



**City of Rochester, NH  
Preamble for February 16, 2021 City Council  
Workshop Meeting**

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

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

- **Mail:** City Clerk/Public Input, 31 Wakefield Street, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
- **email** [PublicInput@rochesternh.net](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*)

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

In addition to the above listed public access information, the City Council will be allowing the public to enter Council Chambers and speak in person during the Public Input portion of this meeting. In an effort to adhere to CDC guidelines: enter only at the front Wakefield Street entrance and exit on the side closest to the police department and adhere to 6-foot social distancing while inside. Hand sanitizer and facemasks will be available at the Wakefield Street entrance. Participants will be admitted into Council Chambers one at a time to speak, and will exit directly thereafter. Please note; the seating in Council Chambers will not be available for the public during meetings.

At this time, I also welcome members of the public accessing this meeting by phone. The public can call-in to the below number using the conference code. This meeting will be set to allow the public to "listen-in" only, and there will be no public comment taken via conference line during the meeting.

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

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

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

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**City Council Public Hearing  
February 16, 2021  
Council Chambers  
31 Wakefield Street and  
Remotely via Microsoft Teams  
6:30 PM**

**Agenda**

- 1. Call to order**
  - 2. Amendments to Chapter 275 of the General Ordinances of the City of Rochester regarding Murals P. 7**
  - 3. Resolution Authorizing Supplemental Appropriation to the Department of Public Works (DPW) CIP Fund in the Amount of \$150,000.00 for the Purchase of a Multi-Hog Sidewalk Tractor P. 11**
  - 4. Adjournment**
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**City Council Special Meeting  
February 16, 2021  
Council Chambers  
31 Wakefield Street and  
Remotely via Microsoft Teams  
*Immediately following the Public Hearing***

**Agenda**

- 1. Call to Order**
- 2. Resolution Authorizing Entry Into Intermunicipal Agreement For Development Of An Adaptive Water Quality Management Plan For Great Bay Estuary *first reading and consideration for adoption*  
P. 17**

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3. **Motion to Rescind Resolution Authorizing \$75,575.67 of Previous Appropriations of the School Department CTE Equipment Capital Improvements Plan Project for CTE Paving, Adopted by City Council 1/5/2021 *motion to rescind (2/3 vote required to pass)*** P. 27
  4. **Resolution Authorizing Supplemental Appropriation to the Department of Public Works (DPW) CIP Fund in the Amount of \$150,000.00 for the Purchase of a Multi-Hog Sidewalk Tractor *second reading and consideration for adoption*** P. 11
  5. **Adjournment**
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**City Council Workshop Meeting  
February 16, 2021  
Council Chambers  
31 Wakefield Street and  
Remotely via Microsoft Teams  
*Immediately following the Special Meeting***

**Agenda**

1. **Call To Order**
2. **Public Input**
3. **Communications from the City Manager**
4. **Communications from the Mayor**
6. **FY20 Annual Audit Presentation – Melanson Heath**
7. **Presentation: Rochester Main Street – Mike Guillette & Matt Wyatt**
8. **Department Reports P. 33**
9. **Other**
10. **Adjournment**

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**Amendments to Chapter 275 of the General Ordinances of the City of Rochester regarding Murals**

THE CITY OF ROCHESTER ORDAINS:

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

**Purpose:**

The City of Rochester understands the importance of adopting regulations for murals on private property and public property. The regulations for murals were formulated as a means to continue visual aesthetic while allowing for creative expression in appropriate locations and with sensitivity to the Historic Downtown nature of permitted areas. The established review criteria provide guidance concerning the compatibility and appropriateness of theme, location, design, placement, massing, scale, and materials of mural art with no intrusion into the artistic expression or the content of work.

**Definitions**

**Vandalism:** Any unpermitted writings, drawings, or other material posted on a public or private property. Typically this is unlawfully placed on property not owned by the person posting the material.

**Mural:** Any permitted art painted or applied directly on a building, structure, fence, or object within the public view that is located on public or private property.

**Historic Wall Graphics:** includes any graphic shown to be at least 60 years old that is recognized as distinctly important in the social science of history that records, studies, and explains the character and significance of past human activities in Rochester.

**Sign:** For definitions of numerous sign types see Article 29, Signage.

**Zones where Murals are Permitted:**

Murals are permitted by Conditional Use Permit in the following districts: Neighborhood Mixed Use, Downtown Commercial District, Office Commercial, Highway Commercial, and Granite Ridge Development District.

**Approval for Murals:**

A) **General Requirements**

The City of Rochester exempts public art, including murals, that are located outside the Historic Overlay District from Article 29: Sign Ordinance. However murals must be permitted and approved, per the process below.

Murals that include trademarks service marks, or other markings, colors, or patterns identifying or associated with business, profession, trade, occupation, may be permitted if it is shown that they are historic wall graphics on private property. Otherwise such will be considered commercial applications and shall be considered signs.

All applications shall include the property owner's signature indicating their approval of the submission of the application and of the mural.

All applications shall include a description of the artist's qualifications.

All application shall include a long-term maintenance plan.

Any mural without approval may be considered vandalism or a sign and enforced accordingly.

Rotating murals in which an applicant plans to apply more than one mural to the same wall within a year period require approval for each submission.

**B) Murals on Public Property**

Applicants shall submit a Public Art Install Application for review and approval by the City Council.

**C) Murals on Private Property that is visible from the Public Right-of-Way:**

- 1) Applicants shall submit a Public Art Install Application for review and approval by Arts and Culture Commission.
- 2) Once the Arts and Culture Commission has approved the install the applicant must check if they are in the Historic Overlay District. Any mural located within the Historic Overlay District that is visible from the public right-of-way shall be reviewed by the Historic District Commission and must comply with the Department of Secretary Interiors Standards for treatment for historic masonry buildings.
- 3) Once HDC approval is obtained the applicant shall apply for a Permit from the Planning Board.

**Review Criteria:**

**A) Location**

1. The mural complements and enhances the building.
2. The mural does not cover or detract from significant or character defining architectural features.
3. The mural enhances and complements the surround neighborhood.
4. The treatment and application of murals located on properties within the Historic District Overlay follows the National Parks Services Department of Secretary Interiors Standards for Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings Technical Preservation Services. The mural enhances the building or wall and is incorporated architecturally into the character of the Historic District.

5. Murals that are mounted onto buildings are done so in a way that prevents damage from moisture and condensation behind the attached panel. The hanging or anchoring of murals should be reversible.
6. The mural does not cover over the exterior surfaces of any building opening such as windows, doors and vents. This excludes any City sanctioned event that may involve temporary window paintings.

### **B) Design**

1. Preparation to substrate must be identified and condition must also be addressed including surface conditions, fragility, permeability, and porosity.
2. The scale of the mural is appropriate for the building. Murals located on the primary street façade shall not exceed more than 25% of the area of façade of which the mural is located.
3. The mural enhances the surrounding neighborhood.
4. The mural is an original design.
5. The name, logo, or other indicator of the sponsor of the mural or the mural artist shall be discreetly displayed and shall not exceed 5% of the overall design.
6. Materials are of superior quality and intended for exterior use.
7. Use of reflective, neon, or fluorescent paints is limited.
8. Permanent installations have a weatherproof and vandalism resistant coating.
9. The mural contains no defamation, incitement, obscenity, illegal content, or images of child pornography. Obscene matter is that which the average resident of the City, applying community standards, would find, taken as a whole, appeals to a prurient interest and lacks serious literary, artistic, political, or scientific value.

### **Maintenance:**

1. The maintenance of the mural is the responsibility of the property owner. In the case of murals on public property, maintenance shall be the responsibility of the organization that commissioned the mural.
2. The long-term maintenance plan must be prepared and include a plan for periodic touch up or repainting condition of the surface must be inspected.
3. The mural must be properly maintained to ensure that material failure, such as peeling paint, is corrected and vandalism is removed promptly in accordance with the Property Maintenance Code.
4. A long term maintenance plan for periodic touch up or repainting is required with submission.
5. Rotating murals (in which an applicant plans to apply more than one mural to the same wall within a year period) requires approval for each submission.

**Enforcement**

1. When an official interpretation is deemed necessary, the Zoning Administrator will determine if a proposal is a mural or sign. This decision may be appealed by the Zoning Board of Adjustment.

**Amendments effective upon passage.**

**Resolution Authorizing Supplemental Appropriation to the  
Department of Public Works (DPW) CIP Fund in the Amount of \$150,000.00 for the  
Purchase of a Multi-Hog Sidewalk Tractor**

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

That the amount of One Hundred Fifty Thousand Dollars (\$150,000.00) is hereby appropriated as a supplemental appropriation to the DPW CIP Fund for the purpose of paying costs associated with the purchase of a Multi-Hog Sidewalk Tractor. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.

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

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## City 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]

#### 4. DPW Sidewalk Tractor

Mr. Nourse stated that Rochester has approximately 45 miles of sidewalk and we have 3 tractors assigned for winter maintenance of the sidewalks. He stated that the existing Trackless brand sidewalk tractors were purchase in 2004 (2) and 2007 (1). He stated new blowers were added to all 3 of them in 2013 at a total cost of \$60,000. He said the equipment is old and dated. He described the push frame system and how it doesn't articulate side to side like the new Multihog models and he discussed the significant amount of downtime due to breakdowns during storms and the slow availability of parts. Mr. Nourse stated that the department had budgeted for a new machine at a cost of \$180,000 in the FY2021 CIP Budget, but due to the anticipated, but unrealized decrease in revenues due to the Covid-19 Pandemic, that tractor was cut from the budget. Mr. Nourse stated that he is seeking a Supplemental Appropriation of approximately \$150,000 in order to make that purchase. He stated that he had discussed the supplemental with the Finance Department and they did approve the request. Mr. Nourse explained that there is approximately \$37,000 in remaining funds due to good pricing obtained for other budgeted items. He stated that he anticipates replacing the other tractors in the 2024 and 2025 budgets when the budget will allow as he will not need to request a large trucks in those years. Mr. Nourse stated that he believed the City Council is aware that most of the winter operations complaints received by DPW are about sidewalks and public safety and he was hopeful that the Committee could support his request. He stated he believes adding this 4th tractor will make a difference. The new tractor will have a route of its own and would be used while repairs are being made to other tractors. Councilor Gray asked where the Finance Department recommended the funding to come from. Mr. Nourse stated he believed it was the General Fund – Fund Balance Account. Councilor Walker asked that Mr. Nourse confirm that delivery could be made soon, prior to winters end. Councilor Hamann asked if the machine would have a blower and blade. Mr. Nourse stated it would. Councilor Rice asked about a sander. Mr. Nourse stated yes, it would have all of the equipment necessary for winter operations. Councilor Rice asked if the DPW had discussed the equipment with other Communities to see if they were happy with the performance and he asked the life expectancy of this type of equipment. Mr. Nourse stated they typically last 15 years which is similar to the current equipment, and he did not have the information available regarding other towns experience with him at the moment, but that he believe we had discussed it. **Mr. Nourse stated that he would supply the Committee with the expected availability and the information from other Communities prior to the City Council Meeting.** Councilor Gray stated that he is aware of the sidewalk maintenance issues and complaints during winter operation as he has seen people needing to walk in the street and stated that he will support this action. He also expressed concern for the increased use of the fund balance and supplemental appropriations this year. **Councilor Rice made a motion to recommend that the full City Council approve a supplemental appropriation in the amount of \$150,000 for the purchase of an additional sidewalk tractor. The motion was seconded by Councilor Hamann.**

**Roll Call Vote was taken:**

<b>Councilor Rice</b>	<b>Ward 5</b>	<b>Yes</b>
<b>Councilor Hamann</b>	<b>Ward 5</b>	<b>Yes</b>
<b>Councilor Gray</b>	<b>Ward 6</b>	<b>Yes</b>
<b>Councilor Walker</b>	<b>Ward 4</b>	<b>Yes</b>

**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

**Resolution Authorizing Entry Into Intermunicipal Agreement  
For Development of an Adaptive Water Quality Management Plan for Great Bay Estuary**

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

That the City of Rochester hereby agrees to enter into the Intermunicipal Agreement For Development of an Adaptive Water Quality Management Plan for Great Bay Estuary attached as **Exhibit A** of this Resolution.

Further, the Mayor and City Council authorize the City Manager or his/her designee to execute any and all documents to effectuate the purpose of this Resolution including, but not limited to, **Exhibit A**.

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## EXHIBIT A

### INTERMUNICIPAL AGREEMENT FOR DEVELOPMENT OF AN ADAPTIVE WATER QUALITY MANAGEMENT PLAN FOR GREAT BAY ESTUARY

The parties to this Intermunicipal Agreement are the City of Rochester, the City of Dover and the City of Portsmouth and those additional municipalities and towns that have executed this Agreement in accord with its provisions below.

**WHEREAS**, the U.S. Environmental Protection Agency Region I (“EPA”) issued the Great Bay Total Nitrogen General Permit (NPDES Permit No. NHG58A000) on November 24, 2020 (the “General Permit”);

**WHEREAS**, municipalities and towns that own or operate any of 13 certain municipal wastewater treatment facilities covered by the General Permit may choose to Opt-In to the General Permit by April 2, 2021 and become permittees (the “Permittees”);

**WHEREAS**, the Cities of Rochester, Dover and Portsmouth operate wastewater treatment facilities in the Great Bay Estuary plan to Opt-In to the General Permit;

**WHEREAS**, the Cities of Rochester, Dover and Portsmouth are seeking to collaborate with each other, with other Permittees, with other communities in the watershed as well as with all involved regulators and stakeholders in an adaptive management framework addressing water quality and overall TN source reductions to the Great Bay estuary as described in Part 3 of the General Permit;

**WHEREAS**, the General Permit envisions the elements of an adaptive management framework for the Great Bay estuary as including (1) ambient water quality monitoring (2) pollution tracking (3) pollution reduction planning and implementation, and (4) review of significant scientific, methodological, and protective target nitrogen load issues of importance to the Permittees;

**WHEREAS**, the General Permit describes adaptive management implementation as including collaboration between Permittees and EPA, the State of New Hampshire through its Department of Environmental Services, (“NHDES”), and public, private, commercial, and other stakeholders including the Conservation Law Foundation (“CLF”);

**WHEREAS**, Permittees are required by the General Permit to submit a detailed proposal on or before July 31, 2021; and

**WHEREAS**, through this Intermunicipal Agreement, the Permittees seek to implement the Intermunicipal Plan For Adaptive Water Quality Management In the Great Bay Estuary dated December 14, 2020 (“Plan”) and included as Attachment 1.

**WHEREAS**, RSA 53-A:1 permits "...municipalities and counties to make the most efficient use of their powers by enabling them to cooperate with other municipalities and counties on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities";

**THEREFORE**, pursuant to RSA 53-A:3, the Permittees enter into this Agreement for the purposes described above as follows:

I. **DEFINITIONS**

- A. "Contribution Formula" that mechanism for allocating costs among the Members who are Permittees.
- B. "Executive Board" that administrative and management body charged with the responsibilities described in paragraph V.
- C. "Member" that municipality or town in the Great Bay estuary watershed, whether located in New Hampshire or Maine, that has indicated its intent to be a part of this Agreement by executing Attachment 2.
- D. "Recommended Annual Contribution for Monitoring" that amount recommended annually by the Executive Board and adopted by the Members for water quality monitoring and analysis.

II. **PURPOSE OF THIS AGREEMENT**

The purpose of this Agreement is to implement the Plan to improve water quality in the Great Bay estuary and to take such other and further collaborative action which may be agreed upon to fulfill or assist Permittees' compliance with the General Permit. No separate corporate entity is being created as this instrument is intended to assist with joint administrative and executive functions associated with implementation of the Plan and to generate and coordinate funding recommendations necessary to implement the Plan.

III. **DURATION OF AGREEMENT**

The term of this Agreement runs from March 1, 2021 to February 28, 2026. This Agreement may be renewed for an additional term to be determined by vote of the majority of the Members.

IV. **MEMBERS**

- A. Membership. The initiating Members to this Agreement are: the City of Rochester acting through its City Manager; the City of Dover acting through its City Manager and the City of Portsmouth acting through its City Manager. Additional Members may be added to this Agreement by executing Attachment 2 and identifying the acting authority (such as Town Manager, Town Administrator, Sewer Commission) and providing an executed Attachment 2 to the Executive Board. Any municipality or town in the Great Bay estuary watershed, whether located in New Hampshire or Maine, is eligible to be a Member.

The Members for purposes of this Agreement shall be called the Municipal Alliance for Adaptive Management.

- B. Organizational Meeting There will be an initial meeting of Members after the Opt-in date of April 2, 2021 but before April 30, 2021 to be set by the City Manager of the City of Rochester. The purpose of the meeting will be to have the Members vote on appointing up to two At-Large Members to the Executive Board and setting the recommended 2021 Contribution Goal. The Executive Board is further defined in Section V. Meetings are discussed further in Section VI.

## V. EXECUTIVE BOARD

- A. Purpose and Authority of Executive Board. The Executive Board has the authority to enter into contracts on behalf of the Municipal Alliance for Adaptive Management in order to implement the Plan, to receive and manage funds by way of the fiscal agent (defined below), to approve bills and disbursements, to make funding recommendations and to circulate documents necessary in order to keep Members informed, to set the annual meeting of the members, to participate in discussions with stakeholders, and to conduct such other activities as the Executive Board deems necessary and proper to carry out the purposes of this Agreement. The Executive Board does not otherwise have authority to acquire or hold items of personal or real property.
- B. Officers. Beginning with its first meeting and then annually thereafter, the Executive Board shall elect a Chair, Vice Chair and a Clerk from the members of the Executive Board.
- C. Membership of Executive Board. The Executive Board shall be composed of three Standing Members consisting of the city managers of the City of Rochester, the City of Dover, and the City of Portsmouth. The Members may select up to two additional At-Large Members of the Executive Board from other communities.

At-Large Members of the Executive Board members shall be nominated at the Members' Organizational Meeting and serve through the expiration of

the term of this Agreement. If this Agreement is renewed by the Members for an additional term, the Members will elect/re-elect At-Large Executive Board members at the meeting in which an extension of the term of this Agreement is made. At-Large Executive Board Members must be Permittees.

There are no term limits for Executive Board members. Executive Board members may appoint designees if that designee has decision-making authority.

In the event any vacancy occurs for At-Large Executive Board Members, the Executive Board shall within thirty (30) days of the vacancy call a meeting of the Members so that the Members may select a replacement.

In the event more than three Members are communities from Maine, those members from Maine may request that the Executive Board be expanded to include a Member from Maine, which request will be granted provided there is an agreement on a formula for contribution to the activities contemplated by this Agreement.

- D. No Personal Liability. Executive Board members and its officers shall not be personally liable for any debt, liability or obligation of the Municipal Alliance for Adaptive Management. All persons having any claim against the Municipal Alliance for Adaptive Management may look only to its funds for payment of any such contract or claim, or for the payment of any debt, damages, judgment or decrees, or of any money that may otherwise become due and payable to them from the Municipal Alliance for Adaptive Management.

## VI. MEETINGS

- A. Annual meetings of the Members. After the initial Organizational Meeting a meeting of the Members shall be held at least annually in the last quarter of each calendar year. At the Annual Meeting the Members shall vote on the Recommended Contribution for the following calendar year.

Annual meetings of the Members shall be subject to the requirements of public meetings as required by NH RSA 91-A. Members shall have the ability to participate telephonically and by video conference as may be permitted under NH RSA 91-A.

Each Member is afforded one vote in all matters that require action. A majority vote of those Members present and voting shall be needed to act upon any business associated with this Agreement. One third of the total Membership shall constitute a quorum.

- B. Executive Board Meetings. The Executive Board shall meet at least biannually or more frequently at the call of the Chair at such times and places that are mutually convenient. The meetings of the Executive Board are not public meetings as that term is defined by NH RSA 91-A.

Voting. If there are three Executive Board Members, a quorum is two (2) Members. If there are five or more Executive Board members a quorum is three Members. All votes will pass by simple majority.

Attendance. Attendance for purposes of quorum and voting may be by telephone or video conference. A record of the actions taken by the Executive Board shall be distributed to the Members within ten (10) calendar days of any meeting. Distribution may be by e-mail.

## VII. WORK AND COST -SHARING

- A. Initial Water Quality Work. The Cities of Rochester, Dover and Portsmouth identified an initial scope of work necessary to initiate the adaptive management opportunity identified in Part 3 of the General Permit. Water quality specialists within the engineering firm of Brown and Caldwell were solicited to submit a proposal to complete the scope of work. Due to the time constraints imposed by the Permit and the schedule of other stakeholders including PREP to develop a water quality monitoring plan for the upcoming sampling season, the three cities entered into a memorandum of agreement to share equally the costs of the work described. The Memorandum of Agreement and the Scope of Work is set forth at Attachment 3. This paragraph is for informational purposes only and will not form a part of a request for financial contribution from other Members.
- B. Participation in Water Quality Monitoring, Data Gathering and Analysis. Members are expected to participate in the planning and cost of ambient water quality monitoring, data gathering and water quality analysis along with other stakeholders (“Annual Contribution for Monitoring”). The recommended formula for such cost sharing for Members who are Permittees is set forth in Attachment 4 (“Contribution Formula”). The Contribution Formula may be amended by a majority vote of the Members who are also Permittees.
- C. Recommended Annual Contribution for Monitoring. The Annual Contribution for Monitoring, in the aggregate for all Members, shall be no less than \$200,000 and no more than \$500,000. The Executive Board shall develop a Recommended Annual Contribution for Monitoring to be presented to the Members at the Members Annual Meeting in the fall of each calendar year. The Members who are also Permittees shall vote on and set the Recommended Annual Contribution for Monitoring. Members shall make good faith efforts to budget and appropriate the funds in accord

with the Recommended Annual Contribution for Monitoring and Contribution Formula adopted at the Members Meeting.

- D. Other Work. The Executive Board may make such additional recommendations to the Members to finance other work consistent with the Plan. Such other work if voted upon by the Members shall be financed according to the Contribution Formula.
- E. Fiscal Agent. The Members agree that the City of Rochester (“City”) will be the fiscal agent for Municipal Alliance for Adaptive Management, with the authority to collect, hold, invest, disperse and pay funds held on behalf of the Municipal Alliance for Adaptive Management at the direction of the Executive Board.
- F. Accounting for Funds. The Executive Board with assistance from the Fiscal Agent shall provide to the Members an annual accounting of monies received, spent, and obligated, and a final accounting upon the termination of the Agreement.
- G. Funds upon Termination. Upon termination of this Agreement, no individual employee or member of the Executive Board shall be entitled to a share in the distribution of any funds upon dissolution. Upon termination, the funds shall be distributed to each Member at the time of distribution in proportion to the percentage of its contribution relative to the total contribution of all the Members made in the year of distribution.

## VIII POLLUTION TRACKING

The Executive Board anticipates making recommendations to Members to participate in certain pollutant tracking programs. Members agree to make good faith efforts to participate in such pollution tracking programs.

## IX. TERMINATION

- A. Mutual Agreement. This Agreement may be terminated prior to the end of the term upon mutual agreement of the Members.
- B. Withdrawal of a Member at the Conclusion of the Term . A Member wishing to withdraw from the Agreement at the end of the term and not interested in renewal shall give written notice to the Executive Board at least three months before the expiration of the term . The Executive Board will notify the other Members of any Member’s withdrawal through their authorized agents who have executed this Agreement.
- C. Withdrawal of Member Prior to Expiration of Term. A Member wishing to withdraw from the Agreement before the end of the term shall be responsible for its share of any outstanding Recommended Annual Contribution for Monitoring for the year in which the terminating Member

gives notice of termination . Notice of withdrawal shall be in writing from the Member to the Executive Board at least thirty (30) days prior to termination. The Executive Board will notify the other Members of any Member's withdrawal through their authorized agents who have executed this Agreement.

- D. Appeal of General Permit. This Agreement is being entered into prior to the expiration of the period of appeal of the General Permit. In the event of any appeal of the General Permit, any Member may withdraw from this Agreement without penalty as described in paragraph C..

## X. **ISSUANCE OF BONDS**

The Members do not intend to issue bonds jointly as permitted by RSA 53-A:6. Should the Members decided to do so at a later time, an amendment to this Agreement shall be undertaken to specify those items required by RSA 53-A:6, II.

## XI. **OTHER**

- A. Amendment. This Agreement may be amended only by written Agreement signed by two-thirds of the Members.
- B. Authority. All Members undersigned represent and agree that they have the authority to enter into this Agreement.
- C. Notices. Notices for each party shall be in writing and mailed to the individuals listed in Exhibit B which is attached and incorporated hereto.
- D. Severability. If any provision of this Agreement is deemed invalid or unenforceable, the remaining provisions shall remain in full force and effect.
- E. Governing Law. This Agreement shall be governed by and interpreted in accordance with the provisions of the laws of the State of New Hampshire.
- F. Separate Document. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- G. Compliance with RSA 53-A:
- Pursuant to RSA 53-A:3 IV, this Agreement does not relieve any of the Members of any obligation or responsibility imposed upon it by law except to the extent of actual and timely performance thereof by the Executive Board. Performance may be offered in satisfaction of the obligation or responsibility.

- Pursuant to RSA 53-A:3 V, this Agreement shall be submitted to the NH Attorney General who shall determine whether the agreement is in proper form and compatible with the laws of this state.
- Pursuant to RSA 53-A:4, this Agreement shall be filed with the clerk of each municipality and with the NH Secretary of State.
- Pursuant to 53-A:5, this Agreement shall be submitted to the NH Department of Revenue Administration as a condition precedent to its entry into force.

This Submission and approval shall be in addition to and not in substitution for the requirement of submission to and approval by the NH Attorney General.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**CITY OF ROCHESTER**

By: \_\_\_\_\_  
Blaine Cox, City Manager

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**CITY OF DOVER**

By: \_\_\_\_\_  
J. Michael Joyal, Jr., City Manager

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**CITY OF PORTSMOUTH**

By: \_\_\_\_\_  
Karen S. Conard, City Manager

**Resolution Authorizing \$75,575.67 of Previous Appropriations of the School Department  
CTE Equipment Capital Improvements Plan Project for CTE Paving**

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

WHEREAS, by virtue of resolution adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated the sum of Two Hundred Seventy Thousand Dollars (\$270,000.00) to the School Department Capital Improvements Plan CTE Renovation - Additional Equipment project # 20121 of the City of Rochester; and

WHEREAS, the Mayor and City Council of the City of Rochester have determined that the best interests of the City are served by authorizing unexpended funds from the School Department Capital Improvements Plan CTE Renovation Additional Equipment project # 20121 for the purposes of CTE Paving.

NOW THEREFORE, the Mayor and City Council of the City of Rochester by adoption of this resolution, hereby authorize the repurposing of the sum of Seventy Five Thousand Five Hundred Seventy Five and 67/100 Dollars (\$75,575.67) of previously appropriated unexpended funds from the CTE Renovation – Additional Equipment project # 20121 to designate its use for the School Department 2020-2021 Fund 1501 Capital Improvements Plan CTE Renovation Paving project.

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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City Clerk's Office

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### 10.3 Finance Committee

Mayor McCarley said the Committee discussed the Assistant Director of Economic Development Position. She said the Finance Committee meeting minutes of December 8, 2020, reflect the Committee's support of the City Manager moving forward with his recommended promotion, which took effect on January 1, 2021.

#### **10.3.1 Resolution Authorizing \$75,575.67 of Previous Appropriations of the School Department CTE Equipment Capital Improvements Plan Project for CTE Paving *first reading and consideration for adoption***

Mayor McCarley said there is only one action item this evening. Councilor Lachapelle **MOVED** to read the resolution for the first time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a 12 to 1 roll call vote. Councilors Hamann, Walker, Hutchinson, Belken, Lachance, Abbott, Gray, Rice, Bogan, Lachapelle Lauterborn, and Mayor McCarley voted in favor of the motion. Councilor Hainey voted against the motion. Mayor McCarley read the resolution for the first time as follows:

#### **Resolution Authorizing \$75,575.67 of Previous Appropriations of the School Department CTE Equipment Capital Improvements Plan Project for CTE Paving**

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

**WHEREAS**, by virtue of resolution adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated the sum of Two Hundred Seventy Thousand Dollars (\$270,000.00) to the School Department Capital Improvements Plan CTE Renovation - Additional Equipment project # 20121 of the City of Rochester; and

**WHEREAS**, the Mayor and City Council of the City of Rochester have determined that the best interests of the City are served by authorizing unexpended funds from the School Department Capital Improvements Plan CTE Renovation Additional Equipment project # 20121 for the purposes of CTE Paving.

**NOW THEREFORE**, the Mayor and City Council of the City of Rochester by adoption of this resolution, hereby authorize the repurposing of the sum of Seventy Five Thousand Five Hundred Seventy Five and 67/100 Dollars

**Excerpt from January 5, 2021 Regular City Council Meeting**

(\$75,575.67) of previously appropriated unexpended funds from the CTE Renovation – Additional Equipment project # 20121 to designate its use for the School Department 2020-2021 Fund 1501 Capital Improvements Plan CTE Renovation Paving project.

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.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Walker spoke against the motion and said that Councilor Gray made a suggestion to de-authorize the project and the remaining funds would simply be added into the General Fund. He said the paving project should be included in next year's budget process. Councilor Gray reiterated Councilor Walker's comments and gave reasons why he did not support the paving project at this time. Councilor Hailey said this recommendation is coming from the Joint Building Committee rather than from the School Board. She said the funds could have been better utilized in giving the teachers/students the resources needed now for remote learning (books/materials). She intends to vote no on the resolution to adopt. Mayor McCarley stated that both City Councilors and School Board members serve on the Joint Building Committee. She supported this proposal when it was vetted through the Finance Committee. She said it is not certain that the money could have been utilized for other materials; however, these are the remaining funds for this project and this project should be completed by finishing the parking lot. Councilor Rice agreed that the project should be completed now.

Paul Lynch, Chair of the School Board, said there are essentially two CIP accounts with remaining funds from this project. Katie Ambrose, Deputy City Manager, stated that the two CIP accounts total \$236,000. Mr. Lynch said that the request, this evening, is being made from a supplemental appropriation (additional equipment) authorized by the City Council last year, which had a remaining balance of approximately \$75,000. He gave reasons why he supported the project and why it makes sense not to wait until the budget season. He added that this would not have an impact to the taxpayers and that staff worked hard to ensure this project stayed within/under the budget. Councilor Gray disagreed that this does not have an impact on the taxpayer and stated that there are other roads in need of repair. He said this project should be resubmitted with the School Department's budget for next fiscal year. Councilor Lauterborn said she voted in favor of the request at the

**Excerpt from January 5, 2021 Regular City Council Meeting**

Finance Committee; however, she has since changed her mind and will vote against the motion this evening. Mayor McCarley spoke in favor of the motion. She said this is the completion of this project and it is important for all our citizens.

The **MOTION CARRIED** by a 9 to 4 roll call vote. Councilors Hamann, Hutchinson, Belken, Lachance, Abbott, Rice, Bogan, Lachapelle, and Mayor McCarley voted in favor of the motion. Councilors Walker, Gray, Hainey, and Lauterborn voted against the motion.

Mayor McCarley said the Finance Committee would be meeting in January and would be discussing how to proceed with the budget process.

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City Clerk's Office

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***January Department Reports:***

- 8.1 Assessor's Office P. 35**
- 8.2 Building, Zoning, and Licensing Services P. 37**
- 8.3 City Clerk's Office P. 39**
- 8.4 Department of Public Works P. 43**
- 8.5 Economic & Community Development P. 49**
- 8.6 Finance Office P. 55**
- 8.7 Planning & Development Department P. 63**
- 8.8 Recreation & Arena P. 67**
- 8.9 Rochester Fire Department P. 69**
- 8.10 Rochester Police Department P. 75**
- 8.11 Rochester Public Library P. 99**
- 8.12 Tax Collector's Office P. 101**
- 8.13 Welfare Department P. 103**

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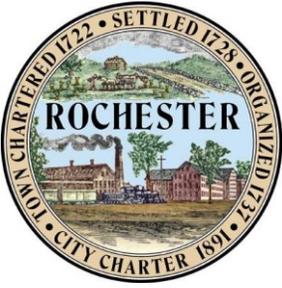
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City Clerk's Office

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# City of Rochester, New Hampshire

ASSESSING DEPARTMENT

19 Wakefield Street, Rochester, NH 03867  
(603) 332-5109 Assessor@rochesternh.net  
[www.rochesternh.net](http://www.rochesternh.net)

February 4, 2021

To: City Manager/Council

From: Jonathan Rice, Chief Assessor

**Subject: January Council Report**

Revenue Received/Collection Warrants issued:

Property Record Cards & Map Copies	\$10.00
Added List Bills Tax Warrant	\$4,159.00

- CAMA software conversion with Vision Government Solutions Inc., Live Database Transition is ongoing but significant progress was made in January. Our goal is to go Live in February 2021.

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City Clerk's Office

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## End of Month Council Report

**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 January 2021**

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

### Department Revenue

Permit Type	January 2021
Building Permits	\$19,278.00
Electrical Permits	\$5,065.00
Plumbing Permits	\$2,681.90
FireSuppression Permits	\$0.00
FireAlarm Permits	\$318.00
Sprinkler Permits	\$624.00
Mechanical Permits	\$10,715.00
Food_Milk Licenses	\$385.00
Taxi Licenses	\$0.00
General Licenses	\$0.00
<b>Net Revenue</b>	<b>\$39,066.90</b>

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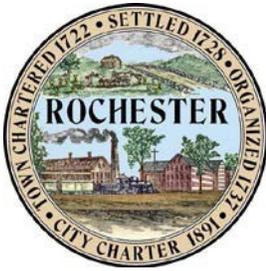
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City Clerk's Office

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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 January 2021

### Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 184 initial copies of vital records, and 197 subsequent copies of vital records in the month of January. The City Clerk's staff issued 13 Marriage Licenses.

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

- 8 births were reported in Rochester during the month of January, 3 of these children were born to Rochester residents. Additionally, 5 Rochester residents gave birth in neighboring communities.
- 37 resident deaths were reported in Rochester.
- 4 couples celebrated their wedding ceremonies in Rochester during the month of January.

### Revenue – Vital Records/Marriage Licenses

	2020		2021	
	State	City	State	City
Initial/Subsequent copies:	\$3,304	\$3,006	\$2,457	\$2,273
Marriage Licenses:	\$387	\$63	\$559	\$91
<b>Total:</b>	<b>\$3,691</b>	<b>\$3,069</b>	<b>\$3,016</b>	<b>\$2,364</b>

The City Clerk's Office is open for walk-in business. Our office is open between the hours of 8:00 AM – 5:00 PM. We intend for the hours of 8:00AM – 9:00 AM to be reserved for seniors and high risk populations. We will be closed between the hours of 1:00 PM – 2:00 PM.

Those residents looking to obtain vital records without traveling to city hall can do so by ordering records either online [Vital Records Online Order](#) or by sending a request through the mail. More information on mail requests can be found on our website [Vital Records Mail Request](#)

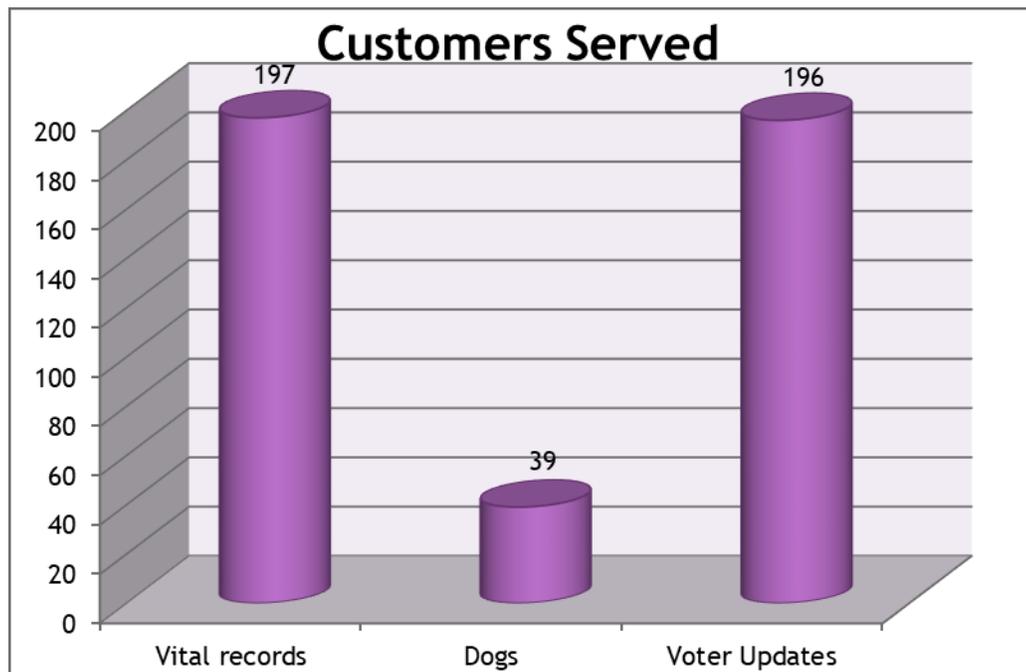
## **Dog Licensing**

The City Clerk's office licensed 39 dogs during the month of January. There were \$25 in Civil Forfeiture and late fees collected for dogs unlicensed from the prior fiscal year. The Animal Control Officer continued to serve court summonses to owners of dogs still unlicensed 8 months past the due date. For those residents receiving the summons, they must take care of the penalty fees and court process prior to licensing their dog.

City Clerk staff anticipates that the dog tags for the new licensing year will arrive in our office by the end of February. The online dog licensing portal will open around March 1<sup>st</sup>.

More information on dog licensing, such as fees, schedule and rabies vaccine information can be found on the City Clerk's webpage [Dog Licensing Information](#)

## **Customers Served during the month of January 2021**



## **Elections**

The City Clerk's office is enjoying a lull in election activity following the November 2020 General Election. Although we are still receiving a steady amount of requests for voter registrations and party affiliation changes, the volume has slowed down considerably. The next election for the City of Rochester will be the Municipal Election to be held in November 2021. This election will decide seats for City Council, Mayor, Police Commission, Election Officials, and School Board.

**Voter registration summary by party as of January 31, 2021:**

<b>Ward</b>	<b>Democrats</b>	<b>Republicans</b>	<b>Undeclared</b>	<b>Totals</b>
<b>1</b>	<b>1,224</b>	<b>1,289</b>	<b>1,578</b>	<b>4,091</b>
<b>2</b>	<b>1,153</b>	<b>1,251</b>	<b>1,676</b>	<b>4,080</b>
<b>3</b>	<b>1,270</b>	<b>1,421</b>	<b>1,560</b>	<b>4,251</b>
<b>4</b>	<b>1,069</b>	<b>881</b>	<b>1,798</b>	<b>3,748</b>
<b>5</b>	<b>1,101</b>	<b>1,253</b>	<b>1,630</b>	<b>3,984</b>
<b>6</b>	<b>1,173</b>	<b>926</b>	<b>1,406</b>	<b>3,505</b>
<b>Totals:</b>	<b>6,990</b>	<b>7,021</b>	<b>9,648</b>	<b>23,659</b>

Respectfully submitted,

Cassie Givara,  
Deputy City Clerk

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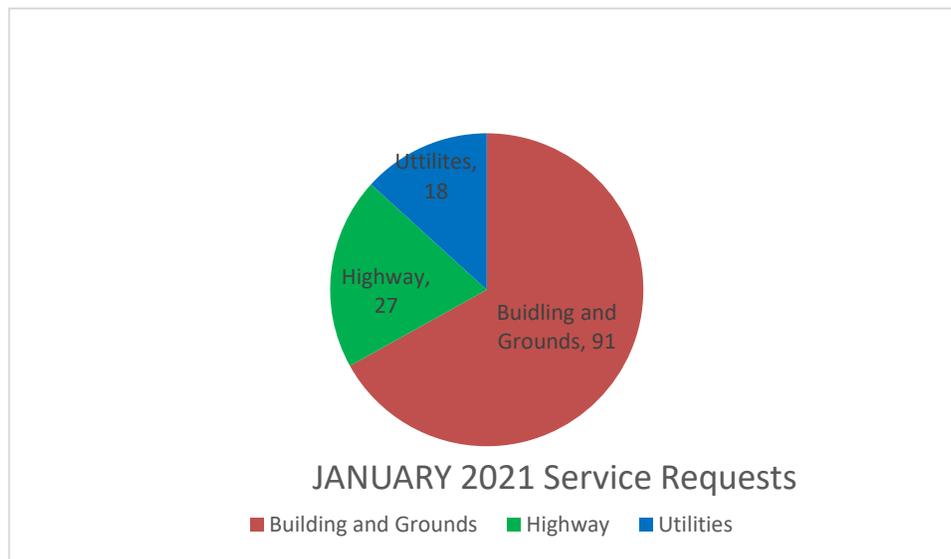
City Clerk's Office

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## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT JANUARY 2021

In addition to the scheduled work performed, the Department of Public Works responded to approximately 136 requests for service in the month of January. The Highway Division had 27 requests that ranged from pothole repairs, traffic light maintenance, clean storm drains, repair culverts, replace missing street signs, assisting police with barricades for car accident, snow removal, repairing mailboxes from snow damage and pick up trash and debris on the side of the road. The Utilities Division responded to 18 requests including sewer concerns, water and sewer inspections and daily dig safe mark outs. Buildings and Grounds Department completed 91 service requests including street light repairs, filling janitorial supply orders for departments, unclogging drains and toilets and disinfecting work areas throughout the city.



### HIGHWAY & FLEET MAINTENANCE WORK COMPLETED:

- Patched pot holes
- Repaired catch basins throughout the city
- Cleaned 26 catch basins
- Cleared sidewalks
- Snow removal day 2450 yards
- Removed three trees
- Cleared off catch for rain event
- Did calibration a few sanders
- Repaired mail boxes and fence damage
- Hot top water cut on Harding Street
- Install snow fence in three different areas in the city
- Crew went out on 3 winter events snow and or black ice (3" of snow)
- Pushed up snow dump
- Clean up ditch and side of roads thought out the city
- Removed Holiday tree and decorations
- Repair and installed street signs thought the City
- Crew did a lot of brush trimming overhang throughout the City

- Install GPS units in ten wheel dump #12 and service truck #21
- Replace hydraulic hose's on six wheel dump #18 and #15
- Replaced 14 hydraulic hose's, repaired vacuum tube and wiring for turbo sensor on six wheel dump #20
- Did major repairs on all three sidewalk tractors and blowers.
- Replaced drag link on ten wheel dump #9
- Repaired boom mount on vaccon truck #63
- Replaced sander bearings on four different sanders
- Replaced rear bumper on pickup truck #44
- Repaired exhaust and hydraulic hose on six wheel dump #8
- Replaced front axle on sewer plant Kubota
- Replaced e-break cable on the chipper
- Replaced two tires on service truck #48
- Repaired hydraulic valve on backhoe #46
- Repaired and welded upper wing pole on six wheel dump #65
- Replaced horn on pickup truck #2
- Small repairs on some small generators
- Repaired bucket tower hold down on bucket truck #22
- Replaced nox sensor on service truck #21
- Lube, oil and filter service on 6 vehicles
- Several minor repairs on several vehicles
- Several minor repairs on several small equipment

### **UTILITIES DIVISION**

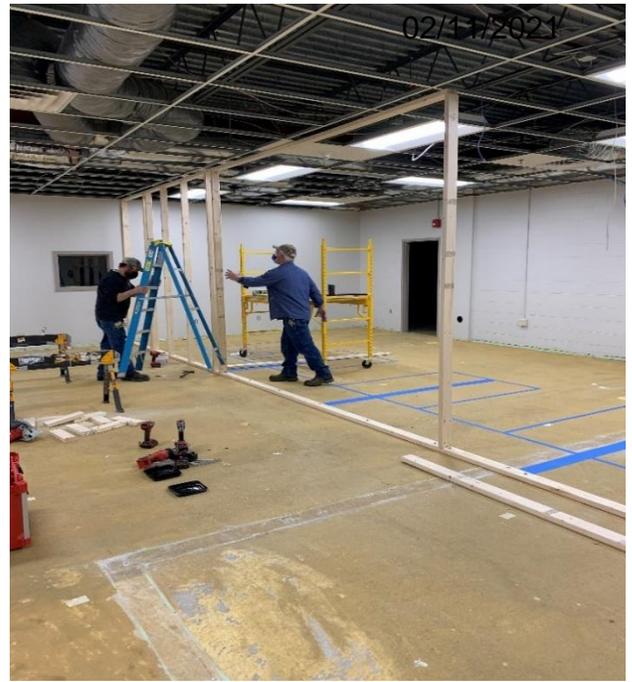
Utilities Division completed 18 service requests which included performing monthly maintenance on sewer cleaning in problematic areas. There was 34 utility mark outs for dig safe, 10 emergency sewer backups, 9 of them ended up being homeowner's responsibility and 1 was the cities responsibility. We resumed sewer camera recording of City sewers on Washington and Brock Streets. Staff did root removal on Janet and Kirsten Streets. Staff assisted the highway department with snow operations and we have been finalizing FY22 budget items for the utilities division.



**Mud Plugs for Water Gate Boxes**

### **BUILDING AND GROUNDS DIVISION**

Building and Grounds Division completed 91 work requests including street light repairs, filling janitorial supply orders for departments, changing light bulbs and ballasts, unclogging drains, fixing leaky pipes, fixed broken door locks, did snow plow maintenance in City maintained parking lots. Staff put together 2 sit/stand desks for IT. Staff continues to spray and disinfect work stations in City maintained buildings. Staff has been working on the new tax office that will be located at the Community Center and they have also painted the hall ways on the second floor of the Community Center.



**Building the New Tax Office at the Community Center**



**Framing the New Tax Office**



**Framing and Sheet Rock the New Tax Office**



**Painted the Second Floor Hallway of the Community Center**

#### **WATER TREATMENT DIVISION**

Treated water volume for the month of January was approximately 42.6 million gallons from the surface water treatment facility and 20.7 million gallons from the groundwater treatment plant, for a total of 63.3 million gallons delivered to our customers. All water quality testing and monitoring was completed in accordance with NHDES requirements. We are pleased to report that the City of Rochester again met all State and Federal standards for drinking water. Watershed inspections were conducted at Berry Pond, Lower and Upper Whaleback Ponds and Tufts Pond. Signage and fencing was (re)placed at Berry and Tufts Ponds. Weather instruments recorded 1.8 inches of rainfall at the Rochester Reservoir. Equipment and grounds maintenance was performed at the plant, well and tanks/stations. Generator inspections were performed at all locations. Materials have been ordered for repairs to the exterior of the Granite Ridge BPS. Maintenance at the well included housekeeping and chlorine feed line repairs. Maintenance at the WTF included repairs to the filter backwash trough; replacement of the sand filter bypass valve pin and knuckle assembly; supplemental caustic wash of the anthracite filter and repairs to the LLPS raw water sample pump feed line. Concrete and coating repairs to the chemical containment areas were completed. Staff attended the NEWWA/AWIA Emergency Preparedness & Security Workshop, NHDES Asset Management Workshop, NHDES Manganese Stakeholder update conference call and the NHWWA/NEWWA Joint Annual Meeting. The Lead and Copper Rule Revisions have been posted to the federal register; staff are developing procedures necessary for compliance with the new rule. The Wetland Monitoring Report for the Cocheco Wellhead Protection Area has been completed. Our source water protection waivers have been approved by NHDES. Best Management Practice and educational outreach materials will be mailed to abutters next month.



Containment floor repairs underway

## ENGINEERING

- **Asset Management:** The City continues to work with the selected vendor for the new Asset Management software for implementation. DPW is now “live” with the Service Request portion of the software and plans to go “live” with other portions in the coming months. Efforts continue as staff constantly improve City infrastructure information linked from our GIS software to our Asset Management software. In the future more detailed information, such as asset age, material and condition as well as baseline information that has been developed related to our water, sewer and stormwater systems' “level of service”, “likelihood of failure”, “consequence of failure” and “life cycle cost analysis”, will be incorporated into our Asset Management software. NHDES has recently awarded the City funding for wastewater asset management work from the CWSRF.
- **Colonial Pines Sewer Extension:** Phase 3 of this multi-phased sewer extension program is anticipated to be advertised for bids during the winter months of early 2021. Construction of Phase 3 is anticipated to commence in spring 2021. Additional funding for a final phase of sewer extension and drainage improvements will be requested in the FY23 CIP budget.
- **Portland Street Twin Culvert Replacement:** This twin 36” corrugated metal pipe culvert was at end of life and in need of replacement. This culvert replacement project, which included replacing existing culvert pipes with twin 36” reinforced concrete pipes that are re-aligned with the stream and providing a widened shoulder for future sidewalk installation, was substantially completed in November 2020. Some final work is anticipated in spring 2021, including milling and final overlay of pavement.
- **Pavement Maintenance & Rehabilitation:** The FY21 Paving list includes portions of the following streets: Anctil, Betts, Chamberlain, Crow Hill, Dartmouth, Donald, Edgewood, Four Rod, Hobart, Nature, Norman, Phillips, Ramsey, Sunset, Walbridge and Yale. Coordination has begun with the City’s paving contractor for the upcoming paving season.
- **Sidewalk Rehabilitation:** The FY21 Sidewalk Rehabilitation scope includes completing sidewalk work in East Rochester in the Cocheco Avenue area and rehabilitating sidewalk along Oak Street in Gonic.
- **Strafford Square Roundabout:** NHDOT provided comments on the final design in January 2021. Bidding of the roundabout construction contract is now anticipated in late 2021. Prior to that contract and in preparation for that construction, a utility infrastructure contract is anticipated to be advertised for bids in

early 2021. A pre-qualification RFQ for the utility infrastructure contract will be advertised in February 2021.

- **Granite Ridge Development – Phase 2:** Waterstone has submitted to NHDOT a response to comments on the revised traffic impact analysis study of November 2019. Further discussion with NHDOT and Waterstone, as well as the Planning Board approval process, in the coming months will direct the development of a design package for bidding of the public infrastructure to be constructed with TIF funds per the Developers Agreement. Construction is currently anticipated in 2021.
- **Water Treatment Plant Residuals Disposal:** An evaluation of alternatives has determined that the most cost effective method of disposal of residuals generated at the Surface Water Treatment Plant is an upgrade of the existing pipeline and addition of attenuation tanks. Design of the attenuation tanks 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. Construction will continue in 2021.
- **River Street Sewer Pump Station Upgrade:** Construction continues and is expected to be substantially completed in April 2021. Final completion is anticipated by June 2021.
- **Route 11 Sewer Pump Station Upgrade:** Final design documents are nearly complete; this project is expected to be ready for bid advertisement in the next couple of months. Construction is projected to commence in spring 2021 and have a duration of one year.
- **WWTF Upgrades (various projects):** There are several projects on-going at the WWTF: Soda Ash System Replacement, Aeration System Automation, Aeration Basin Sidewall Blower Tie-in (Iris Valve) and Mechanical Mixers and Programmable Logic Controllers (PLC) Replacement. All of these projects are expected to be completed in the first six months of 2021.
- **Wastewater Interceptor Upgrades:** A Basis of Design Report has been received from the design consultant. This report summarizes alternatives and recommends a sewer collection system master plan before proceeding with final design. Funding for a Sewer System Master Plan was approved with the FY19 CIP Budget; consultant selection process is underway. This evaluation and planning effort is expected to have a duration of 1-2 years and commencement is anticipated in the next couple of months.
- **NPDES Permits - Wastewater Treatment Facility & MS4 Permit (Stormwater):**
  - In November 2021, USEPA Region 1 published a final General Permit for total nitrogen (TN) loading in the Great Bay Estuary watershed. If Rochester chooses to “opt in” to this permit, a rolling seasonal average TN load limit of 198 lbs/day would apply to the WWTF effluent. The permit is effective beginning on February 1, 2021. Rochester has until April 2, 2021 to submit a Notice of Intent (NOI), if it decides to “opt in” to this permit.
  - As far as the City’s individual National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Facility (WWTF), a new draft permit has not yet been issued by USEPA Region 1.
  - And, as far as the Municipal Separate Storm Sewer System (MS4) NPDES General Permit for stormwater, the 2017 NH Small MS4 General Permit, issued by USEPA Region 1, became effective on July 1, 2018; on September 28, 2018, the City submitted a NOI to comply with this MS4 General Permit; and, on June 12, 2019, the City was granted authorization by USEPA Region 1 to discharge stormwater from Rochester’s MS4 under this permit. The second annual report for the MS4 permit was submitted to EPA in September 2020.
- **New DPW Facility:** Building construction continues with the steel superstructure erected and interior walls being installed. Construction of the facility is anticipated to continue through October 2021.

# Economic & Community Development



1/31/2021

MANAGEMENT REPORT



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

*Community Development Report, Written by Julian Long*



## ECONOMIC DEVELOPMENT DEPARTMENT

### MICHAEL SCALA, DIRECTOR OF ECONOMIC DEVELOPMENT

#### PROJECTS IN THE PIPELINE

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

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

Econ Dev continues to work with multiple developers interested in several lots throughout the city.

Tracey Cutler, the new Econ Dev Secretary, started work on January 19.

#### SCENIC/SALINGER

Chinburg Properties has completed their selective demolition and has entered the construction phase of the project. They are still on track for an Oct-Nov opening.

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

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

## WAYFINDING (Phase II)

Phase II has been delayed and will be completed during the spring of 2021. ED is working to fit additional signage into other city projects for continuity.

## SIG SAUER - AMAROSA DRIVE

The Sellers accepted the City's offer on 8 Amarosa / 0 Milton Road. The deed is currently under review by the Sellers with an expected closing sometime in February or early March.

Sig will now start the renovations of 8 Amarosa with a targeting the summer of 2021 for start of production.

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

## GRANITE STATE BUSINESS PARK

LDI continues to work on construction of their facility. The foundation is poured and structural steel will be on site soon.

Prep Partners has started the site work side of their project. They hope to be completed by the end of the year.

Pella Windows also received their building permit and plan to build during the same timeframe as Prep Partners.

Freneau Appraisal completed the survey of the PDA land and the final appraisal and draft easement has been sent to PDA for their review.

## 55 MAIN (HOFFMAN BUILDING)

Econ Dev is still waiting for the final version of the study. We have been assured that it will be released in the near future.

## JENN MARSH, ASSISTANT DIRECTOR ECONOMIC DEVELOPMENT

### RIVERWALK

Jenn is working with Market Manager Vicky Poland on the 6<sup>th</sup> season for the Rochester Farmers Market. The market will be held on The Common on the field again this year and run from June 8<sup>th</sup> through September. Vicky hopes to bring back outdoor entertainment and other community events to the market in 2021 pending COVID precautions.

### OUTDOOR DINING

The draft ordinance changes will go for review and approval at the February workshop meeting.

### NEW BUSINESSES

La Pooch Dog Spa will hold its grand opening on February 13<sup>th</sup>, located at 101 Wakefield Street.

There is a new owner of the old “Cardinal Plaza” at 17 Farmington Road. The new owner has given the building a facelift and will be leasing out the newly renovated units.

### Rochester Main Street

The Board will be giving City Council an update at the February workshop meeting.

## TRACEY CUTLER, ECONOMIC DEVELOPMENT SECRETARY

I started working with the economic development department mid-January and have been spending time familiarizing myself with the various ongoing projects in the City, as well as attending online training sessions to learn about Munis software, the City’s website as well as economic development’s own website, GIS and have met the members of the REDC virtually and many members of staff. Jenn Marsh and Matt Wyatt were kind enough to take me along to the grand re-opening of Sweet Peach Candy & Confections and at the same time, introduce me to some of the store owners in the downtown area also.

My past work experience has been a variety of Executive Assistant positions, some accounting, and perhaps most appropriately, I worked as a Land Use assistant for the Town of Stratham, NH for over 6 years so I come to this position with a working knowledge of the various rules and regulations involved in bringing a project to life. I am looking very much forward to seeing Rochester continue to grow and am excited to be part of a team that is helping to make that happen.

I look forward to meeting you all.

## JULIAN LONG, CDBG COORDINATOR & GRANTS MANAGER

### COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

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

FY 2022 Annual Action Plan: The Community Development Coordinator has reviewed the CDBG grant applications for CDBG eligibility. Also, the draft FY 2022 Annual Action Plan has been posted to the city website.

Rochester Child Care Center – Fire Sprinklers Project: This project is scheduled to begin in mid-February. The project has been phased to allow it to proceed this program year.

Triangle Club – Electrical System Upgrade Project: This project began in late January. Due to the ongoing pandemic, the Community Development Coordinator is monitoring Davis-Bacon Act compliance remotely.

Tri-City Coop: The Tri-City Coop executive director resigned in January, and the Community Development Coordinator has been in communication with the board of directors to discuss the organization's transition plan and to ensure continuance of services.

CARES Act CDBG Funding Expenditures: For Round 1 CDBG CARES Act funds, funds have been completely expended by the Homeless Center for Strafford County, the SHARE Fund, and Dover Adult Learning Center. Round 1 funds have been partially expended by Strafford Nutrition Meals on Wheels, HAVEN, and My Friend's Place. No Round 1 funds have been expended by Cross Roads House, Community Action Partnership of Strafford County, or Strafford County Public Health Network. The Community Development Coordinator is following up with the agencies that have not yet expended funds to discuss their planned expenditures and timelines.

Trainings and Webinars: The Community Development Coordinator has attended webinar trainings hosted by HUD on tiered environmental reviews and lead paint safety in construction projects. The Community Development Coordinator also attended a webinar on manufactured housing hosted by the Workforce Housing Coalition of the Greater Seacoast and an affordable housing incentives program webinar hosted by the Home for All coalition.

HUD August 2019 Site Monitoring: HUD has accepted the City of Rochester's drafted policies and procedures manual for the CDBG program. An official close-out letter for the August 2019 monitoring has been issued to the city.

## 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 revised and resubmitted reimbursement for municipal funds spent on COVID-related activities through FEMA grant funds, as administered by the state.

Victims of Crime Act (VOCA) Grant: The state conducted a remote monitoring of the city's victim-witness advocacy program on January 28th. Overall, the monitoring went well, and the state is pleased with the city's program. After the monitoring, the Community Development Coordinator has worked with the Legal Department on drafting a grievance policy and grievance complaint form for the program.

# FINANCE COMMITTEE

## Agenda Item

02/11/2021

**Agenda Item Name:** Monthly Financial Statements Summary – as of January 31, 2021

For the full detail report, click here: [January 31, 2021 Financial Detail Report](#)

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

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

**Meeting Date Requested:** February 9, 2021

### **Issue Summary Statement**

The January 31, 2021 financial summary reports are attached. January represents approximately 60% completion of FY21. Below is a summary of revenues & expenses that Finance continues to monitor.

### **Revenues:**

**Motor Vehicle Registrations:** FY21 motor vehicle registrations remain strong at 82% collected, or \$3,310, 571.

**Waste Management Host Fees:** Three quarterly checks have been received. The year to date total is \$2,833,181, 141% of budget. Transfer of the School Department's allocation of \$878,000 pending.

**Building Permits:** Building permits remain strong, and this revenue is at 184% of the FY21 Adopted amount of \$200,000 at \$367,783.

**Interest Income:** Interest Income remains soft at 30% received, or \$75,936. Interest income rates remain low at approximately .50%

**Interest on Delinquent Taxes:** Trend is up at 57% received, or \$198,296

**State of NH Rooms & Meals:** DRA final rate confirmed at \$1,568,269, same level as FY20.

**Water-Sewer User Fees:** Payments have seen a recovery, will continue to monitor.

**Highway Block Subsidy:** First two quarterly payments are \$370,491 slightly less than FY20.

**Cable Franchise Fees:** Only received the Atlantic Broadband first quarterly payment of \$42,463, which is down approximately 16% from FY20. There are two Atlantic Broadband, and Comcast.

**Covid-19 Cares Act Reimbursements:** \$672,414 in Cares Act reimbursements have been received.

**Expenses:**

Overall General Fund salaries and benefits are trending below budget at 54% expended.

Fire Overtime is at 87% expended, or \$208,958. Same period FY20 was 88%.

Police Overtime is 74% expended, or \$79,967. Same period FY20 was 77% .

Welfare Direct Assistance is 30% expended, or \$46,723. Same period FY20 was \$113,434 or 71%.

Total General Fund expenditures trending to budget at 60.5%. Same period FY20 was 73%.

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

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FOR 2021 07

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
1000 GENERAL FUND						
11011 ECONOMIC DEVELOPMENT REVENUE	0	0	0	750.70	-750.70	100.0%
11031 CITY CLERK REVENUE	124,850	0	124,850	59,470.35	65,379.65	47.6%
11051 ASSESSORS REVENUES	0	0	0	30.00	-30.00	100.0%
11061 BUSINESS OFFICE REVENUE	250,000	0	250,000	75,936.67	174,063.33	30.4%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	.00	1,000.00	.0%
11071 TAX COLLECTOR REVENUE	33,409,885	28,053	33,437,938	33,501,936.95	-63,998.95	100.2%
11072 TAX COLLECTOR REVENUE	3,308	0	3,308	2,971.00	337.00	89.8%
11081 GENERAL OVERHEAD REVENUE	3,460,991	1,740,000	5,200,991	3,263,949.50	1,937,041.50	62.8%
11082 GENERAL OVERHEAD REVENUE	2,186,077	0	2,186,077	2,260,497.01	-74,420.01	103.4%
11083 GENERAL OVERHEAD - FEDERAL	0	0	0	672,414.00	-672,414.00	100.0%
11101 PLANNING	18,250	0	18,250	18,107.22	142.78	99.2%
11201 REV LEGAL OFFICE	50,000	0	50,000	29,166.66	20,833.34	58.3%
12011 POLICE CITY REVENUE	363,479	0	363,479	206,549.78	156,929.22	56.8%
12021 FIRE CITY REVENUE	25,500	0	25,500	3,668.31	21,831.69	14.4%
12022 FIRE STATE REVENUE	41,812	0	41,812	3,375.00	41,563.20	8.1%
12031 DISPATCH CENTER	60,982	0	60,982	.00	60,982.00	.0%
12041 CODE ENFORCEMENT REVENUE	244,210	0	244,210	379,735.47	-135,525.47	155.5%
13011 PUBLIC WORKS REVENUE	35,400	0	35,400	19,231.38	16,168.62	54.3%
13012 STATE HIGHWAY SUBSIDY	519,175	0	519,175	370,491.44	148,683.56	71.4%
14011 WELFARE REVENUE	2,500	0	2,500	5,400.39	-2,900.39	216.0%
14021 RECREATION REVENUE	60,050	0	60,050	12,070.00	47,980.00	20.1%
14031 LIBRARY REVENUE	10,800	0	10,800	4,444.20	6,355.80	41.2%
TOTAL GENERAL FUND	40,868,269	1,768,053	42,636,322	40,890,196.03	1,749,252.17	95.9%
5001 WATER ENTERPRISE FUND						
510001 WATER WORKS REVENUE	6,710,052	125,000	6,835,052	2,096,308.93	4,738,743.07	30.7%
TOTAL WATER ENTERPRISE FUND	6,710,052	125,000	6,835,052	2,096,308.93	4,738,743.07	30.7%
5002 SEWER ENTERPRISE FUND						
520001 SEWER WORKS REVENUE	7,945,222	125,000	8,070,222	2,347,426.72	5,722,795.28	29.1%
520002 SEWER WORKS REVENUE	396,081	0	396,081	48,398.00	347,683.00	12.2%
TOTAL SEWER ENTERPRISE FUND	8,341,303	125,000	8,466,303	2,395,824.72	6,070,478.28	28.3%

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FOR 2021 07

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
5003 ARENA ENTERPRISE FUND						
530001 ARENA REVENUE	416,031	0	416,031	120,575.67	295,455.33	29.0%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	120,575.67	295,455.33	29.0%
6000 COMMUNITY CENTER SP REV FUND						
600001 COMMUNITY CENTER REVENUE	889,241	0	889,241	542,735.42	346,505.58	61.0%
TOTAL COMMUNITY CENTER SP REV FUND	889,241	0	889,241	542,735.42	346,505.58	61.0%
GRAND TOTAL	57,224,896	2,018,053	59,242,949	46,045,640.77	13,200,434.43	77.7%

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FOR 2021 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 GENERAL FUND							
11000051 CITY MANAGER	409,559	5,381	414,940	261,378.34	4,404.14	149,157.52	64.1%
11012351 ECONOMIC DEVELOPMENT	512,693	4,096	516,789	206,662.40	21,717.41	288,409.19	44.2%
11020050 IT SERVICES	897,327	30,808	928,135	466,502.61	68,671.79	392,960.60	57.7%
11030051 CITY CLERK	334,501	0	334,501	196,547.05	50,299.38	87,654.57	73.8%
11040050 ELECTIONS	70,168	0	70,168	78,324.50	3,821.13	-11,977.63	117.1%
11050070 ASSESSORS	570,520	47,461	617,981	308,774.53	35,771.55	273,434.92	55.8%
11060051 BUSINESS OFFICE	608,770	1,352	610,122	353,761.18	865.24	255,495.58	58.1%
11063151 HUMAN RESOURCES	225,528	1,250	226,778	132,033.44	15,710.83	79,033.73	65.1%
11070070 TAX COLLECTOR	379,761	3,020	382,781	232,945.26	2,847.80	146,987.94	61.6%
11080050 GENERAL OVERHEAD	1,169,916	-258,870	911,046	228,838.94	173,941.42	508,265.64	44.2%
11090050 PB CITY WIDE 50	687,246	58,952	746,198	366,036.13	87,118.60	293,043.27	60.7%
11090051 PB CITY HALL 51	65,698	0	65,698	41,922.83	18,044.88	5,730.29	91.3%
11090052 PB OPERA HOUSE 52	48,769	0	48,769	18,544.78	20,570.24	9,653.98	80.2%
11090054 PB CENTRAL FIRE 54	10,945	0	10,945	5,899.83	1,888.50	3,156.67	71.2%
11090055 PB GONIC FIRE 55	10,787	0	10,787	6,382.45	2,325.48	2,079.07	80.7%
11090056 PB LIBRARY 56	19,313	0	19,313	12,611.89	4,465.53	2,235.58	88.4%
11090057 PB DPW GARAGE 57	12,155	0	12,155	9,262.65	2,795.51	96.84	99.2%
11090061 PB HISTORICAL MUSEUM 61	1,320	0	1,320	423.34	875.00	21.66	98.4%
11090063 PB HANSON POOL 63	6,700	0	6,700	163.64	2,766.90	3,769.46	43.7%
11090064 PB GONIC POOL 64	1,100	0	1,100	48.18	100.00	951.82	13.5%
11090065 PB EAST ROCHESTER POOL 65	800	0	800	48.18	100.00	651.82	18.5%
11090068 PB GROUNDS 68	10,880	0	10,880	2,886.69	645.00	7,348.31	32.5%
11090069 PB DOWNTOWN 69	17,000	0	17,000	5,247.88	4,467.20	7,284.92	57.1%
11090070 PB REVENUE BUILDING 70	21,368	0	21,368	11,987.69	5,969.95	3,410.36	84.0%
11090071 PB PLAYGROUNDS 71	3,000	0	3,000	1,800.00	.00	1,200.00	60.0%
11090075 PB NEW POLICE STATION	24,066	0	24,066	13,427.35	5,278.24	5,360.41	77.7%
11090077 PB ANNEX	11,140	0	11,140	2,922.25	759.15	7,458.60	33.0%
11102051 PLANNING	427,669	4,518	432,187	209,920.16	1,760.83	220,506.01	49.0%
11200051 LEGAL OFFICE	611,159	0	611,159	322,492.42	6,592.78	282,073.80	53.8%
12010053 PD ADMINISTRATIVE SERVICES	2,076,031	0	2,076,031	1,048,004.19	81,059.00	946,967.81	54.4%
12012453 PD PATROL SERVICES	5,463,738	0	5,463,738	2,893,440.99	.00	2,570,297.01	53.0%
12012553 PD SUPPORT SERVICES	417,396	10,035	427,431	237,774.21	.00	189,656.79	55.6%
12020054 FIRE DEPARTMENT	4,991,261	10,000	5,001,261	2,715,915.88	73,749.30	2,211,595.82	55.8%
12020055 FIRE DEPT 55 GONIC SUBSTAT	28,592	0	28,592	9,848.24	12,905.61	5,838.15	79.6%
12020754 CALL FIRE	29,890	0	29,890	6,605.70	.00	23,284.30	22.1%
12023354 EMERGENCY MANAGEMENT	42,101	0	42,101	.00	.00	42,101.00	.0%
12030153 DISPATCH CENTER	869,310	30,085	899,395	502,535.57	5,664.85	391,194.58	56.5%
12040051 CODE ENFORCEMENT	593,170	8,974	602,144	310,276.22	6,446.71	285,421.07	52.6%
12050050 AMBULANCE	282,321	0	282,321	16,160.25	48,480.75	217,680.00	22.9%
13010057 PUBLIC WORKS	2,412,336	6,021	2,418,357	1,224,647.08	283,053.19	910,656.73	62.3%

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FOR 2021 07

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13010957 WINTER MAINTENANCE	530,920	0	530,920	89,490.15	79,446.01	361,983.84	31.8%
13020050 CITY LIGHTS	218,000	0	218,000	93,579.54	82,223.26	42,197.20	80.6%
14010051 WELFARE	480,831	9,409	490,240	196,485.95	13,074.73	280,679.32	42.7%
14022072 RECREATION ADMINISTRATION	671,686	8,561	680,247	354,478.92	-858.54	326,626.62	52.0%
14022150 RECREATION PLAYGROUNDS/CAM	101,305	-3,000	98,305	26,870.84	295.05	71,139.11	27.6%
14022250 RECREATION POOLS	94,924	0	94,924	63,781.13	9,092.26	22,050.61	76.8%
14030056 LIBRARY	1,342,026	0	1,342,026	711,128.96	51,464.36	579,432.68	56.8%
15000051 COUNTY TAX	6,941,353	0	6,941,353	6,752,536.00	.00	188,817.00	97.3%
17010051 TRANSFERS/PAYMENTS DEBT SV	4,471,220	0	4,471,220	1,791,508.99	.00	2,679,711.01	40.1%
17030050 OVERLAY	350,000	0	350,000	.00	.00	350,000.00	.0%
17040051 TRANSFER TO CIP & OTHER FU	1,290,000	1,790,000	3,080,000	1,980,000.00	.00	1,100,000.00	64.3%
TOTAL GENERAL FUND	40,868,269	1,768,053	42,636,322	24,522,865.40	1,290,671.02	16,822,785.58	60.5%
5001 WATER ENTERPRISE FUND							
51601057 WATER WORKS EXPENSE	5,353,392	125,000	5,478,392	2,163,232.04	42,515.25	3,272,644.71	40.3%
51601073 WATER TREATMENT PLANT	1,287,559	0	1,287,559	624,746.33	109,233.42	553,579.25	57.0%
51601570 WATER REVENUE OFFICE	69,101	0	69,101	40,891.04	.00	28,209.96	59.2%
TOTAL WATER ENTERPRISE FUND	6,710,052	125,000	6,835,052	2,828,869.41	151,748.67	3,854,433.92	43.6%
5002 SEWER ENTERPRISE FUND							
52602057 SEWER WORKS EXPENSE	4,106,648	125,000	4,231,648	2,886,019.66	35,868.80	1,309,759.54	69.0%
52602074 SEWER TREATMENT PLANT	4,167,052	0	4,167,052	853,173.46	173,264.52	3,140,614.02	24.6%
52602470 SEWER REVENUE OFFICE	67,603	0	67,603	40,887.31	.00	26,715.69	60.5%
TOTAL SEWER ENTERPRISE FUND	8,341,303	125,000	8,466,303	3,780,080.43	209,133.32	4,477,089.25	47.1%
5003 ARENA ENTERPRISE FUND							
53603060 ARENA EXPENSE	416,031	0	416,031	214,047.49	53,979.84	148,003.67	64.4%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	214,047.49	53,979.84	148,003.67	64.4%
6000 COMMUNITY CENTER SP REV FUND							

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6000	COMMUNITY CENTER SP REV FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6070572	COMMUNITY CENTER EXPENSE	889,241	0	889,241	428,427.92	59,981.10	400,831.98	54.9%
	TOTAL COMMUNITY CENTER SP REV FUND	889,241	0	889,241	428,427.92	59,981.10	400,831.98	54.9%
	GRAND TOTAL	57,224,896	2,018,053	59,242,949	31,774,290.65	1,765,513.95	25,703,144.40	56.6%

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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  
 Zoning Board  
 Conservation Commission  
 Historic District Commission  
 Arts & Culture Commission

## PLANNING & DEVELOPMENT DEPARTMENT MONTHLY REPORT FOR JANUARY 2021

### APPLICATIONS REVIEWED BY THE PLANNING BOARD

**Waste Management of NH, Rochester Neck Road & Turnkey Way** (by Sanborn, Head & Assoc.) Request for an extension to meet precedent conditions for an approved lot line revision. Case # 267 – 3&4 – RI – 20 **APPROVED**

**Norman Beaulieu, 9 Nature Lane** Request for waiver of impact fees associated with new home construction. Case# 126 – 40-1 – R1 – 20 **DENIED**

**Packy's Investment Properties, LLC, 17 Sterling Drive** (by Norway Plains Assoc.) Site plan to construct four self-storage buildings. Case# 208 – 18 – GRD – 21 **APPROVED**

**Lydall, Inc., 134 Chestnut Hill Road** (by Norway Plains Assoc.) Extension request to meet general & subsequent conditions to an approved site plan to construct a 46,800 s.f. manufacturing building addition with associated parking, loading area and driveway construction. Case# 216&221 – 32, 186, 187 – I – 20 **APPROVED**

**Waste Management of NH, 214 Rochester Neck Road** Extension request to meet precedent conditions for an approved site plan and Conditional Use Permit for expansion of a container storage area. Case# 268 – 2 – A – 19 **APPROVED**

### APPLICATIONS REVIEWED BY THE ZONING BOARD OF ADJUSTMENT

**Z-20-15 Tyler Reese** applicant seeks a *Special Exception* from table 18-A of the Zoning Ordinance to permit an Accessory Apartment in the R1 Zone

**Location:** 10 Brickyard Dr, Rochester, NH 03867, MLB 0141-0013-0000 in the R1 Zone.  
**APPROVED**

**Z-21-01 Zaremba** Project Development, LLC applicant seeks a *Variance* from tables 12.3 and 12.8 of the Zoning Ordinance to allow construction of a retail development within wetlands and within the 50-foot wetland buffer.

**Location:** 480 Gonic Road, Rochester, NH 03839, Map 262 Lot 29 in the Highway-Commercial Zone.

**CONTINUED TO 2/10/2021**

### APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

#### Conservation Overlay District and Review of Related Zoning Variance Application:

##### **10 Farmington Road, LLC, 10 and 14 Farmington Road, Tax Map 221 Lots 158 and 159:**

The applicant's engineer and wetland scientist gave an overview of the site plan to construct an 8,000 square foot automobile repair building with related parking, access, stormwater treatment, and other site improvements with wetland buffer impacts

The Commission discussion with the applicant several ways to minimize the wetland buffer impact, and the applicant agreed to most. A vote was taken, and passed unanimously, to **write a letter to the ZBA stating the Commission's suggestions** and ask the ZBA consider these suggestions when deciding on the variance request.

##### **Non-Public Session pursuant to RSA 91-A:3 II(d): Discussion of acquisition of real property and/or recent site walks and LACE sheets.**

A nonpublic meeting regarding these matters was held.

##### **Other business:**

The Commission also discussed: 1) Erosion control problems at an active development; 2) Intent to Cut (timber) permits; 3) Ongoing oversight, or lack thereof, of required open space in developments; and, 4) Recent Staff/ZBA matters relative to the Commission review of Zoning Board applications.

### APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

**Community Development Block Grant Sign and Façade Program - RiverStones Custom Framing**  
**APPROVED**

**Certified Local Government Grant - Request For Proposal, Overview of selection - Preservation Company and contracts.** **APPROVED**

The Historic District Commission held a special meeting on January 29, 2021 to kick off the CLG Grant Funded Historic Resources Survey. A special meeting was also held on February 1, 2021 for a walking tour of the historic district with the consultant.

**ARTS AND CULTURE COMMISSION ACTIVITIES**

The Arts and Culture Commission met and discussed the changes to the Murals Ordinance that is currently before the Planning Board, the NH Arts Council grant funded Art Walk and made several nomination for the 2021 Rochester Art Awards. Award winners will be announced in February.

**PLANNING DEPARTMENT NEWS**

January is typically one of the few quiet months in the Planning Department - after the rush of one construction season (April – October) and before the flood of new permits teeing up projects for the next construction season. It's a time when the Planning Board typically reflects on the year and assesses the state of current regulations and evaluates whether its time to update Master Plan chapters. Despite the fact that the Planning Board Retreat was cancelled this year because of COVID, the Planning Staff has been busy finalizing the Murals Ordinance, assessing the Impact Fee Ordinance, reviewing the options for Admin and Minor Site Plan expedited approvals and submitting budget requests for updates to several Master Plan Chapters.

The Murals Ordinance – now making its way to the City Council for final approval was a large collaborative project between the Council, the Planning Board, the Historic District Commission and the Arts and Council Commission. Each of these Boards and Commissions, by the time the Mural Ordinance is adopted, will have met and discussed the wording of the ordinance several times. What will be finally adopted will be the perfect balance of allowing murals not be regulated as signs while preserving the historic structures that murals may be placed upon and requiring maintenance of the murals to preserve them for decades in the future.

Master Plans, written by the Planning Board in a collaborative manner, taking into account Board/Commission, Staff, Business Owner and Resident input are seen as the Road Map from which the City should derive is Ordinances and Regulations. Several Chapters are ripe for updates including the Land Use Chapter last updated in 2001, the Natural Resources Chapter, last updated in 2008 and the Cultural Resources Chapter last updated more than a decade ago. If funded, public outreach for upcoming Master Plan Chapters will have to be innovative and out of the box given the constraints of COVID. Keep an eye out for opportunities to participate in ways you may never have before!

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

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City Clerk's Office

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# Rec & Arena Monthly Report

02/11/2021

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

**From:** Lauren Krans –Asst. Recreation & Arena Director  
**Date:** February 10, 2021  
**Re:** January 2021 Monthly Report

December Programs	Participants
Learn to Skate	20
Family Open Gym (FOG)	117
Youth Basketball	84
Senior Open Gym (SOG)	0
<b>Program Participation</b>	<b>221</b>
<b>Social Media Presence</b>	
Post Reach	41,000
(Number of people who saw our posts and related content.)	
Post Engagement	4,596
(Number of people who interact with our posts.)	

## A Twist on Traditional Programs

As we approach the year mark of COVID-19, our team is committed to offering the community a safe, health-conscious sense of normalcy. In January, we started two of traditional, structured indoor programs; Learn to Skate and Youth Basketball. The traditional model of Learn to Skate was easier to adapt to COVID-19 guidelines than Youth Basketball. Skaters are required to wear masks and the age limit was increased to 5 years old to limit the need for physical contact with instructors. This program maxed out at 20 participants. Youth Basketball was re-imagined; instead of games, players are organized into ‘pods’ of 10 that meet each Saturday for a skills and drills clinic lead by Rec Staff. Parent/Guardians and participants have adapted well to these changes, including but not limited to COVID screening questions upon arrival and assigned seating.



Like us on Facebook!



## Senior Programming

Senior Open Gym, a reservation based program, has not gained any interest. We understand that this demographic may be hesitant to participate in programs due to COVID, so we will continue to explore safe, creative opportunities to engage this group. Currently we are planning an initiative to create Valentine’s Day cards for local seniors as well as offer a safe, drive through ‘twist’ to the traditional senior breakfast. Continue to check our website [www.RochesterRec.com](http://www.RochesterRec.com) for updates!



## Nancy Loud Outdoor Rink-More Than Just Skating!

Staff has been hard at work to make the outdoor skating rink at Nancy Loud come to fruition. In the past, cold winter temperatures made ‘flooding’ the field an easy task. The field would be flooded, and it would freeze overnight ready for skaters the next day. With winters getting warmer, it has been more difficult to get the base layer of water to freeze. After much persistence from our staff, the help of the Water Department and some freezing temperatures, we were able to get a base layer of ice. We are already planning for a more sustainable outdoor rink option next year.

Since the water froze, the outdoor rink has been a huge success, with skaters on it throughout the day. The rink serves as much more than just a self-directed recreation activity-it is a little slice of nostalgia for many Rochester residents. Fosters Daily Democrat has run two articles on the outdoor rink and our social media was a buzz of memories and “remember when” reaching thousands of social media users. We are very excited that the weather has cooperated and that we were able to bring back this popular tradition to our community!

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City Clerk's Office

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# Rochester Fire Department

37 Wakefield St. Rochester, NH 03867  
(603) 335-7545



To: Blaine Cox, City Manager  
From: Mark E. Klose, Fire Chief  
Date: February 03, 2021

## Ref: Monthly Report for January 2021

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

### DEPARTMENT INFORMATION:

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

### PERSONNEL:

- Lieutenant Ken Chick completed his 30<sup>th</sup> year with RFD on January 5<sup>th</sup>.
- Call Lieutenant Marc Desrosiers completed his 20<sup>th</sup> year with RFD on January 14<sup>th</sup>.
- FF Beth Blake completed her 20<sup>th</sup> year with RFD on January 14<sup>th</sup>.
- FF's Kevin Banks and FF Josh Biron completed their 4<sup>th</sup> year with RFD on January 8<sup>th</sup>.
- FF's Dave Leveque and Tyler Thurber completed their 3<sup>rd</sup> year with RFD on January 15<sup>th</sup>.
- Hired FF Camden McLean started on January 4<sup>th</sup>
- Hired FF John Boodey started January 19<sup>th</sup>
- Personnel are starting to get the Covid Vaccine under Tier 1a
- January 20<sup>th</sup> - After 30 years of service, Lt Ken Chick submitted his letter of intent to retire effective March 1, 2021.
- FF Cherim has received military orders and activated with the US Marine Corp Reserves for a 9 month deployment
- FF Hoyt has received military orders and is activated for military duties until March 31, 2021

### EMERGENCY MANAGEMENT:

- Chief Klose as EMD worked closely with Homeland Security/Emergency Management (HSEM) and NH National Guard on opening a fixed Covid vaccine facility. Initial intent was to open Rochester Community Center (RCC).
- Department roster was submitted for the First Responder vaccine clinic.
- Chief Klose, worked with Dover Fire Chief/EMD Chief Paul Haas, a and Somersworth Fire Chief/EMD George Kremlinger on opening Willand Warming facility during cold weather week of January 27<sup>th</sup> – January 31<sup>st</sup>.



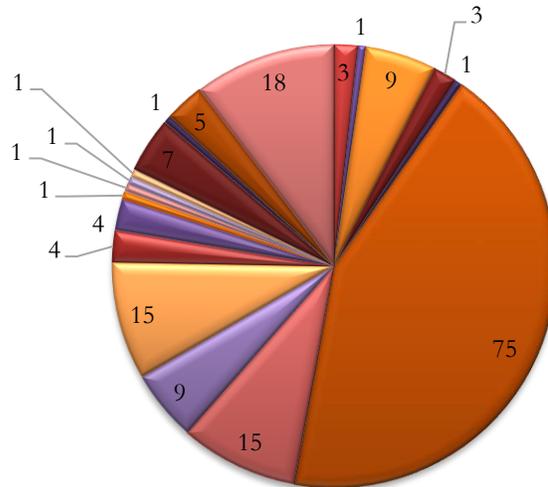
# Rochester Fire Department

37 Wakefield St. Rochester, NH 03867  
(603) 335-7545



## OPERATIONS DIVISION:

### January 2021 Incidents



- Building Fires
- Smoke Scare, odor of smoke
- Mutual Aid Requests
- Small Fires, contained
- Fire in structure other than house
- Medical Assist / EMS
- Motor Vehicle Accident, no injury
- Motor Vehicle Accident, with injury
- Fire Alarm/ Suppression Activation
- Smoke Detector Activation, 1 due to malfunction
- Carbon Monoxide Calls, 1 with CO present
- Wire Down Call
- Gas Leak
- Flammable/Combustible Liquid Spill
- Chemical Hazard, no spill or leak



# Rochester Fire Department

37 Wakefield St. Rochester, NH 03867  
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## Incidents (Total 177)

- January 2<sup>nd</sup> – Engines 5, 2, and Truck-9, 30 Leonard Street, Chimney Fire
- January 5<sup>th</sup> - Engine-5, and Tank -7, C1 mutual aid to Lebanon, ME Structure Fire
- January 8<sup>th</sup> – 3<sup>rd</sup>-alarm Structure Fire 61 Lafayette Street (All Rochester Units) & Mutual Aid
- January 10<sup>th</sup> – Engine-5 and Tank-7, C2, mutual aid to Farmington Structure Fire
- January 12<sup>th</sup> – Engine's-2, 5, Truck-9, C1, C2, C4 and K1 14 Reagan Dr Gonic, Structure Fire
- January 12<sup>th</sup> – Engine-5 and C2 Mutual Aid to Farmington, Structure Fire
- January 12<sup>th</sup> – Engine-2 and Truck-9, C2 and C1 Mutual Aid to Dover, 2<sup>nd</sup> alarm Structure Fire
- January 14<sup>th</sup> – 80 Trinity Circle Structure Fire (All Rochester Units) and Mutual Aid
- January 18<sup>th</sup> – Engine's-5, 2, and Truck-9, 108 Maple Street Chimney Fire
- January 19<sup>th</sup> – Engine-5, Truck-9, and C2 Mutual aid to Somersworth Structure Fire
- January 24<sup>th</sup> – Truck-9 mutual aid to Sanford, ME for a Structure Fire
- January 24<sup>th</sup> – Engine-5 mutual aid to Somersworth for a Structure Fire
- January 25<sup>th</sup> – Engine-5 and Tank-1, and C2 Mutual Aid to North Berwick, ME Structure Fire
- January 30<sup>th</sup> – Engine-2 mutual aid to Barrington for Structure Fire
- January 31<sup>st</sup> – Engine-5 mutual aid to Somersworth Smoke in the building
- January 31<sup>st</sup>- Engine-2 mutual aid to Barrington, brush fire

## APPARATUS:

- Truck-9 out of service at Greenwood Fire Apparatus for annual aerial and chassis service as well as multiple repairs. Estimated to return within 2 weeks. Dover Fire Dept. is providing automatic aid for an aerial apparatus temporarily.
- Services and yearly inspections almost complete
  - Rescue apparatus currently OOS awaiting estimate
- Annual Pump Tests complete, awaiting certifications
  - Engine-3, Truck-1 & E-4 need pump work to pass

## COMMITTEES:

- The Apparatus Committees are finalizing the specifications for the new Engine and Aerial apparatuses, and they will be ready to go out to bid in January with an opening on January 28<sup>th</sup>.

## FUTURE PROJECTS(s):

- Fire Department is purchasing a new Records Management Software (RMS) Emergency Response (ER)
- New Apparatus Bids opened on January 28<sup>th</sup>



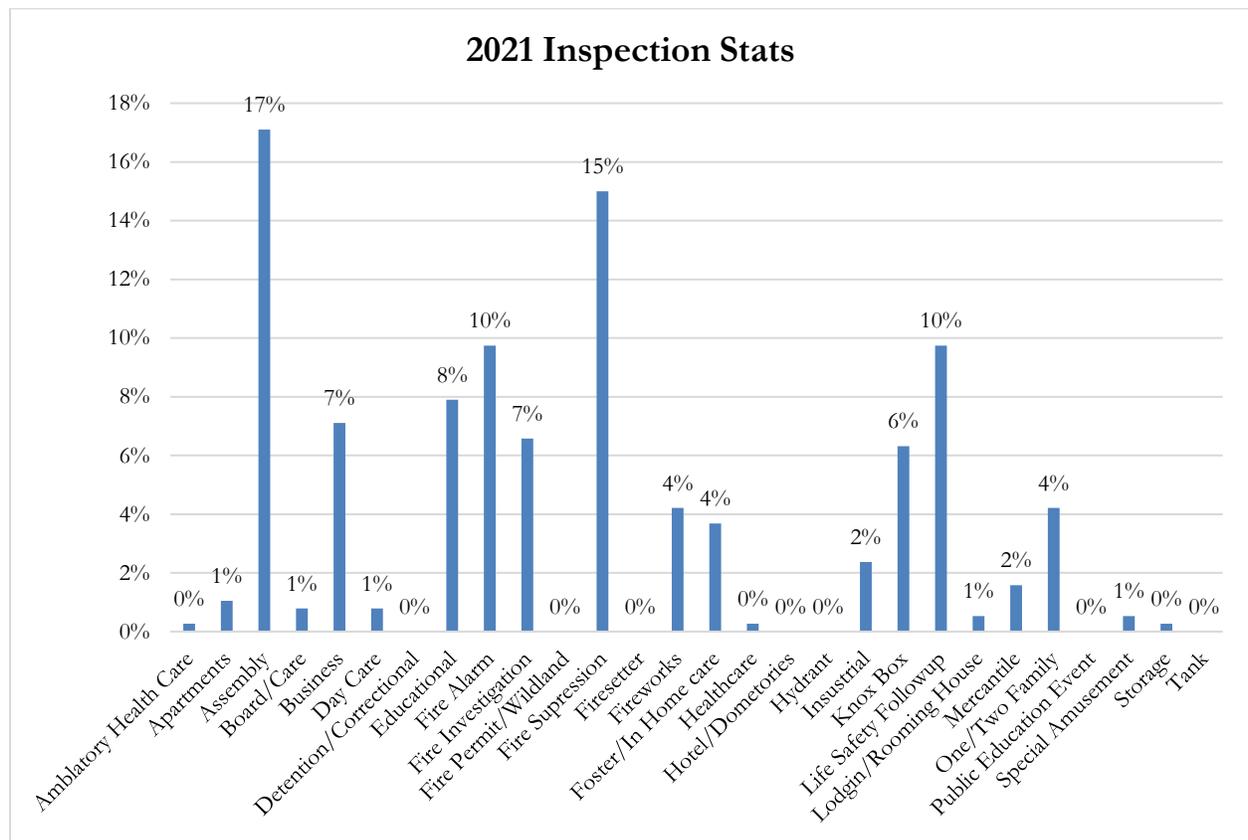
# Rochester Fire Department

37 Wakefield St. Rochester, NH 03867  
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## FIRE PREVENTION DIVISION:

The Fire Prevention Division continues to complete inspections and investigations throughout the community. The 2021 Annual School Inspection program has started with the return of in person education. The Prevention Division completed two fire investigations during the month of January, neither resulting in the need for assistance from outside agencies. Fire Alarm inspections and issues were higher than normal during the month of January. Deputy Chief Hughes has started the process of implementing the Departments new Records Management System (Emergency Reporting). Emergency Reporting will provide a streamlined and comprehensive approach to the departments antiquated records management on personnel, training, apparatus and equipment.





# Rochester Fire Department

37 Wakefield St. Rochester, NH 03867  
(603) 335-7545



## TRAINING DIVISION:

### FireRescue1 Academy:

Hours of Training Completed from 01/1/21 thru 01/31/21: 68

### Training Recorded to IMC

Total Credit Hours: 324

### Reports-

- FF Boodey completed 21 hrs. of initial “first week training”
- Planned/Organized/Developed “FROST PROGRAM”

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City Clerk's Office

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# 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*

February 10, 2021



TO: City Manager Blaine Cox

RE: Monthly Report – January 2021

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

The investigations bureau had 29 cases submitted for review. There are currently 59 cases assigned. There were three detective call outs this period (Assault and two overdose deaths). There were 15 cases presented to a virtual Grand Jury, all were true bills. There was one background conducted and three polygraphs. There were five pawnshop compliance checks. There were 236 pieces of evidence logged in, and 34 items returned to owners. There were an additional 22 pieces destroyed.

**COMMUNITY ENGAGEMENT OFFICER/PROBLEM ORIENTED POLICING UNIT:** The POP Unit has been continuing with some ongoing drug and has been working with DEA, NIU and Rockingham County Sheriffs Units on several problem locations in the city. The POP Unit organized a night of making attempts on active warrants, resulting in 10 arrests. POP and CEO have been looking into several cases of thefts from motor vehicles over the last few months and have been collaborating with other nearby agencies as well. Officer Danie had been doing as much virtual CEO things as he can and has been trying to stay in communication with some local businesses. He has been working with a local business regarding an ongoing issue with thefts of wood.

**COMP STAT:** The majority of traffic stops focus is in the downtown area as well as major roads in and out of the city. Motor vehicle collisions have increased since last month. Parking lot accidents continue to have high numbers (30 in this reporting period). We had seven DWI arrests this month. Year to date we are down 23% in DWIs. Contributing to the decrease is that early in the pandemic when the stay at home order was in effect and self-initiated activity significantly decreased.

Our property crimes for the month show no trends or rushes of crimes occurring. Burglaries are down compared to last year, which could be related to the large amount of people working from home during this pandemic. Thefts from motor vehicles are down from last year which we hope is due to people locking their doors, but we have not found there to be any trends related to this. Theft of motor vehicles is up from last year. A majority of these cases are due to people borrowing vehicles, including rentals, and not returning them timely. There has been an increase of shoplifting but this is related to the details that were done at Walmart during November/December where there was an officer on scene to immediately apprehend people shoplifting.



Radio Replacement Project-There are no big updates for the system, we are working out some issues with station alerting and firefighter notifications as they system which was previously in place is not functioning to the level it needs to with the new system. I have also been notified the foundation for the DPW tower has been poured, once it cures we will look to schedule the tower to be assembled and raised.

Mobile Dispatch Backup-We took delivery of the trailer this month and it is being stored at DPW. We are currently waiting on some pricing and designs from Motorola for the radio gear.

We had some savings in the overall costs of the external carrier purchase and as a result, we made a request and were approved by the grant office to reallocate the remaining funds to cover purchasing pullover style jackets that to wear under the carriers.

During the month of December, there was one purchase over the \$5000 threshold for ammunition.

We are at the halfway point of the FY21 budget year and all of our operational lines are in a good position. Overall, in our O&M lines we are 52% spent and some of the most watched budget accounts are in very good position at this point of the year.

The FY22 budget with all supporting documentation was submitted to finance. We are waiting our date to meet with the City Manager and finance.

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

**HIRING:** We have begun our new hiring process with the physical agility testing and first round of interviews. As a time we will have five candidates to bring before the Commission for interviews.

**HOUSING:** There were 15 Police related Calls for service this past month. Officer Mundy has been active with the housing residents and managers dealing with tenant issues. Wyandotte has been an area of concern with transient people getting in to the stairwells during frigid nights. Officer Mundy was able to locate 2 people from photos taken and trespassed them from the property.

Sgt. Babine and Officer Mundy continue to provide coverage and presence during off hours and weekends. They have been walking through buildings and doing vehicle patrols, which has provided great interaction with the residents.

Officer Mundy, Officer Danie and Sgt. Babine provided a socially distanced luncheon for a child that resides in Cold Spring. This child has an interest in police operations and benefits from positive influence. This was a big success and we hope to plan an outing at Cold Spring during the summer to promote positive interaction between the police and the residents.

There were 6 new background checks performed on potential new residents.

**K-9:** This month the Rochester K-9 unit responded to a total of six calls for service (three tracks, three drug searches) all in Rochester. Of the three drug searches, two were just area searches to ensure no drugs were thrown. The last drug search was for a search warrant of a vehicle. No drugs were located during the execution of that warrant. Of the three tracks, one resulted in locating a female.

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

**PROSECUTION - JUVENILE:** The below numbers are not typical as a result of the reduction of cases being presented by the Court. Juvenile prosecution had three petitions. There were two diversions. There were six scheduled arraignments (four set for trial, two rescheduled). There were six trials resolved by plea. The following hearings were also held: three violation hearing, one review hearing, There was one motion to reconsider a court disposition.

Investigations for district court cases; there were five motions to impose.

**RENTAL PROPERTY OWNERS ASSOC.:** Lt. Bossi attended the January meeting, and spoke about keeping an eye on vacant properties as to prevent the potential of theft as well as having individuals loitering within. Lt. Bossi briefly spoke about property crime, and spoke about crime prevention tips in relation to theft from vehicles. The majority of the meeting was about leases, terminology in leases and lease structure. There was discussion about the potential of a disorderly house ordinance in Rochester being brought up by city council. City Manager Blaine Cox also joined the meeting to open a door of communication with his office and introduce himself. Lt. Bossi provided his contact information so that anyone would be able to reach out to him if they needed to. The next meeting will be on February 4, 2021 at 8am.

**SCHOOL RESOURCE OFFICERS:** *\*\*All schools went to remote learning after the Holiday Break due to Covid restrictions and the Middle and Elementary Schools returned to in person learning January 19<sup>th</sup>. The High School is scheduled to return to in person learning February 1<sup>st</sup>\*\**

High School: Officer Jackson

- Officer Jackson worked in the Patrol Unit for the month of January and will return to the High School on February 1<sup>st</sup>.

Middle School: Sgt. Deluca

- worked with 68 hours of hunger program
- worked with guidance and DCYF regarding investigations
- several in-home checks on at risk youth who are not attending school
- dealt with issues with students still at school during remote-learning
- assisted with distribution of food bags
- rode the bus several times to investigate complaints made

Elementary School (9): Officer Porfido

- Officer Porfido was re-assigned to Patrol when the schools went to remote learning. He returned to SRO duties on January 19.

Explorer Post: Officer Jackson

- No meetings with Explorers due to Covid-19 restrictions

**TRAINING:** During the month, all officers completed their annual mandatory Taser training.

Officer Rummo has now entered phase one of the field-training program and has been assigned to the midnight shift. He will be moving to phase two starting February 14 and we are currently charting his release to solo patrol at the beginning of April.

Officer Duche Romeus will have completed his first four weeks of the recruit academy on January 29. Thus far, the arrangement we have had for him for his remote learning has worked well.

We hosted a two-day Taser Instructor course and because of the class being filled, we were able to send two of our Taser instructors for recertification at no cost. Since the response was so great, we will be looking to host another instructor level course in July. If the class fills, we will be able to send two more officers at no cost to the department.

Respectfully Submitted,

Paul R. Toussaint  
Chief of Police

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City Clerk's Office

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# Rochester Police Department

## January 2021 Comp Stat Report



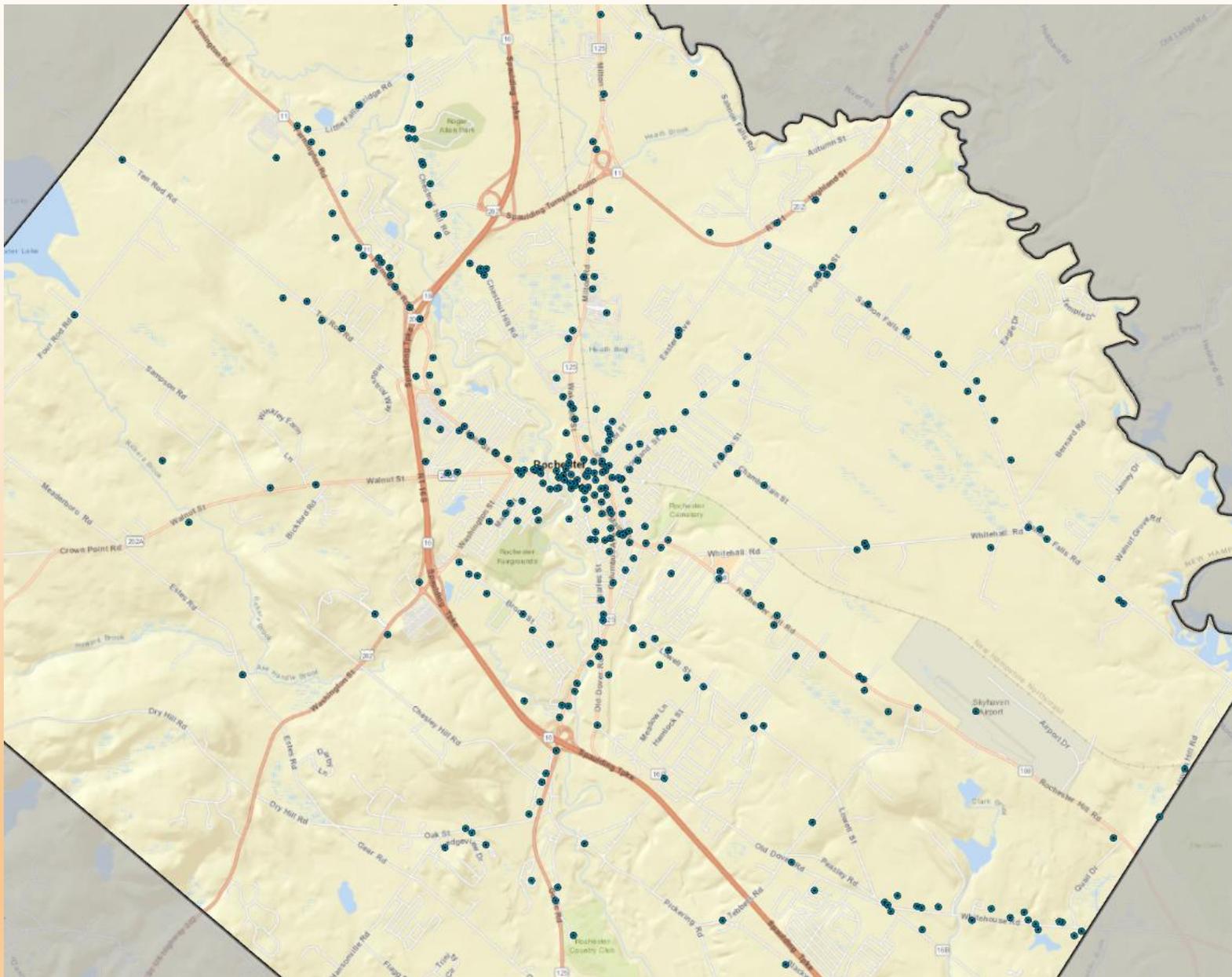
# January 2021 Traffic Activities

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

# Traffic Stops

## Traffic Stop Breakdown

- 674 Total traffic stops
  - 35 Arrests
    - 26 – traffic offenses
    - 4 Capias/Bench Warrant
    - 5 – On-view offense
  - 30 - Summons
  - 590 - Warnings
  - 13 - No Action



# Motor Vehicle Crashes

02/11/2021

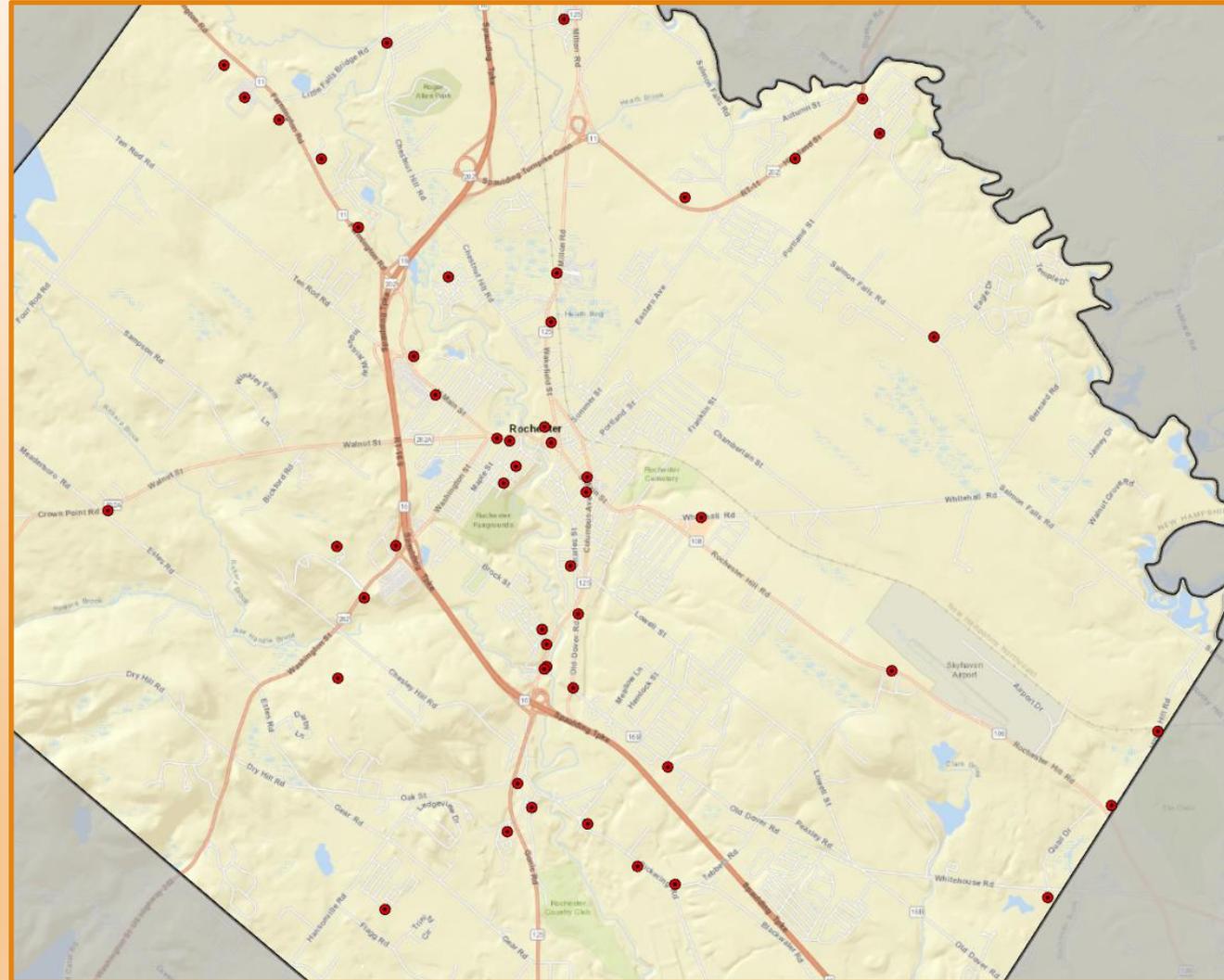
- **61 total crashes**

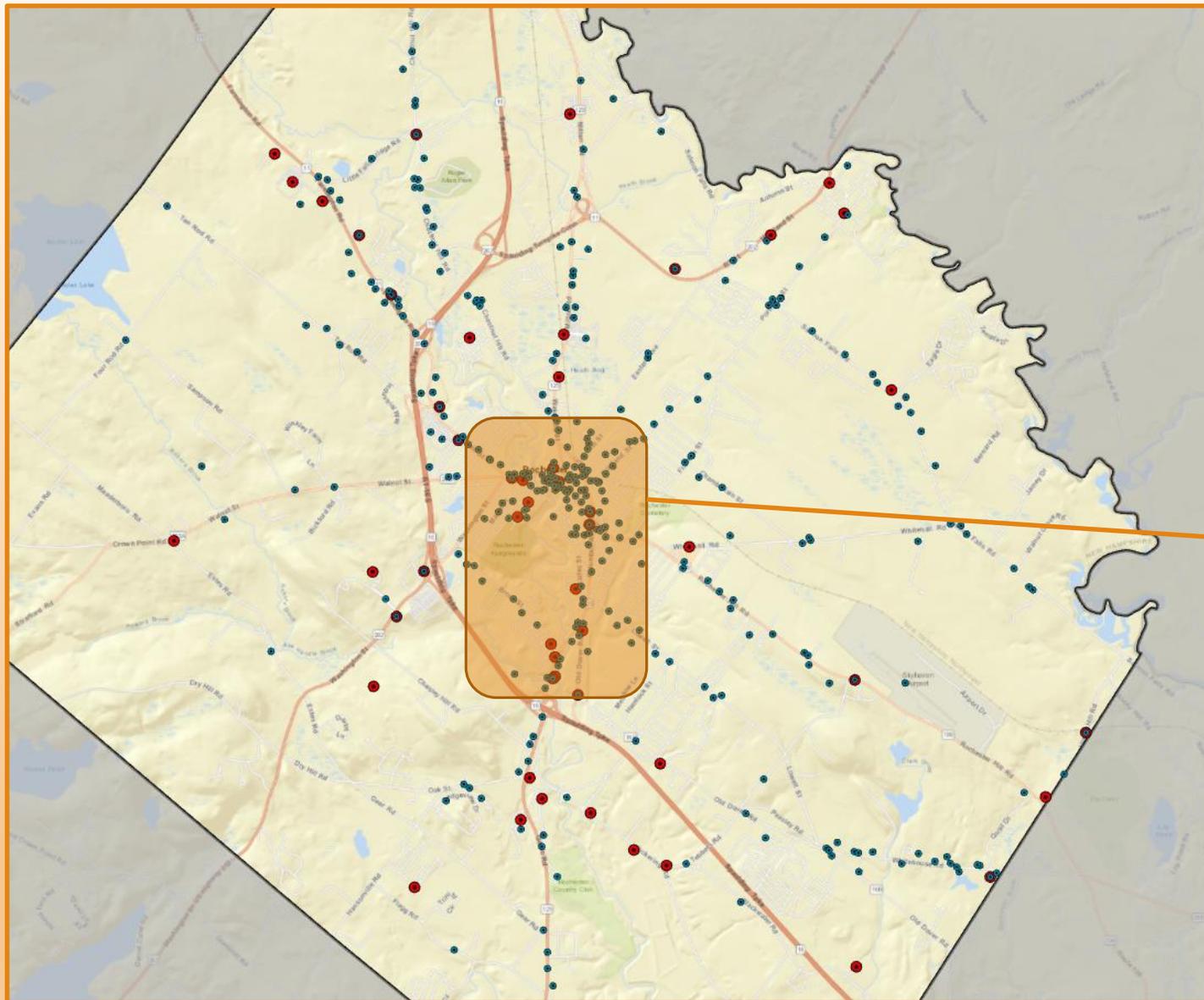
Significant decrease from the previous month

- 5 Arrests
  - 2 DWI arrests
- 0 Summons Issued
- 10 Parking lot crashes
- 10 Hit & Run crashes

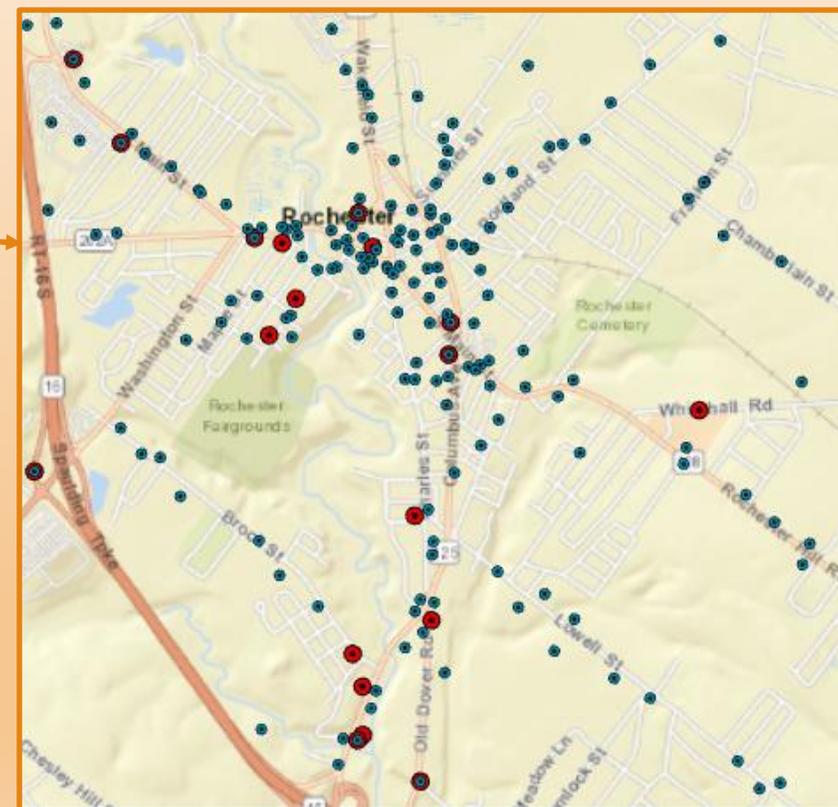
## High Volume Roads/Days

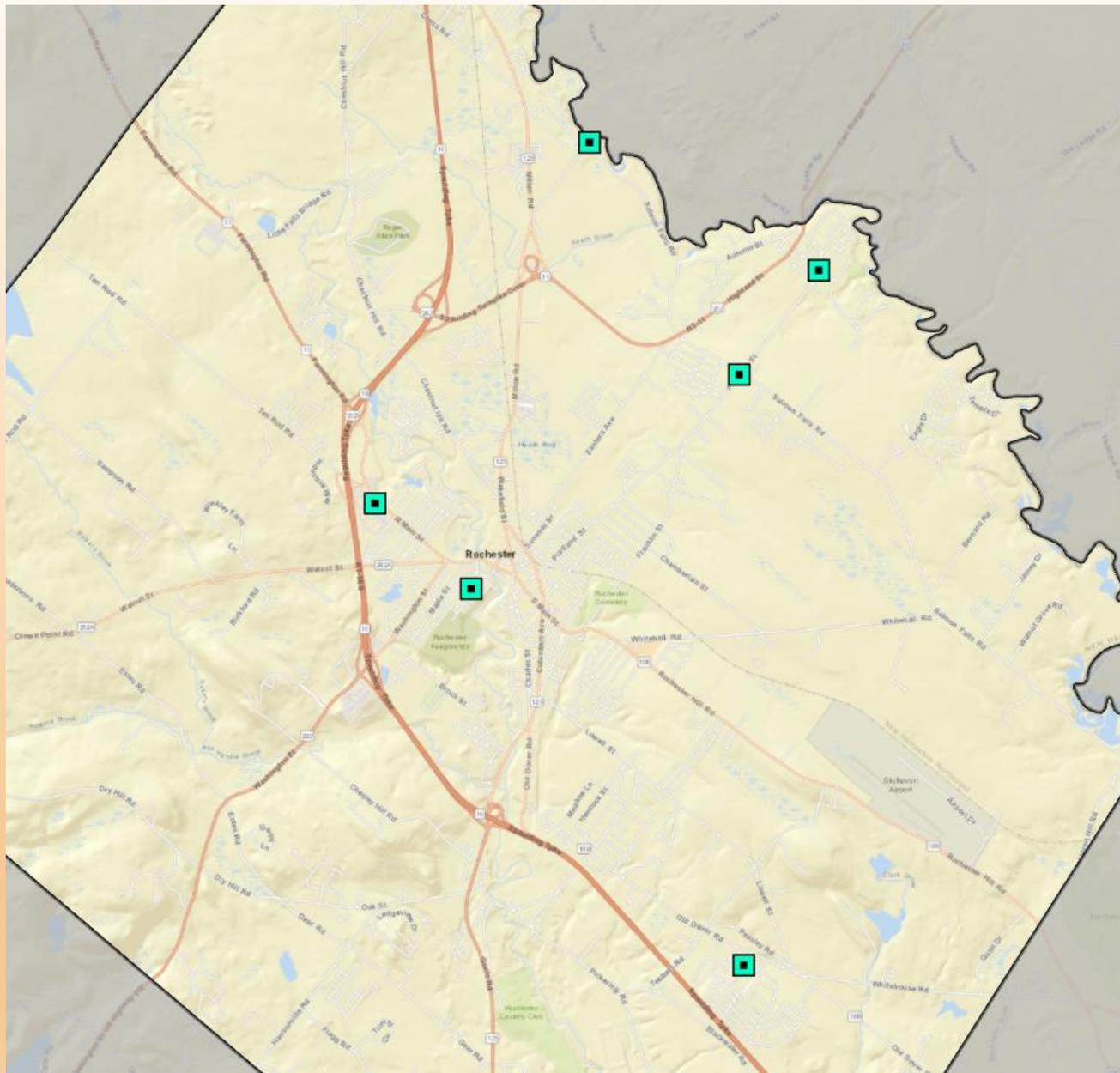
Count of Street	Day	Total
FARMINGTON RD	Friday	2
	Saturday	2
	Sunday	1
	Tuesday	1
	Thursday	1
<b>FARMINGTON RD Total</b>		<b>7</b>
NORTH MAIN ST	Thursday	2
	Sunday	1
	Saturday	1
	Monday	1
	Wednesday	1
<b>NORTH MAIN ST Total</b>		<b>6</b>





**Overlay of Crash and Traffic Stop Locations**





## DWI Incidents

- 6 Total Incidents
  - 2 Crashes (1 Alcohol/1 Drug)
  - 2 result of Traffic Stop
  - 2 result of Welfare Check/BOLO

# Traffic Activity Comparisons

Specific Crimes	Jan-21	Jan-20	% Change	Dec-20	% Change	Nov-20	YTD 21	YTD 20	% Change	YTD 19
Traffic Stops	674	549	23%	514	31%	836	674	549	23%	286
Arrests from Stops	35	25	40%	19	84%	35	35	25	40%	17
Summons	30	12	150%	23	30%	24	30	12	150%	10
Warnings	590	500	18%	456	29%	747	590	500	18%	252
No Action	13	10	30%	16	-19%	28	13	10	30%	7
Accidents	61	81	-25%	102	-40%	73	61	81	-25%	86
Summons from ACs	0	0	0%	2	-40%	0	0	0	0%	2
Arrests from ACs	5	5	0%	7	-29%	3	5	5	0%	7
Field Interviews	3	8	-63%	3	0%	8	3	8	-63%	8
DWI	6	3	100%	7	-14%	7	6	3	100%	3
<i>Narcotics</i>	2	2	0%	1	100%	2	2	2	0%	1
<i>Alcohol</i>	4	1	300%	6	-33%	5	4	1	300%	2
DWI from Accidents	2	2	0%	7	-71%	4	2	2	0%	0

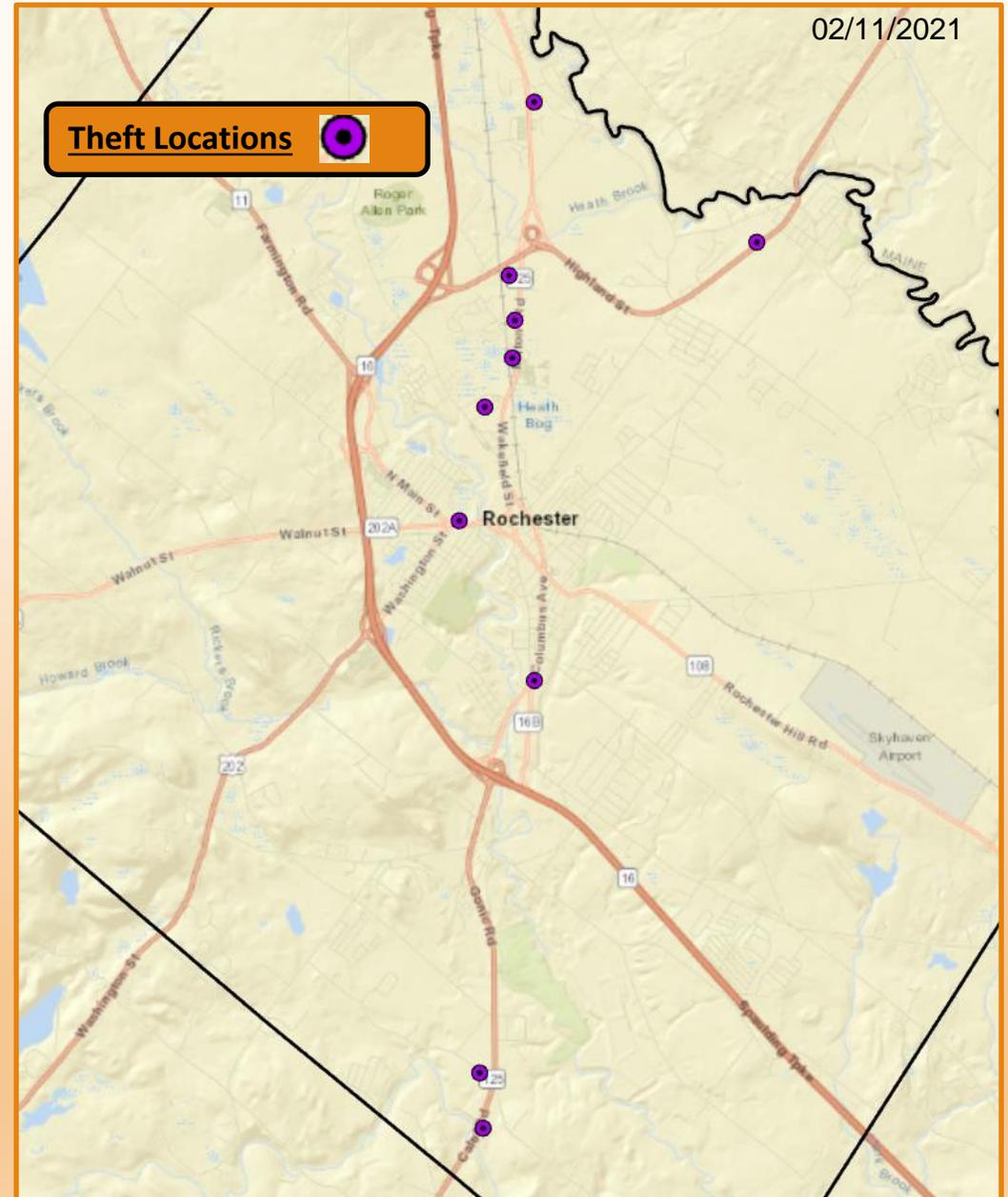
# Property Crimes

All Incident Reports												
Specific Crimes	Jan-21	Jan-20	% Change	Dec-20	% Change	Nov-20	YTD 21	YTD 20	% Change	YTD 2021 Closure Rate	YTD 2020 Closure Rate	YTD 19
Burglary	5	4	25%	8	-38%	9	5	4	25%	0%	25%	3
Shoplifting	11	23	-52%	33	-67%	59	11	23	-52%	36%	143%	26
Theft from a Building	7	17	-59%	9	-22%	3	7	17	-59%	29%	35%	11
Theft from M/V (including Parts)	21	4	425%	15	40%	21	21	4	425%	0%	0%	5
All Other Theft	22	8	175%	13	69%	14	22	8	175%	5%	38%	5
M/V Theft	2	2	0%	3	-33%	7	2	2	0%	0%	100%	8
Vandalism	27	27	0%	28	-4%	51	27	27	0%	7%	52%	31
<b>Total Property</b>	<b>95</b>	<b>85</b>	<b>12%</b>	<b>109</b>	<b>-13%</b>	<b>164</b>	<b>95</b>	<b>85</b>	<b>12%</b>	<b>11%</b>	<b>56%</b>	<b>89</b>
Arrests												
Specific Crimes	Jan-21	Jan-20	% Change	Dec-20	% Change	Nov-20	YTD 21	YTD-20	% Change			YTD 19
Burglary	0	1	-100%	1	-100%	2	0	1	-100%			1
Shoplifting	4	33	-88%	28	-86%	45	4	33	-88%			26
Theft from a Building	2	6	-67%	1	100%	0	2	6	-67%			6
Theft from M/V (including Parts)	0	0	0%	1	-100%	0	0	0	0%			1
All Other Theft	1	3	-67%	2	-50%	1	1	3	-67%			0
M/V Theft	0	2	-100%	0	0%	1	0	2	-100%			1
Vandalism	2	14	-86%	8	-75%	9	2	14	-86%			17
<b>Total Property</b>	<b>9</b>	<b>59</b>	<b>-85%</b>	<b>41</b>	<b>-78%</b>	<b>58</b>	<b>9</b>	<b>59</b>	<b>-85%</b>			<b>52</b>

# Catalytic Converter Thefts

Catalytic Converter thefts have increased since October. Information known at this time:

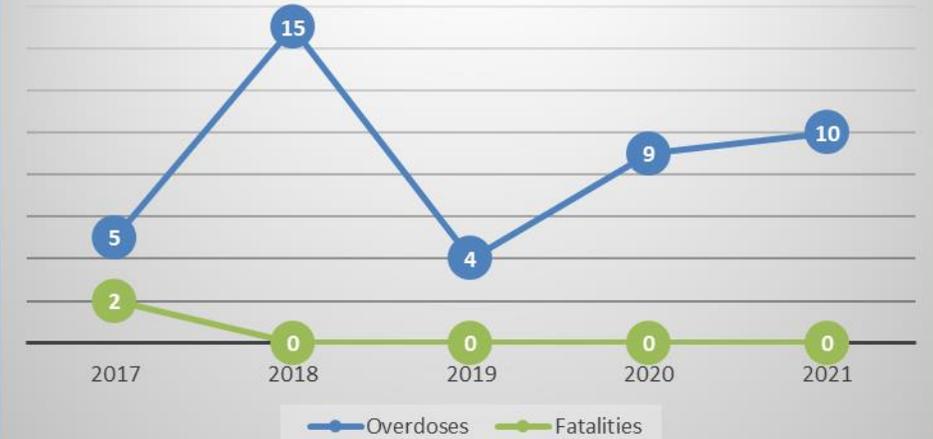
- Target vehicles are pick-up trucks/box trucks/vans.
- Target locations:
  - Vehicle service centers
  - Vehicle sales lots
  - Anywhere trucks are parked overnight/extended period of times.
- Time of occurrence is early morning hours, 0200-0500hrs.
- Target days vary somewhat but it appears Tuesday is a popular day.
- Suspect appears to be white male who may be acting alone.



# Drug Incidents

02/11/2021

## Overdoses/Fatalities by Year



All Incident Reports												
Specific Crimes	Jan-21	Jan-20	% Change	Dec-20	% Change	Nov-20	YTD 21	YTD-20	% Change	YTD 2021 Closure Rate	YTD 2020 Closure Rate	YTD 19
Possession	23	17	35%	19	21%	24	23	17	35%	65%	88%	7
Drug Events	12	14	-14%	13	-8%	15	12	14	-14%			11
Overdoses	10	9	11%	10	0%	5	10	9	11%			4
Fatal Overdoses	0	0	0%	2	-100%	3	0	0	0%			0
<b>Total Drug</b>	<b>45</b>	<b>40</b>	<b>13%</b>	<b>44</b>	<b>2%</b>	<b>47</b>	<b>45</b>	<b>40</b>	<b>13%</b>			<b>22</b>
<b>Arrests</b>												
Specific Crimes	Jan-21	Jan-20	% Change	Dec-20	% Change	Nov-20	YTD 21	TYD 20	% Change			YTD 19
Possession	15	12	25%	10	50%	11	15	15	0%			8

# Violent Crimes

All Incident Reports												
Specific Crimes	Jan-21	Jan-20	% Change	Dec-20	% Change	Nov-20	YTD 21	YTD 20	% Change	YTD 2021 Closure Rate	YTD 2020 Closure Rate	YTD 19
Homicide	0	0	0%	1	-100%	0	0	0	0%	0%	0%	0
Robbery	0	1	-100%	1	-100%	2	0	1	-100%	0%	0%	1
Aggravated Assault	4	2	100%	5	-20%	2	4	2	100%	50%	100%	2
<i>from DV*</i>	2	1	100%	1	100%	1	2	1	100%	100%	200%	2
Simple Assault	27	32	-16%	29	-7%	18	27	32	-16%	52%	50%	28
<i>from DV*</i>	14	14	0%	20	-30%	9	14	14	0%	64%	71%	13
<b>Total Violent</b>	<b>31</b>	<b>35</b>	<b>-11%</b>	<b>36</b>	<b>-14%</b>	<b>22</b>	<b>31</b>	<b>35</b>	<b>-11%</b>	<b>25%</b>	<b>38%</b>	<b>31</b>
Arrests												
Specific Crimes	Jan-21	Jan-20	% Change	Dec-20	% Change	Nov-20	YTD 21	YTD 20	% Change			YTD 19
Homicide	0	0	0%	2	-100%	0	0	0	0%			0
Robbery	0	0	0%	1	-100%	1	0	0	0%			3
Aggravated Assault	2	2	0%	1	100%	1	2	2	0%			2
<i>from DV*</i>	2	1	100%	1	100%	1	2	2	0%			1
Simple Assault	14	16	-13%	15	-7%	8	14	16	-13%			18
<i>from DV*</i>	9	10	-10%	14	-36%	6	9	10	-10%			9
<b>Total Violent</b>	<b>16</b>	<b>18</b>	<b>-11%</b>	<b>19</b>	<b>-16%</b>	<b>10</b>	<b>16</b>	<b>18</b>	<b>-11%</b>			<b>23</b>

# Domestic Violence Related Calls

## January 2021

Misdemeanor – 20

Felony - 3

90F\* - 14

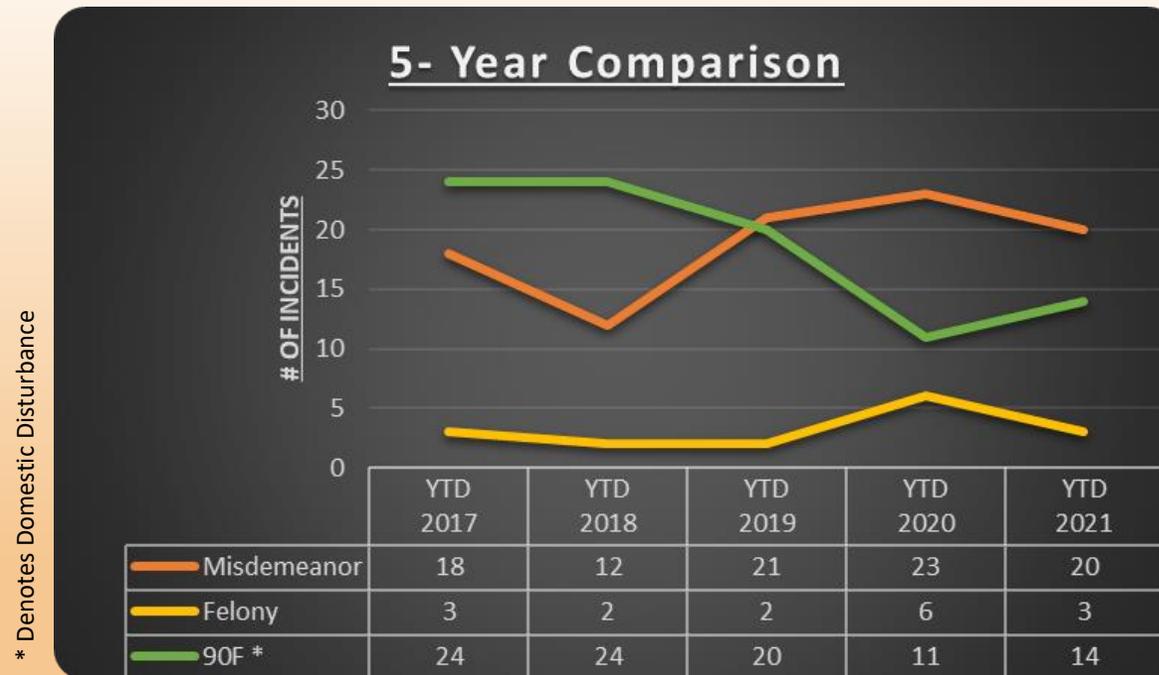
### January 2021 Cases



### 3-Year Comparison



## Domestic Violence Related Calls, (cont.)

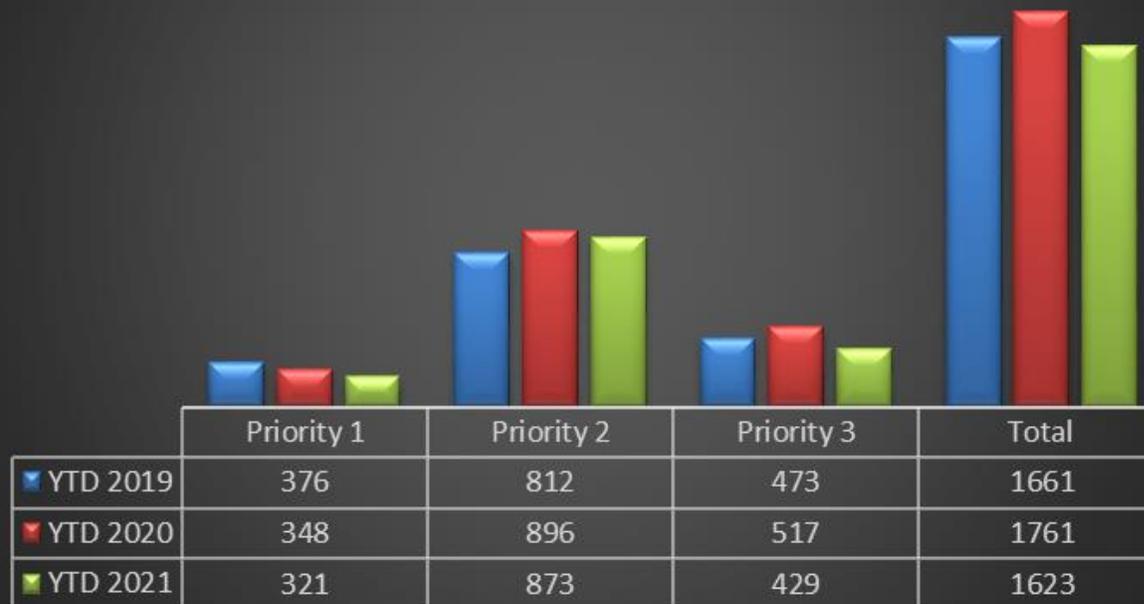


# Threshold

Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	85	69-101	61	Moderately Low
Traffic Stop	724	376-1072	674	Normal
DWI	7	5-10	6	Normal
Robbery	2	0-3	0	Normal
Aggravated Assault	5	3-8	4	Normal
Simple Assault	38	29-46	27	Moderately Low
Burglary	8	4-12	5	Normal
Shoplifting	24	15-33	11	Moderately Low
Theft from Building	17	10-24	7	Moderately Low
Theft from MV	15	7-24	21	Normal
MV Theft	3	1-5	2	Normal
Vandalism	35	27-43	27	Moderately Low
Possession	16	10-21	23	Moderately High
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	45	35-55	31	Moderately Low
Property	119	96-143	95	Moderately Low

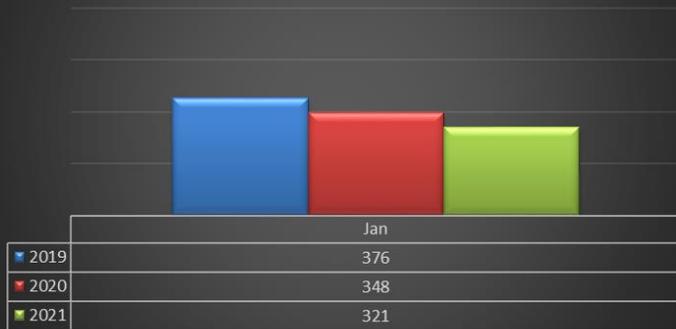
# Calls for Service 2019 v 2021

## January Calls for Service 2019 thru 2021

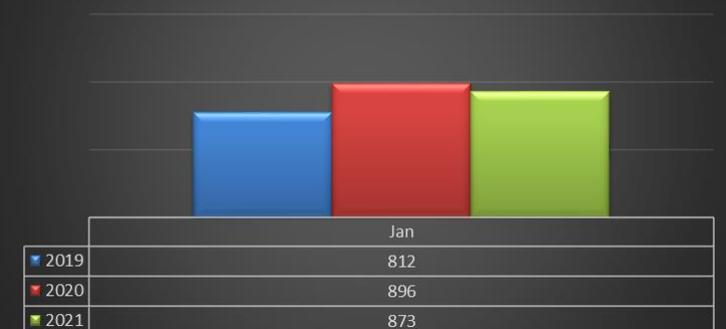


# Calls for Service by Priority

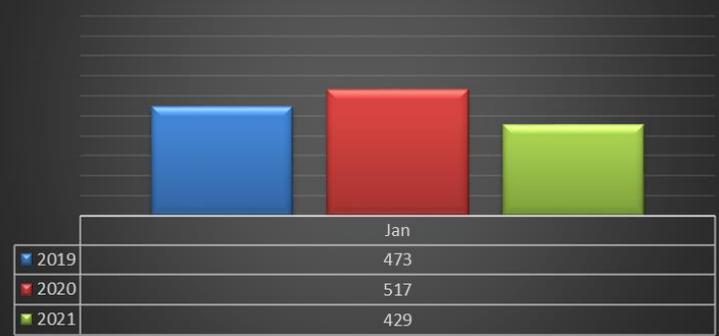
Priority 1 CFS 3-Year Comparison for January



Priority 2 CFS 3-Year Comparison for January

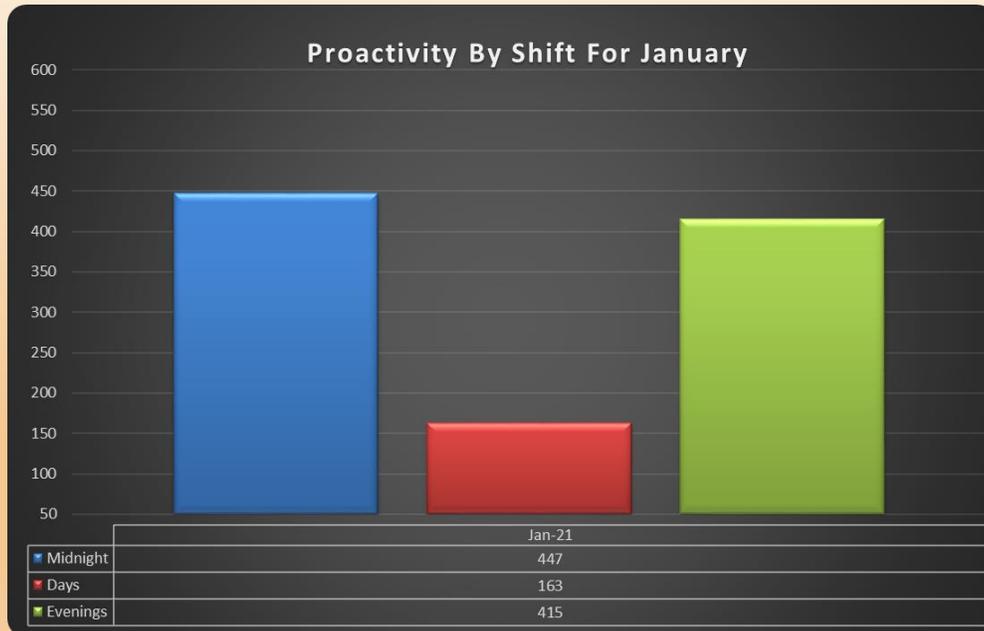


Priority 3 CFS 3-Year Comparison for January

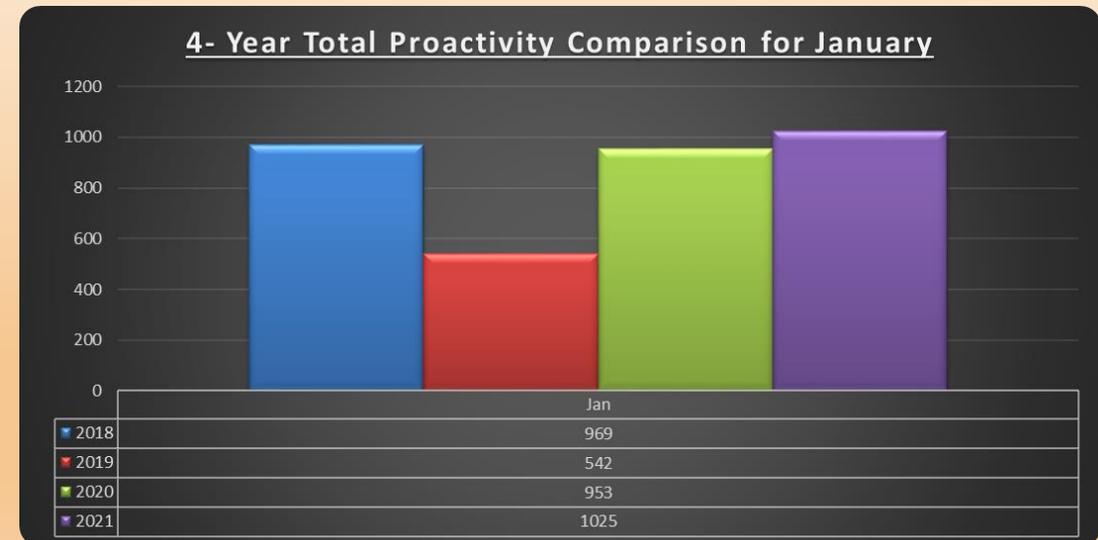


# Proactive Hours by Shift

## Monthly Comparison 2021 by Shift



## 4-year Total Comparison for January







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

02/11/2021  
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**

### **January 2021**

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

Beginning Saturday, January 9<sup>th</sup> through Friday, January 15<sup>th</sup> families were welcomed to pick-up "Tissue Paper Painting" craft kits for a Take It & Make It at home craft project. The kits were available during Library business hours on a cart at the Children's Room entrance.

The Children's Room also began offering Story Time to Go. A pre-packed bag with library books, a simple craft idea with directions, and a set of activities based on a certain theme. These kits are geared for kids age 2-6, but the whole family can participate. Patrons call into the library to request a kit, pick a theme for their child and set-up a time for pick-up.

The Children's Room issued a Chapter Book Challenge to all young patron's looking to challenge themselves with reading goals. This is a self-paced winter reading program that ran from December 14<sup>th</sup> through January 18<sup>th</sup> and was available online through Beanstack. Beanstack provides an analytics dashboard to understand student reading habits and demonstrate the role that libraries play in academic success.

Our Emerging Technologies Specialist, Jessica Carroll continued posting helpful technology tips on the library website under "Tech Tips". In the month of January, Jessica posted an "On Our Shelves" video to the Rochester Public Library YouTube Channel. The video featured Adult Circulation Library Assistant, Kathrine Parker-Wright discussing several books available for check-out at the library.

"RPL to Go" continued throughout the month. Patrons selected items online, through email or over the phone and staff members checked-out these items and called with a designated pick-up time. Items were packaged in bags and a contactless pick-up was available in the ground floor lobby. Over 811 appointments for pick-up were made throughout the month of January.

The library computers, printers, photocopiers, and Wi-Fi were available to patrons by appointment in January. Over one hundred and sixty-seven

patrons took advantage of this service. One hundred-four were computer use, twenty-two were copier use and forty-one were for newspaper/Wi-Fi use. There was a total of 6,050 items circulated from the library in the month of January.

Two hundred and eighty-eight of our library patrons downloaded 1,689 e-books to media devices through the library's web site this month. The RPL website also enabled patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 373 digital downloads from Hoopla.

Trustees will be meeting in the library on February 9<sup>th</sup> at 6pm.

**City of Rochester Tax Collector's Office**  
**January 31,2021**

Tax Year	Warrant	Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2020	Warrant	68,438,739	65,721,777.41	96.03%	2,716,961.59	3.97%
2019		66,169,796	65,426,292.91	98.88%	743,503.09	1.12%
2018		63,834,824	63,330,043.93	99.21%	504,780.07	0.79%
2017		60,524,791	60,321,934.43	99.66%	202,856.57	0.34%
2016		58,196,003	58,068,273.18	99.78%	127,729.82	0.22%
2015		56,938,119	56,846,949.77	99.84%	91,169.23	0.16%
2014		55,068,779	55,007,682.37	99.89%	61,096.63	0.11%
2013		53,324,262	53,275,841.72	99.91%	48,420.28	0.09%
2012		50,952,912	50,918,487.69	99.93%	34,424.31	0.07%
2011		48,856,892	48,823,415.27	99.93%	33,476.73	0.07%
2010		47,308,832	47,281,789.86	99.94%	27,042.14	0.06%
2009		46,898,827	46,877,293.20	99.95%	21,533.80	0.05%
2008		46,522,769	46,510,458.93	99.97%	12,310.07	0.03%
2007		42,964,450	42,953,598.26	99.97%	10,851.74	0.03%
2006		40,794,160	40,787,509.45	99.98%	6,650.55	0.02%
2005		38,024,453	38,019,001.03	99.99%	5,451.97	0.01%
2004		36,065,496	36,060,384.01	99.99%	5,111.99	0.01%
2003		33,310,579	33,306,755.65	99.99%	3,823.35	0.01%
2002		29,725,878	29,722,554.10	99.99%	3,323.90	0.01%
2001		26,943,136	26,940,286.52	99.99%	2,849.48	0.01%
2000		25,415,248	25,413,243.68	99.99%	2,004.32	0.01%
1999		22,973,308	22,971,980.41	99.99%	1,327.59	0.01%
1998		30,592,529	30,590,734.68	99.99%	1,794.32	0.01%
1997		29,835,914	29,834,230.90	99.99%	1,683.10	0.01%
1996		27,726,424	27,724,777.67	99.99%	1,646.33	0.01%
1995		27,712,029	27,711,835.43	100.00%	193.57	0.00%
					4,672,016.54	

Tax Collector  
Doreen Jones, CTC

<b>CSS Count FY 21</b>		
<b>Month</b>	<b>Total \$\$</b>	<b># of Payments</b>
July	\$ 365,434.21	659
Aug	\$ 190,384.98	596
Sept	\$ 139,331.29	507
Oct	\$ 140,164.30	547
Nov	\$ 172,533.78	640
Dec	\$ 575,726.71	827
Jan	\$ 1,267,237.61	1108
Feb		
Mar		
Apr		
May		
June		
<b>Totals</b>	<b>\$ 2,850,812.88</b>	<b>4884</b>

**Online Credit Card Payments (Citizen Self Service)**

Doreen Jones, CTC  
Tax Collector

**Rochester, New Hampshire  
Inter office Memorandum**

**TO: Blaine Cox  
City Manager**

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



**SUBJECT: Analysis of Direct Assistance for January 2021.**

**DATE: February 3, 2021**

This office reported 116 formal case notes for the month of January.

Voucher amounts issued were as follows:

	<u>09</u> <u>Families</u> 4 new	<u>15</u> <u>Single</u> 8 new
Burial .....	.00	1,950.00
Dental .....	.00	.00
Electricity .....	.00	.00
Food.....	.00	.00
Fuel heating .....	.00	113.45
Mortgage .....	.00	.00
Prescriptions .....	.00	.00
Rent .....	3,765.00	2,944.00
Temporary Housing.....	365.00	630.00
Transportation .....	<u>.00</u>	<u>.00</u>
<b>TOTAL</b>	<b>\$4,130.00</b>	<b>\$5,637.45</b>

General Assistance above represents an average cost per case/family of \$458.88 and case/individual of \$375.83 for this month.

Total vouchers issued: \$9,767.45

There was a decrease of \$3,762.10 in assistance issued this month compared to January 2020. There was a decrease of \$2,551.79 in vouchers issued this month compared to last month.

We received reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaling \$.00

**NOTES**

January budget impact includes the Covid-19 Pandemic situation, including the availability of New Hampshire Housing Relief Program funds coordinated by Community Action.