



**City of Rochester, NH**  
**Preamble for June 16, 2020 City Council Public Hearing and**  
**Special Meeting**

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

a.) **Providing public access to the meeting by telephone:** At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. Some meetings will allow live public input, however you must have pre-registered online, otherwise, the meeting will be set to allow the public to "listen-in" only, and there will be no public comment taken during the meeting. [Public Input Registration](#) (Please note: In order to notify the meeting host that you would like to speak, press 5\* to be recognized and unmuted)

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

b.) **Public Access Troubleshooting:** If any member of the public has difficulty accessing the meeting by phone, please email [PublicInput@RochesterNH.net](mailto:PublicInput@RochesterNH.net) or call 603-332-1167.

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

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

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City Clerk's Office

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

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

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

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**City Council Public Hearing  
June 16, 2020  
School Department Board Room #2  
Community Center – 1<sup>st</sup> Floor  
6:30 PM**

**Agenda**

- 1. Call to Order**
- 2. Resolution Authorizing Supplemental Appropriation from General Fund Unassigned Fund Balance in the amount of \$350,000.00 for the Purchase of 55 North Main P. 9**
- 3. Resolution Authorizing Acceptance of a \$1,664,000.00 Grant from the New Hampshire Department of Environmental Services (NHDES) Drinking Water/Groundwater Trust Fund (DWGWTF) and a \$993,000.00 Grant from the MTBE Remediation Bureau Fund and Supplemental Appropriation to the Water Fund CIP in an amount of \$3,888,000.00 for Route 202A Water Main Extension Project In Connection Therewith P. 11**
- 4. Adjournment**

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City Clerk's Office

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**City Council Special Meeting  
June 16, 2020  
School Department Board Room #2  
Community Center – 1<sup>st</sup> Floor  
*Immediately following the Public Hearing***

**Agenda**

- 1. Call to Order**
- 2. Roll Call**
- 3. Resolution Authorizing and Approving Fiscal Year 2020 – 2021 Capital Budget for the City of Rochester and Authorizing Borrowing in Connection Therewith *second reading and consideration for adoption* P. 17**
- 4. Resolution Approving Fiscal Year 2020 – 2021 Operating Budget for the City of Rochester *second reading and consideration for adoption* P. 19**
- 5. Resolution Authorizing Acceptance of a \$1,664,000.00 Grant from the New Hampshire Department of Environmental Services (NHDES) Drinking Water/Groundwater Trust Fund (DWGWTF) and a \$993,000.00 Grant from the MTBE Remediation Bureau Fund and Supplemental Appropriation to the Water Fund CIP in an amount of \$3,888,000.00 for Route 202A Water Main Extension Project In Connection Therewith *second reading and consideration for adoption* P. 11**
- 6. Resolution Authorizing the Department of Public Works (DPW) to Apply for a Loan From the Clean Water State Revolving Fund (CWSRF) in the Amount of \$1,200,000.00 for the Route 11 Pump Station Upgrade Project *first reading and consideration for adoption* P. 21**
- 7. Resolution Authorizing the Department of Public Works (DPW) to Apply for a Loan From the Clean Water State Revolving Fund (CWSRF) in the Amount of \$4,900,000.00 for the Woodman Area Improvement Project *first reading and consideration for adoption* P. 25**

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City Clerk's Office

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- 8. Resolution Authorizing the Department of Public Works (DPW) to Apply for a Loan From the Clean Water State Revolving Fund (CWSRF) in the Amount of \$4,000,000.00 for the Colonial Pines Sewer Extension Project-Phase 3 *first reading and consideration for adoption* P. 29**
- 9. Resolution Approving Cost Items Associated with Proposed City of Rochester Multi-Year Collective Bargaining Agreement with New England Police Benevolent Association Local 123 (Communications Personnel) *first reading and consideration for adoption* P. 33**
- 10. Department Reports P. 37**
- 11. Non-Public/Non-Meeting**
  - 11.1 Non-Public Session – Land, RSA 91-A:3, II (d)**
- 12. Adjournment**

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City Clerk's Office

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**Resolution Authorizing Supplemental Appropriation from General Fund Unassigned Fund Balance in the amount of \$350,000.00 for the Purchase of 55 North Main**

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

That the sum of Three Hundred Fifty Thousand Dollars (\$350,000.00) be, and hereby is, appropriated to pay for the costs associated with the City's acquisition of the property located at 55 North Main Street, Rochester. 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 accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution and to establish special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded.

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**Resolution Authorizing Acceptance of a \$1,664,000.00 Grant from the New Hampshire Department of Environmental Services (NHDES) Drinking Water/Groundwater Trust Fund (DWGWTF) and a \$993,000.00 Grant from the MTBE Remediation Bureau Fund and Supplemental Appropriation to the Water Fund CIP in an amount of \$3,888,000.00 for Route 202A Water Main Extension Project In Connection Therewith**

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

The City of Rochester hereby accepts a grant from the NHDES DWGWTF in the amount of One Million Six Hundred Sixty Four Thousand Dollars (\$1,664,000.00) and a grant from the MTBE Remediation Bureau Fund in the amount of Nine Hundred Ninety Three Thousand Dollars (\$993,000.00).

It is further resolved that the amount of Three Million Eight Hundred Eighty Eight Thousand Dollars (\$3,888,000.00) is hereby appropriated as a supplemental appropriation to the Department of Public Works Water CIP fund for the purpose of paying costs associated with the Route 202A Water Main Extension

The cash funds for this supplemental appropriation shall be derived as follows: Nine Hundred Ninety Three Thousand Dollars (\$993,000.00) from an MtBE Remediation Bureau Grant, One Million Six Hundred Sixty Four Thousand Dollars (\$1,664,000.00) from an NHDES DWGWTF Grant, and One Million Two Hundred Fifty One Thousand Dollars (\$1,251,000.00) from the Water Fund Retained Earnings Account.

Still further, the City Manager and Deputy City Manager are hereby authorized to execute all documents necessary to complete the above transactions on behalf of the City.

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

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City Clerk's Office

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

[Empty box for Summary Statement]

**RECOMMENDED ACTION**

[Empty box for Recommended Action]

**AGENDA BILL - FUNDING RESOLUTION**

**EXHIBIT**

Project Name:

Date:

Fiscal Year:

Fund (select):

GF       Water       Sewer       Arena

CIP       Water CIP       Sewer CIP       Arena CIP

Special Revenue

Fund Type:      Lapsing

Non-Lapsing

**Deauthorization**

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

**Appropriation**

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

**Revenue**

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

DUNS #

CFDA #

Grant #

Grant Period: From   
To

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

Reimbursement Request will be reduced

Funds will be returned

# Rochester NH Route 202A Water Main Extension Project Budget

Date: 4/27/2020

## Budget Summary

Route 202A Water Main Extension and Storage Tank Project	DWGTF Approved Application June 2018 <sup>1</sup>		Revised April 2020 Request <sup>1</sup>		Change <sup>1</sup>
	Cost Breakdown	% of Total Project Cost	Cost Breakdown	% of Total Project Cost	
Estimated Total Project Cost	\$8,866,000	--	\$12,754,000	--	\$3,888,000
City Contribution	\$1,466,000	16.5%	\$1,466,000	11.5%	\$0
Private Contribution	\$0	0%	\$1,251,000	9.8%	\$1,251,000
MtBE Fund	\$2,307,000	26%	\$3,300,000	26.0%	\$993,000
Anticipated Loan	\$1,293,000	14.6%	\$1,293,000	10.2%	\$0
Anticipated Grant	\$3,800,000	42.9%	\$5,444,000	42.5%	\$1,644,000
Total %		100%		100%	

**Resolution Authorizing and Approving Fiscal Year 2020-2021  
Capital Improvements Program (CIP) Budget for the City of Rochester  
and Authorizing Borrowing in connection therewith**

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

That the Capital Improvements Program budget for the City of Rochester for fiscal year 2020-2021 (July 1, 2020 to June 30, 2021) in the total amount specified in **Exhibit A** annexed hereto, be, and hereby is, authorized and appropriated, and, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, is hereby authorized to arrange borrowing to finance a portion of said Capital Improvements Program budget appropriation as identified on **Exhibit A** annexed hereto.

The aforementioned borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter. The useful lives of the capital projects for which borrowing is authorized by this resolution shall be more particularly set forth in the "City of Rochester, New Hampshire, Adopted CIP Budget, Fiscal Year 2021 (July 1, 2020 –June 30, 2021), as amended.

**CAPITAL BUDGET SUMMARY**

	<b><u>Adopted</u></b>
<b>Capital Appropriations:</b>	
City	\$8,412,000
School	\$1,883,500
Water Works	\$ 1,410,000
Sewer Works	\$ 920,000
Arena	\$ -
Community Center	\$ -
Tax Incremental Financing Districts	\$ -
<b>Total Appropriations</b>	<b><u>\$ 12,625,500</u></b>
 <b>Source of Revenues</b>	
<b>General Fund</b>	
Bonding and/or other Borrowing	\$8,478,500
Operating Budget	\$1,790,000
Other Sources	\$ 27,000
<b>Subtotal General Fund Revenues</b>	<b><u>\$ 10,295,500</u></b>
 <b>Enterprise Funds &amp; Tax Incremental Financing</b>	
Bonding and/or other Borrowing	\$ 1,895,000
Operating Budget	\$ 435,000
<b>Subtotal Enterprise Funds &amp; Tax Incremental Financing</b>	<b><u>\$ 2,330,000</u></b>
 <b>Total Revenues</b>	 <b><u>\$ 12,625,500</u></b>

**Resolution Approving Fiscal Year 2020-2021  
Operating & Maintenance (O&M) Budget for the City of Rochester**

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

That a twelve (12) month operating budget for the City of Rochester be, and hereby is, approved and appropriated for the period beginning July 1, 2020 and ending June 30, 2021 in the amounts and for the purposes more particularly set forth in the City of Rochester, Adopted Operating & Maintenance (O&M) Budget, Fiscal Year 2021 (July 1, 2020 - June 30, 2021), as amended, the provisions of which are incorporated herein by reference thereto by attached **Exhibit A**.

This budget may be reconsidered before the tax rate is set if City, School and/or County revenues are changed by the State of New Hampshire or by the Federal Government. The budget appropriations contained in this Resolution are predicated upon projected revenues as more particularly set forth in the City of Rochester, Adopted Operating & Maintenance (O&M) Budget, Fiscal Year 2021 (July 1, 2020 - June 30, 2021), as amended, the provisions of which are incorporated herein by reference thereto.

**OPERATING BUDGET SUMMARY**

<b>Appropriations:</b>	<b><u>Adopted</u></b>
City	\$ 33,576,916
City Grants and Donations	\$ 70,000
Community Center	\$ 889,241
County Tax	\$ 6,941,353
Overlay	\$ 350,000
Estimated Veteran's Credits	\$ 675,125
State Property Tax	\$ 5,160,517
School	\$ 72,195,431
School Federal Grants	\$ 3,210,000
School Lunch	\$ 1,900,000
Water Works	\$ 6,710,052
Sewer Works	\$ 8,341,303
Arena	\$ 416,031
Tax Incremental Financing Districts	\$ 1,218,358
<b>Sub Total</b>	<b><u>\$ 141,654,327</u></b>
<b>Revenues:</b>	
City	\$ 11,048,884
Use of Fund Balance	\$ 1,000,000
City Grants and Donations	\$ 70,000
Community Center	\$ 889,241
School	\$ 38,699,546
School Federal Grants	\$ 3,210,000
School Lunch	\$ 1,900,000
Water Works	\$ 6,710,052
Sewer Works	\$ 8,341,303
Arena	\$ 416,031
Tax Incremental Financing Districts	\$ 1,218,358
Amount to be Raised by Taxes	<b><u>\$ 68,150,912</u></b>
<b>Sub Total</b>	<b><u>\$ 141,654,327</u></b>

**Resolution Authorizing the Department of Public Works (DPW) to Apply for a Loan From the Clean Water State Revolving Fund (CWSRF) in the Amount of \$1,200,000.00 for the Route 11 Pump Station Upgrade Project**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, approve the submission of a loan application in an amount up to One Million Two Hundred Dollars (\$1,200,000.00) to the Clean Water State Revolving Fund (CWSRF) in order to fund the Route 11 Pump Station Upgrade Project.

Further, the Mayor and City Council of the City of Rochester, by adoption of this Resolution authorize the City Manager and/or the Deputy City Manager to act as the City's representative(s) for the execution of all documents necessary to complete the application to the CWSRF.

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City Clerk's Office

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## 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"/>
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FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>
---

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

[Empty box for Summary Statement]

**RECOMMENDED ACTION**

[Empty box for Recommended Action]

**Resolution Authorizing the Department of Public Works (DPW) to Apply for a Loan From the Clean Water State Revolving Fund (CWSRF) in the Amount of \$4,900,000.00 for the Woodman Area Improvement Project**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, approve the submission of a loan application in an amount up to Four Million Nine Hundred Dollars (\$4,900,000.00) to the Clean Water State Revolving Fund (CWSRF) in order to fund the Woodman Area Improvement Project.

Further, the Mayor and City Council of the City of Rochester, by adoption of this Resolution authorize the City Manager and/or the Deputy City Manager to act as the City's representative(s) for the execution of all documents necessary to complete the application to the CWSRF.

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City Clerk's Office

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## City of Rochester Formal Council Meeting

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CHAIR PERSON	

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DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

[Empty box for Summary Statement]

**RECOMMENDED ACTION**

[Empty box for Recommended Action]

**Resolution Authorizing the Department of Public Works (DPW) to Apply for a Loan From the Clean Water State Revolving Fund (CWSRF) in the Amount of \$4,000,000.00 for the Colonial Pines Sewer Extension Project-Phase 3**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, approve the submission of a loan application in an amount up to Four Million Dollars (\$4,000,000.00) to the Clean Water State Revolving Fund (CWSRF) in order to fund the Phase 3 of the Colonial Pines Sewer Extension Project.

Further, the Mayor and City Council of the City of Rochester, by adoption of this Resolution authorize the City Manager and/or the Deputy City Manager to act as the City's representative(s) for the execution of all documents necessary to complete the application to the DWSRF.

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City Clerk's Office

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## City of Rochester Formal Council Meeting

### AGENDA BILL

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

LEGAL AUTHORITY
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**SUMMARY STATEMENT**

[Empty box for Summary Statement]

**RECOMMENDED ACTION**

[Empty box for Recommended Action]

**RESOLUTION APPROVING COST ITEMS ASSOCIATED WITH  
PROPOSED CITY OF ROCHESTER MULTI-YEAR COLLECTIVE  
BARGAINING AGREEMENT WITH NEW ENGLAND POLICE BENEVOLENT  
ASSOCIATION LOCAL 123 (Communications Personnel)**

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

That pursuant to, and in accordance with, the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the cost items associated with the multi-year collective bargaining agreement between the City of Rochester and the New England Police Benevolent Association Local 123 Bargaining Unit, covering the period July 1, 2020 to June 30, 2023, as set forth in the proposed contract, and as more particularly detailed on the attached "**EXHIBIT A: COMMUNICATIONS – 02/27/2020 Tentative Agreement,**" which includes a summary financial analysis of the annual costs of the contract to the City provided by the Rochester Director of Finance, is hereby approved. The provision of funds necessary to fund the aforementioned, and hereby approved, collective bargaining agreement "cost items" in the first year of the agreement will be contained in the Fiscal Year 2021 operating budget of the City.

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City Clerk's Office

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### COMMUNICATIONS - 02/27/2020 Tentative Agreement

City Health Contribution	80/20	80/20	80/20	80/20
Health Plan	SOS \$20/40 RX 10/20/45 DED \$1000/3000			
Projected Health Increase			3.5%	3.5%
Projected Pay Adjustment		MERIT TRACK	COLA & MERIT TRACK	COLA & MERIT TRACK
	<b>Current FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>
<b>Wages</b>				
Base Wage	443,914	473,998	496,020	518,812
Shift Differential	-	10,220	10,220	10,220
Holiday Pay	18,781	20,054	20,985	21,950
Longevity	2,125	2,125	2,450	3,375
Total Wages	464,820	506,397	529,675	554,357
Dollar Change		41,577	23,279	24,682
<b>% Change</b>		<b>8.94%</b>	<b>4.60%</b>	<b>4.66%</b>
<b>Benefits</b>				
FICA	28,819	31,397	32,840	34,370
Medicare	6,740	7,343	7,680	8,038
Health Insurance	112,042	117,307	121,413	125,662
Opt Out	2,400	2,400	2,400	2,400
Dental	3,300	3,300	3,300	3,300
Disability Insurance	4,475	4,778	5,000	5,230
Life Insurance	693	739	774	809
Total Rollups	129,649	135,867	140,567	145,440
Dollar Change		6,219	4,700	4,873
<b>% Change</b>		<b>4.80%</b>	<b>3.46%</b>	<b>3.47%</b>
<b>Totals</b>				
Total Wages Benefits and Rollups	594,468	642,264	670,242	699,797
Dollar Change		47,796	27,978	29,554
<b>% Change</b>		<b>8.04%</b>	<b>4.36%</b>	<b>4.41%</b>

11 Total Employees - 100% FT

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City Clerk's Office

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***May Department Reports:***

- 10.1 Assessor's Office *forthcoming***
- 10.2 Building, Zoning, and Licensing Services P. 41**
- 10.3 City Clerk's Office P. 47**
- 10.4 Department of Public Works P. 51**
- 10.5 Economic & Community Development P. 57**
- 10.6 Finance Office P. 67**
- 10.7 Planning & Development Department P. 75**
- 10.8 Recreation & Arena P. 77**
- 10.9 Rochester Fire Department P. 79**
- 10.10 Rochester Police Department P. 83**
- 10.11 Rochester Public Library P. 101**
- 10.12 Tax Collector's Office *forthcoming***
- 10.13 Welfare Department P. 105**

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City Clerk's Office

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***Forthcoming:  
Assessing...***

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City Clerk's Office

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City Clerk's Office

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# End of Month Council Report

06/11/2020

To the Honorable Mayor and City Council of the City of Rochester, the following is a summary of the revenue collected and the activities performed by the Department of Building, Zoning and Licensing Services for the month of May 2020 with the fiscal Year to Date

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

## Department Revenue

Permit Type	May 2020	Year to Date
Building Permits	\$24,304.00	\$293,262.80
Electrical Permits	\$2,613.00	\$39,254.00
Gas Permits	\$0.00	\$0.00
Plumbing Permits	\$1,342.00	\$15,612.00
Zoning Permits	\$609.20	\$4,012.95
FireSuppression Permits	\$55.00	\$442.00
FireAlarm Permits	\$56.00	\$3,470.00
Sprinkler Permits	\$272.00	\$9,076.00
Mechanical Permits	\$1,650.00	\$37,746.00
Food_Milk Licenses	\$2,912.50	\$9,189.00
Taxi Licenses	\$0.00	\$800.00
General Licenses	\$140.00	\$3,420.00
<b>Net Revenue</b>	<b>\$33,953.70</b>	<b>\$416,284.75</b>

# End of Month Council Report

06/11/2020

## Building Permit Detail

New Permits		May 2020		Fiscal Year to Date	
Permit Type	Permit For	Permits Issued	Estimated Construction Value	Permits Issued	Estimated Construction Value
Building Permits	Addition - Non-Residential	0	\$0.00	4	\$608,500.00
	Addition - Residential	1	\$4,000.00	7	\$283,000.00
	Alteration - Residential	6	\$56,344.00	73	\$1,823,284.00
	Alterations- Non Residential	0	\$0.00	22	\$1,982,932.00
	Apartment	0	\$0.00	10	\$8,056,022.00
	Barn	0	\$0.00	3	\$180,000.00
	Building - Non-Residential	0	\$0.00	5	\$34,284,738.00
	Condo	0	\$0.00	0	\$0.00
	Deck	13	\$33,357.00	72	\$377,697.00
	Demolition	6	\$54,805.00	31	\$206,995.00
	Fence	12	\$50,019.00	54	\$249,310.61
	Footing/ Foundation	4	\$0.00	50	\$307,421.00
	Garage	0	\$0.00	17	\$455,420.00
	Impact Fees	0	\$0.00	1	\$0.00
	Manufactured Home	1	\$70,000.00	16	\$1,311,662.00
	New Home	1	\$300,000.00	37	\$6,474,287.00
	Other	1	\$14,000.00	12	\$263,856.00
	Pool - Above Ground	2	\$16,000.00	7	\$62,750.00
	Pool - In Ground	1	\$40,000.00	4	\$132,350.00
	Repair/Replace - Non-Residential	1	\$500.00	11	\$1,554,457.00
	Repair/Replace - Residential	4	\$25,000.00	37	\$307,341.17
	Roofing	7	\$47,700.00	101	\$2,059,572.00
	Shed	4	\$17,236.00	39	\$131,790.50
	Siding	2	\$9,000.00	13	\$79,248.92
Sign	1	\$5,170.00	20	\$153,167.00	
Windows	2	\$20,606.00	43	\$327,937.00	
Electrical Permits	Electrical Underground	0	\$0.00	3	\$4,200.00
	Generator	3	\$21,800.00	24	\$167,833.00
	Low Voltage	0	\$0.00	4	\$81,000.00
	Meters	0	\$0.00	9	\$86,400.00
	Service	6	\$48,200.00	33	\$401,832.97
	Solar Electric System	3	\$229,835.00	18	\$465,333.00

# End of Month Council Report

06/11/2020

	Temp Service	0	\$0.00	0	\$0.00
	Wiring	28	\$254,349.00	318	\$4,576,600.96
FireAlarm Permits	Fire Alarm Permit	2	\$18,295.00	22	\$296,315.00
FireSuppression Permits	Fixed Fire Suppression System	0	\$0.00	2	\$23,600.00
Mechanical Permits	Air Conditioning	4	\$11,780.00	50	\$479,647.00
	Furnace/Boiler	8	\$91,878.00	180	\$2,001,772.00
	Gas Line	1	\$700.00	22	\$22,670.00
	Gas Piping	9	\$14,760.00	59	\$164,009.00
	Heating	2	\$4,150.00	53	\$1,163,484.00
	Hot Water Heater	3	\$7,850.00	24	\$68,174.00
	Mechanical Underground	0	\$0.00	1	\$900.00
	Other	0	\$0.00	8	\$363,200.00
	Pressure Testing	0	\$0.00	16	\$6,100.00
	Propane Tank	8	\$2,610.00	105	\$49,917.00
	Sheet Metal Work	0	\$0.00	0	\$0.00
	Tank Installation	0	\$0.00	54	\$119,348.08
	Ventilation	0	\$0.00	11	\$77,620.00
Plumbing Permits	Plumbing	11	\$136,250.00	145	\$1,736,102.00
	Water Heater	1	\$6,300.00	12	\$26,533.00
Sprinkler Permits	Fire Sprinkler Systems	4	\$58,600.00	34	\$719,513.00
	<b>Total Permit Issued</b>	<b>162</b>	<b>\$1,671,094.00</b>	<b>1896</b>	<b>\$74,775,842.21</b>



# City of Rochester, New Hampshire

Department of Building, Zoning & Licensing Services

## ZONING MONTHLY REPORT - MAY 2020

### New Cases:

**Z-20-07** Brianne St. Pierre applicant seeks a *Special Exception* from Table 18-A and Article 23.2(a)(1)(a) of the Zoning Ordinance to permit a detached accessory apartment in the R1 Zone.

**Location:** 54 Church St, Rochester, NH 03867, MLB 0142-0019-0000 in the Residential 1 zone.

*Special Exception was APPROVED*

**Z-20-08** Boudreau Living Trust, Bruce Boudreau, Trustee applicant seeks a *Variance* from Table 19-A, to be waived to permit the subject lot to be subdivided into 2 lots consistent with the R-1 frontage and lot area requirements.

**Location:** 68 Ten Rod Rd, Rochester, NH 03867, MLB 0221-0049-0000 in the Agricultural Zone

*Variance was APPROVED*

**Z-20-09** EIP Communications I, LLC applicant seeks *Special Exception* to permit construction, operation and maintenance of wireless communications facility including without limitation 150' tower, associated radio communications equipment and fenced compound in the Agricultural Zone

**Location:** 133 Blackwater Rd, Rochester, NH 03867, MLB 0257-0024-0000 in the Agricultural Zone

*Variance was APPROVED*

**Rehearing of Case:**

**Z-20-01** 717 Rochester Holdings, LLC applicant seeks *Variance* from section 5.5(b)(3) and 5.5(c)(3) of the Zoning Ordinance to permit off-street parking spaces in the front yard of property in the NMU Zone.

**Location:** 717 Columbus Ave, Rochester NH 03867, MLB 0131-0007-0000 in the NMU Zone.

*Variance was APPROVED*

**Motion to Rehear:**

**Z-19-13** Thomas Demchak applicant seeks a *Variance* from section 20.2(q) of the Zoning Ordinance to permit a commercial stable where none of the following requirements will be met:

- i. The minimum lot size required shall be 5 acres.
- ii. The side and rear setbacks for structures housing horses shall be 100 feet from any property line.
- iii. Any storage areas for manure shall be set back at least 200 feet from any lot lines. Manure must be handled according to best management practices.

**Z-19-14** Thomas Demchak applicant seeks a *Variance* from section 23.2(a)(3)(e) of the Zoning Ordinance to permit the keeping of the horses as an accessory use to a residence, not carried out as a business, where the following requirements will not be met:

A lot in the AG District is at least 3 gross acres;

- i. A lot in all other districts is at least 2 gross acres;
- ii. There is an additional  $\frac{1}{4}$  acre of land beyond the minimum specified in iii. and iv, above, for each animal kept beyond the first one;
- iii. No area or structure for the housing, stabling, storage of manure/animal waste, or feeding of animals shall be located within 100 feet of any property line;
- iv. Handling of manure/animal waste must follow best management practices and not be a nuisance for neighbors;
- v. No animals shall be pastured within 25 feet of any side or rear property line except where the abutting property owner consents to a reduced setback.

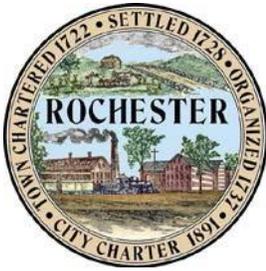
**Z-19-15** Thomas Demchak applicant seeks a *Variance* from section 23.2(a)(3)(e) of the Zoning Ordinance to permit the keeping of the horses as an accessory use to a residence where the following requirements will not be met:

- i. The activity is not carried out as a business;
- ii. A lot in the AG District is at least 3 gross acres;
- iii. A lot in all other districts is at least 2 gross acres; 11

- iv. There is an additional ¼ acre of land beyond the minimum specified in iii. and iv, above, for each animal kept beyond the first one;
- v. No area or structure for the housing, stabling, storage of manure/animal waste, or feeding of animals shall be located within 100 feet of any property line;
- vi. Handling of manure/animal waste must follow best management practices and not be a nuisance for neighbors;
- vii. No animals shall be pastured within 25 feet of any side or rear property line except where the abutting property owner consents to a reduced setback.

**Location:** 72 Crown Point Rd, Rochester, NH 03867, MLB 0235-0050-0000 in the Agricultural Zone.

*Motion to Rehear was Denied*



City Clerk's Office  
 City Hall - First Floor  
 31 Wakefield Street, Room 105  
 ROCHESTER, NEW HAMPSHIRE 03867-1917  
 (603) 332-2130 - Fax (603) 509-1915  
 Web Site: <http://www.rochesternh.net>



## City Clerk's Report May 2020

### Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 113 initial copies of vital records, and 107 subsequent copies of vital records in the month of April. The City Clerk's staff issued 9 Marriage Licenses.

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

- 20 births were reported in Rochester during the month of May, 10 of these children were born to Rochester residents.
- 33 resident deaths were reported in Rochester.
- 3 couples celebrated their wedding ceremony in Rochester during the month of May.

### Revenue – Vital Records/Marriage Licenses

	2019		2020	
	State	City	State	City
Initial/Subsequent copies:	\$3,228	\$2,937	\$1,439	\$1,326
Marriage Licenses:	\$860	\$140	\$387	\$63
<b>Total:</b>	<b>\$4,088</b>	<b>\$3,077</b>	<b>\$1,826</b>	<b>\$1,389</b>

The City Clerk's Office will be opening to walk-in business as of Tuesday June 2, 2020 between the hours of 8:00 AM – 5:00 PM. We intend for the hours of 8:00AM – 9:00 AM to be reserved for seniors and high risk populations. We will be closed between the hours of 1:00PM – 2:00 PM.

## **Dog Licensing**

The City Clerk's office licensed 827 dogs during the month of March. There were \$25 in Civil Forfeiture fees collected. As of June 1<sup>st</sup>, there will be a \$1 penalty fee added for all Rochester dogs who are still unlicensed at that point and the owner's name will be listed on a warrant for further action by the animal control officer. If dog licensing has still not been completed by July, there will be a civil forfeiture fee added to all unlicensed dogs resulting in an additional fee of \$25 per dog.

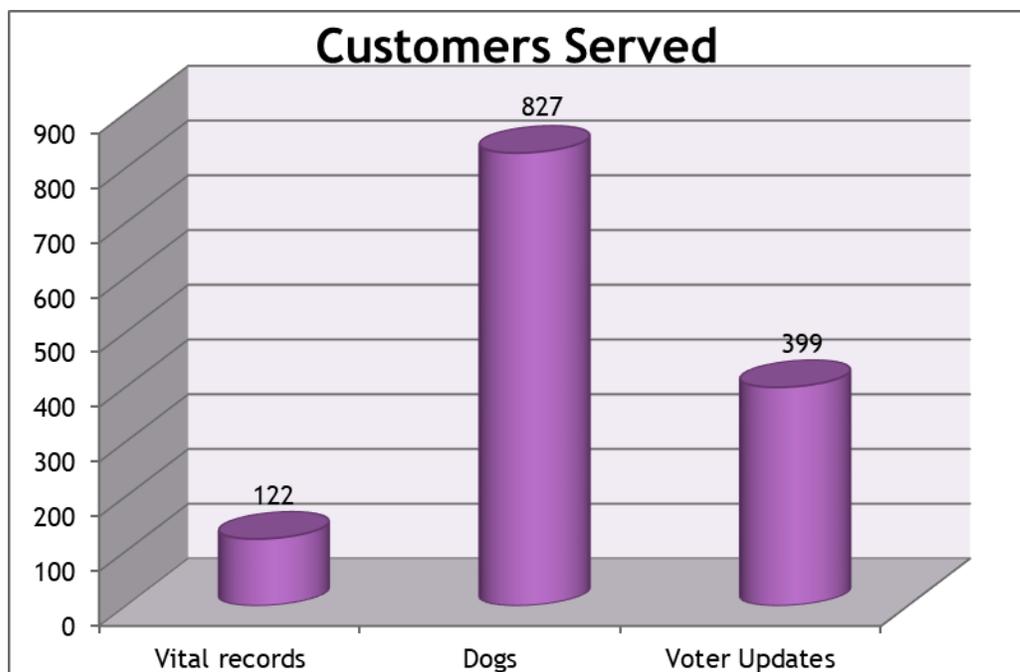
All Rochester residents owning dogs are required to have their dog updated on rabies vaccination and have their dog licensed with the City by April 30, 2020 as mandated by RSA 466:1. The State of NH announced there would be no extension of the dog licensing deadline due to COVID-19. The City is unable to waive any penalty fees because said fees are issued by the State.

The fiscal year 2020 dog tags are now available in the City Clerk's office. With City Hall being closed to walk-in business, residents can license their dogs by one of three methods:

- Visit our online dog licensing portal [Dog Licensing](#) for payment via credit card or ACH
- Send check or money order to the City Clerk's office
- Licensing over the phone via credit card during office hours Monday through Friday 9 am – 5pm

The Clerk's Office staff will be processing all orders and mailing the licenses and tags directly to dog owners.

## **Customers Served during the month of May 2020**



## **Elections**

The deadline for party affiliation changes will be on Tuesday, June 9, 2020. Party affiliation changes can be made by filing out the form found on the Secretary of State's website [Party Affiliation Change](#). The form can also be requested by mail or email through the City Clerk's office. The Clerk's office must receive physical paper copies of the signed party affiliation change forms. The completed forms can be mailed in or left via the drop box at 19 Wakefield Street.

The Supervisors of the Checklist will be meeting on Tuesday, June 2, 2020 between 7:00pm – 7:30pm in the City Clerk's office. At this time, the supervisors will authorize any changes to the voter checklist including new voter registrations, party affiliation changes, and voter removals.

The City Clerk's Office has continued to see an increase in requests for absentee ballots for both the September 8, 2020 State Primary as well as the November 3, 2020 General election. Our office is fielding many requests via email, mail and phone regarding the process and paperwork for those needing to avoid the polls or unable to vote in person. Typically the bulk of requests come in as the election draws nearer and with students preparing to return to college; however, with the Governor's executive order allowing COVID-19 to be used as an option for voting absentee, there has been an early influx of absentee ballot requests.

The filing period for the September 8, 2020 State Primary will be open between Wednesday, June 3, 2020 and Friday, June 12, 2020. Those looking to file may do so in person at the City Clerk's Office or through the mail utilizing the form which will be posted on the Secretary of State's website.

### **Voter registration summary by party as of May 31, 2020:**

<b>Ward</b>	<b>Democrats</b>	<b>Republicans</b>	<b>Undeclared</b>	<b>Totals</b>
<b>1</b>	<b>1,157</b>	<b>1,192</b>	<b>1,430</b>	<b>3,779</b>
<b>2</b>	<b>1,088</b>	<b>1,149</b>	<b>1,564</b>	<b>3,801</b>
<b>3</b>	<b>1,190</b>	<b>1,262</b>	<b>1,324</b>	<b>3,776</b>
<b>4</b>	<b>1,008</b>	<b>833</b>	<b>1,595</b>	<b>3,436</b>
<b>5</b>	<b>1,043</b>	<b>1,137</b>	<b>1,390</b>	<b>3,570</b>
<b>6</b>	<b>1,173</b>	<b>852</b>	<b>1,195</b>	<b>3,220</b>
<b>Totals:</b>	<b>6,659</b>	<b>6,425</b>	<b>8,498</b>	<b>21,582</b>

Respectfully submitted,

Cassie Givara  
Deputy City Clerk

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left blank...*

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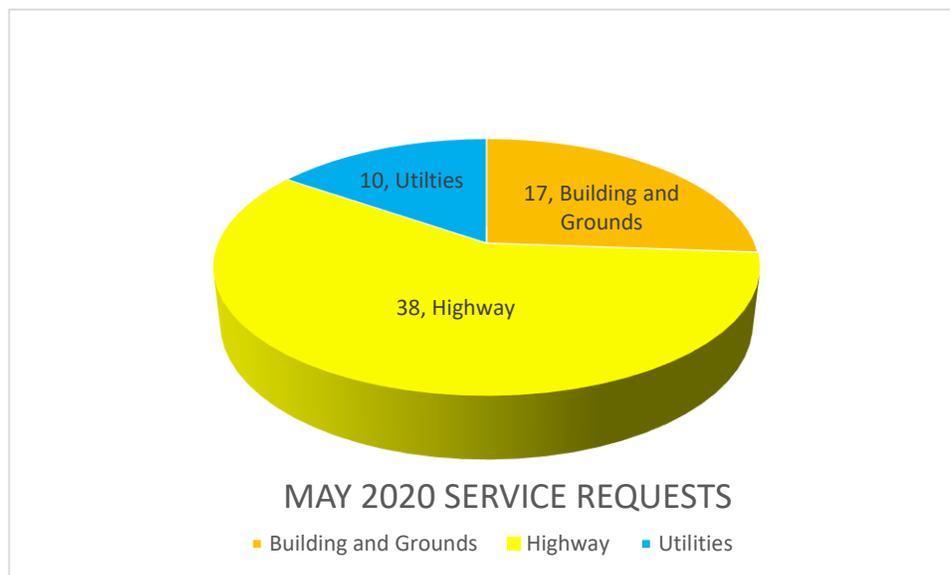
City Clerk's Office

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## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT MAY 2020

In addition to the scheduled work performed, the Department of Public Works responded to approximately 65 requests for service in the month of May. The Highway Division had 38 requests that ranged from pothole repairs, traffic light maintenance, clean storm drains repair street signs, and trash that was dumped on the side of the road. The Utilities Division responded to 10 requests including sewer concerns, water and sewer inspections, daily digsafe mark outs and water main break repair. Buildings and Grounds Department completed 17 service requests including street-light repairs, filling janitorial supply orders for departments, uncaging drains, replace light bulbs and cleaning and disinfecting buildings.



### HIGHWAY & FLEET MAINTENANCE WORK COMPLETED:

- Patched potholes
- Repaired 5 catch basins throughout the city
- Cleaned 35 catch basins
- Swept streets in the city
- Finished sweeping sidewalks
- Removed the rest of sanders
- Graveled all dirt roads at the sewer plant
- Graded all dirt roads
- Assist in painting of white and yellow lines in the city
- Ditched on Ryan Circle and Page Street
- Five employees attended a three day class
- Repair roads that got damage over the winter
- Paint crosswalks and intersection throughout the City
- Repaired sink hole on Sullivan Farm Road
- Repaired sidewalk on Oak Street
- Assist in preparation in downtown outside dining
- Repaired and installed street signs throughout the City
- Brush trimming throughout the city
- Installed plow laser on truck #8
- Replaced batteries and cabin air filter on street sweeper #13
- Replaced left front caliper on pickup #3
- Serviced the chipper and replace volt meter

- Repaired rear pump on Vac-Con #63
- Tighten belts on Cat loader #3
- Repaired door on service van #51
- Repaired wiring on backhoe #46
- Installed gravel box on six wheel dump #65
- Repaired break hoes and repair front wing tower on Grader #27
- Replaced jack and tires on small roller trailer
- Repaired hopper on street sweeper #13
- Repaired pitman arm on service truck #42
- Lube, oil and filters service on 15 generators
- Lube, oil and filter service on vehicles.
- Several minor repair on several vehicles and small engines

### **UTILITIES DIVISION**

Utilities Division completed 10 service requests which included performing monthly maintenance on sewer cleaning in problematic areas. In addition to daily utility mark outs for digsafe, staff responded to emergency sewer backups and water main repairs. Repaired broken hydrant at 229 Salmon Falls Road that was a result of an auto mobile accident. Staff camaraed Salmon Falls Road to identify infiltraiton from sewer laterals. and staff began putting together standards for waterline installations for rediential/commercial properties. A new heavy equipment operator was hired and the employee evaluations were completed

### **BUILDING AND GROUNDS DIVISION**

Building and Grounds Division completed 17 work requests including street-light repairs, filling janitorial supply orders for departments, changing light bulbs and unclogging drains. Staff is continuing to add additional protective measures to city buildings with additional disinfecting and continuing building safety shields in all departments in preparation for reopening of the city buildings. Additional Prep work is being done throughout all city maintained buildings to insure safety of the employees and the public. Staff is preparing for the spring and summer adopt a spots, getting irrigation ready and mowing city maintained areas. The hanging flower baskets have been placed around downtown area.



**Hanging Baskets**



**Hanson Pine Playground**



**Hanson Pines Playground**



**Commons Playground**



**Library Safety Shields**



**Revenue Office-Safety Prep**



**Annex Safety Shields**

### **WASTEWATER TREATMENT DIVISION**

Items that were completed during the month of April: We continue to work with a number of Great Bay watershed communities in response to EPA’s Draft Great Bay Total Nitrogen Permit, request for comment period to be extended due COVID-19 related issues – request was denied. Comments were submitted prior to the May 8 deadline. Dewatering and chemical storage facilities continue to move forward concrete work continues to be the main focus – received 410,000 gallon chemical storage tanks. River St pump station is at a short halt as we resolve property easement issues and there is a delay in receive pump equipment submittals due to COVID-19. Staff attended state sponsored training courses – distancing and masks required. COVID-19 – we are back to full crew / full time while practicing recommended safety precautions! Completed annual generator maintenance. Annual hoist inspection completed. Automation project is in the commissioning stage. PLC upgrade is ¾ complete – has been put on hold due to limited site accessibility. Received new 5 year groundwater permit from NHDES – few modifications with the big one being PFAS testing is required starting in 2022. Completed annual effluent channel clean. Working with Honeywell to decommission heating system and prepare for AC season. Staff performed

preventative and corrective maintenance on equipment, machinery and instrumentation at the WWTF and 29 pump stations. All required testing for the EPA and NHDES has been completed and submitted. Average effluent flow for the month was 3.656 Million Gallons per Day (MGD). Percent of design flow = 72.7%. Percent of design flow for 2020 = 77.3%. Precipitation for the month = 1.78". Precipitation for 2020 = 17.3".



**Chemical Storage Tank**

### **WATER TREATMENT DIVISION**

Treated water volume for the month of May was approximately 53.5 million gallons from the surface water treatment facility and 17.6 million gallons from the well for a total 71.1 million gallons delivered to our customers.

All water quality testing and monitoring was completed in accordance with NHDES requirements. We are pleased to report that the City of Rochester again met all State and Federal standards for drinking water.

Watershed inspections were conducted throughout the major ponds, the Crown Point Crossing, and the diversion structure. Independent calibration and inspection was performed on the stream gages. Instruments recorded 2.4 inches of rainfall at the reservoir. The Berry River flow has dropped significantly to 13.5 cubic feet per second. All reservoirs remain filled to capacity.

Equipment and grounds maintenance was performed at the plant, well, and tanks/stations. Minor PM was performed for all emergency generators. Pressure sensing and samples lines at Chesley Hill were repaired. Site and grounds cleanup was conducted at the Cocheco Well and Salmon Falls station. The graveyard access trail at the well was reestablished for the season. Maintenance at the well included repairs to the fluoride analyzer, aerator screen cleaning and housekeeping.

Maintenance at the WTF included repairs to the alum feed line injection quill, backpressure assembly, and calibration column; installation of solenoid linked contactors for supplemental backwash cycle cleaning; filter backwash effluent turbidimeters and capture manifolds were installed and linked to SCADA; level probes for the sand filter were reoptimized for new operating parameters; the anthracite filter was surveilled and wonka washed with peroxide; peak flow tests to 4.1 MGD were performed in conjunction with hydrant flushing.

Spring hydrant flushing commenced this month, using conventional methods along select corridors and neighborhoods.



**The Water Audit/Demand Analysis Project Continued This Month**



**Tufts Pond**

## ENGINEERING

- **Water Treatment Plant Residuals Disposal:** An evaluation of alternatives has determined that the most cost effective method of disposal of residuals generated at the Surface Water Treatment Plant is an upgrade of the existing pipeline and addition of an attenuation tank. Design of the attenuation tank has begun. Funds for the implementation of this upgrade have either been approved in CIP budgets previously or will be requested in upcoming CIP budgets over the next few years.
- **WWTF Biosolids Dewatering Facility & Carbon Storage and Feed Building:** Construction of this project commenced in October 2019. Installation of steel piles to support the foundations of the two buildings was completed in January 2020. Pouring of concrete foundation walls is expected to continue into early June. Construction will continue through 2020 into 2021, with Final Completion anticipated in March 2021.
- **River Street Sewer Pump Station Upgrade:** Construction has begun and is expected to be completed within one year.
- **Route 11 Sewer Pump Station Upgrade:** The 90% design documents have been reviewed. This project is expected to be ready for bid advertisement in the next couple of months. Construction duration is anticipated to be one year.
- **WWTF Upgrades (various projects):** There are several projects on-going at the WWTF: Soda Ash System Replacement, Aeration System Automation, Aeration Basin Sidewall Blower Tie-in (Iris Valve) and Mechanical Mixers, and Programmable Logic Controllers (PLC) Replacement. All of these projects are expected to be completed in 2020.
- **Wastewater Interceptor Upgrades:** A Basis of Design Report has been received from the design consultant. This report summarizes alternatives and recommends a sewer collection system master plan before proceeding with final design. Funding for a Sewer System Master Plan was approved with the FY19 CIP Budget; consultant selection process will commence in the coming months.
- **NPDES Permits - Wastewater Treatment Facility & MS4 Permit (Stormwater):** In January 2020, USEPA Region 1 published in the Federal Register a draft General Permit for total nitrogen (TN) loading in the Great Bay Estuary watershed. This draft permit would add a TN load limit to the WWTF effluent, require a Nitrogen Optimization Plan, and require contribution to the cost of a monitoring program in the estuary, as well as an optional non-point source/stormwater point source reduction pathway. Comments on the draft general permit were submitted to EPA in early May 2020. A new draft individual National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Facility (WWTF) has not yet been issued by USEPA Region 1. As far as the Municipal Separate Storm Sewer System (MS4) NPDES General Permit for stormwater, the 2017 NH Small MS4 General Permit, issued by USEPA Region 1, became effective on July 1, 2018; on September 28, 2018, the City submitted a Notice of Intent (NOI) to comply with this MS4 General Permit; and, on June 12, 2019, the City was granted authorization by USEPA Region 1 to discharge stormwater from Rochester's MS4 under this permit. The first annual report for the MS4 permit was submitted to EPA in September 2019.
- **New DPW Facility:** The construction contract was awarded in January 2020. A pre-construction meeting was held in early May and construction began in late May. A Groundbreaking ceremony is being planned for June. Construction of the facility is anticipated to continue through September 2021.

# Economic & Community Development



5/31/2020

MANAGEMENT REPORT



*Economic Development Report, Written by Mike Scala, Jenn Marsh, and Julia Libby*

*Community Development Report, Written by Julian Long*



## ECONOMIC DEVELOPMENT DEPARTMENT

MICHAEL SCALA, DIRECTOR OF ECONOMIC DEVELOPMENT

### PROJECTS IN THE PIPELINE

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

### MICROLOAN PROGRAM

Round 2 of the Microloan program received 3 applications. The Loan Committee reviewed and approved 2 of the 3 loans. Sweet Peaches Candy and Confections and the Fallen Leaf Bistro both applied for and received \$5000 microloans.

### SCENIC/SALINGER

The demolition bid for the City's portion of the Scenic/Salinger project was posted on 5/21 with a scheduled opening of 6/5.

### GRANITE RIDGE DEVELOPMENT DISTRICT – WATERSTONE PROPERTIES GROUP, PHASE II

Director Scala continues to discuss Phase II with Waterstone Properties Group, including future tenant and infrastructure needs.

### WAYFINDING RFP

As part of Phase I of the Wayfinding Project, Advantage Signs installed three Parking ID signs at Union Street, North Main Street, and City Hall lots. The smaller Parking Trailblazer signs have been delivered to DPW and will be installed within the next few weeks. The large Gateway Sign along Rt. 16 is scheduled for installation July.

## GRANITE STATE BUSINESS PARK

LDI and the City have reached an agreement that will continue the project to construct a 25,000 sf. manufacturing facility. The agreement has been approved by BFA and is scheduled to go before Governor and Council for final approval on 6/24.

Director Scala continues to work with another company interested in purchasing land and constructing a building in the GSBP. Norway Plains and DPW continue to discuss road layout and infrastructure needs for this project.

JENN MARSH, ECONOMIC DEVELOPMENT SPECIALIST

## TECHNICAL REVIEW GROUP

Once again the City of Rochester has been named a “City on the Rise”. The article appeared in the NH Business Magazine and can be seen [here](#).

## ROCHESTER MAIN STREET

The arches in factory court were restored this month with grant money that Main Street applied for through Waste Management. See article [here](#).

## LOCAL CONNECTIONS

Economic Development, SBA, Greater Rochester Chamber of Commerce, Rochester Main Street, UNH, SRPC and other have been holding weekly meeting to discuss State, Federal and local programs to help assist businesses. During the meetings this month the group discussed best practices for getting information out to businesses and sharing the PPP, EIDL, and MSRF details and concerns.

## Outdoor dining

Staff worked hard to make sure all the restaurants looking to open for outdoor dining could open when they were ready. The team went out daily to meet and work with owners and managers to make sure the restaurants had the ability to open their doors and start making money again. That team included: Gary Boudreau, Police Department; Adam Hughes, Fire Department; Bob Veno, Health Inspector; Michelle Mears, Planning Department; Tim Goldthwaite, Public Works and Jenn Marsh, Economic Development.

## ROCHESTER FARMERS MARKET

The Market will begin on Tuesday June 16<sup>th</sup> from 3-6pm. They will be at the community center this year located just past the entrance in the parking lot between the baseball and soccer fields. Recreation and Building and Grounds and the EOC have been a huge help in making this happen. The reason for moving is to have more space for social distancing and also so the vendors could open up out of their trucks and not have the volunteers handling all of their goods. The market is rain or shine in the same location.

## JULIA LIBBY, EXECUTIVE SECRETARY

### EMERGENCY OPERATIONS CENTER

Julia continued to work in the Emergency Operations Center, reporting to Chief Klose for the month of March, April, and May. In May EOC focused a lot on the reopening of the economy and ensuring that the community had the “Stay at Home 2.0” guidelines. EOC also worked on preparing for the City to reopen to the public in June. The physical EOC has closed as of May 29<sup>th</sup> but remains phased open. She will be meeting with the EOC task force twice a week via teams in order to keep a pulse on the situation and go over anything that may need to get done on behalf of the EOC.

### VIEWPIONT CLOUD – SOFTWARE IMPLEMENTATION

Julia continued to work with View Point Cloud to set up and implement the new version of the City’s permitting and licensing software. She met with the City’s Customer Success Manager from View Point on a weekly basis to review progress in the software set up.

She has also been meeting with City staff on a weekly basis for updates and questions. In May she completed DPW’s records, applications, and document set up in the software.

### OTHER

Secretary Julia was assisting with anything else that she could while working in the Annex as everyone else was working remotely.

## JULIAN LONG, CDBG COORDINATOR & GRANTS MANAGER

### COORDINATOR REPORT

**Prepared by the Community Development Coordinator**

### CDBG PROGRAM

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

FY 2021 CDBG Projects: The Community Development Coordinator has completed the environmental reviews for the approved FY 2021 projects and send out the draft contracts for the grantees to sign.

FY 2021 CDBG-CV Funding Requests: The grant application for CARES Act CDBG funds (CDBG-CV) was due on May 29<sup>th</sup>. The applications and application summaries are attached to this report.

Riverwalk Committee Kayak Launch: This project’s start date has been postponed to late June, but installation is anticipated to only take one or two days.

Rochester Child Care Center – Fire Sprinkler Upgrades: The project is on hold pending approval from the Fire Department on the specific plans. The project is anticipated to be completed in early FY 2021.

Subrecipient Site Monitoring: Due to the ongoing COVID-19 pandemic, the Community Development Coordinator will be conducting annual site monitoring via teleconference. The Community Development Coordinator is scheduling the site monitoring calls for mid June.

HUD August 2019 Site Monitoring: HUD has requested further revisions to the draft CDBG policies and procedures drafted as part of the City of Rochester’s corrective action. The Community Development Coordinator has revised the draft policies and resubmitted to the city’s HUD representative.

## NON-CDBG ACTIVITIES

Federal and State COVID-19 Grants: The Community Development Coordinator has been tracking COVID-19 grant opportunities and sharing information with relevant city departments. The Community Development Coordinator has also been working with Deputy City Manager Katie Ambrose to submit the grant agreement and first reimbursement request for state GOFERR municipal funding and to draft and submit a grant application for federal Bureau of Justice Assistance COVID-19 funding.

Land and Community Heritage Investment Program (LCHIP) Grant: The City of Rochester has received a \$200 “incentive payment” for timely submission of our annual report on the City Hall Annex.

Moose Plate Grant – E. Rochester Fire Station Curtain: The Community Development Coordinator has been working with the Rochester Historical Society to draft and submit a Moose Plate Grant application for the restoration and conservation of the stage curtain formerly hung in the East Rochester Fire Station.

## REPORT ATTACHMENTS

CDBG-CV Grant Applications – electronic only –

<https://www.dropbox.com/sh/a0vafgeg9m0ankn/AABFTBGg9axPLkMKzF-6U4pca?dl=0>

CDBG-CV Grant Application Summaries

**FY 2021 CARES Act (CDBG-CV) Funding Requests**

Homeless Center for Strafford County – \$15,000

Funding for privacy screening, expanded bed space, and PPE

Other funding sources: Applied for CDFA funds

Community Action Partnership of Strafford CAP – \$25,000

Funding for COVID-19 response case manager

Other funding sources: Not for COVID-19 response - LiHEAP, ESG, CSBG

Strafford Nutrition Meals on Wheels – \$10,000

Funding for additional meals, higher costs for frozen meals, due to social distancing

Other funding sources: state funds

My Friend's Place – \$25,000

Funding for salary for increased staffing, new washer/dryer, due to residents spending more time in-shelter due to social distancing

Other funding sources: Dover CDBG-CV, PPP, NHCF

HAVEN – \$40,000

Funding for increased case management costs due to hoteling clients due to isolation/social distancing requirements

Other funding sources: PPP funds, EO 21, Portsmouth CDBG

SHARE Fund – \$2,500

Funding for food pantry services – extra sanitation, vehicles, etc. associated with isolation/social distancing

Other funding sources: United Way, Eversource (pending)

Cross Roads House – \$25,000

Funding for added hazard pay, overtime pay, hotel costs for clients due to isolation/social distancing requirements

Other funding sources: NHCF, PPP, Connections for Health, NHHFA, ESG, UW, state funds, Portsmouth CDBG

Strafford County Public Health Network – \$5,000

Funding for cellular phones and service costs for providing telehealth services due to isolation/social distancing requirements

Other funding sources: Connections for Health

Dover Adult Learning Center – \$12,000

Funding for rent for Rochester space and staffing to address anticipated increased enrollment due to COVID-19 related unemployment

Other funding sources: Possibly Dover School District emergency funds

**Funding Requests without Applications and/or Adequate COVID-19 Justification**

Tri-City Coop – \$5,000

Funding for general operating expenses - heat and electricity

Other funding sources: PPP funds

*[Application does not elaborate on COVID-19 connection beyond vague statement on need for additional mental health resources]*

*Community Partners – \$20,000*

*Funding for rental assistance program for clients with mental illness/development disabilities*

*Other funding sources: NHCF, UW, EverSource, Thorland Fund*

*[Application does not elaborate on COVID-19 connection beyond mention of increased needs due to social distancing]*

*Court Appointed Special Advocates of NH – \$1,500*

*Funding for recruitment and training for additional CASA volunteer*

*Other funding sources: Applied for federal PPP funds*

*[No application received]*

*Rochester Main Street – \$10,000*

*Funding for downtown business support and farmers market*

*Other funding Sources: N/A*

*[No application received]*

**FY 2021 Supplemental Municipal Funding Request**

Monarch School – \$6,000

Funding request for general operating expenses

Other funding sources: SBA Paycheck Protection Program

Organization	Project/Activity	CDBG Funds Requested	Municipal Funds Requested	Access to Other Funding Sources
Monarch School	general operating expenses	\$0	6,000.00	SBA Paycheck Protection Program
Homeless Center for Strafford County	privacy screening, expanded bed space, and PPE	\$15,000	0.00	Applied for CDEA funds
Community Action Partnership of Strafford CAP	COVID-19 response case manager	\$25,000	0.00	Not for COVID-19 response - LIHEAP,
Strafford Nutrition Meals on Wheels	additional meals, higher costs for frozen meals	\$10,000	0.00	ESG, CSBG
My Friend's Place	salary for increased staffing, new washer/dryer	\$25,000	0.00	state funds
HAVEN	increased case management costs due to hoteling clients	\$40,000	0.00	Dover CDBG-CV, PPP, NHCF
SHARE Fund	food pantry services	\$2,500	0.00	PPP funds, EO 21, Portsmouth CDBG
Cross Roads House	added hazard pay, overtime pay, hotel costs for clients	\$25,000	0.00	United Way, Eversource (pending)
Strafford County Public Health Network	cellular phones and service costs for providing telehealth services	\$5,000	0.00	NHCF, PPP, Connections for Health, NHHFA, ESG, UW, state funds,
Dover Adult Learning Center	rent for Rochester space, increased staffing for increased students due to COVID-19 unemployment	\$12,000	0.00	Portsmouth CDBG
				Connections for Health
				Possibly Dover School Dist. Emergency funds
<b>TOTAL:</b>		\$159,500	\$6,000	
<b>TOTAL AVAILABLE:</b>		<b>119,771.20</b>		

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City Clerk's Office

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# FINANCE COMMITTEE

## Agenda Item

06/11/2020

**Agenda Item Name:** Monthly Financial Statements Summary – as of May 31, 2020

For the full detail report, click here: [May 2020 Financial Detail Report](#)

**Name of Person Submitting Item:** Mark Sullivan Deputy Finance Director

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

**Meeting Date Requested:** June 9, 2020

### **Issue Summary Statement**

The May 31, 2020 financial summary reports are attached. We are approximately 93% through fiscal year 2020. General Fund expenses are 93% of budget, and revenues are at 90% of budget. May 31 provides essentially three months of revenues in the Covid-19 environment. Below are summaries to the revenues we are tracking.

**Motor Vehicle Registrations-UPDATED:** A softening began in March-20 revenues down 14% from March-19, April-20 revenues down 36% from April-19. However, May-20 revenues have shown a recovery only down 2.72% from May-19 revenues. A strong June-20 will put MV Revenues over the \$5.2M threshold for FY20.

**Waste Management Host Fees-STATUS QUO:** The final revenue check for FY20 was received, and the FY20 revenue is \$3,558,793. The School Department did not need the \$878k allocation in FY20 so all the revenue remains on the City side. This is once again a strong revenue similar to FY19 & FY18. However, we need to keep in mind that all of this revenue was prior to Covid-19, the payments are made based on the prior quarters. The next payment to be received in July-20 will be for the period Apr-20 to Jun-20, not sure what to expect.

**Building Permits-UPDATED:** March-20 revenues are down 30% from March-19, April-20 revenues down 45% from April-19, and May-20 revenues down 39% over May-19 revenues. However, total revenue is \$389,000, which has exceeded FY20 budget of \$350,000. FY19 total revenue was \$432,000. Close watch needs occur on this revenue as the values of the permits collected equate to the Net New Construction value that will be used in the fiscal year 2022 Tax Cap calculation.

**Interest Income-UPDATED** Anticipating decline through May-20 and Jun-20, and substantial decline in FY21. Interest income rate was over 2.2 % now floating around .50 %. However, total interest income revenue for FY20 exceeds budget, this is due to the strong rates prior to Covid-19. May-20 calculations and revenue recording have not occurred as of this memo.

**Interest on Delinquent Taxes-STATUS QUO:** Overall FY20 revenues collected are significantly down from FY19. The recent lien process was delayed by several weeks this latest cycle, and the City is not processing deeded properties at this time. The FY20 revenue of \$400,000 will likely not be met. This is a revenue category that will continued to be watched.

**State of NH Rooms & Meals-UPDATED:** Confirmation received from the State of NH Budget Director that revenue thresholds for municipalities have been set in the State's Treasury Budget as flat amounts. The revenues are not directly tied to current revenue receipts, and we should anticipate the same level of funding as we received since 2018, which is approximately \$1.5 million.

**Water-Sewer User Fee payment-UPDATED:** Water User Fee collections were up 14% March 20- versus March-19, April-20 collections were down 12% from April-19, and May-20 collections are down 34% from May-19. Prior to Covid-19 FY20 collections were at same level as FY19. Total FY20 collections through May-20 are down 5% from same period FY19.

**Highway Block Subsidy-UPDATED-**The final payment for FY20 has been received. However the May revenue has not yet be recorded in Munis. The total FY20 budgeted revenue has not been decreased. City received the full \$649k,

**Summary-UPDATED :** The budget freeze has been extended through Fiscal Year end 2020. Finance did execute the April-20 bond issue and received proceeds of \$20 million At this point in the Covid-19 crisis our cash reserves remain strong. The preliminary tax bill process is completed, and bills were mailed on June 1st. The preliminary tax billing generated approximately \$34.5 million in property tax revenues. Historically, approximately 45% of the revenue is received within 14 days of bill mailing date. Revenue receipts will be closely monitored. Please note that the 2020 preliminary tax billing is recorded in FY20 Property Tax account, and created a large revenue surplus. The 2020 preliminary tax bill is actually an FY21 revenue, and there is a pending account reclass entry to appropriately reduce the FY20 revenue account.

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YEAR-TO-DATE BUDGET REPORTP 1  
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FOR 2020 11

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
1000 GENERAL FUND						
11011 ECONOMIC DEVELOPMENT REVENUE	0	-1,000	-1,000	-2,602.25	1,602.25	260.2%
11031 CITY CLERK REVENUE	-105,920	0	-105,920	-98,615.66	-7,304.34	93.1%
11051 ASSESSORS REVENUES	0	0	0	-230.50	230.50	100.0%
11061 BUSINESS OFFICE REVENUE	-350,000	0	-350,000	-474,802.27	124,802.27	135.7%
11062 BUSINESS OFFICE REVENUE	-1,000	0	-1,000	-.01	-999.99	.0%
11071 TAX COLLECTOR REVENUE	-32,271,384	-531,787	-32,803,171	-32,714,043.91	-89,127.09	99.7%
11072 TAX COLLECTOR REVENUE	0	-3,308	-3,308	.00	-3,308.00	.0%
11081 GENERAL OVERHEAD REVENUE	-4,080,748	-5,647,508	-9,728,256	-4,485,643.03	-5,242,613.05	46.1%
11082 GENERAL OVERHEAD REVENUE	-1,548,683	-14,074	-1,562,757	-2,248,834.70	686,077.70	143.9%
11091 PUBLIC BLDGS REVENUE	0	0	0	-27,795.96	27,795.96	100.0%
11101 PLANNING	-16,250	0	-16,250	-49,371.07	33,121.07	303.8%
11201 REV LEGAL OFFICE	-50,000	0	-50,000	-42,602.55	-7,397.45	85.2%
12011 POLICE CITY REVENUE	-325,400	0	-325,400	-273,975.86	-51,424.14	84.2%
12021 FIRE CITY REVENUE	-25,500	0	-25,500	-24,361.23	-1,138.77	95.5%
12022 FIRE STATE REVENUE	-41,812	0	-41,812	-3,375.00	-38,437.00	8.1%
12031 DISPATCH CENTER	-60,290	0	-60,290	-61,109.02	819.02	101.4%
12041 CODE ENFORCEMENT REVENUE	-394,175	0	-394,175	-408,374.20	14,199.20	103.6%
13011 PUBLIC WORKS REVENUE	-33,700	0	-33,700	-5,214.61	-5,214.61	84.5%
13012 STATE HIGHWAY SUBSIDY	-634,612	-14,563	-649,175	-519,340.37	-129,834.63	80.0%
14011 WELFARE REVENUE	-2,500	0	-2,500	-5,781.24	3,281.24	231.2%
14021 RECREATION REVENUE	-120,000	0	-120,000	-109,013.73	-10,986.27	90.8%
14031 LIBRARY REVENUE	-14,200	0	-14,200	-7,803.77	-6,396.23	55.0%
TOTAL GENERAL FUND	-40,076,174	-6,212,240	-46,288,414	-41,586,161.72	-4,702,252.36	89.8%
5001 WATER ENTERPRISE FUND						
510001 WATER WORKS REVENUE	-6,607,310	0	-6,607,310	-3,171,621.76	-3,435,688.24	48.0%
TOTAL WATER ENTERPRISE FUND	-6,607,310	0	-6,607,310	-3,171,621.76	-3,435,688.24	48.0%
5002 SEWER ENTERPRISE FUND						
520001 SEWER WORKS REVENUE	-8,017,640	0	-8,017,640	-4,209,839.37	-3,807,800.63	52.5%
520002 SEWER WORKS REVENUE	-411,989	0	-411,989	-68,364.00	-343,625.00	16.6%
TOTAL SEWER ENTERPRISE FUND	-8,429,629	0	-8,429,629	-4,278,203.37	-4,151,425.63	50.8%

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YEAR-TO-DATE BUDGET REPORTP 2  
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FOR 2020 11

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
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5003 ARENA ENTERPRISE FUND						
530001 ARENA REVENUE	-402,865	0	-402,865	-396,095.38	-6,769.62	98.3%
TOTAL ARENA ENTERPRISE FUND	-402,865	0	-402,865	-396,095.38	-6,769.62	98.3%
6000 COMMUNITY CENTER SP REV FUND						
600001 COMMUNITY CENTER REVENUE	-861,466	0	-861,466	-637,659.17	-223,806.83	74.0%
TOTAL COMMUNITY CENTER SP REV FUND	-861,466	0	-861,466	-637,659.17	-223,806.83	74.0%
GRAND TOTAL	-56,377,444	-6,212,240	-62,589,684	-50,069,741.40	-12,519,942.68	80.0%

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FOR 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 GENERAL FUND							
11000051 CITY MANAGER	470,894	0	470,894	384,012.48	19,206.24	67,675.28	85.6%
11012351 ECONOMIC DEVELOPMENT	510,030	1,000	511,030	422,169.62	16,374.85	72,485.53	85.8%
11020050 IT SERVICES	797,462	-8,800	788,662	676,445.08	35,546.77	76,670.15	90.3%
11030051 CITY CLERK	334,803	-9,300	325,503	285,143.82	30,707.66	9,651.52	97.0%
11040050 ELECTIONS	54,479	0	54,479	40,765.97	1,253.32	12,459.71	77.1%
11050070 ASSESSORS	569,498	0	569,498	493,110.55	2,436.70	73,950.75	87.0%
11060051 BUSINESS OFFICE	543,461	0	543,461	473,672.47	3,079.32	66,709.21	87.7%
11063151 HUMAN RESOURCES	213,071	10,000	223,071	202,008.01	9,209.49	11,853.50	94.7%
11070070 TAX COLLECTOR	382,295	0	382,295	338,790.09	8,147.10	35,357.81	90.8%
11080050 GENERAL OVERHEAD	1,021,733	-369,258	652,475	522,804.40	92,016.28	37,654.32	94.2%
11090050 PB CITY WIDE 50	668,503	12,068	680,571	583,376.30	52,415.11	44,780.05	93.4%
11090051 PB CITY HALL 51	66,066	0	66,066	66,047.06	2,587.38	-2,568.44	103.9%
11090052 PB OPERA HOUSE 52	48,551	0	48,551	36,104.46	6,432.03	6,014.51	87.6%
11090054 PB CENTRAL FIRE 54	10,979	0	10,979	9,385.51	1,312.14	281.35	97.4%
11090055 PB GONIC FIRE 55	10,594	0	10,594	7,671.34	987.17	1,935.49	81.7%
11090056 PB LIBRARY 56	18,893	0	18,893	16,832.82	743.19	1,316.99	93.0%
11090057 PB DPW GARAGE 57	11,874	0	11,874	9,931.97	845.86	1,096.17	90.8%
11090059 PB ER FIRE STATION 59	775	0	775	164.45	.00	610.55	21.2%
11090061 PB HISTORICAL MUSEUM 61	1,520	0	1,520	396.34	631.00	492.66	67.6%
11090063 PB HANSON POOL 63	5,100	0	5,100	1,839.38	1,270.84	1,989.78	61.0%
11090064 PB GONIC POOL 64	2,900	0	2,900	928.88	299.53	1,671.59	42.4%
11090065 PB EAST ROCHESTER POOL 65	2,600	0	2,600	928.88	.00	1,671.12	35.7%
11090068 PB GROUNDS 68	12,160	4,596	16,756	4,398.71	.00	12,356.83	26.3%
11090069 PB DOWNTOWN 69	17,000	0	17,000	9,276.42	3,408.60	4,314.98	74.6%
11090070 PB REVENUE BUILDING 70	22,331	0	22,331	19,121.38	3,547.10	-337.48	101.5%
11090071 PB PLAYGROUNDS 71	3,000	0	3,000	898.29	.00	2,101.71	29.9%
11090075 PB NEW POLICE STATION	24,252	0	24,252	17,965.24	2,364.91	3,921.85	83.8%
11090077 PB ANNEX	4,260	0	4,260	1,623.07	1,286.67	1,350.26	68.3%
11102051 PLANNING	433,139	-25,000	408,139	364,188.25	4,286.75	39,664.00	90.3%
11200051 LEGAL OFFICE	597,718	-37,000	560,718	488,172.87	5,347.75	67,197.38	88.0%
12010053 PD ADMINISTRATIVE SERVICES	1,976,055	1,000	1,977,055	1,680,168.05	49,942.35	246,944.60	87.5%
12012453 PD PATROL SERVICES	4,951,564	-51,000	4,900,564	4,291,669.10	.00	608,894.90	87.6%
12012553 PD SUPPORT SERVICES	425,815	0	425,815	360,152.71	.00	65,662.29	84.6%
12020054 FIRE DEPARTMENT	4,669,781	19,000	4,688,781	4,293,479.68	52,794.53	342,506.79	92.7%
12020055 FIRE DEPT 55 GONIC SUBSTAT	28,735	0	28,735	17,963.55	4,100.33	6,671.12	76.8%
12020754 CALL FIRE	31,373	-9,000	22,373	7,220.78	1,627.67	13,524.55	39.5%
12023354 EMERGENCY MANAGEMENT	41,812	50,000	91,812	17,339.18	20,090.08	54,382.74	40.8%
12030153 DISPATCH CENTER	882,328	0	882,328	722,000.53	2,202.19	158,125.28	82.1%
12040051 CODE ENFORCEMENT	606,553	0	606,553	522,833.30	15,459.36	68,260.34	88.7%
12050050 AMBULANCE	61,832	0	61,832	61,832.08	.00	-.08	100.0%

FOR 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13010057 PUBLIC WORKS	2,301,219	82,284	2,383,503	1,994,947.92	241,733.24	146,821.84	93.8%
13010957 WINTER MAINTENANCE	518,492	0	518,492	458,657.28	7,814.80	52,019.92	90.0%
13020050 CITY LIGHTS	218,000	0	218,000	154,852.15	38,807.51	24,340.34	88.8%
14010051 WELFARE	469,070	0	469,070	399,874.20	6,071.53	63,124.27	86.5%
14022072 RECREATION ADMINISTRATION	650,242	-2,800	647,442	588,658.34	2,202.82	56,580.84	91.3%
14022150 RECREATION PLAYGROUNDS/CAM	98,951	0	98,951	88,838.76	753.50	9,358.74	90.5%
14022250 RECREATION POOLS	83,588	2,800	86,388	66,457.32	3,683.59	16,247.09	81.2%
14030056 LIBRARY	1,299,148	23,410	1,322,558	1,150,039.34	22,099.92	150,418.74	88.6%
15000051 COUNTY TAX	6,610,000	104,406	6,714,406	6,714,406.00	.00	.00	100.0%
17010051 TRANSFERS/PAYMENTS DEBT SV	4,159,335	0	4,159,335	4,057,107.97	.00	102,227.03	97.5%
17030050 OVERLAY	92,000	455,495	547,495	129,378.28	.00	418,116.72	23.6%
17040051 TRANSFER TO CIP & OTHER FU	3,040,340	5,958,339	8,998,679	8,998,679.08	.00	.00	100.0%
TOTAL GENERAL FUND	40,076,174	6,212,240	46,288,414	42,254,729.71	775,127.18	3,258,557.19	93.0%
5001 WATER ENTERPRISE FUND							
51601057 WATER WORKS EXPENSE	5,294,828	0	5,294,828	3,602,292.90	21,410.27	1,671,124.83	68.4%
51601073 WATER TREATMENT PLANT	1,250,396	0	1,250,396	939,806.62	99,122.32	211,467.06	83.1%
51601570 WATER REVENUE OFFICE	62,086	0	62,086	58,157.80	42.50	3,885.70	93.7%
TOTAL WATER ENTERPRISE FUND	6,607,310	0	6,607,310	4,600,257.32	120,575.09	1,886,477.59	71.4%
5002 SEWER ENTERPRISE FUND							
52602057 SEWER WORKS EXPENSE	4,513,071	0	4,513,071	4,332,458.13	13,960.48	166,652.39	96.3%
52602074 SEWER TREATMENT PLANT	3,855,328	0	3,855,328	1,443,878.43	285,094.59	2,126,354.98	44.8%
52602470 SEWER REVENUE OFFICE	61,230	0	61,230	58,001.03	42.50	3,186.47	94.8%
TOTAL SEWER ENTERPRISE FUND	8,429,629	0	8,429,629	5,834,337.59	299,097.57	2,296,193.84	72.8%
5003 ARENA ENTERPRISE FUND							
53603060 ARENA EXPENSE	402,865	0	402,865	354,597.66	10,394.20	37,873.14	90.6%
TOTAL ARENA ENTERPRISE FUND	402,865	0	402,865	354,597.66	10,394.20	37,873.14	90.6%
6000 COMMUNITY CENTER SP REV FUND							

06/02/2020 13:56  
 mark.sullivan

 CITY OF ROCHESTER  
 YEAR-TO-DATE BUDGET REPORT

 P 3  
 glytddbud

FOR 2020 12

6000	COMMUNITY CENTER SP REV FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6070572	COMMUNITY CENTER EXPENSE	861,466	0	861,466	650,573.99	83,091.50	127,800.51	85.2%
	TOTAL COMMUNITY CENTER SP REV FUND	861,466	0	861,466	650,573.99	83,091.50	127,800.51	85.2%
	GRAND TOTAL	56,377,444	6,212,240	62,589,684	53,694,496.27	1,288,285.54	7,606,902.27	87.8%

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

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City Clerk's Office

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Planning & Development Department  
 City Hall Annex  
 33 Wakefield Street  
 ROCHESTER, NEW HAMPSHIRE 03867-1917  
 (603) 335-1338 - Fax (603) 330-0023  
 Web Site: <http://www.rochesternh.net>

Planning Board  
 Conservation Commission  
 Historic District Commission  
 Arts & Culture Commission

## PLANNING & DEVELOPMENT DEPARTMENT MONTHLY REPORT FOR MAY 2020

The Planning & Development department bid farewell and good luck to Jim Campbell at the end of May. Jim helped strengthen the City over the last eight years. We wish him the best with his new career in, and move to, Maryland.

The department has continued to be busy as we worked from home. We've had more Teams meeting than we can count, and worked more hours than ever to make sure applications are being processed in the same time frame as pre-Covid-19 times. You will see that the growth in the City has not slowed – we have worked with other departments to approve new business, industrial facilities, and residential lots/units. Additionally, as you drive through the City you'll see lots of new outdoor dining venues; these all have been approved in record time thanks to City staff from several different departments.

We are excited to announce that the last set of Planning & Development approvals have been issued to convert the old Scenic Theater and Kelly Gymnastics buildings into a mixed use commercial/residential structure. You should soon see lots of work occurring at these two buildings.

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### APPLICATIONS REVIEWED BY THE PLANNING BOARD

**Greatwoods Development, LLC, Laredo Lane** (by Norway Plains Assoc.) Request for waiver of impact fees associated with the 52-lot subdivision.

Case# 224 – 321,324,324 – A – 20 **GRANTED**

**City of Rochester, 294 & 296 Rochester Hill Road** (by Norway Plains Assoc.) 3-Lot subdivision. Case # 255 – 18,19&21 – I – 20 **APPROVED**

**Intec Automotive, Inc., Ten Rod Road** (by Attar Engineering) Site plan and Conditional Use Permit to construct a 25,000 s.f. manufacturing building with an additional 5,000 s.f. for office space. Case # 221 – 1 – I – 20 **APPROVED**

**Chinburg Properties, 10 & 14 North Main Street** (by Allen & Major Assoc.) Site plan and Conditional Use Permit for 51 residential units with 2,300 s.f. of commercial space. Case # 121 – 10 & 120 – 361 – DTC – 20 **APPROVED**

**Groen Construction, Inc., 124 Meaderboro Road** (by Berry Surveying & Engineering) 3-Lot subdivision. Case# 232 – 13 – A – 20 **Public Hearing CONTINUED to 7/6/2020**

**MJS Development, LLC, Laperle Drive** Request for waiver of impact fees associated with the 11-lot subdivision. Case# 255 – 24-1 – A – 20 **GRANTED**

**Kelmar Investments, LLC, Kelmar Drive & Fresian Drive** (by Berry Surveying & Engineering) Amendment to adjust the subdivision lot lines, road length, and update to current AoT standards for drainage design and construction. Case# 203 – 25 – A – 20 **CONTINUED to 6/1/2020**

### **APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION**

The Conservation Commission did not meet in May due to COVID-19.

### **APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION**

The Historic District Commission held a virtual Teams meeting on May 13, 2020. The Commission approved the 10-12 North Main Street Scenic and Salinger Block demolition to the rear of the building and the rehabilitation of existing Scenic and Salinger facades on Main Street portions, and four story addition of apartments in the back of the building. The City Council at the May 5, 2020 meeting approved the Certified Local Government grant with the NH Division of Historic Resources.

### **ARTS AND CULTURE COMMISSION ACTIVITIES**

The Arts and Culture Commission did not meet in May due to COVID-19. The Commission looks forward to planning for the Rochester Arts Awards.

Respectfully submitted,

Seth Creighton, AICP  
*Chief Planner*



# Rec & Arena Monthly Report

06/11/2020

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

From: Lauren Krans, Asst. Director Recreation & Arena  
Date: June 10, 2020  
Re: May Monthly Report

## Adapting to the New Norm

The COVID-19 experience has prompted our department to grow and re-position ourselves and how we achieve our mission. Recreation is all about how and where people gather, and the pandemic has drastically changed both of those concepts. We will continue to research, learn and collaborate with other community organizations so that we can transform our offerings to meet the new demands of this new “normal”.

## Summer Camp Update

After weeks of discussion and research, our team decided the best approach to summer camp this year is to collaborate with the YMCA of Strafford County. The Governor’s COVID -19 guidelines specific to day camps make our traditional rec camp model extremely challenging. The Y is a licensed Emergency Child Care Program and has been operating their childcare programs under the new COVID-19 guidelines for over two months. Our team approached the YMCA to create a summer partnership to assure Rochester had a safe, fun camp option this summer. The Rochester Arena is next door to the YMCA’s Camp Coney Pine on Lowell Street and provides the necessary indoor space to meet new camp guidelines and increase their total number of campers. Our department will also be providing staffing and maintenance support. Recreation staff will refer Rec Camp families to the YMCA and the two organizations will collaborate on meeting the individual needs of each family so that those who need childcare during the summer are able to attain it.



**Stronger together.**

We are very proud of this creative collaboration. Many communities in our area have cancelled summer camp completely due to complications surrounding the new guidelines. With this community-based approach, we are confident that together we can provide Rochester families a safe childcare option this summer.

## Summer Planning

Our department is taking a phased approach to re-engaging the community in our programs, events and services this summer. Below are some highlights for how our department will re-position our traditional offerings to the community:

### Outdoor Ambassadors

Recreation team members will serve in an ambassador capacity making daily rounds to parks and green spaces across the city, greeting the public and providing them department information and updates. These staff members check on facility up keep and update any necessary signage related to new guidelines. This service will continue throughout the summer months to encourage and enhance self-directed recreation opportunities across the city.

### Outdoor Pools

Phase 3 of our community engagement plan begins the first week of July and includes opening outdoor pools for small group public swim. Patrons will make reservations in advance for 30 minute swim blocks. Guidelines are currently being developed pertaining to group size/requirements, proper cleaning of facilities in between groups, and staff safety procedures. Our plans will be submitted and reviewed by city health and safety officials to assure they are aligned with the continuously evolving state of the pandemic.

### Petit Programs

Phase 3 of our plan also includes introduction of “Petit Programs”, small, pre-registered person-to-person programs that take place outdoors. Program offerings may include guided hikes, fitness classes, art classes and other simple activities that get our community members outside, active and connected.

Like us on Facebook!



Rochester NH  
Recreation & Arena



rochester\_rec

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City Clerk's Office

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# ROCHESTER FIRE DEPARTMENT

**TIM WILDER**  
**ASSISTANT CHIEF OF DEPARTMENT**



37 Wakefield Street

Rochester NH, 03867  
[www.rochfd.org](http://www.rochfd.org)

Tel (603) 335-7545

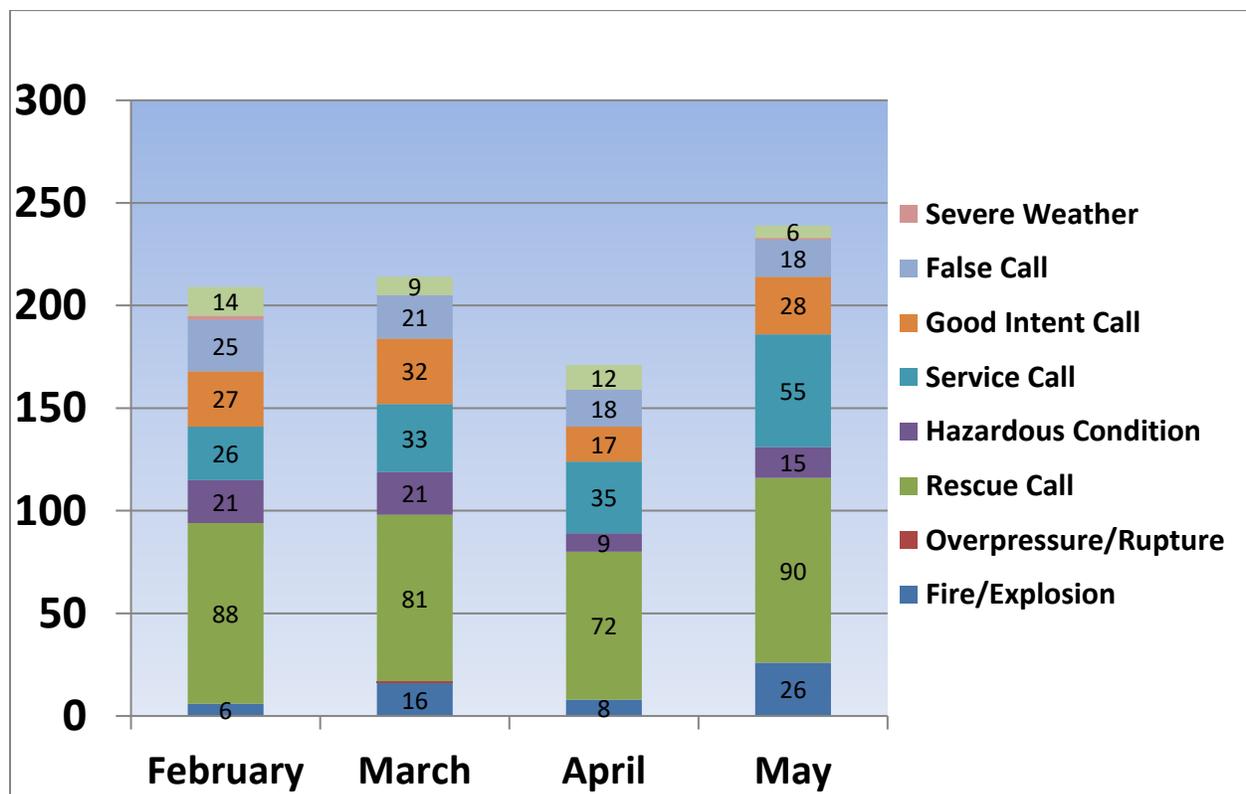
To: Blaine Cox, City Manager

From: Tim Wilder, Assistant Fire Chief

Date: June 1, 2020

Ref: Monthly Report for May 2020

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



The above graph shows our runs for Fiscal Year 2020 with May's data shown individually with their respective totals. For the month of May there were 239 calls for service. Rochester Fire has responded to a total of 2239 calls for Fiscal Year 2020.

**FIRE DEPARTMENT OPERATIONS**

Managed shift coverage assignments during the COVID 19 pandemic

Managed and organized equipment and supply purchases as needed

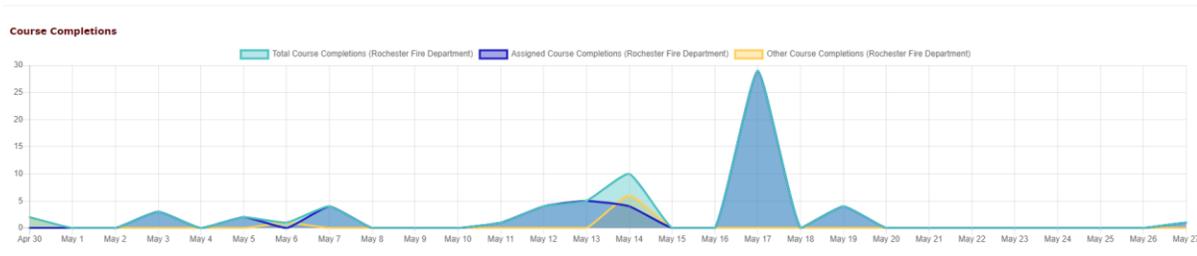
Managed apparatus repairs as needed

Managed COVID PPE distribution to members of the department

**FIRE PREVENTION BUREAU**

Deputy Chief Hughes is still assigned to the EOC. During the month of May he worked on outdoor dining, rent inspections, retail occupancies, plans for summer camps, public pools, fireworks, among many other EOC tasks and requests related to the COVID-19 pandemic. Fire Prevention saw an increase in inspection requests for new businesses, permit of assemblies, sprinkler inspections, fire alarm inspections and Knox Box issues. Deputy Hughes worked with Waterstone Property Management to identify missing and changed keys for all businesses at the Ridge. All keys will be updated within the first week of June.

Since going to the online only burn permit system through NH Division of Forest & Lands on March 13<sup>th</sup>, Rochester has issued 904 burn permits. In the month of May, 352 were issued.

**TRAINING DIVISION**

Total Hours of Training Completed in IMC: 300

Total Hours Completed in FR1: 82

Continued to develop standard lesson plans for RFD

Continued to review/edit SOG's, and GO's for RFD

Plan/Organize/Conduct/Deliver 3 hours of Boat Operations and familiarization with C Shift on Baxter Lake

Plan/Organize "Chief's Interview" with 10 candidates as a continuation of the 2020 RFD hiring process

**DEPARTMENT INFORMATION:**

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

- 2 Shifts at 9 Firefighters (1 Captain, 1 Lieutenant and 7 Firefighters)
- 2 Shifts at 7 Firefighters (1 Captain, 1 Lieutenant and 5 Firefighters)
- Manning Station 1 and Gonic Station

**PERSONNEL:**

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

We have one members on active duty military assignment.

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

We welcomed back FF Jason Laferte from his deployment.

Three conditional offers were made to candidates that participated in the FF Hiring Process.

**RESPONSE ACTIVITY:**

May 8 – Milton – Brush Fire. Engine 5, Engine 7, Forestry 1 and Chief 3 responded to Milton for a brush fire. Assisted Milton with extinguishing a couple acre brush fire. All apparatus returned to the City.

May 15 – Rochester – Lightning Strike. Engine 2, Engine 7, and Chief 1 responded to South Dewberry for a lightning strike to a shed. Upon arrival, crews found a fully involved shed. Fire knocked down. No extension to the residence. Crews returned in service.

May 22 – Rochester – Brush Fire. Engine 2, Engine 5 and Engine 7 responded to a brush fire near Reagan Drive. Upon arrival, found an area 150' x 200'. Crews got the perimeter under control. Forestry 1 responded as well and deployed a line on the upper side of the fire. Crews from other towns responded to assist. Once fire was knocked down, crews returned in service.

May 24 – Dover – Brush Fire. Engine 5 and Forestry 1 responded to Route 16 in Dover for a brush fire. Assisted with extinguishing the fire and overhaul. Released by Command and returned to the City.

May 29 – Rochester – Brush Fire. Engine 5, Engine 2, Rescue 1 and Forestry 1 responded to Hanson Pines for a brush fire. Arrived on scene to find an area of about 100' x 50' burning. Using the leaf blower, hand tools and a hand line, crews contained the fire. Overhauled the area. All units returned to their stations.

May 30 – Somersworth – Station Coverage. Engine 2 responded to Somersworth Fire Station for a cover assignment while Somersworth was committed at a scene.

May 31 – Strafford – Outside Fire. Engine 2 and Forestry 1 responded to Strafford for an outside fire. Forestry 1 assisted Strafford with locating the fire. Contained the fire, assisted with extensive overhaul of the area. All units cleared by Command and returned to the City in service.

May 31 – Lebanon – Woods Fire. Engine 7 responded to Lebanon for a woods fire. Engine 7 crew provided water and manpower. Cleared and returned to the City.

**EMERGENCY MANAGEMENT**

The City of Rochester Emergency Operations Center (EOC) was opened on March 16<sup>th</sup> and has been operating since. This is due to the onset of COVID-19. Chief Klose has transitioned to the Emergency Management Director, while Assistant Chief Tim Wilder is Acting Fire Chief. Deputy Chief of Fire Prevention, Adam Hughes, has transitioned to a role within the EOC, as well. The EOC was moved to the Annex Building.

The month of May was a very busy month in the EOC. As the state changed its COVID 19 testing requirements, we saw an increase in the state level of positive cases:

Monday, May 4 <sup>th</sup> : 1,483 positive cases	Strafford County: 158 (6.1% of total cases)
Monday, May 11 <sup>th</sup> : 1,796 positive cases	Strafford County: 196 (6.2% of total cases)
Monday, May 18 <sup>th</sup> : 2,211 positive cases	Strafford County: 234 (6.4% of total cases)
Monday, May 25 <sup>th</sup> : 4,386 positive cases	Strafford County: 263 (6.6% of total cases)
Sunday, May 31 <sup>st</sup> : 4,651 positive cases	Strafford County: 269 (5.8% of total cases)
<b>NH Total Increase: 3,168 positive cases</b>	<b>Strafford County Increase: 111 cases</b>

Rochester fluctuated from 17 cases at the peak to 9 as of June 1, 2020.

Health Inspector Bob Veno and DC Adam Hughes were both very busy assisting restaurants with their opening for May 18<sup>th</sup> under the Governor's new Stay at Home 2.0, where they were allowed to open for outside dining. Both Bob and Adam worked closely with Economic Development, Building Zoning and Licensing, NH Liquor Enforcement and local businesses.

The EOC assisted with 10 City Employee COVID 19 related cases.

The EOC was able to establish May 28<sup>th</sup> as City of Rochester Employee COVID 19 Test Day at the NH Army National Guard Armory on Brock Street.

The EOC continued to support Straight Street Outreach on Wednesday's serving meals to the homeless.

Respectfully submitted,

*Tim Wilder*

Tim Wilder, Assistant Fire Chief

06/11/2020

## ROCHESTER POLICE DEPARTMENT



PAUL R. TOUSSAINT  
*Chief of Police*

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127  
FAX (603) 330-7159  
[www.rochesterpd.org](http://www.rochesterpd.org)  
*"Dedication, Pride, Integrity"*

POLICE COMMISSION

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

June 10, 2020



TO: City Manager Blaine Cox

RE: Monthly Report – May 2020

**OPERATIONS:** All ward meetings are on hold during the pandemic.

The investigations bureau had 48 cases submitted for review. There are currently 95 cases assigned. There were six detective call outs, (3 Deaths, 1 sexual assault, 1 missing person and a graffiti vandalism case). There were three compliance checks for sex offenders. There were 447 pieces of evidence logged in, and 38 items returned to owners.

**COMMUNITY ENGAGEMENT OFFICER/PROBLEM ORIENTED POLICING UNIT:** The unit has been getting many concerns/complaints regarding homeless camps and are researching and making new contacts with services to try to come up with a solution. The Unit continues to research problem areas/residences and work with landlords/owners to better the situations. There are several residences of concern with action plans in progress. Officers Seager, Robinson and Danie spent a significant amount of time working with ISB on the motor vehicle theft ring that had been active over the last two months.

Sgt. Babine and Detective Frechette trained 9 new bicycle officers. All POP and CEO Officers are also certified and look forward to working with them on a daily and nightly basis to be a presence in the downtown and address any issues.

With the new outdoor dining that Officer Danie assisted with, the unit is planning to be a heavy presence so that a positive atmosphere can be maintained.

**COMPSTAT:** The report from this last reporting period reflects the continued impact due to the COVID-19 pandemic. The Governor's mandatory stay-at-home order continued throughout the month.

Field Activities maintained the same low levels as was experienced the previous month. Car accidents were down 33% with a total number of 41 for the month. One crash resulted in a fatality, and the agency is awaiting a complete report from the regional TAR unit for causation. Despite the lower number of crashes this month, the trend continued to show many crashes occurring in parking lots. The number of DWI's were up slightly (6) for the month. One DWI was the result of a crash while the others were either called in/welfare checks or traffic stops. Four DWI's were alcohol related, two were drug related.

Regarding Property Crimes, burglaries dropped slightly while motor vehicle thefts were up substantially. This reporting period found the agency dealing with a significant M/V theft/burglary ring. Detectives

worked with surrounding agencies, and suspects were identified and some charged—some cases still being investigated. It is worth noting that all vehicles and almost all the property have been recovered. Two of the other reported burglaries for the month were DV related in which arrests were made.

Shoplifting also increased significantly during the month, with Walmart seeing the majority of the incidents—16 of the reported 24. Most cases were resolved through summons/arrest with warrants pending on the others.

Also of note was a vandalism spree that occurred in the downtown area on the night of April 29-30. Twelve businesses were “tagged” with spray paint. A suspect has been identified, and an arrest will be forthcoming (followed by a press release).

Drug related activity remained consistent throughout the month. Most of the possession cases continued to be the result of search incident to arrest or vehicle searches. The number of overdose related calls reflected a downward trend that began the previous month. There was one suspected OD fatality during the month. Officers continue to promote rehabilitation and recovery services.

We had three reported Robberies. Those investigations show that two may have been drug related. In one case, the victim is uncooperative, and the other case resulted in arrests. The third robbery was a convenience store/gas station with suspects identified, arrests made, and federal authorities may be taking that case due to the long-term criminal behavior of the suspects.

DV related assaults continue to be on the rise with no real explanation other than the impact of the COVID crisis.

**COMMUNICATIONS:** Our newest dispatcher is 12 weeks into her training, and has transitioned to dispatching police. The radio project is underway with 2-Way and our IT department. We are looking for a cutover date toward the end of June.

The State recently reached out to us about demoing a new mapping software. They are getting the information to us to research. We were also notified that we are being audited for our SPOTS terminal security restrictions. This is a random audit, not related to any specific issue. We have had such audits in the past. Our dispatch supervisor is working with IT to prepare for this.

The backup Center is still at the Gonic Station in case we need to decontaminate the one at the Police Department.

**DIVERSION:** Nicole was elected to her fifth term on the NH Juvenile Court Diversion Network. She continues to work on the Juvenile Probation Transformation Certificate Program with the State team. She sits on the Office of the Child Advocates Task Force working on juvenile justice transformation recommendations. Meetings held in May provided an opportunity for Staff to emphasize the on-going diversion efforts underway using virtual technologies to maintain juvenile justice practices.

Nicole continues to work with the NHJCD Network’s Evaluator on establishing NH’s diversion programs as Evidence-based and currently as a promising practice. The Service to Science process should be submitted in June and able to open the door nationally to sharing practices by the end of the year.

Nicole has been working on convening interested parties and existing resources to bring Family Resource Center services to Rochester. This much-needed entity is utilized statewide for family and youth activities which we are missing since the end of the grant for Bridging the Gaps. The Family Resource Center also works with local Departments on the ACERT model for traumatized youth of opiate parents.

National Night Out events have been rescheduled (nationally) to October 6 and Nicole is working with the Fire Department to dovetail this into Fire Prevention week. More information will follow in line with the Governor's reopening plans if the event is to occur.

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

**FINANCIAL/PURCHASING:** The City has continued the budget freeze enacted in March due to Covid-19. We are 70% spent in our O&M lines. We are nearing the end of the FY21 budget process. When the budget passes we will begin working on the cruiser bid process.

Both of our frontline vehicles approved in FY 20 were delivered last month and one of the two has been outfitted and being utilized by patrol. We expect to have the second vehicle back within the next two weeks.

Work on the radio replacement project has begun with tower work at the police department and work in the radio/server room in the basement. Over the next couple of weeks, they will be moving into the dispatch center with installing the new console equipment. By starting at the station with these installations, it will make the overall changeover go much easier.

Our bi-annual maintenance contracts are up for rebid in the next budget for cruiser maintenance, radio maintenance, uniform cleaning, tire purchasing and storage and clothing. We will use the State bid for our protective vests. This is a better vest with just a slight increase in price.

Purchases of \$5000 or more which would require a signature from the commission this month.

- Payment to Motorola for the radio replacement contractual agreements.

**FORFEITURE SPENDING:** There was no forfeiture spending this period.

**HIRING:** The certified candidate interviewed by the Commission has had his background packet assigned. We will be holding our physical training test on May 30, with oral boards scheduled for early June for potential new applicants

Great Bay College has postponed their police entrance exam originally set for June 6. We have exhausted the lists from prior testing and will have to work through other means for recruitment for the near future.

**HONOR GUARD:** All events that were planned have been postponed. There are no events scheduled at this time.

**HOUSING:** We had 15 Police related calls for service this month. During Covid-19, housing is not allowing guests to have visitors, which appears to be making an impact. EMS calls on the properties seem to be significant with 33 for the month; however, there is no signs of concern. There was only one new criminal background completed for a new applicant. Officer Blair and Sgt. Babine continue to provide visible coverage at the housing locations while social distancing. Officer Blair has been able to hand out the McDonalds cards to children and parents at Linscott and Cold Spring. Officer Funk remains out of work due to injury.

**K-9:** This month the Rochester K-9 Unit responded to 7 calls for service. All 7 calls were for tracks in Rochester. This month, Gunner also re-certified in tracking/trailing for another year.

**PROSECUTION - ADULT:** Due to limitations in operations being imposed/mandated by the Court, adult prosecution has been working in a reduced capacity.

**PROSECUTION - JUVENILE:** These numbers are not typical but are a result of the reduction in cases presented by the Court. Juvenile prosecution had 11 petitions, and 1 CHINS. There was one motion to bring forward a diversion agreement for sentencing. The following were resolved telephonically: 1 arraignment, 4 review hearings, 2 dispositional hearings, 1 violation hearing, 2 competency hearings and two show cause hearings. Trials were all telephonically – 7 resolved by plea, 1 resolved as found true.

**RENTAL PROPERTY OWNERS ASSOCIATION:** There is no new information since the last reporting. The next meeting will be remotely via Zoom on June 4<sup>th</sup>.

**SCHOOL RESOURCE OFFICERS:** \*\*COVID-19 school closures went into effect March 18<sup>th</sup>. SRO Jackson and SRO Porfido have been assigned to Patrol during the closure while SRO Deluca has been assisting the schools with helping families in need of services get food and other items needed during the closure.\*\*

Middle School Highlights: Sgt. Deluca continues to assist the Middle School with student attendance and schoolwork issues as well as joining in on online classes. He has been coordinating with the schools and assisting with food bag distribution. He conducted 46 on-line meetings with students this period. He also made 70 phone calls to parents of students for different issues. He worked with the SAU on coordinating return of the Chrome Books. He conducted weekly patrols of the school and surrounding area due to issues of homeless encampments. He has been involved with two on line meetings with the board of directions for LEAD and is processing 175 graduation certificates.

Explorer Post: No meetings were held this period.

**TRAINING:** Officers Knox, Colson and Kimball have entered phase one of their FTO training program. Their daily observation reports have been very positive. They will be moving to phase two at the beginning of June. Additionally Kimball will be taking his required fitness test at PSTC on 5/29 to have his certification reinstated.

Outside training classes at PSTC and other facilities have continued to be closed due to covid-19. We are using the online Policeone Academy for training for officers. Officers have access to take any class offered at any time they are on duty. In addition, Sgt. Cost has put together certain courses for officers who are CIT certified to complete their annual required training.

Respectfully Submitted,

Paul R. Toussaint  
Chief of Police

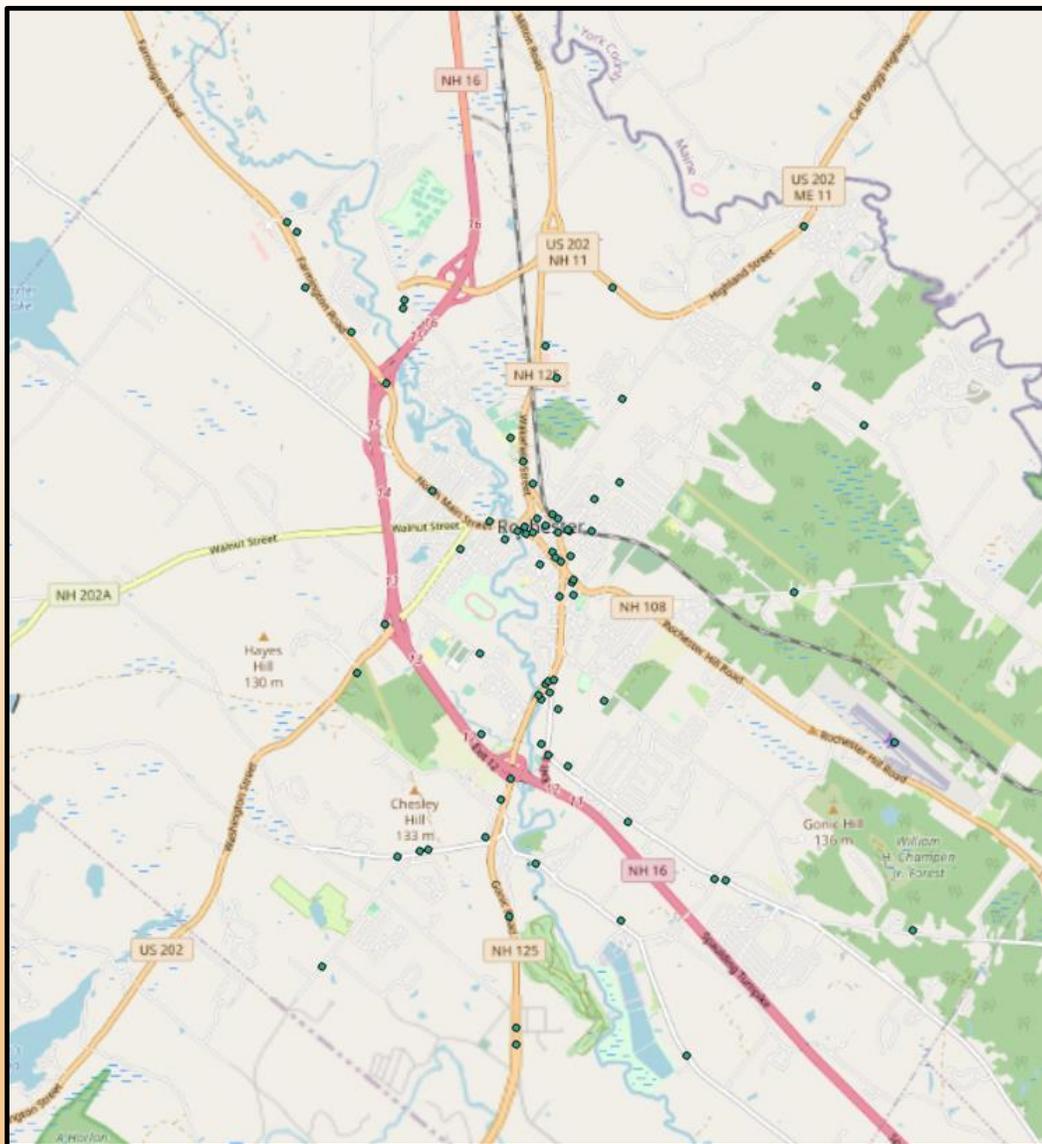
# Rochester Police Department

## May 2020 Comp Stat Report



# Field Activities

Specific Crimes	May-20	May-19	% Change	Apr-20	% Change	Mar-20	YTD 20	YTD 19	% Change	YTD 18
Traffic Stops	120	458	-74%	32	275%	309	1622	2314	-30%	4678
Arrests from Stops	9	10	-10%	2	350%	5	55	100	-45%	167
Summons	13	11	18%	6	117%	11	78	88	-11%	293
Warnings	93	418	-78%	21	343%	287	1452	2039	-29%	3473
No Action	2	13	-85%	1	100%	5	26	74	-65%	115
Accidents	66	70	-6%	41	61%	62	331	355	-7%	417
Summons from ACs	0	1	-100%	5	-100%	0	8	8	0%	13
Arrests from ACs	3	6	-50%	2	50%	2	17	23	-26%	29
Field Interviews	11	7	57%	5	120%	8	40	30	33%	40
DWI	6	5	20%	6	0%	5	30	31	-3%	32
<i>Narcotics</i>	4	2	100%	2	100%	1	11	9	22%	6
<i>Alcohol</i>	2	3	-33%	4	120%	4	19	22	-14%	26
DWI from Accidents	1	3	-67%	1	0%	2	8	8	0%	13



## Traffic Stops

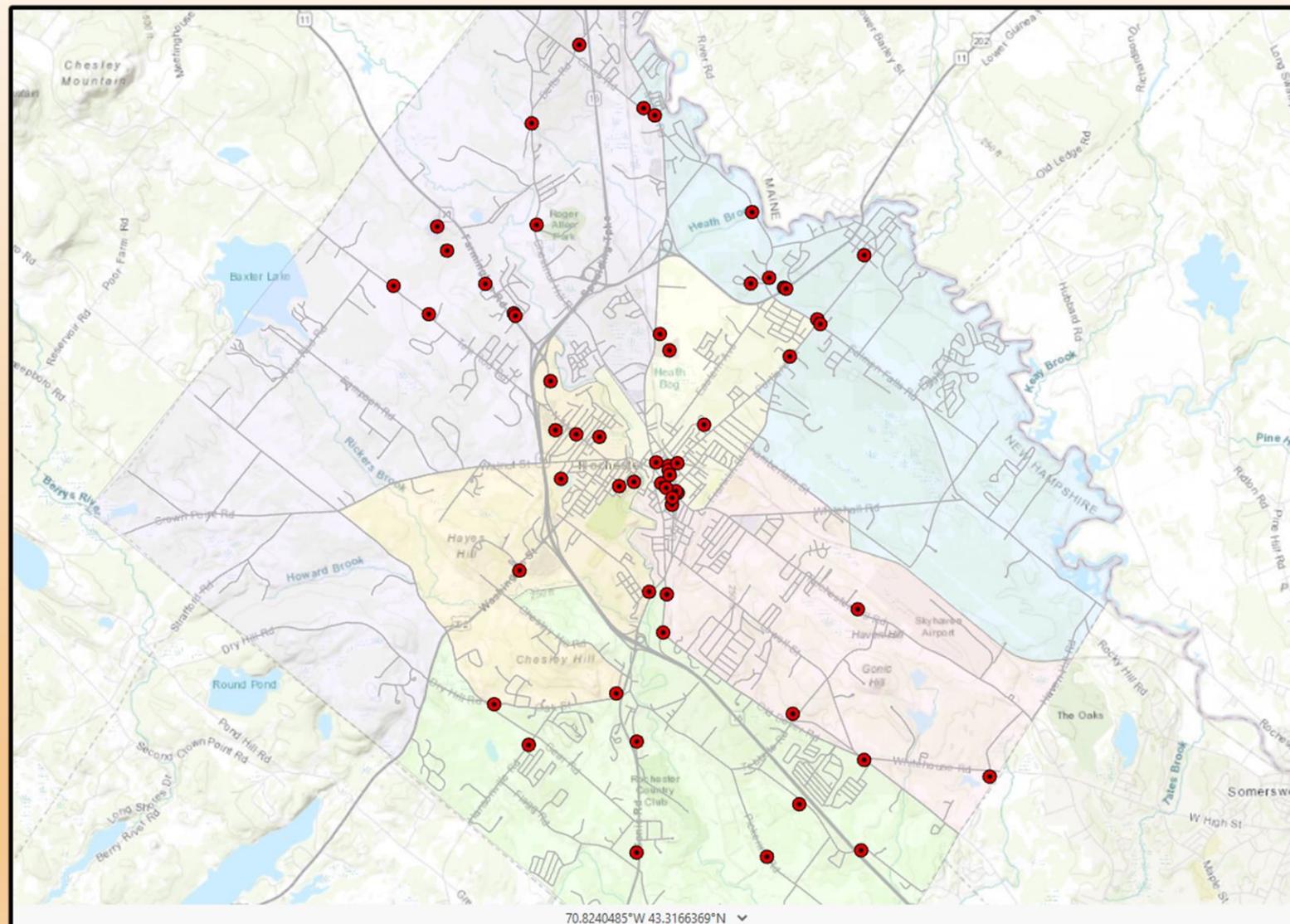
- 120 Total Traffic Stops
  - 9 Arrests
  - 13 Summons'
  - 93 Warnings

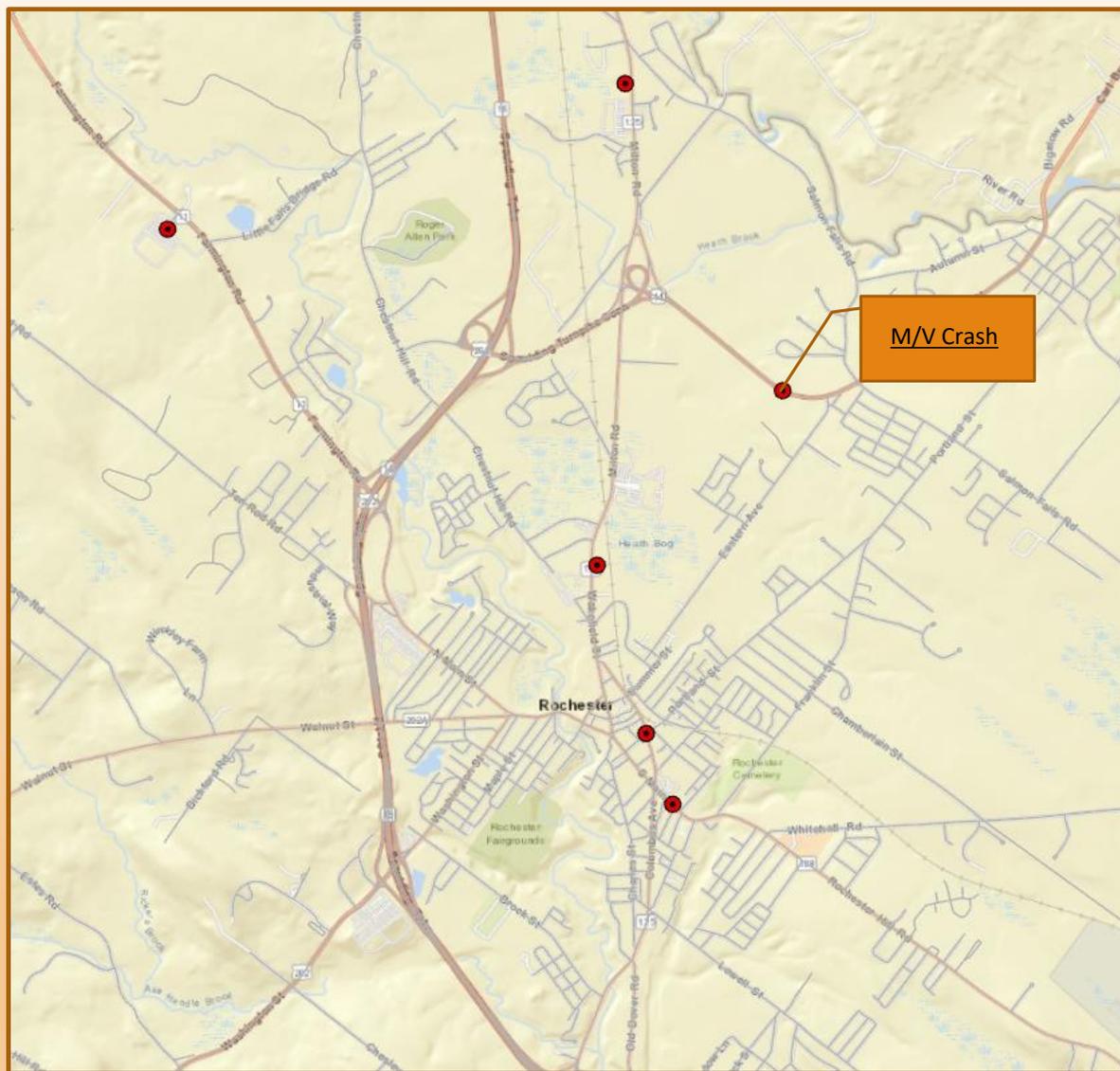
The number of traffic stops increased during the month as COVID 19 restrictions began to loosen. As can be seen in the adjacent map, the majority of traffic stops were conducted in the town center and along major routes into and outside the city.

# Motor Vehicle Crashes

- 66 total crashes
- 1 reported crash that resulted in DWI arrest, alcohol related. (Highland St)
- Continued trend of parking lot accidents at many of the stores around town.
  - Lowes/Staples (5)
  - Walmart (3)
  - Market Basket (Ridge) (2)
- High Volume Roads:
  - Farmington Rd – 6
  - Washington St – 5
  - Portland & Columbus – 4 each

WASHINGTON ST	05/01/2020 10:29 AM	Total
FARMINGTON RD	05/19/2020 11:38 AM	1
	05/22/2020 04:49 PM	1
	05/23/2020 03:40 PM	1
	05/23/2020 10:13 AM	1
	05/29/2020 01:14 PM	1
	05/31/2020 11:37 AM	1
<b>FARMINGTON RD Total</b>		<b>6</b>
WASHINGTON ST	05/04/2020 06:03 PM	1
	05/15/2020 02:29 PM	1
	05/20/2020 11:15 AM	1
	05/25/2020 02:59 PM	1
	05/28/2020 05:14 PM	1
<b>WASHINGTON ST Total</b>		<b>5</b>
PORTLAND ST	05/05/2020 04:28 PM	1
	05/22/2020 11:48 AM	1
	05/28/2020 04:04 PM	1
	05/30/2020 11:49 AM	1
<b>PORTLAND ST Total</b>		<b>4</b>
COLUMBUS AVE	05/02/2020 01:52 PM	1
	05/13/2020 10:28 AM	1
	05/19/2020 11:16 AM	1
	05/24/2020 06:41 PM	1
<b>COLUMBUS AVE Total</b>		<b>4</b>





## DWI Incidents

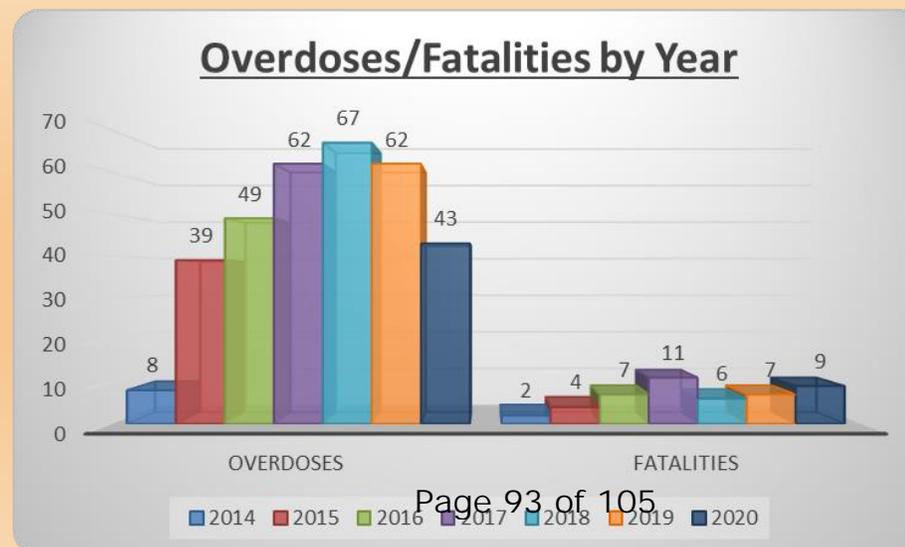
- 6 Total Incidents
  - 2 Traffic Stops
  - 3 BOLO's
  - 1 Crash
- 4 Drug / 2 Alcohol related incidents
- 5 Arrests
- 1 Case pending drug results

# Property Crimes

All Incident Reports												
Specific Crimes	May-20	May-19	%Change	Apr-20	%Change	Mar-20	YTD-20	YTD 19	%Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Burglary	2	7	-71%	8	-75%	10	28	40	-30%	14%	15%	38
Shoplifting	13	12	8%	24	-46%	17	86	105	-18%	77%	82%	113
Theft from a Building	10	8	25%	17	-41%	13	70	65	8%	31%	28%	87
Theft from M/V (including Parts)	4	19	-79%	9	-56%	7	30	61	-51%	0%	4%	47
All Other Theft	17	9	89%	12	42%	17	65	36	81%	11%	7%	44
M/V Theft	5	0	100%	9	-44%	1	19	13	46%	16%	18%	10
Vandalism	31	39	-21%	27	15%	39	158	148	7%	27%	28%	156
<b>Total Property</b>	<b>82</b>	<b>94</b>	<b>-13%</b>	<b>106</b>	<b>-23%</b>	<b>104</b>	<b>456</b>	<b>468</b>	<b>-3%</b>	<b>27%</b>	<b>28%</b>	<b>495</b>
Arrests												
Specific Crimes	May-20	May-19	%Change	Apr-20	%Change	Mar-20	YTD-20	YTD 19	%Change			YTD 18
Burglary	0	0	0%	3	-100%	0	4	8	-50%			6
Shoplifting	5	11	-55%	16	-69%	7	66	98	-33%			98
Theft from a Building	3	6	-50%	6	-50%	6	22	13	69%			12
Theft from M/V (including Parts)	0	0	0%	0	0%	1	0	5	-100%			1
All Other Theft	2	1	100%	1	100%	0	7	2	250%			1
M/V Theft	0	1	-100%	1	-100%	0	3	2	50%			4
Vandalism	8	14	-43%	4	100%	8	42	46	-9%			58
<b>Total Property</b>	<b>18</b>	<b>33</b>	<b>-45%</b>	<b>31</b>	<b>-42%</b>	<b>22</b>	<b>144</b>	<b>174</b>	<b>-17%</b>			<b>180</b>

# Drug Incidents

All Incident Reports												
Specific Crimes	May-20	May-19	% Change	Apr-20	% Change	Mar-20	YTD-2020	YTD 2019	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Possession	8	11	-27%	9	-11%	16	60	58	3%	63%	83%	62
Drug Events	2	40	-95%	3	-33%	4	44	121	-64%			N/A
Overdoses	4	24	-83%	3	33%	13	42	62	-32%			67
<i>Fatal</i>	3	2	50%	1	200%	4	9	6	50%			6
<b>Total Drug</b>	<b>17</b>	<b>51</b>	<b>-67%</b>	<b>16</b>	<b>6%</b>	<b>37</b>	<b>155</b>	<b>179</b>	<b>-13%</b>			<b>129</b>
<b>Arrests</b>												
Specific Crimes	May-20	May-19	% Change	Mar-20	% Change	Feb-20	TYD-20	YTD 19	% Change			YTD 18
Possession	4	9	-56%	8	-50%	6	38	48	-21%			58



# Violent Crimes

All Incident Reports												
Specific Crimes	May-20	May-19	% Change	Apr-20	% Change	Mar-20	YTD 20	YTD 19	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Homicide	0	0	0%	0	0%	0	0	0	0%	0%	0%	0
Robbery	1	1	0%	3	-67%	1	7	3	133%	71%	100%	8
Aggravated Assault	5	10	-50%	2	150%	3	15	27	-44%	60%	56%	34
<i>from DV*</i>	2	4	-50%	1	100%	2	7	8	-13%	100%	88%	16
Simple Assault	38	32	19%	33	15%	37	174	155	12%	50%	63%	197
<i>from DV*</i>	20	21	-5%	24	-17%	23	99	80	24%	65%	65%	94
<b>Total Violent</b>	<b>44</b>	<b>43</b>	<b>2%</b>	<b>38</b>	<b>16%</b>	<b>41</b>	<b>196</b>	<b>185</b>	<b>6%</b>	<b>45%</b>	<b>55%</b>	<b>239</b>
Arrests												
Specific Crimes	May-20	May-19	% Change	Apr-20	% Change	Mar-20	YTD 20	YTD 19	% Change			YTD 18
Homicide	0	0	0%	0	0%	0	0	1	-100%			0
Robbery	0	0	0%	5	-100%	0	5	3	67%			4
Aggravated Assault	3	5	-40%	1	200%	2	9	15	-40%			19
<i>from DV*</i>	2	4	-50%	1	100%	2	7	7	0%			12
Simple Assault	20	23	-13%	21	-5%	18	87	97	-10%			100
<i>from DV*</i>	15	13	15%	17	-12%	13	64	52	23%			60
<b>Total Violent</b>	<b>23</b>	<b>28</b>	<b>-18%</b>	<b>27</b>	<b>-15%</b>	<b>20</b>	<b>101</b>	<b>116</b>	<b>-13%</b>			<b>123</b>

# Domestic Violence Related Calls

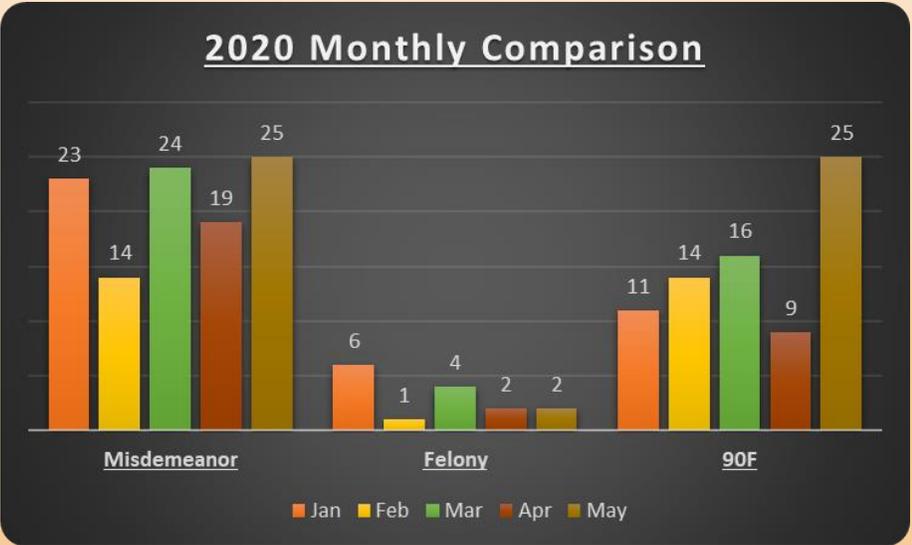
<u>May 2020</u>
Misdemeanor – 25
Felony - 2
90F - 25

2020 Monthly Comparison

	Jan	Feb	Mar	Apr	May
<b>Misdemeanor</b>	23	14	24	19	25
<b>Felony</b>	6	1	4	2	2
<b>90F</b>	11	14	16	9	25

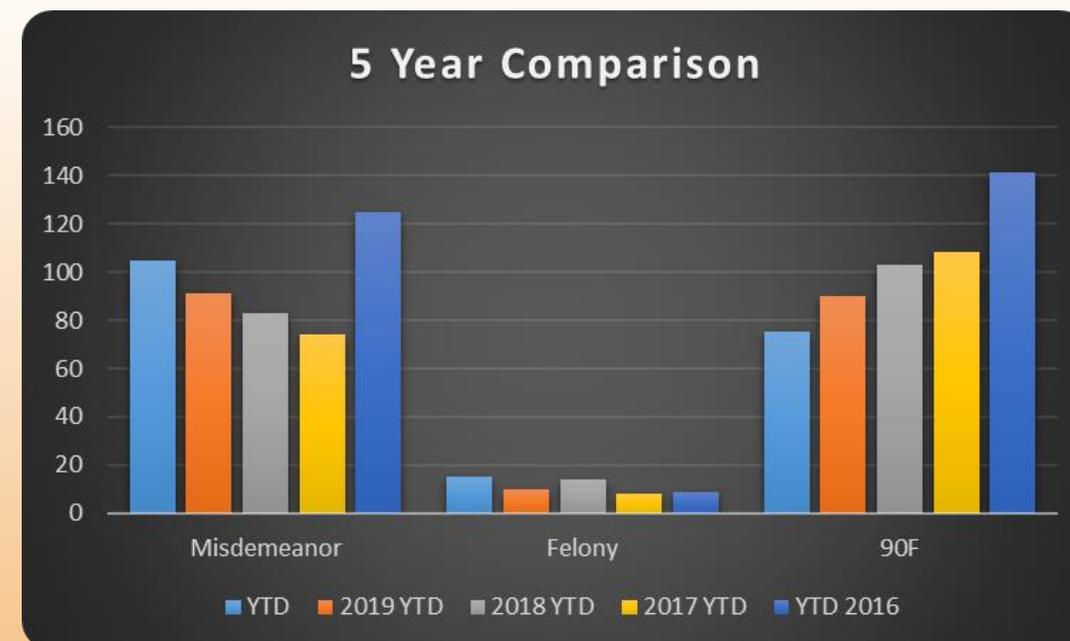
3-Year Comparison

	May 2018	May 2019	May 2020
<b>Misdemeanor</b>	23	24	25
<b>Felony</b>	5	3	2
<b>90F</b>	26	14	25



# Domestic Violence Related Calls (5-Year Comparison)

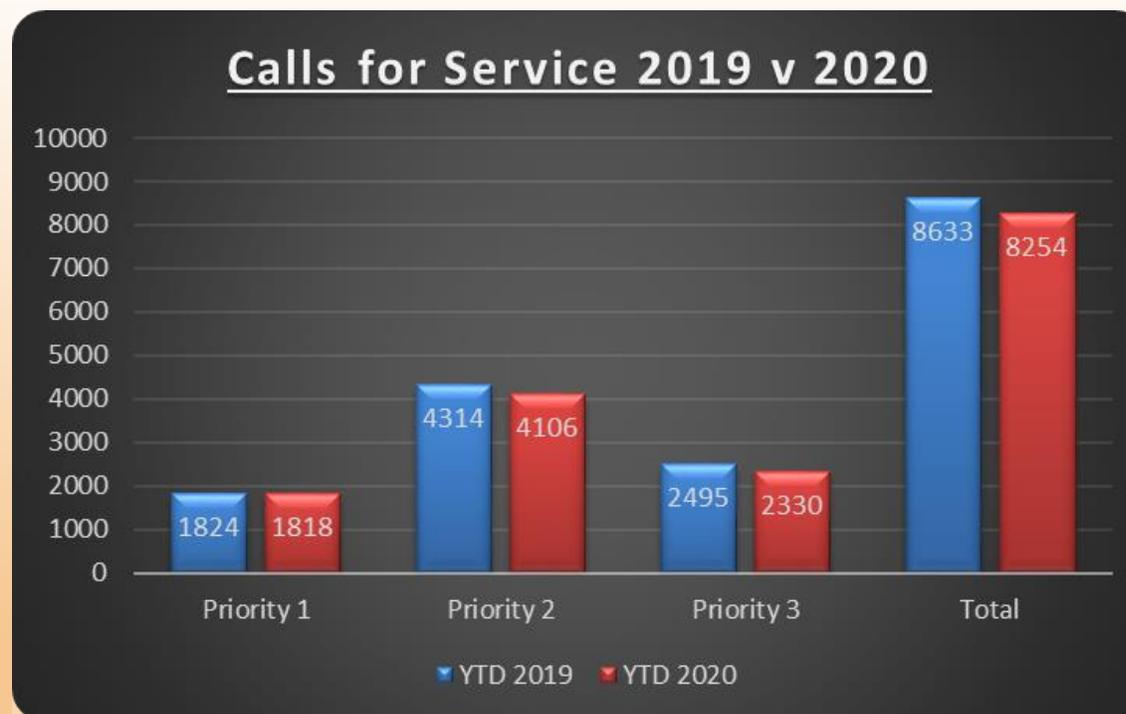
	YTD	2019 YTD	2018 YTD	2017 YTD	YTD 2016
Misdemeanor	105	91	83	74	125
Felony	15	10	14	8	9
90F	75	90	103	108	141



# Threshold

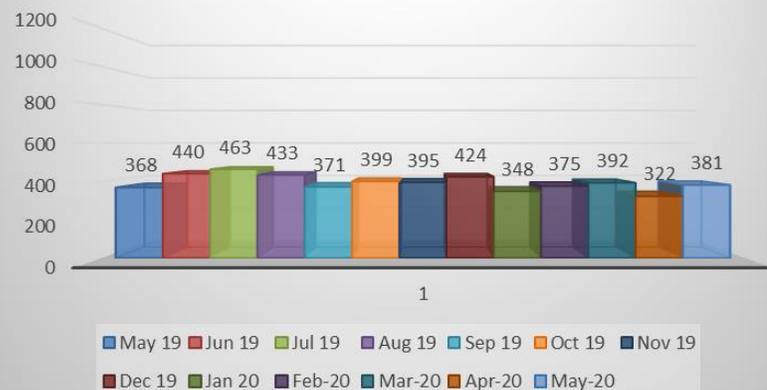
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	85	69-101	66	Moderately Low
Traffic Stop	740	382-1097	120	Moderately Low
DWI	7	4-10	6	Normal
Robbery	2	0-3	1	Normal
Aggravated Assault	6	3-8	5	Normal
Simple Assault	39	30-47	38	Normal
Burglary	9	5-13	2	Moderately Low
Shoplifting	24	16-31	9	Low
Theft from Building	18	11-25	11	Normal
Theft from MV	16	7-24	4	Low
MV Theft	3	1-5	5	Normal
Vandalism	35	27-43	31	Normal
Possession	15	10-21	6	Moderately Low
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	46	36-56	44	Normal
Property	120	92-149	81	Moderately Low

# Calls for Service 2019 v 2020

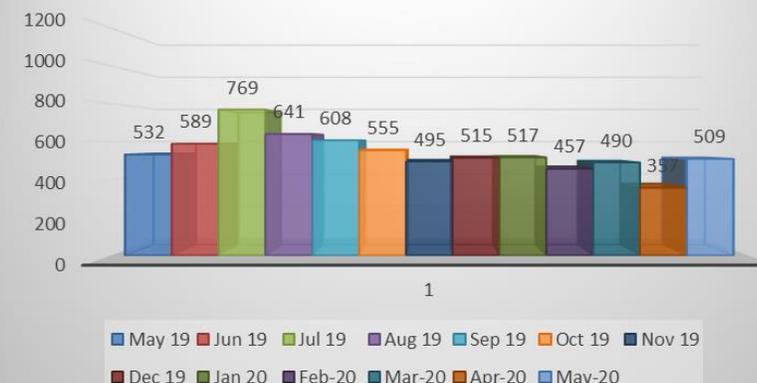


# Calls for Service by Priority

### Priority 1 Calls For Service



### Priority 3 Calls For Service

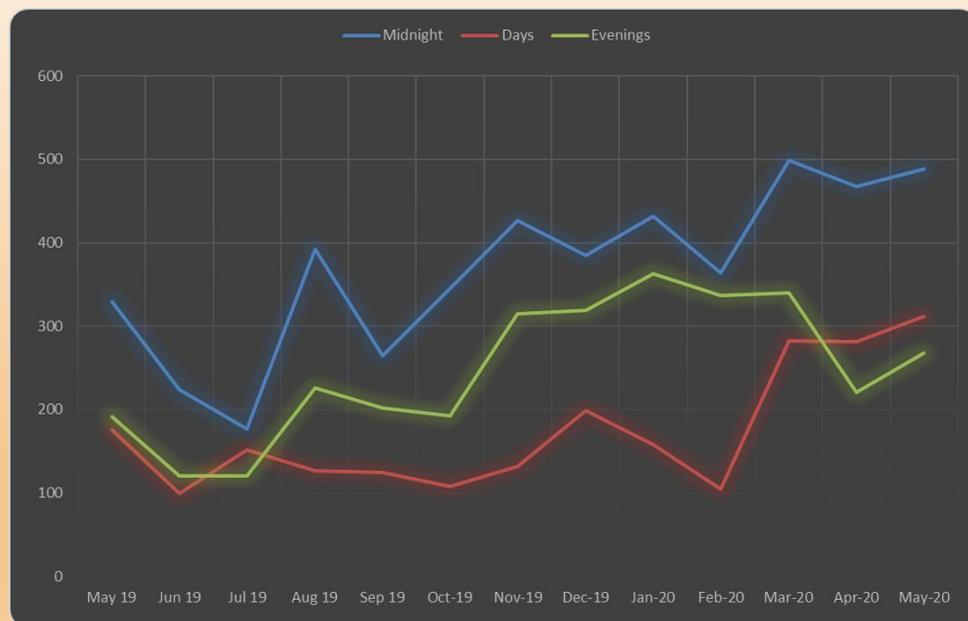


### Priority 2 Calls For Service

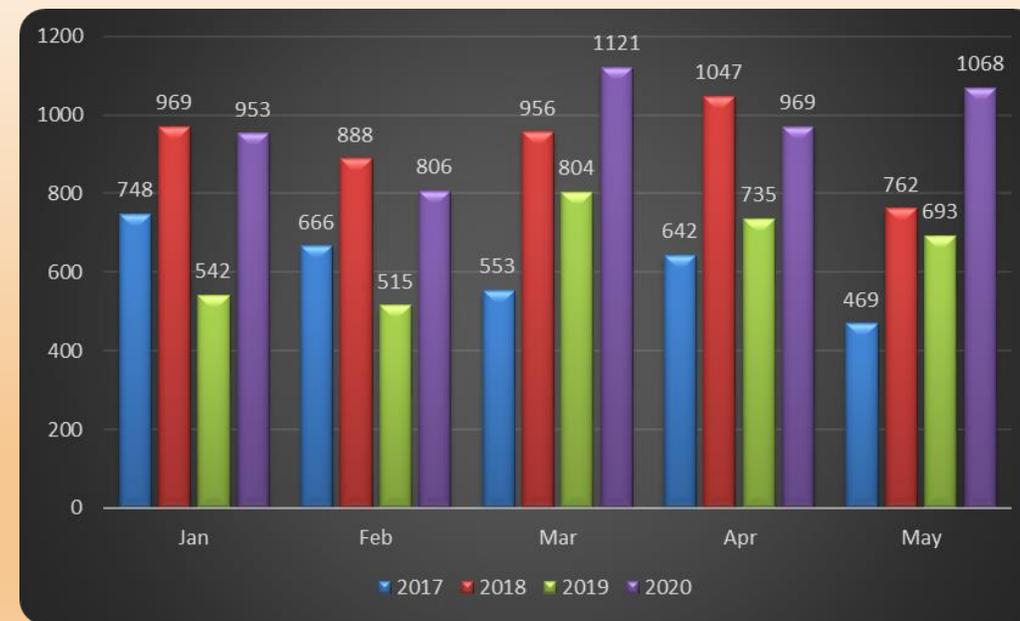


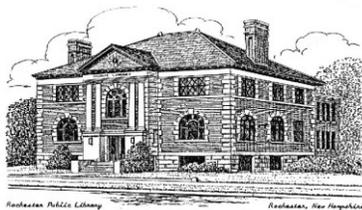
# Proactive Hours by Shift

## May 2020



## 4-year Comparison by Month





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

06/11/2020  
Main Desk: (603) 332-1428  
Reference: 335-7550  
Children's: 335-7549  
Fax: 335-7582  
[www.rpl.lib.nh.us](http://www.rpl.lib.nh.us)

## **MONTHLY REPORT**

### **May 2020**

The Library staff continued throughout the month of May to post interactive content to social media pages and the library's website daily. New reading lists for children and teens were also posted to the website.

The Children's Room staff continued posting fun crafts with instructions on social media for patrons with children throughout the month of May.

With spring came the addition of the Lazy Gardener to the library website and social media platforms. Helpful hints on plants to begin putting in the soil early and those that like a warmer environment and need to wait a while longer. The Lazy Gardener offers help in finding books and websites to use as resources when starting your garden as well as helpful advice and time saving tips.

Over a hundred people enjoyed the Guided Meditation & Home Yoga Practice videos by Naomi Kaplan that were posted weekly on the library website in May.

Common Threads, a group of patrons that met weekly at the library to work on their individual needlework projects while socializing and sharing a wealth of creative knowledge continued to meet virtually throughout May. Common Threads meets every Monday from 10-11am through a Webex link on the library website.

Although the library remained closed to the public throughout the month, library staff started returning to the building to organizing safely distanced workstations and work procedures. Staff worked hard to create a safe process for everyone to begin checking out library collection items again. This new service is called RPL to Go. Patrons can select items through email or over the phone and staff members will check-out these items and call with a designated pick-up time. Items will be packaged in bags and the contactless pick-up will be in the ground floor lobby.

Three hundred and thirty-three of our library patrons downloaded 1,812 e-books to media devices through the library's web site this month. The RPL website also enabled 25 patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 832 digital downloads from Hoopla.

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City Clerk's Office

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***Forthcoming:***  
**Tax Collector**  
**Report**

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City Clerk's Office

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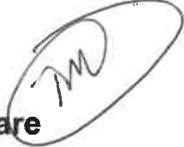
City Clerk's Office

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**Rochester, New Hampshire  
Inter office Memorandum**

**TO: Blaine Cox  
City Manager**

**FROM: Todd M. Marsh**   
Director of Welfare

**SUBJECT: Analysis of Direct Assistance for May 2020.**

**DATE: June 1, 2020**

This office reported 73 formal case notes for the month of April.

Voucher amounts issued were as follows:

	<u>6</u> <u>Families</u> <i>1 new</i>	<u>9</u> <u>Single</u> <i>3 new</i>
Burial .....	0.00	650.00
Dental .....	.00	.00
Electricity .....	.00	.00
Food.....	.00	.00
Fuel heating .....	.00	.00
Mortgage .....	.00	.00
Prescriptions .....	.00	.00
Rent .....	550.00	550.00
Temporary Housing.....	1,375.00	1,460.00
Transportation .....	<u>.00</u>	<u>.00</u>
<b>TOTAL</b>	<b>\$1,925.00</b>	<b>\$2,660.00</b>

General Assistance above represents an average cost per case/family of \$320.83 and case/individual of \$380.00 for this month.

Total vouchers issued: \$4,585.00

There was a decrease of \$12,045.41 in assistance issued this month compared to May 2019. There was a decrease of \$3,458.50 in vouchers issued this month compared to last month.

We received reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaling \$0.00

**NOTES**

May budget impact includes the Covid-19 Pandemic situation, including Governor Sununu's Executive Orders regarding temporary prohibition on evictions, foreclosures and utility disconnects resulting in less assistance inquires. Also, expanded unemployment and stimulus money. Homeless shelters ending new entries has increased temporary housing (motels) assistance.