tax map changes that were approved after April 1, 2022, were entered into Vision CAMA software for the 2023 tax year. Our office is continuing to work with the mapping company (CAI Technologies) to update the physical and GIS maps.

Abatement applications have been reviewed and processed for the July 1st, 2023, deadline.

The office answered many phone calls, in person and email with regards to available Credits & Exemptions along with their qualifications.

2. Training

Ashlynn Marshall attended the 4-day DRA-NH State Statutes Part 1 Course in Concord, NH and passed her exam. She continues to work with Darcy & Theresa on obtaining her final required field training hours to obtain her certification from the DRA.

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City Clerk's Office

BUILDING AND LICENSING SERVICES

MONTHLY REPORT

To: Katie Ambrose, City Manager

From: June 1st through June 3th

Date: June 2023

Ref: Monthly Report for Building and Licensing Services

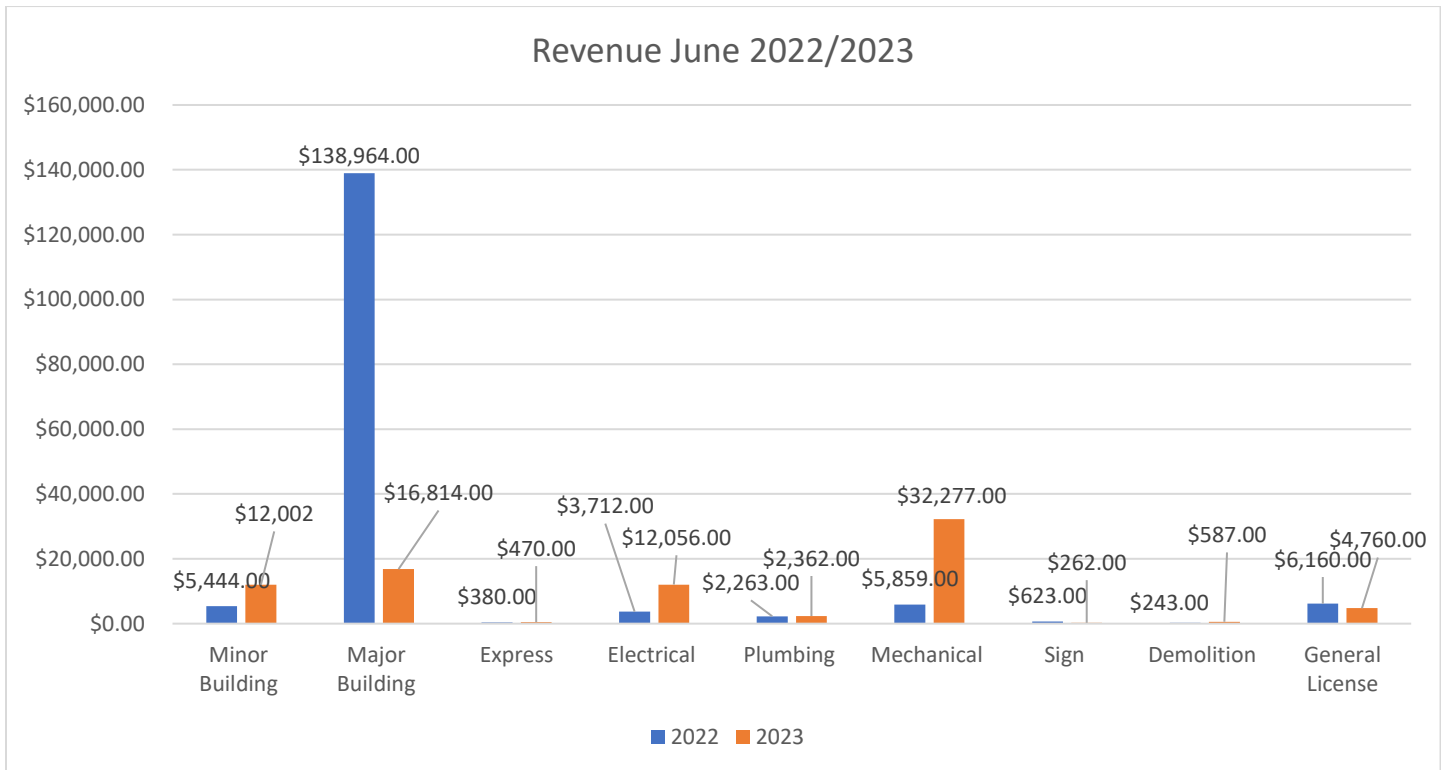
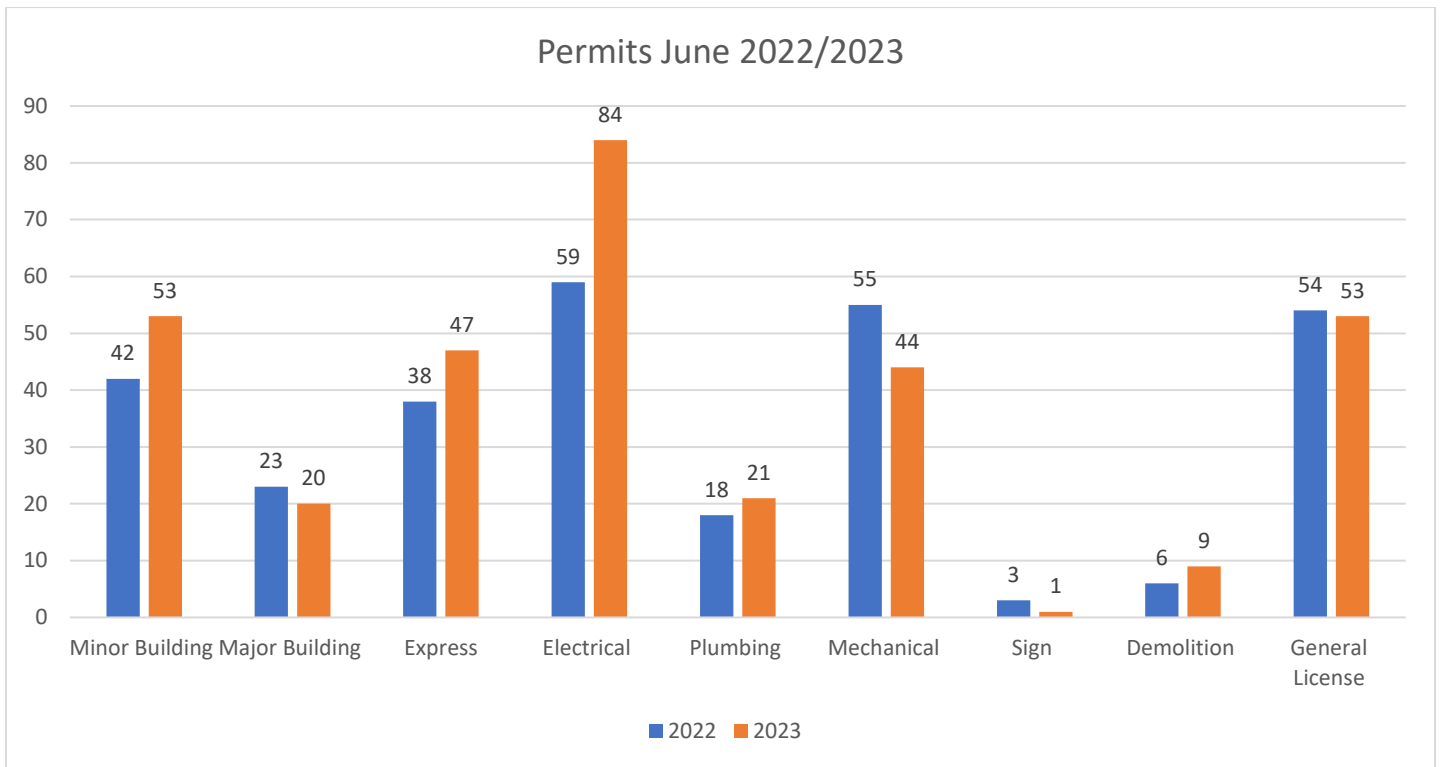
OVERVIEW**1. Notable Items Related to Ongoing Operations**

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

Department Revenue

Permit Type	June 2023
Building Permits	\$30,135.00
Electrical Permits	\$12,056.00
Plumbing Permits	\$2,362.00
Fire Suppression Permits	\$0.00
Fire Alarm Permits	\$574.00
Sprinkler Permits	\$486.00
Mechanical Permits	\$32,277.00
Food Milk Licenses	\$4,485.00
Taxi Licenses	\$0.00
General Licenses	\$275.00
Net Revenue	\$82,650.00

2. Permit Break Down



ROCHESTER CITY CLERK'S OFFICE

MONTHLY REPORT

To: Katie Ambrose, City Manager

From: June 1, 2023 – June 30, 2023

Date: 7/10/2023

Ref: Monthly Report for the City Clerk's Office

OVERVIEW

1. Vital Statistics Updates

11 babies were born to Rochester residents in neighboring communities in the month of June.

30 resident deaths were reported in Rochester in the month of June.

6 couples celebrated their wedding ceremonies in Rochester during the month of June. Additionally, 4 Rochester couples married elsewhere in the State.

2. Vital Records Revenue

The City Clerk staff issued 267 initial copies of vital records (birth, death, marriage, or divorce) and 177 subsequent copies of vital records. There were 27 marriage licenses issued by staff in June.

The chart below shows a comparison between revenue collected in June of 2023 versus June of 2022

	2022		2023	
	State	City	State	City
Initial/Subsequent copies:	\$2,715	\$2,485	\$3,021	\$2,754
Marriage Licenses:	\$1,161	\$189	\$1,161	\$189
Total:	\$3,876	\$2,674	\$4,182	\$2,943

3. Dog Licensing

The City Clerk's Office licensed 1,101 dogs in the month of June. There were \$989 in late fees collected.

Starting July 1, there will be an additional \$1 late fee added to the \$1 late fee that was assessed on June 1st.

The Animal Control Officer sent out a final reminder postcard in June to owners of unlicensed dogs. The postcard was very effective and the clerk's office issued hundreds of licenses in the days following. We are now down to less than 800 unlicensed dogs in the City (out of over 6,000). It is very likely that some of these dogs are not subject to Rochester licensing due to moving out of the City or death, and the Clerk's office continues to communicate with owners to update our records.

4. Election Updates

The breakdown of registered voters in Rochester as of June 30, 2023 is shown below:

Ward	Democrats	Republicans	Undeclared	Totals
1	1030	1,094	1,265	3,389
2	963	1,043	1,244	3,250
3	886	1,086	1,144	3,116
4	860	777	1,314	2,951
5	884	1,080	1,251	3,215
6	941	816	1,048	2,805
Totals:	5,564	5,896	7,266	18,726

There were 13 changes to the voter checklist in June, including 2 new voters moving into Rochester from other NH Communities, 10 changes to existing registrations, and the removal of one voter from the checklist due to death of said voter.

On August 2nd, Kelly Walters and Cassie Givara will be attending a demonstration of various options for ballot counting devices hosted by the Secretary of State's office in Concord, NH. Although the State has not approved any of these devices at this time, it will give us an opportunity to see how they function and give input in anticipation of an eventual approval. The current AccuVote machines in use here in Rochester are aging and no longer manufactured. Although our vendor LHS has been wonderful with troubleshooting, maintenance, and support of the AccuVote machines, it is becoming increasingly apparent that these machines will be reaching the end of their life cycles and a new option needs to be considered.

We are approaching the start of our Municipal election preparations. The filing period for City Council, Mayor, School Board, Police Commission, and Election Officials will take place from Friday, September 8 at 9:00 AM through Monday, September 25 at 5:00 PM. More information will be posted as we near this filing period for the November 7, 2023 Election.

5. Staff Development / Training

Administrative Technician II Jada Burrows is preparing to attend her first of three years of Clerk certification training. This week-long training is offered by NHCTCA in Concord and it covers essentials including vital records, elections, dog licensing, records retention, and the laws governing clerks while also offering courses on stress management, communication, and managing conflict .

The Annual Clerk's conference, attended by City Clerk Kelly Walters and Deputy City Clerk Cassie Givara, will be held this year at the Grand Summit Hotel at Attitash. The conference had formerly been held at the Red Jacket in North Conway, however due the fire at this resort the NHCTCA had to look for alternate locations.

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City Clerk's Office

ROCHESTER DPW – UTILITIES DIVISION MONTHLY REPORT

To: Katie Ambrose, City Manager

From: June 1, 2023-June 30, 2023

Date July 12, 2023

Ref: Monthly Report for DPW – UTILITIES DIVISION

OVERVIEW

1. Notable Items Related to Ongoing Operations

Operators responded to and completed over 370 work orders and service requests.

Seasonal water main flushing was complete. The next round will be in the Fall of 2023.

Contractor support was provided on multiple projects including Rt 202 water main, Woodman project, Strafford Square.

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

Staffing shortages combined with almost daily emergency or unscheduled responses has delayed routine and necessary water distribution and sewer collection systems maintenance.

There have been no qualified applicants for divisions vacant MEO- Utilities position.

3. Staff Kudos

Kudos to Lexi Garland for passing the NH CDL written exam.

4. Training

Fork Lift Operation



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Katie Ambrose, City Manager

From: June 1, 2023-June 30, 2023

Date: July 12, 2023

Ref: Monthly Report for DPW-BUILDING AND GROUNDS

OVERVIEW

1. Personnel Updates

Fully staffed.

2. Notable Items Related to Ongoing Operations

All pools up and operational for the Recreation Department to start their summer swimming programs.

Roofing project at the Community Center is 95% complete.

Building and Ground Department completed 70 work orders and 14 service request during the month of June. This included electrical, plumbing, exterior landscaping and general building repairs

Sidewalk and parking lot cleaning continues on a routine schedule.

Painting of fencing and the bandstand continues as weather allows.

City Hall/Opera House Egress Remediation project has started to date they have completed some asbestos remediation, exploratory paths for fire device paths back to the fire panel.

Staff also completed numerous street lighting repairs mostly consisting of bad photo eyes.



Full testing of city emergency lighting has been completed and repairs are in progress.

Full change of filters on HVAC units has been completed.



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Katie Ambrose, City Manager

From: May 1, 2023-May 31, 2023

Date: July 12, 2023

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

OVERVIEW

1. Notable Items Related to Ongoing Operations

DPW

Improvements to the GIS-based Computerized Maintenance Management System (CMMS) were completed and are on-going to better track service requests, work orders, and inspections.

Coordination continued with our Stormwater, Wastewater, and Water consultants in our on-going efforts to advance DPW's Asset Management Program.

Ongoing updates to our Utility systems layers following new construction.

Drone photography of the PD's roof, Annex roof, and the Community Center roof for the Buildings & Ground supervisor.

Non-DPW

Continued coordination with CSI Technology to configure the data and mapping portions of the new CAD/RMS software.

Continued coordination with the Solutions Architect to refine the GIS-related items and workflows that are part of the master address table/location data management effort.

Completed GIS file migration away from file share in coordination with the Business Systems Analyst.

Further refinements to PD's encampment mapping effort.



Processed newly acquired 2023 orthophotography and updated internal and public-facing maps.

ROCHESTER ECONOMIC DEVELOPMENT DEPARTMENT

MONTHLY REPORT

To: Katie Ambrose, City Manager

From: June 1 – June 30, 2023

Date: July 5, 2023

Ref: Monthly Report for Economic Development Department

OVERVIEW

1. New Projects & Project Updates

- 45-55 North Main topping off ceremony occurred on June 28.
- Groen Construction appeared before the HDC on June 21 to give the group an update on the construction of 45-55 N. Main.
- The Riverwalk started the scraping and sanding of the Hanson Pines benches. Due to rain the benches have not been painted yet.
- The Buyer for St. Elizabeth of Seton is still working through their due diligence before scheduling a closing date.
- 38 Hanson has received the site information required to submit an application to PB.
- The RFP for the redevelopment of 45 Old Dover has been released with a due date of August 9.

2. New Businesses and Business Updates

- The Lilac Mall property has been transferred to a new owner. G2 Gaming is in the process of applying for a new expanded Charitable Gaming facility.

3. Community Development Project Updates

- CDBG Annual Action Plan for FY24 was submitted to HUD.
- Community Development Committee met with Rochester Child Care Center to discuss the use of remaining CDBG funds for a project at their facility.
- Contracts for CDBG Funded and Municipal funded projects sent to recipients for FY24.

4. Boards & Commissions Updates

- Rochester Main Street & Economic Development hosted the annual Downtown Business Appreciation Barbecue and distributed the 2022 Annual Report at that event. Approximately 25-35 people attended.
- The contractor began building the deck over the abandoned garden in Wyandotte Alley.
- Carole continued to serve as the primary point of contact with Mills Consulting on behalf of the Child Care Work Team as they work on a Needs Assessment. Input will be sought from City & School staff, community providers/key advocates, and the community at large. Other work includes identification of possible facilities/locations and identifying sources of revenue (i.e. grants).
- Jenn and Dave Walker attended a Sunshine initiative panel in Manchester about connecting the community.

5. Training & Staff Development

- n/a

6. Other

- An historic sign depicting the Annex when it was a firehouse was delivered and will be installed in Shaw Park. Smaller signs with images of additional historic locations in the area were also delivered.
- An AED unit was purchased for the Annex conference rooms; training for staff will be scheduled in the future.
- Carole worked on closing out FY 2023 Purchase Orders

ROCHESTER FINANCE DEPARTMENT

MONTHLY REPORT

To: Katie Ambrose City Manager

From: June 1, 2023 – June 30, 2023

Date: July 11, 2023

OVERVIEW

1. Personnel Updates

None

2. Notable Items Related to Ongoing Operations

Preliminary Property tax bills were processed and mail date was June 13, 2023. FY24 Operating and CIP Budgets were adopted by City Council on 6-6-24.

3. Notable Events Related to Unusual Operations

None

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

Status Quo:

Deputy City Manager/Finance Director Ambrose is working to prepare the department to address Finance Director functions following her promotion to City Manager. She is currently evaluating the current job description and the organizational structure of the department and City to determine the most fitting approach for this vacancy.

Rochester FINANCE Department

5. Staff Kudos

None

6. Affected Business Processes or Systems

None

7. Training

Chad & Ava attended the NHGFOA Conference as part of their training for the NHGFOA Accounting Certificate Program.

8. Other

Agenda Item Name: Monthly Financial Statements Summary – as of June 30, 2023

For the full detail report, click here: [June 30, 2023 Financial Detail Report](#)

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

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

Issue Summary Statement

Below are the revenues & expense highlights through June 30, 2023, which represents approximately 100 % completion of FY23.

GENERAL FUND NON PROPERTY TAX REVENUES

Motor Vehicle Registrations: FY23 Adopted \$5,100,000: \$5,828,112

Rochester FINANCE Department

collected, 114%

Waste Management Host Fees: Four quarterly payments received, total \$4,444,122; **Note:** FY23 City Adopted Budget \$3,300,000, School Budget \$878,127-Total \$4,178,127.

Building Permits: FY23 Adopted \$350,000: \$923,739 collected, 264%

Interest Income: FY23 Adopted \$50,000: \$1,047,768 collected, 2,095%- Interest rates 3% on investment accounts, established a new Certificate Deposit at 4%.

Interest on Delinquent Taxes: FY23 Adopted \$360,000: \$481,618 collected, 134%.

State of NH Rooms & Meals: FY23 Adopted \$2,296,678: \$2,867,759, collected, 125%

Municipal Aid: Police & Fire NHRS reimbursement \$163,941 received.

Highway Block Subsidy: FY23 Adopted \$617,000: \$635,314 collected, 100%

Cablevision: FY23 Adopted \$235,000: \$208,836 collected, 89%. Pending FYE23 revenue accrual.

Recreation-Summer/Fall Programs: FY23 Adopted \$115,550: \$140,898 collected, 122%.

GENERAL FUND EXPENSES: FY23 overall expenses are at budget, 99%-Allocation 98% Expended, 1% Encumbered.

Police Patrol Overtime: FY23 Adopted \$108,546: Expended \$245,127, 226%.

Dispatch Overtime: FY23 Adopted \$34,000: Expended \$194,092, 571%.

Fire Overtime: FY23 Adopted \$240,000: Expended \$405,649 169%.

Public Works-Winter Maintenance: FY23 Adopted \$535,782: Expended \$475,004 Encumbered \$23,617, total 93%.

COUNTY TAX: FY23 Adopted \$7,254,738: State of NH DRA confirmed \$7,785,827.

Rochester FINANCE Department**WATER-SEWER SPECIAL REVENUE FUNDS:****Summary Water-Sewer Funds:**

Water Fund FY23 Adopted Revenues/Expenses \$7,686,468: Revenues 59%, Expenses 74%.

Sewer FY23 Adopted Revenues/Expenses \$10,524,422: Revenues 51%, Expenses 74%.

Note: Water & Sewer revenues decreased approximately 4% from August-31, 2022 Financial Report. This was due to a fiscal year end accrual reclassification of revenues received in FY23 that belonged in FYE22.

Community Center: FY23 Adopted Revenues/Expenses \$941,071: Revenues 77 % collected, Expenses 93 %

Arena Special Revenue: FY23 Adopted Revenues/Expenses \$431,661: Revenues 100% collected Expenses 85%.

ROCHESTER PLANNING DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: June 1 to June 30, 2023

Date: July 3, 2023

Ref: Monthly Report for Planning Department

OVERVIEW

1. Notable Items Related to Land Use Boards

APPLICATIONS REVIEWED BY THE PLANNING BOARD

Planning Board met June 5, 2023 for their Regular Meeting and June 19, 2023 for their Workshop Meeting.

Myhre Family Revocable Trust, 15 Piper Lane (by Norway Plains/Joel Runnals) Major 5-Lot Subdivision. Case# 250 – 28 – S – 23 **Extension APPROVED to December 5, 2023.**

Johnny Lam, 24 Signal Street (by Portsmouth Sign Co./ Carrie Vaughn) Conditional Use Permit for second freestanding sign. Case# 120 – 315 – DC – 23 **Application CONTINUED to July 10, 2023 meeting.**

Wallace Street Mural Application (by Matthew Wyatt) Mural Application for “Mountain Scene” on backside of Waypoint building on Wallace Street. **APPROVED**

Other Items:

The Planning Board also discussed:

- a) Zoning and Site Plan Amendments: As-Built
- b) Charitable Gaming Ordinance – Bingo Inclusion
- c) Master Plan Updates: Natural Resources Chapter and Cultural & Historic Chapter
- d) Review of Inspections and Surety for May 2023
- e) Surety Releases

APPLICATIONS REVIEWED BY THE ZONING BOARD OF ADJUSTMENT
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Zoning Board of Adjustment met on June 14, 2023

Z-23-04 Aranosian Oil Company, Inc. & Aranco Realty, Inc Seeks a *Variance* from Section 30.3 to permit the expansion of a non-conforming use (a gas station) and seeks a variance from Table 19-A, lot coverage where 35% is allowed and they are proposing 70.7%
Applicant request a continuance to the 7/12/2023 meeting.

Location: 160 & 162 Charles Street, Map 128 Lots 214 & 215 in the Residential-2 and Neighborhood Mixed Use Zones

The application was continued to the July 12, 2023 meeting.

Z-23-15 Packy's Investment Properties, LLC Seeks a *Variance* from Section 12 to permit the construction of solar trackers within the wetland buffer setback.

Location: 17 Sterling Drive, Map 208 Lot 18 in the Granite Ridge Development Zone

The Zoning Board approved the Variance because all criteria have been met.

Z-23-16 Steven Magri Seeks a *Variance* from Table 19-A to permit a two-family dwelling on a lot that has less frontage than required. **Public Hearing.**

Location: 55 Lafayette Street, Map 124 Lot 170 in the Residential-2 Zone

The Zoning Board approved the Variance because all criteria have been met.

Z-23-17 SWD Property Management, LLC Seeks a *Variance* from Table 18-B to permit the construction of a 10,700 s.f. retail building in the R2 zone. **Applicant requests a continuance to 8/9/2023 meeting.**

Location: 25 Old Dover Road, Map 132 Lot 39 in the Residential-2 Zone

The application was continued to the August 9, 2023 meeting.

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

Conservation Commission met on June 28, 2023

NHDES Applications: There were no applications submitted for this meeting.

Notice of Intent to Cut Wood or Timber/ Intent to Excavate: There were no Notices of Intent to Cut Wood or Timber for this meeting.

Conservation Overlay District

- a) 10 Shelby Lane; Tax Map 138 Lot 11
Conditional Use Permit Application for proposed shoreland buffer impacts.
Application was recommended for approval with conditions.

Other Items:

The Conservation Commission also discussed:

- a) Public Outreach Event – Monday, July 17th @ 5:00pm
- b) Reports:
 - a. Zoning Board of Adjustment Review – 17 Sterling Drive
 - b. Technical Review
 - c. Planning Board Review

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission met on June 21, 2023.

G & P Boston Properties, LLC, 55 North Main Street, Progress update on the construction a new six story 55,000 s.f. residential building with commercial space on ground floor. Case # 121 – 372 – DTC – 21

The Commission was given a progress update on the new building being constructed.

ARTS AND CULTURE COMMISSION ACTIVITIES

The Arts & Culture Commission met on June 21, 2023.

3 Wallace, Main Street Program/Matthew Wyatt Mural Application

The Arts & Culture Commission supports the mural installation on Wallace Street.

The Arts & Culture Commission discussed:

- a) Finalization of the Poet Laureate Book
- b) Art Awards Call for Nominations/Criteria

2. Notable Events Related to Land Use Board Workshop Items

Natural Resources Master Plan and Historical and Cultural Resources Master Plans have started the update process. Website has been created:

<https://www.rochesternh.gov/planning-development/master-plan-updates>

Master Plan surveys are available on the website.

Outreach event for the Cultural and Historic Master Plan was a huge success in May with more than 40 folks attending. We are hoping that the upcoming July 17th Natural Resource Master Plan Outreach event at 5PM at Hanson Pines is as much of a success. Please attend both to give your input on the future of Natural Resources in the City and to hear what others have to say!

3. Training

Planning Department Staff and Planning Board members are participating in the Housing Academy training put on by New Hampshire Housing as part of the Housing Opportunities Grant we received.

4. Ordinance/Regulation Highlight of the Month

Zoning Ordinance Section - Overlay Districts

Rochester's Zoning Overlay Districts are established in recognition of special conditions which exist in each of these areas. Each overlay district establishes additional requirements above and beyond those of the base zoning district. In case of any conflict between the requirements of the base and overlay districts the more restrictive provision shall apply.

Rochester's Overlay Districts include:

- a. Aquifer Protection Overlay District
- b. Aviation Overlay District
- c. Conservation Overlay District
- d. Flood Hazard Overlay District
- e. Historic Overlay District
- f. Special Downtown Overlay District

Each of these overlay districts is shown on the GIS Zoning Map located on the City's GIS webpage. If you need help trying to navigate the GIS system feel free to give us a call and we can help you out!

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City Clerk's Office

ROCHESTER DEPARTMENT OF RECREATION AND ARENA MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Steve Trepanier, Assistant Director of Recreation and Arena

Date: July 12, 2023

Ref: March 2023 Monthly Report for Recreation and Arena

OVERVIEW

1. Program Highlights

During the summer, our toddler play group will be meeting at remote playgrounds, parks to host toddler play group. First location was Hanson Pines playground. Summer camp training was in full swing June 19-23. Summer camp started on June 26th with 120 excited campers and 22 staff. All 3 pool sites were open to the public for the swim season June 24th.

Our seniors were treated to a trip to Sugar Hill NH to view the Lupines and also enjoyed a nice pancake brunch at Pollys Pancake Parlor.

2. Community Events at Rec and Arena

June 3 our department was part of the YMCA Healthy Kids Day at the Lowell St property.

The community center was opened for the Spaulding High School graduation/ & Rlay for life to assist with overflow of patrons needing to use facilities.

3. Monthly Program Numbers: June

Program	Sum of count
Adult Pickleball (Sundays)	106
Adult Pickup Sports	1
Adult Volleyball	98
Bingo	122
Chair Yoga	130
Cribbage for Seniors	32
FOG Drop In (Sunday)	46
Frisbie Lunch & Learn	33
Iyengar Yoga	37
Iyengar Yoga	13
Kundalini Yoga	19
Line Dancing	47
Mah Jongg	20
Public/Community Swim (ER)	150
Public/Community Swim (GN)	127
Public/Community Swim (HP)	400
Quilting & Crafting	34
RSCA Drop-In	25
Senior Aqua Zumba	24
Senior Breakfast/Cookout	27
Senior Cardio Drumming	96
Senior Mobility Class	82
Senior Power Hour	216
Senior Swim	75
Senior Tech Support	9
Senior Trips	26
Senior Zumba Gold	96
Summer Camp	121
Teen Travel Camp	24
Toddler Play Group	89
Grand Total	2325

4. Community Events at Rec and Arena

Teen night on April 1st. Had over 80 participants

Rec partnered up with Rochester Main Street to help facilitate the Rochester Cares Clean up Day on April 22. Staff assisted with check in and making rounds to check in on locations and provide supplies as needed. Staff also volunteered and picked Hanson Pines as their location of choice for the clean up.

The Arena played host to the City of Rochester's Rabies clinic on April 29th.

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City Clerk's Office

ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: June 1 – June 30

Date: July 12 , 2023

Ref: Monthly Report for Fire Department

OVERVIEW

1. Personnel Updates

Shift Staffing:

- Full Staffing – 10 personnel on-duty – **90% of shifts in June**
- One FF Short – 9 personnel on-duty – **10% of shifts in June**
- Two FF's Short – 8 personnel on-duty – **0% of shifts in June**

Anniversaries:

- FF James “Larry” Coon celebrated 3 years with RFD

Staffing Updates:

- Firefighter Matt Furtney departed RFD on June 3, 2023

2. Notable Items Related to Ongoing Operations

TYPE OF CALL	6/2022 – 05/2023 Previous Year (Calendar)	June 2022	June 2023
Building Fires	26	2	2
Cooking Fires	13	1	1
Vehicle Fire	13	4	2
Carbon Monoxide Present	19	0	0
Emergency Medical Calls	1098	109	80
Vehicle Accidents (Injury)	142	15	14
Vehicle Accidents (No Injury)	91	23	21
Alarms	1393	25	30
Service Calls	205	13	16
Other	945	77	83
TOTAL CALLS	3945	269	249

Community Risk Reduction

- 1) Participated in Camp Coney Pines Family Safety Day provided an engine for a Touch-a-Truck and a certified car seat technician.
- 2) DC Hughes attended the National Fire Protection Association Conference and the NH Building Associations Compliance Officer training.
- 3) Pyrotechnic inspections were completed, 14 permits issued and 2 were denied.

FY23 Community Risk Reduction and Prevention Services

Permits Issued	Sprinkler Systems	Fire Alarms	Hood Suppression	Tank Removal
198	39	31	4	1
\$27,139	\$19,810	\$6,822	\$375	\$25

Blasting	Place of Assembly	Pyrotechnics	Fire & Life Safety	Approvals & Reviews
2	32	16	74	843
\$50	No Fees Associated	\$75	No Fees Associated	Included in permit fees

Inspections Completed	Car Seat Installations
395	31

3. Notable Items Related to Unusual Operations

On June 26th at 4:45 am, dispatch received a call for a barn fire at 44 Sheepboro Road. RFD responded with 2 Engines, Tanker 7, and Truck 6. Car 5 arrived first and found the barn fully involved. A code 25 was struck for coverage of the city. The barn was away from the primary residence and crews quickly got water on the remaining structure. This was during a violent thunderstorm and driving rains. Car 1 and 2 arrived shortly after as well as Deputy Hughes. It was later determined that the fire was caused by a lightning strike. The building and its contents were a complete loss. The owner did have insurance and we provided all reports and support as needed.



On June 28th at approximately 4:10 pm, the city experienced another serious thunderstorm move through. A lightning strike was seen in the area of Spaulding High School. Dispatch toned for an alarm sounding on Eastern Ave. Crews responded there and found no issues and reset the alarm. As crews were being released from Eastern Ave, dispatch toned us for a structure fire at 10 Orchard Street. Car 2 was on Wakefield Street at the time and responded. Car 2 arrived to find a working fire in the attic of a 30x50 2 story barn. A first alarm was struck, and the first crews made an aggressive attack on the fire. We had a full response from RFD as well as Dover, Somersworth and Milton who responded for mutual aid. Car 1 and Deputy Hughes also responded. The barn had a metal roof, and this made the extinguishment tough. Truck 6 was set up and the water supply was from a hydrant on Orchard Street. The fire was put under control quickly and tarps were used to protect a car and other valuables inside the barn. The owner had insurance and we provided all reports and support as needed. The building remained stable and usable after the fire. The fire was caused by a direct lightning strike.



For the month of 2023, the Fire Department transmitted a code 25 – 5 times and 1 first alarm.

*A call back is when off-duty firefighters and officers are called in to cover the city during a time in which the on-duty shift is unable to cover due to multiple calls simultaneously or the severity of the call and/or calls

Listed below are the dates and reasons why a code 25 was transmitted:

- 6/5/23 – A serious car accident at the Rochester Post Office and 3 other calls simultaneously.
- 6/12/23 – A serious car accident on Rte.11 in Farmington. Patient was trapped in the car. RFD was called for mutual aid response for the use of our rescue tools.
- 6/15/23 – For multiple calls simultaneously.
- 6/19/23 – A structure fire in Strafford, NH. RFD was called for mutual aid for assistance with water and personnel.
- 6/26/23 – A structure fire at 44 Sheepboro Rd Rochester.
- 6/28/23 – First alarm structure fire at 10 Orchard St.



ROCHESTER POLICE DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager
From: Gary M. Boudreau, Chief of Police
Date: 07/10/2023
Ref: Monthly Report for June 2023

OVERVIEW

1. Personnel Updates

Personnel: Filling open Dispatch vacancies is still a critical need.

Officer Jack Settele and Officer Rachel Hill graduated from the 192nd New Hampshire Police Academy on June 16. Officer Settele was the recipient of the Arthur D. Kehas award, one of the police academy's highest honors.

We have a retirement of Dep. Chief Thomas in August.

2. Notable Items Related to Ongoing Operations

K9 Ripley and Officer Hatch went on a track for an elderly male who had been missing for several hours. He was located by others in Milton. K9 Ripley and Officer Hatch Completed a recertification for obedience, evidence detection and tracking.

22 background checks were completed for new residents in housing. This surpasses the high of last month at 19.

We continue to work on filling vacant dispatch positions. Unfortunately a resignation of a dispatcher in training was received this period. We do have two backgrounds underway, and one conditional offer extended. If those positions are filled, it will leave us with two vacancies.

The FY23 budget has come to an end. We had no major concerns and ended in good financial shape.

Comp Stat:

We do not have a report this period. The Crime Analyst has resigned due to a relocation out of State. We are in the process of interviewing for a new analyst with Lexis Nexis.



Community Engagement /Problem Oriented Policing.

Officer Kimbrough attended planning meetings for National Night Out, Thank-a-Cop Day, and Crimeline golf tournament. He gave presentations in the community including scam recognition at the Roberge Manor, and “Stranger Danger” to the Girl Scouts. He also assisted with oral board exams at the Spaulding High School for their Criminal Justice program. And he gave an active shooter presentation at the Recreation Department.

The POP unit Collaborated with another area POP unit on an Organized Retail Crime Enterprise investigation that recovered thousands of dollars of stolen merchandise.

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

We remain in need of qualified school crossing guards. There are now nine (9) vacancies.

Staffing in the Communications Center is still at a critical shortage.

4. Training

From 06/23/23 to 06/24/23, Lt. Elizabeth Turner attended the Wellness and Resilience Conference presented by Districts 1 and 2 Law Enforcement Training Council in Portland, Maine.

Officer Zachary Bernstein and Officer Ryan Ball started the 193rd New Hampshire Police Academy on June 12.

As of 06/30/23, all sworn personnel have completed the annual mandated online training courses of “3x2’s Ethics, De-Escalation, and Implicit Bias” as directed by PSTC.

Other Notable Training completed this period included: Certification as Glock handgun armorers (2). Crisis Intervention Team (CIT) Mental Health Awareness and De-Escalation Training (5), Defense Tactics Instructor Training

ROCHESTER LIBRARY DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: June 1, 2023 - June 30, 2023

Date: Jul 12, 2023

Ref: Monthly Report for Library

OVERVIEW

1. Personnel Updates

The library was pleased to welcome Casey Houlahan on June 5, 2023 into a library assistant position.

2. Notable Items Related to Ongoing Operations

There was a total of 12,018 items circulated with 11,115 people visiting the library in the month of June. Two hundred thirty-six patrons used the library's Internet computers. Interlibrary loan activity included 106 materials borrowed from other libraries and 137 loaned to other libraries.

Thursday, June 15th the Teen Room held a drop-in craft program at 3pm with all materials available to paint inspirational rocks to go along with the summer reading program theme *All Together Now*.

The *Write-In Group* continued to meet the first and third Thursday of the month. Participants focus on works-in-progress surrounded by other aspiring writers.

The Friends of the Rochester Library Book Club met Monday, June 12th, and featured *O Pioneers!* by Willa Cather.

On June 8th, a new podcast episode of Off the Shelf with Marie & Katherine was released. Marie and Katherine recommended several books, movies, and audiobooks that are more under the radar, most of which are readily available at the Rochester Public Library or through one of the free online services the library has to offer.

The True Crime Club met Tuesday, June 27th at 6pm in the Rose Room. This club is for true crime fanatics. This is a casual group with no required reading. Each month participants can talk about current and cold cases, swap documentaries, podcast, and book recommendations.

The Teen Book Group met on Monday, June 5th at 6pm and was held in the Teen Room. Mystery titles, including series were discussed this month.

The Teen Advisory Board (TAB) meeting was held Monday, June 12th at 6pm. Teens were encouraged to come hang out, eat snacks, and share ideas for library programs, groups, activities, and use positive messages to decorate the Teen Room for the Summer Reading Program.

The Teen Room continued to host drop-in activities after school during the week. Tuesdays featured writing activities, Wednesdays STEAM activities, and Thursdays feature board and card games. June also began the Teen Summer Reading Program with Coloring, Drawing, Bracelet Making, Puzzles and Dungeons & Dragons every Wednesday.

Featured Adult Services Book Displays for the month of June included: *RIP Cormac McCarthy*, *Beach Reads*, *Pride* with a pride button giveaway and *Swoon worthy Reads*, *How Does Your Garden Grow*, *June is Aquarium Month* - book displays; *Summer Viewing* - DVDs display.

The library was pleased to present the artwork of the students of artstream during the month of June.

Three hundred thirty-two of our library patrons downloaded 1,655 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 530 digital downloads from Hoopla.

3. Library Programming

The month of June brought the start of Summer Reading Programs for Children's, Teen and Adult services themed *All Together Now*. The Children's Room held a kick-off party for this year's summer reading program with over 675 children and adults attending. They enjoyed bubbles & magic from Sages Entertainment, participated in a Story Walk®, met Koda – a certified therapy dog, enjoyed a frozen treat and signed up for the 2023 Summer Reading Programs.

The Children's Room began taking advantage of the nice weather and the outdoor lawn space at the library by offering Pop-Up Story Times with over 72 children attending in June. Pop-up Story Times are announced on the Children's Room Facebook page and Instagram by 9:15am and email subscribers also get a notification in their inbox. Story Times are geared toward children 2-6 but the whole family is welcome to attend.

Keeping up with the Summer Reading Program theme *All Together Now* while promoting kindness, friendship and unity, a beautiful garden sign was donated by a patron to decorate our *Take a Rock for Motivation*, *Leave a Rock for Inspiration* painted rock flowerpot. This is in the library garden filled with rocks painted by teens during a YA library program.

Starting June 20th, *Musical Moments with Abby – Sing, Say, Move, and Play* was held on the lawn outside the Children’s Room for infants and toddlers 4 years and younger. This program was designed to expose young children to the world of music and will be hosted at the library every Tuesday through August 1st .

Wednesday, June 21st the Children’s Room celebrated international Yoga Day with Family Yoga on the library lawn for adults and children of all ages.

Wednesday, June 7th the library was pleased to host long time sportswriter, Mike Whaley. Mike spoke about favorite stories and columns from his over 30 years in the newspaper business that he’s compiled into his book, *A Pen for All Seasons*.

Friday, June 23rd the library was proud to present a DIY Plant Hanger program with our very own Emerging Technology Specialist, Jessica Carroll. Participants brought a pot, the library supplied the twine, and Jessica shared her expertise.

Friday, June 30th the library was pleased to present Keith Gentili for a talk about his new book, *White Mountains State: A Four-Year Journey Hiking and Summitting New Hampshire’s 48 Highest Peaks*, and to share his unique perspective on hiking in the White Mountains.

Our Lead Programming Librarian, Abby Rosselli hosted a Houseplant Clipping Swap on the top floor of the library for the month of June. All plant enthusiasts were welcomed to bring a healthy, rooted houseplant clipping into the library, then pick-out a new plant clipping to take home to enjoy.

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City Clerk's Office

ROCHESTER TAX COLLECTOR'S OFFICE MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Doreen Jones, Tax Collector

Date: July 7, 2023

Ref: Monthly Report for June 2023

OVERVIEW

City of Rochester Tax Collector's Office

June 30, 2023

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2023	Semi Annual	36,284,477	25,213,955.06	69.49%	11,070,521.94	30.51%
2022		72,060,382	71,307,233.59	98.95%	753,148.41	1.05%
2021		69,388,398	68,874,073.04	99.26%	514,324.96	0.74%
2020		68,438,739	68,090,464.43	99.49%	348,274.57	0.51%
2019		66,169,796	65,974,350.73	99.70%	195,445.27	0.30%
2018		63,834,824	63,699,832.26	99.79%	134,991.74	0.21%
2017		60,524,791	60,429,451.15	99.84%	95,339.85	0.16%
2016		58,196,003	58,133,895.11	99.89%	62,107.89	0.11%
2015		56,938,119	56,897,069.36	99.93%	41,049.64	0.07%
2014		55,068,779	55,032,716.13	99.93%	36,062.87	0.07%
2013		53,324,262	53,294,231.15	99.94%	30,030.85	0.06%
2012		50,952,912	50,928,353.30	99.95%	24,558.70	0.05%
2011		48,856,892	48,836,563.39	99.96%	20,328.61	0.04%
2010		47,308,832	47,294,213.91	99.97%	14,618.09	0.03%
2009		46,898,827	46,889,568.03	99.98%	9,258.97	0.02%
2008		46,522,769	46,517,269.88	99.99%	5,499.12	0.01%
2007		42,964,450	42,960,514.22	99.99%	3,935.78	0.01%
2006		40,794,160	40,791,934.93	99.99%	2,225.07	0.01%
2005		38,024,453	38,023,159.27	100.00%	1,293.73	0.00%
2004		36,065,496	36,063,969.69	100.00%	1,526.31	0.00%
2003		33,310,579	33,309,167.95	100.00%	1,411.05	0.00%
2002		29,725,878	29,724,928.84	100.00%	949.16	0.00%
				Total Uncoll:	13,366,902.58	33.95%

Online Credit Card Payments (Citizen Self Service)		
CSS Count FY 23		
Month	Total \$\$	# of Payments
July	\$ 1,204,564.72	1248
Aug	\$ 389,050.60	861
Sept	\$ 258,721.73	781
Oct	\$ 214,015.14	753
Nov	\$ 185,664.75	761
Dec	\$ 962,165.57	1068
Jan	\$ 1,525,359.43	1226
Feb	\$ 750,455.86	915
Mar	\$ 566,623.51	1216
Apr	\$ 183,182.25	695
May	\$ 187,858.09	818
June	\$ 1,022,198.71	1106
Totals	\$ 7,449,860.36	11448
Auto Registrations FY23		
Month	Total	# of Transactions
July	\$ 467,444.60	3193
Aug	\$ 526,654.45	3512
Sept	\$ 513,443.36	3413
Oct	\$ 546,911.58	3166
Nov	\$ 448,879.60	2914
Dec	\$ 461,535.73	2821
Jan	\$ 419,886.35	2710
Feb	\$ 442,434.45	2782
March	\$ 581,555.70	3731
April	\$ 530,090.11	3620
May	\$ 549,948.19	3761
June	\$ 526,742.26	3513
Totals	\$ 6,015,526.38	39136



ROCHESTER WELFARE DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

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

Date: July 11, 2023

Report Dates: June 01, 2023- June 30, 2023

Ref: Monthly Report for Welfare Department

OVERVIEW

1. Personnel Updates

None

2. Notable Items Related to Ongoing Operations

In recent months, largely due to the phased ending of ERAP funding, there has been an increasing trend of sought assistance from renters.

June reports a notable, yet expected general assistance increase from June 2022 when ERAP funding was available. Increased rental assistance is consistent with many municipal welfare department throughout the state.

Rental rates are higher throughout New Hampshire, including Rochester, than prior to the pandemic and the beginning of ERAP funding. Higher rental rates are resulting in direct increased costs in voucher assistance. Also, indirect increased costs due to less available income to rental outlays, results in less household budget resilience.

An increasing number of residents report evictions due to owners/landlords remodeling buildings/apartments, with resulting limiting higher alternative rental cost options.

3. Notable Events Related to Unusual Operations

Federal Emergency Temporary Housing (ETH) assistance for motels/hotels for people without children ended on April 1st. Assistance for families ended on June 15th. The Welfare department collaborated and coordinated with Community Action and municipalities of origin to maximize effectiveness with determining type of continued need.

That vast majority of families were no longer in need of emergency motel housing assistance and efforts to coordinate to municipalities of origin were successful.

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

The My Friend Shelter, in Dover, has been temporarily closed for housing services. However, it plans to re-open within the next couple of months. The shelter's closure for services has caused an increase in emergency housing motel expenses for Rochester. This additional spending emergency housing motel assistance should lower when the shelter re-opens. The welfare department is in communication with the shelter.

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.

6. Affected Business Processes or Systems

SB 110 was approved by the state legislature in June. SB 110 updates residency, for municipal local welfare purposes only, for people receiving temporary services from hospitals, correctional facilities, treatment program centers, and emergency sheltering services, including motels paid for by a municipality or other service providers outside of a municipality of origin. In addition, SB 110 fosters increased municipal support for emergency housing and substance use programs, by minimizing the host service municipality's local welfare liability for people from outside of a municipality of origin. SB 110 was supported by the NH Local Welfare Administrators Association and will benefit the city of Rochester.

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 June 2023

General Assistance represents an average cost per case/family of \$471.96 and case/Individual of \$459.76 for this month.

Total voucher assistance issued: **\$21,938.33**

There was an increase of \$18,163.44 in assistance issued this month compared to June 2022. There was an increase of \$2,895.51 in vouchers issued this month compared to last month.

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

20 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 \$13,091.33

The office reported 125 formal case notes for this period.

9. Other / In The News/Helpful Links

None this month.