



**Rochester City Council Public Hearing  
December 18, 2018  
Council Chambers  
7:00 PM**

- 1. Call to Order**
- 2. CDBG Annual Action Plan for FY 2019-2020 P. 5**
- 3. Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Department of Public Works (DPW) Capital Improvements Plan (CIP) Fund for Granite Ridge Phase II in an amount not to exceed \$2,430,000.00 P. 7**
- 4. Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Granite State Business Park (GSBP) Tax Increment Financing (TIF) District Capital Improvements Plan (CIP) Fund for the Water Main Extension Project in an amount not to exceed \$1,400,000.00 P. 13**

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**Rochester City Council Workshop  
December 18, 2018  
Council Chambers  
*Immediately following public hearing***

**Agenda**

- 1. Call to Order**
- 2. Public Input**
- 3. Communications from the City Manager**
- 4. Communications from the Mayor**
- 5. **Presentation:** Opera House 5-year Plan**

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City Clerk's Office

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6. Department Reports P. 19
  7. Other
  8. Adjournment
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**Rochester Special City Council  
December 18, 2018  
Council Chambers  
*Immediately following workshop meeting***

**Agenda**

1. Call to Order
2. An Ordinance to Revise and Consolidate, Amend, Supplement, and Codify the Ordinances of the City of Rochester ***second reading and consideration for adoption***  
P. 111
3. Resolution Authorizing Supplemental Appropriation to the Fiscal Year 2018-2019 Police Department Capital Improvement Project (CIP) Fund in the Amount of \$33,906 for the Replacement of a Police Interceptor SUV ***first reading, consideration for second reading and adoption***  
P. 117
4. Non-Public/Non-Meeting
5. Adjournment

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City Clerk's Office

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## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT

FY 2019-2020 CDBG Annual Action Plan - First Public Hearing

COUNCIL ACTION ITEM ☒  
INFORMATION ONLY ☐

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

RESOLUTION REQUIRED? YES ☐ NO ☒

FUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	12/18/2018		
DEPT. HEAD SIGNATURE	Karen Pollard, on file		
DATE SUBMITTED	10/29/2018		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

#### COMMITTEE SIGN-OFF

COMMITTEE	Community Development Committee
CHAIR PERSON	Councilor Elaine Lauterborn

#### 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 checked="" type="checkbox"/>

#### LEGAL AUTHORITY

24 CFR 91.105 requires citizen participation and consultation in the City's CDBG action plan drafting process.

#### **SUMMARY STATEMENT**

The City of Rochester receives federal grant funding through the Community Development Block Grants(CDBG) program, which is administered through the U.S. Department of Housing & Urban Development (HUD). As part of this funding process, the City must submit an Annual Action Plan to HUD that outlines its proposed uses of the grants received. The Annual Action Plan outlines the City of Rochester's identified priorities and areas of need for community development, housing, and assistance to low and moderate income residents of the City. It is developed with input from members of the public, relevant city departments, and community stakeholders such as non-profits providing services to City residents and local businesses.

#### **RECOMMENDED ACTION**

Allow the Community Development Coordinator to present an overview of the Community Development Block Grant program and the FY 2019-2020 Annual Action Plan drafting process and to solicit public input.

**Resolution for Supplemental Appropriation and Authorizing Borrowing Authority  
Pursuant to RSA 33:9 to the Department of Public Works (DPW) Capital Improvements  
Plan (CIP) Fund for Granite Ridge Phase II in an amount not to exceed \$2,430,000.00**

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

That the Mayor and City Council of the City of Rochester hereby appropriate an amount not to exceed Two Million Four Hundred Thirty Thousand Dollars (\$2,430,000.00) for the purpose of building the public infrastructure associated with Granite Ridge Phase II and further;

In accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Two Million Four Hundred Thirty Thousand Dollars (\$2,430,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate

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

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City Clerk's Office

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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

Granite Ridge TIF Phase II - Supplemental Appropriation

COUNCIL ACTION ITEM ☒  
INFORMATION ONLY ☐

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

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	November 13, 2018		
DEPT. HEAD SIGNATURE	Peter C. Nourse, PE signature on File City clerks office		
DATE SUBMITTED	10/29/18		
ATTACHMENTS AB-FRF	YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

#### COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee
CHAIR PERSON	Mayor McCarley

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Granite Ridge TIF Bond
ACCOUNT NUMBER	61083010-771000-195xx
AMOUNT	\$2,430,000.00
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

#### LEGAL AUTHORITY

City Council Resolution

#### **SUMMARY STATEMENT**

This agenda bill request a \$2,430,000 supplemental appropriation for the Granite Ridge TIF District. The total approved per the Developers Agreement for Phase II is \$7,430,000. The current appropriation is in the amount of \$5,000,000. This will be funded with a TIF Bond.

#### **RECOMMENDED ACTION**

1. Resolution authorizing a supplemental appropriation in the amount \$2,430,000 with funding source of a Granite Ridge TIF Bond.

## 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	61083010	771000	195XX	-	-	2,430,000.00 -
2				-	-	-
3				-	-	-
4				-	-	-

#### Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6108000	471000	195XX	-	-	2,430,000.00 -
2				-	-	-
3				-	-	-
4				-	-	-

DUNS #

CFDA #

Grant #

Grant Period: From   
To

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

Reimbursement Request will be reduced

Funds will be returned

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City Clerk's Office

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**Resolution for Supplemental Appropriation and Authorizing Borrowing Authority**  
**Pursuant to RSA 33:9 to the Granite State Business Park (GSPB) Tax Increment Financing**  
**(TIF) District Capital Improvements Plan (CIP) Fund for the Water Main Extension**  
**Project in an amount not to exceed \$1,400,000.00**

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

That the Mayor and City Council of the City of Rochester hereby appropriate an amount not to exceed One Million Four Hundred Thousand Dollars (\$1,400,000.00) for the purpose of paying the costs associated with the GSBP Water Line Extension Project.

In accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Eight Hundred Thousand Dollars (\$800,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate.

Further, that the funds for this appropriation shall be derived as follows: Eight Hundred Thousand Dollars (\$800,000.00) from the GSBP TIF District bond issuance and Six Hundred Thousand Dollars (\$600,000.00) from the General Fund Unassigned Fund Balance.

Still Further, that the General Fund shall be reimbursed from any sales of City owned properties in the GSBP TIF District in an amount up to Six Hundred Thousand Dollars (\$600,000.00).

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

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City Clerk's Office

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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

Granite State Business Park - Water Main Extension Supplemental Appropriation

COUNCIL ACTION ITEM ☒  
INFORMATION ONLY ☐

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

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	November 13, 2018		
DEPT. HEAD SIGNATURE	Peter C. Nourse, PE signature on File City clerks office		
DATE SUBMITTED	10/17/18		
ATTACHMENTS AB-FRF	YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

#### COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee
CHAIR PERSON	Mayor McCarley

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	TIF Bond & General Unassigned Fund Balan
ACCOUNT NUMBER	60963010-771000-19553
AMOUNT	1,400,000.00
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

#### LEGAL AUTHORITY

City Council Resolution

### **SUMMARY STATEMENT**

This agenda bill request a supplemental appropriation for the Granite State Business Park (GSBP) Water line extension project in the amount of \$1,400,000.00.

The funding sources are \$800,000 TIF bond and \$600,000 from the General Fund Un-assigned Fund Balance. This is per the Finance Committee Recommendation. The recommendation also stipulates that the General Fund is to be reimbursed up to \$600,000 from any proceeds earned through the sale of City owned property within the GSBP TIF District.

The engineering was previously funded and is in progress.

### **RECOMMENDED ACTION**

1. Resolution authorizing a supplemental appropriation in the amount \$800,00 with funding source of a Granite State Business Park TIF Bond. .
2. Resolution authorizing an \$600,000 Supplemental from the General Fund Un-assigned Fund Balance for the Granite State Business Park Water Main Extension Project.
3. Resolution authorizing any proceeds from the sale of any City owned Granite State Business Park properties are to be used to reimbursed to the General Fund up to \$600,000.

# 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	61083010	771000	195XX	-	-	2,430,000.00 -
2				-	-	-
3				-	-	-
4				-	-	-

### Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6108000	471000	195XX	-	-	2,430,000.00 -
2				-	-	-
3				-	-	-
4				-	-	-

DUNS #

CFDA #

Grant #

Grant Period: From   
To

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

Reimbursement Request will be reduced

Funds will be returned

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City Clerk's Office

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## ***November Department Reports:***

- 5.1 Assessor's Office P. 21**
- 5.2 Building, Zoning, and Licensing Services P. 23**
- 5.3 City Clerk's Office P. 31**
- 5.4 Department of Public Works P. 35**
- 5.5 Economic & Community Development P. 41**
- 5.6 Finance Office P. 73**
- 5.7 Planning & Development Department P. 75**
- 5.8 Recreation & Arena P. 79**
- 5.9 Rochester Fire Department P. 81**
- 5.10 Rochester Police Department P. 85**
- 5.11 Rochester Public Library P. 105**
- 5.12 Tax Collector's Office P. 107**
- 5.13 Welfare Department P. 109**

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City Clerk's Office

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## City of Rochester, New Hampshire

### Assessor's Office

19 Wakefield Street

Rochester, New Hampshire 03867-1915

(603) 332-5109

Email: [assessor@rochester.net](mailto:assessor@rochester.net)

Web Site: [www.rochesternh.net](http://www.rochesternh.net)

December 11, 2018

To: City Manager/Council

From: Jonathan Rice, Chief Assessor

### **Subject: November Council Report**

#### Revenue Received/Collection Warrants issued:

Property Records, Maps & Copies

\$ 11.50

- The 2018 Ratio Study Summary Report was finalized by the DRA which resulted in a median equalization ratio of 88.21%, Coefficient of Dispersion of 10.64, and price related differential of 1.01.
- The Field Assessors started permit related inspections.
- The second round of Veteran Recertification letters were mailed out (700 total).
- The assessing staff attended the 2018 NH Municipal Association annual conference and NHAEO's annual banquet.
- Nancy Miller, Field Assessor, attended a course on Restructuring Income & Expense Statements
- An end-of-year Board of Assessors meeting took place November 27<sup>th</sup>.

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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 November 2018 with the fiscal Year to Date

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

## Department Revenue

Permit Type	November 2018	Year to Date
Building Permits	\$25,250.20	\$144,180.80
Electrical Permits	\$2,235.00	\$16,751.00
Gas Permits	\$0.00	\$0.00
Plumbing Permits	\$1,609.00	\$9,978.80
Zoning Permits	\$0.00	\$1,171.52
FireSuppression Permits	\$0.00	\$0.00
FireAlarm Permits	\$55.00	\$429.00
Sprinkler Permits	\$0.00	\$1,051.00
Mechanical Permits	\$2,763.00	\$16,263.20
Food_Milk Licenses	\$175.00	\$4,985.00
Taxi Licenses	\$560.00	\$590.00
General Licenses	\$600.00	\$2,810.00
<b>Net Revenue</b>	<b>\$33,247.20</b>	<b>\$198,210.32</b>

# End of Month Council Report

## Building Permit Detail

New Permits		November 2018		Fiscal Year to Date	
Permit Type	Permit For	Permits Issued	Estimated Construction Value	Permits Issued	Estimated Construction Value
Building Permits	Addition - Non-Residential	1	\$298,626.00	2	\$304,626.00
	Addition - Residential	1	\$19,000.00	10	\$245,000.00
	Alteration - Residential	4	\$173,870.00	38	\$531,461.53
	Alterations- Non Residential	4	\$165,300.49	15	\$968,275.49
	Apartment	0	\$0.00	1	\$3,302,533.00
	Barn	0	\$0.00	0	\$0.00
	Building - Non-Residential	1	\$600,000.00	5	\$1,994,824.00
	Condo	0	\$0.00	1	\$1,000.00
	Deck	0	\$0.00	25	\$106,343.00
	Demolition	5	\$31,400.00	13	\$94,618.00
	Fence	2	\$6,880.00	19	\$70,633.83
	Footing/ Foundation	7	\$0.00	32	\$958,934.00
	Garage	0	\$0.00	21	\$420,650.00
	Manufactured Home	2	\$36,000.00	23	\$1,491,760.00
	New Home	4	\$557,000.00	21	\$3,237,760.00
	Other	1	\$30,000.00	11	\$366,508.00
	Pool - Above Ground	0	\$0.00	7	\$27,700.00
	Pool - In Ground	0	\$0.00	1	\$27,500.00
	Repair/Replace - Non-Residential	1	\$500.00	3	\$73,800.00
	Repair/Replace - Residential	2	\$17,600.00	25	\$245,724.00
	Roofing	8	\$80,292.00	83	\$785,159.20
	Shed	1	\$5,000.00	32	\$94,745.60
	Siding	0	\$0.00	8	\$71,959.00
	Sign	3	\$12,500.00	21	\$100,413.00
	Windows	5	\$20,885.00	21	\$121,502.00
Electrical Permits	Electrical Underground	0	\$0.00	5	\$7,500.00
	Generator	2	\$8,000.00	15	\$102,930.00
	Meters	0	\$0.00	4	\$11,700.00
	Service	8	\$15,640.00	48	\$107,462.25
	Solar Electric System	1	\$3,000.00	5	\$40,448.00
	Temp Service	0	\$0.00	0	\$0.00
	Wiring	23	\$339,179.99	163	\$3,217,903.96

## End of Month Council Report

FireAlarm Permits	Fire Alarm Permit	1	\$8,000.00	1	\$8,000.00
FireSuppression Permits	Fixed Fire Suppression System	0	\$0.00	0	\$0.00
Mechanical Permits	Air Conditioning	0	\$0.00	15	\$1,106,907.00
	Furnace/Boiler	16	\$162,644.00	81	\$715,626.00
	Gas Line	3	\$3,300.00	21	\$22,300.00
	Gas Piping	5	\$6,576.00	29	\$49,663.00
	Heating	9	\$25,600.00	39	\$1,421,946.00
	Hot Water Heater	0	\$0.00	5	\$8,700.00
	Mechanical Underground	0	\$0.00	1	\$1,000.00
	Other	0	\$0.00	1	\$1,850.00
	Pressure Testing	2	\$1,100.00	14	\$5,550.00
	Propane Tank	9	\$5,098.00	71	\$53,241.00
	Sheet Metal Work	0	\$0.00	0	\$0.00
	Tank Installation	6	\$11,310.00	19	\$28,902.00
	Ventilation	1	\$1,195.00	4	\$4,740.00
Plumbing Permits	Plumbing	12	\$100,495.00	95	\$1,236,640.00
	Water Heater	1	\$517.00	11	\$17,661.00
Sprinkler Permits	Fire Sprinkler Systems	0	\$0.00	0	\$0.00
	<b>Total Permit Issued</b>	151	\$2,746,508.48	1085	\$23,814,099.86

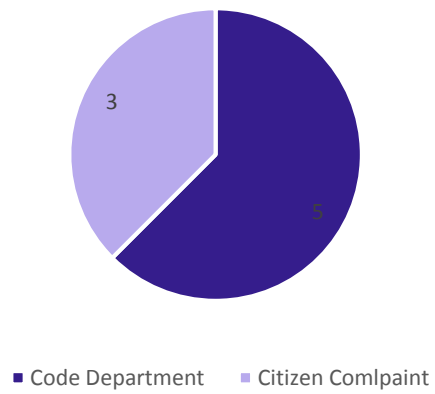
# November 2018 Code Compliance

## Monthly Report

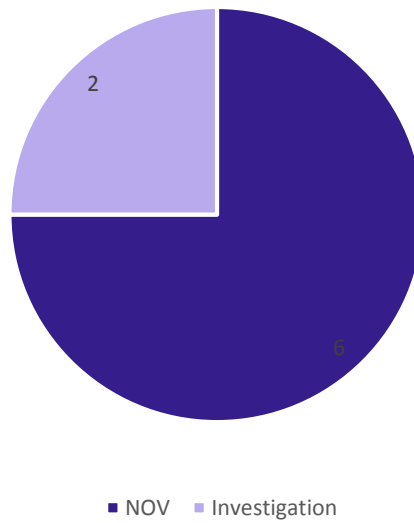
For the month of November, Code Compliance dealt with 8 properties with a total of 9 documented compliance or zoning issues. All property owners in these cases have been notified and received Notice of Violations, Citations or Courtesy Visits asking for them to bring their property into compliance. Of these 8 properties 6 of them have been brought into compliance with 2 still pending. Of the 16 properties with pending issues from October, 14 have been closed and brought into compliance.



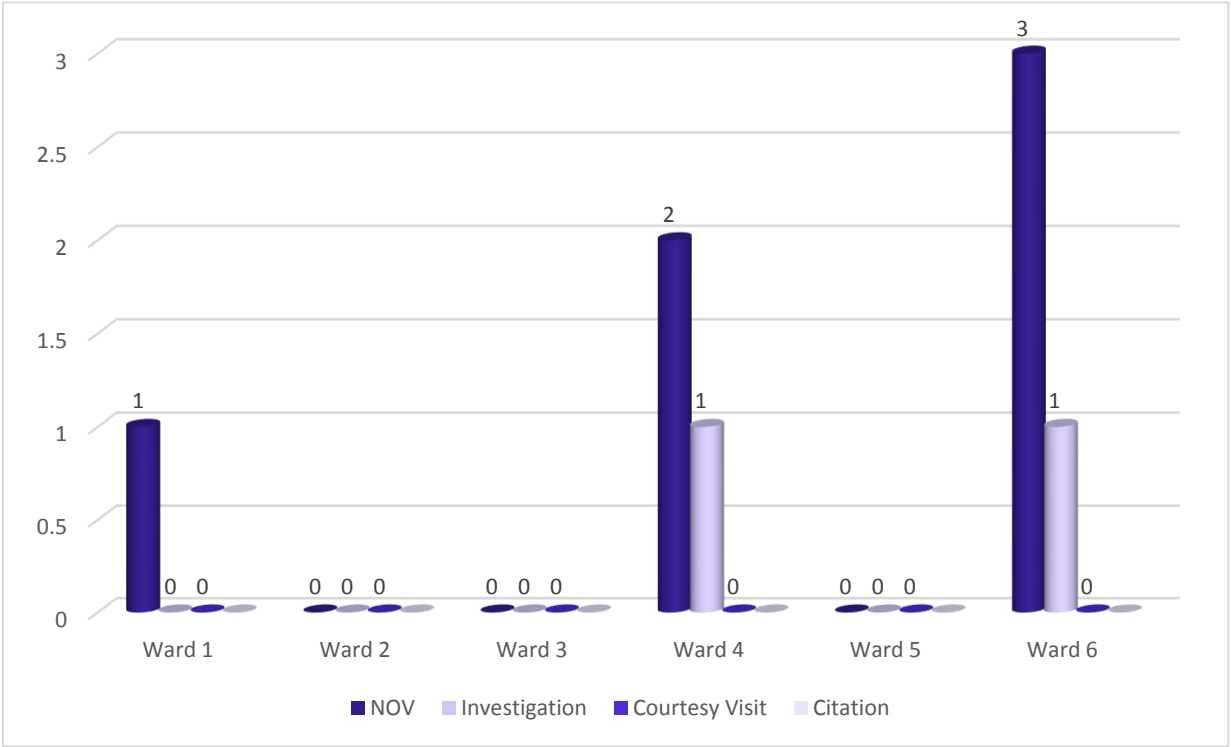
Orgin of Violation



Type of Correspondence



Breakdown by Ward's



Respectfully Submitted,  
Joseph Devine  
Compliance Officer





**City of Rochester, New Hampshire**  
**Department of Building, Zoning & Licensing Svcs**  
33 Wakefield Street \* Rochester, NH 03867  
(603) 332-3508 \* Fax (603) 330-0023  
Website: [www.rochesternh.net](http://www.rochesternh.net)

## **Zoning Monthly Report November 2018**

### **Cases:**

**2018-09** Corey & Gary MacKoul applicants for an Administrative Appeal, allege that an error has been made in the decision, determination, or requirement of Joe Devine on September 20, 2018 for a notice of violation for an illegal home occupation in relation to Article 42.24 section A of the Zoning Ordinance.

**Location:** 147 Wakefield Street, Rochester, NH 03867, 0113-0055-0000, in the Residential 2 Zone.

***Administrative Appeal was granted.***

**2018-10** Corey & Gary MacKoul applicants for a Variance to permit a mixed use dwelling, to include one professional office, and one personal service establishment according to Article 42.18, Table 18-A.

**Location:** 147 Wakefield Street, Rochester, NH 03867, 0113-0055-0000, in the Residential 2 Zone.

***Variance was denied.***

**2018-11** Dr. Dave Pak applicant for a Variance to permit a sign that exceeds 6 square feet in a residential zone. According to Article 42.29, Section (N)(1)(a).

**Location:** 248 North Main Street, Rochester, NH 03867, 0115-0019-0000, in the Residential 1 Zone.

***Variance was granted.***

**2018-12** 717 Columbus Avenue, LLC applicant for a Variance to permit a gas station, convenience store and restaurant with a drive-through in the Neighborhood Mixed Use Zone. According to Article 42, Table 18-B and Table 18-C.

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

***Variance was granted.***

**2018-13** Fieldings Oil Co. Inc. applicants, for a Special Exception to permit a fuel storage office in a Highway Commercial Zone. According to Article 42, Table 18-D.

**Location:** 72 Old Milton Road, Rochester, NH 03867, 0131-0007-0000, in the NMU Zone.

***Special Exception was granted.***

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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 November 2018

### Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 263 initial copies of vital records, and 133 subsequent copies of vital records in the month of November. The City Clerk's staff issued 12 Marriage Licenses.

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

- 22 births were reported in Rochester during the month of November, 5 of these children were born to Rochester residents.
- 24 resident deaths were reported in Rochester.
- 10 couples celebrated their wedding ceremonies in Rochester during the month of November.

### Revenue – Vital Records/Marriage Licenses

	2017		2018	
	State	City	State	City
Initial/Subsequent copies:	\$2,322	\$2,113	\$2769	\$2,506
Marriage Licenses:	\$602	\$98	\$516	\$84
<b>Total:</b>	<b>\$2,924</b>	<b>\$2,211</b>	<b>\$3,285</b>	<b>\$2,590</b>

### Dog Licensing

The City Clerk's office licensed 32 dogs during the month of November. There were no Civil Forfeiture fees collected.

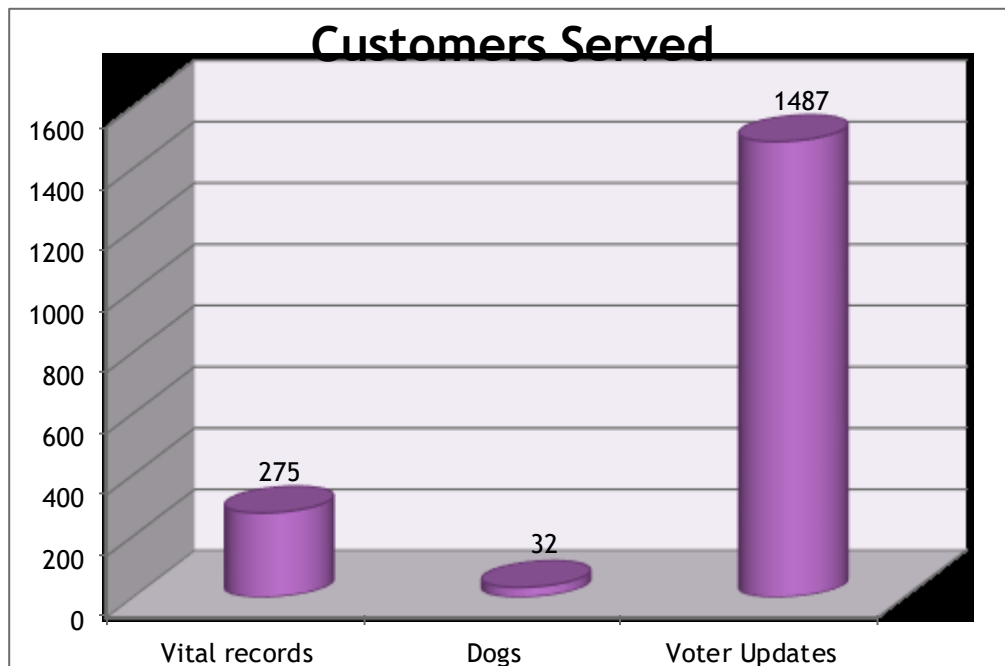
The votes have been tallied for the 2019 - 2020 dog tags and the winning shape is...The Paw Print!



There were a total of 255 votes cast to determine the shape with 155 votes being cast for the paw! This year the color of the tags will be turquoise as chosen by the Animal Control Officer. The new dog tags will be available in the City Clerk's Office starting March 1<sup>st</sup>, 2019.

All Rochester residents owning dogs are required to have their dog updated on rabies vaccination and have their dog licensed with the City by April 30, 2019.

#### **Customers Served during the month of November 2018**



Voter updates include new voter registrations, name changes, ward and address changes, and changes to party affiliation. Updates may also include removals from the voter checklist for registered voters who have died or moved from the City.

**Voter registration summary by party as of November 30, 2018:**

<b>Ward</b>	<b>Democrats</b>	<b>Libertarians</b>	<b>Republicans</b>	<b>Undeclared</b>	<b>Totals</b>
<b>1</b>	<b>1,062</b>	<b>8</b>	<b>1,161</b>	<b>1,475</b>	<b>3,698</b>
<b>2</b>	<b>976</b>	<b>4</b>	<b>1,116</b>	<b>1,673</b>	<b>3,765</b>
<b>3</b>	<b>1,043</b>	<b>4</b>	<b>1,217</b>	<b>1,414</b>	<b>3,674</b>
<b>4</b>	<b>855</b>	<b>5</b>	<b>801</b>	<b>1,696</b>	<b>3,352</b>
<b>5</b>	<b>952</b>	<b>4</b>	<b>1,133</b>	<b>1,465</b>	<b>3,550</b>
<b>6</b>	<b>1,029</b>	<b>2</b>	<b>828</b>	<b>1,293</b>	<b>3,150</b>
<b>Totals:</b>	<b>5,917</b>	<b>27</b>	<b>6,256</b>	<b>9,016</b>	<b>21,189</b>

**Elections**

The State General Election was held on Tuesday November 6. Rochester experienced a 53% voter turnout making for a very busy Election Day. Voter turnout percentage typically doesn't rise above the upper teens or low twenties for a non-presidential election.

There was an average of 215 new voters registering in each ward on Election Day for a total of 1,291 new voters registering in the City of Rochester.

Respectfully submitted,

Cassie Givara  
Deputy City Clerk

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left blank...*

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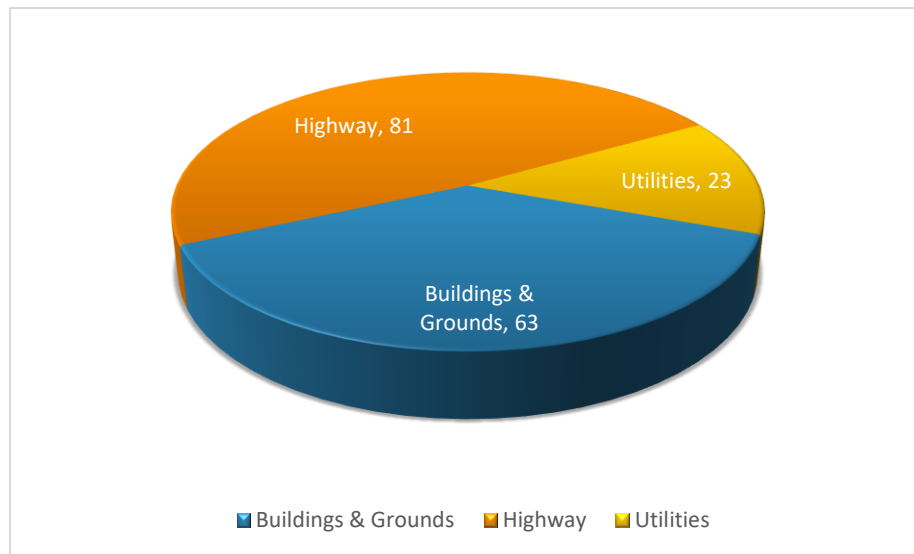
City Clerk's Office

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## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT NOVEMBER 2018

The Department of Public Works responded to approximately 167 requests for service in the month of November, in addition to their other scheduled tasks and responsibilities. The Highway Division had 81 requests that ranged from requests to treat sidewalks, grade roads and to fill potholes. The Utilities Division responded to 63 requests that included concerns about possible sewers to water pressure concerns and other miscellaneous concerns. Buildings and Grounds Department completed 63 service requests during the month of November. Service requests included plumbing repairs, electrical repairs, painting, furniture installation etc.



NOVEMBER SERVICE REQUESTS

### HIGHWAY & FLEET MAINTENANCE WORK COMPLETED:

- Decorated all of downtown for the holiday season and put up the Christmas tree with assistance from SUR Construction and Urban Tree Service.
- Patched potholes
- Repaired 4 catch basins.
- Cleaned a catch basins and cleaned culverts.
- Treated and/or plowed in nine snow and ice events, 14" of snow.
- Removed approximately 1600 yards of snow from downtowns, parking lots and school areas.
- Installed all sanders and wings.
- Finished building the road off Franklin Street for snow dump.
- Painted catch basins for winter maintenance.
- Repaired dirt roads from plowing.
- Repaired and install street signs thought the City.
- Repaired motor seal on right side broom on #13 street sweeper.
- Replaced Transmission lines on #10 six wheel dump.
- Front brake work on Truck #64, Sewer plant crane truck.
- New front breaks and rear tires #17, Six wheel dump.
- Replaced ABS module on trucks #65 and #12.
- Repaired gear box and repair wing tower on #65, six wheel dump.

- Service to snowgo blower and replace the alternator.
- Replaced tires on truck #52.
- Replaced fan clutch on #12, ten wheel dump.
- Installed new tires on #20, six wheel dump.
- Welded push frame and replace bearings in gear box on #37, sidewalk tractor.
- Repaired drive line shaft on #4, sidewalk tractor.
- Repaired center drive line shaft on #7, sidewalk tractor.
- Repaired ABS brake valve on #19.
- Repaired air tanks, exhaust stack and front break can on #6, six wheel dump.
- Replaced brakes on #24, one ton truck.

### **UTILITIES DIVISION WORK COMPLETED:**

The Utilities Division continues to perform daily mark-outs of our municipal water & sewer infrastructure in response to “Dig Safe” requests. Location data is being collected and input into GIS during these mark outs. During the month of November, four new municipal water connections and four new municipal sewer connections were inspected. Our crew is actively winterizing our 1,232 hydrants citywide. Three hydrants were rebuilt internally due to damage. Crews responded to one emergency water main break. Nine new water meters were installed and registered with Utility Billing Office. Three faulty meters were removed and replaced. Components of the remote radio read infrastructure were installed at properties that pose hazards or risks to the Meter Reader; i.e. aggressive dogs, gated properties. Crews responded to four service requests regarding impacted sewers of which three were found to be isolated to the private side of the service connection. Our crews responded to a major sewer main collapse in the vicinity of 152 Highland Street during the first of this month. A segment of 18” reinforced concrete sewer main was found to have collapsed causing forced sewer flows from seven pump stations to back up. A bypass pump was quickly set into operation and overflows were captured. SUR Construction was contracted to repair the emergency as the depth of excavation exceeded City staff’s safe digging ability. Further investigation into the sewer main condition is being scheduled in order to determine if this sewer main is a candidate for lining. On Linden Street, a fifteen-inch sewer main replacement was completed by SUR Construction. Staff found a seventy-five foot long segment of twenty-inch clay sewer main that is collapsing and in need of repair on Congress/ Charles Street. Fortunately the flows of this main can and have been temporarily diverted to our River Street pump station. This segment of pipe is a candidate for lining and we have scheduled the work.

### **BUILDINGS AND GROUNDS DIVISION WORK COMPLETED:**

During the month of November the Buildings and Grounds Division painted all of the City Hall offices and removed the downtown scarecrows. A fall cleanup of all city buildings and parks was completed. Staff repaired electrical services on the downtown poles for the Christmas wreaths to be hung. All of the poles and wiring were completed for the Tennis Court Lighting project, we are just waiting on 2 breakers to be delivered and installed to complete the job. The Police Department firing range continues to be worked on- HEPA filters have been ordered and duct cleaning is scheduled. The Community Center Fire Panel is still in process. The contracted electricians are continuing the process of installing new wiring for the panel on the 1<sup>st</sup> and 2<sup>nd</sup> floors. Inspections for the sprinkler systems in all of the city buildings were completed during the month of November.





**Tennis Court Lighting Complete**

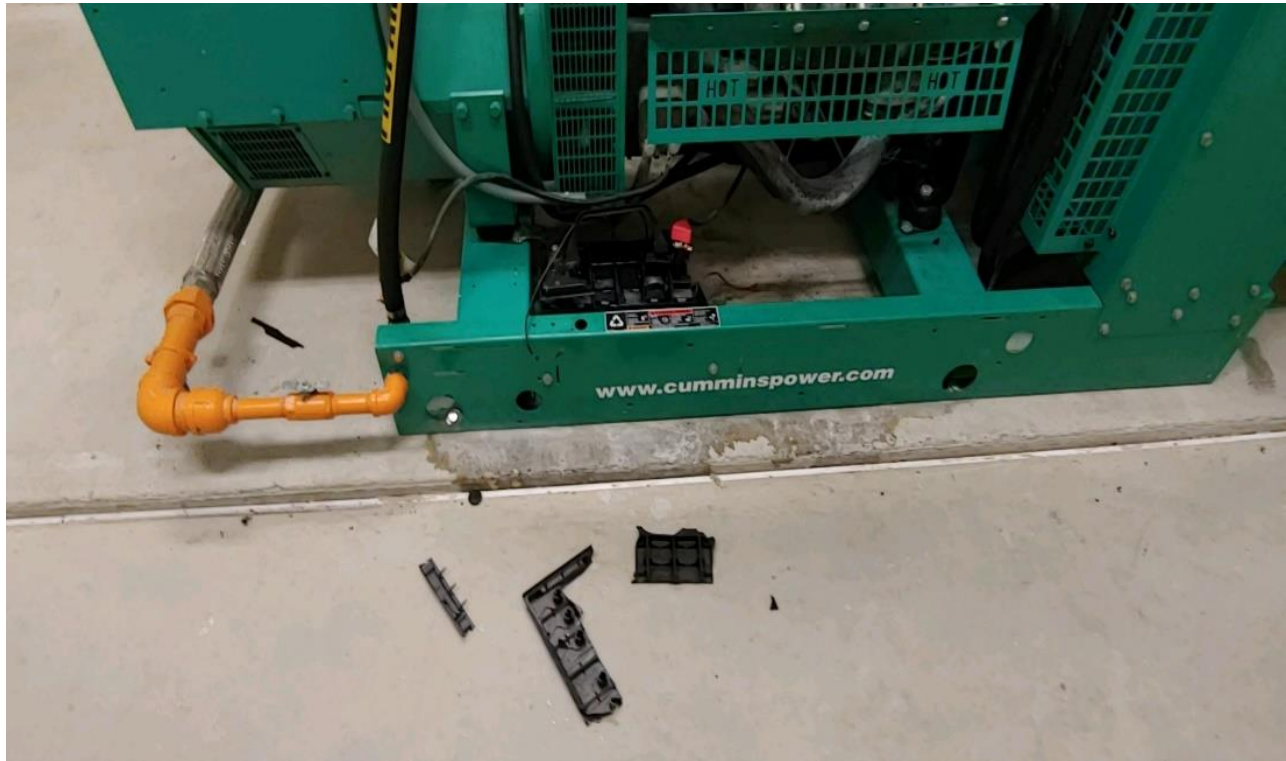
### **WASTEWATER TREATMENT DIVISION**

The WWTP posted a job opening for pump station maintenance on September 27<sup>th</sup> and to date have received zero applications – low unemployment rate is having a real effect in this competitive job market. Staff continues to work with the coalition of communities on related wastewater and Great Bay Estuary issues. The Wastewater Treatment worked with industries on various issues. Albany Engineering, Inc. renewed their industrial discharge permit. Staff attended state sponsored training classes. The computer programming for the automation project is 90% complete. Work on the budget for FY20 has begun. We are reviewing alum sludge residual lagoon operations. Our facility is in a minor upset condition due to filaments causing solids to settle slowly. This has yet to cause a violation, we are implementing process control strategies, but it will take a while to see the results. The WWTP worked with the collection system crew to help with East Rochester pipe collapse repairs. Annual field instrument calibration was completed. Staff gave a tour of the facility to Spaulding High School environmental science students. Hydrants, outdoor equipment and buildings were winterized. All required testing for EPA and DES has been completed and submitted. Staff performed preventative and corrective maintenance on equipment, machinery and instrumentation at the WWTP and pump stations. Average effluent flow for the month was 5.168 million gallons per day (MGD). Percent of design flow = 102.7%. Percent of design flow for 2018 = 64.8%. Precipitation for the month = 6.7". Precipitation for the 2018 = 46.6".

### **WATER TREATMENT DIVISION**

Treated water volume for the month of October was approximately 52 million gallons from the surface water treatment facility and 9 million gallons from the well, totaling 61 million gallons. 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 and exceeded all State and Federal standards for drinking water. Watershed inspections were conducted at Tufts Pond, Berry Pond, Oxbow, Round Pond, and the Rochester Reservoir. The Berry River Stream gage is offline for repairs. Cyanobacteria and raw water for the season concluded this month. We recorded 7.3 inches of rainfall at the Rochester Reservoir. All sources remain filled to capacity. Equipment and grounds maintenance was performed at the WTP, well, and tanks/stations. Station maintenance included winter storm cleanup, heater replacement at the Salmon Falls station, troubleshooting of the Salmon Falls active mixer, and replacement of the Gina Drive hour meters. Maintenance at the well included replacement of the standby generator battery and diagnostics of the control systems. Maintenance at the WTP included sealing and spall repairs to sedimentation basin #3, field expedient repairs to the raw water ramp #1 vacuum

prime system, routine cleaning and surveillance of the sand filter, annual independent calibration of process flow meters, and repeated service of the main boiler. The main programmable logic controller upgrade project is underway. Primary hardware components have been replaced. Programming and ancillary work is expected into December. We hosted a tour for Spaulding High School environmental science students. Staff attended an NHWWA Technical Meeting, which included seminars on the Drinking Water and Groundwater Trust Fund, upcoming legislation, and water information management systems. The Low Lift Pump Station Project updates include finish water tap installed for new supply and sample line; booster pump and piping is under review; permanganate chemical feed pads are demolished; engineering for pumps/harmonic filters/VFD is nearing completion; and new doors are on site awaiting installation.



All the magic escaped from the Cocheco Well generator battery during Thanksgiving.

## ENGINEERING

Project Updates for November 2018:

- **Asset Management:** The City continues to move forward in the process of acquiring the new Asset Management software; this process will continue over the next several months. Efforts continue to improve the GIS data layer for the City's stormwater network, which will be used in the continued mapping effort required by the MS4 Permit. In addition to inventory work, staff continue to populate more detailed information such as asset age, material, and condition on all of our assets and coordinate with our consultants to develop baseline information related to our water, sewer, and stormwater systems' "level of service", "consequence of failure", and "criticality". The City is also working with SRPC to collect sidewalk inventory information, including a condition assessment.
- **Franklin St./Western Ave. Area Improvements:** Substantial Completion Date was August 24, 2018. Final paving and most of the final punch list items, including

restoration of the project area, were completed in September 2018. Final Completion Date is pending final approval of as-built drawings from the contractor.

- **Colonial Pines Sewer Extension:** Sewer installation work on Railroad Avenue has been completed; final paving of Railroad Avenue and final punch list items to be completed in spring 2019. Phase 2 will include extension of the sewer from Birch Drive across Old Dover Road to Juniper Street, Towle Street, Vinewood Lane, Susan Lane, Hickory Lane, and a portion of Hillside Drive. Phase 2 is anticipated to be advertised for bids in December 2018 for a spring 2019 construction start. Future phases of this multi-phased sewer extension program have either been funded in the CIP budget or will be requested in the next couple of years. Internal plumbing and private property surveys have been conducted throughout the entire Colonial Pines area (more than 85% have been completed).
- **Pavement Maintenance & Rehabilitation:** Final wearing course for Dry Hill will be paved in spring 2019 following culvert replacement during winter 2018/2019. Whitehouse Road was reclaimed and base-paved in October; final wearing course will be paved in spring 2019. Regarding SB38 paving: Woodside Lane, Clow Court, and Nadeau Drive will have the final wearing course paved in spring 2019; and Sampson Road reclaim/pave will begin in spring 2019.
- **Dewey Street Pedestrian Bridge:** A new utility pole and LED streetlight will be installed at the bridge approach on the Hanson Pines side once details are finalized with Eversource.
- **Strafford Square Roundabout:** Design continues. Bidding of the roundabout construction contract is now anticipated for late 2019. Prior to that contract, and in preparation for that construction, a utility infrastructure contract is anticipated to be bid for construction in early 2019. Right-of-way and easement negotiations are being conducted in preparation for the construction contracts.
- **Water Treatment Plant Low Lift Pump Station Upgrade:** Construction is underway and is anticipated to be completed by the end of 2018.
- **Water Treatment Plant Residuals Disposal:** This project is currently in the evaluation stage of alternatives for the most effective method of disposal of residuals generated at the Surface Water Treatment Plant.
- **WWTF Biosolids Dewatering Facility:** The design of this project is complete and under final review. The project is anticipated to be advertised for bids during winter 2018/2019.
- **River Street Sewer Pump Station Upgrade:** Design of this project continues. Construction is anticipated in 2019.
- **Wastewater Interceptor Upgrades:** A Basis of Design Report has been received from the design consultant. This report summarizes alternatives and recommends a sewer collection system master plan before proceeding with final design. Funding for a Sewer System Master Plan was approved with the FY19 CIP Budget; consultant selection process will commence in the coming months.
- **NPDES Permits - Wastewater Treatment Facility & MS4 Permit (Stormwater):** A new draft National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Facility (WWTF) has not yet been issued by USEPA Region 1. As far as the Municipal Separate Storm Sewer System (MS4) NPDES General Permit for stormwater, the 2017 NH Small MS4 General Permit, issued by USEPA Region 1, became effective on July 1, 2018; and, on September 28, 2018, the City submitted a Notice of Intent (NOI) to comply with this MS4 General Permit. Since the meeting on

October 4, 2018, USEPA Region 1 and NHDES continue to meet regularly with the Great Bay Municipal Coalition (Dover, Portsmouth, and Rochester) to further discuss permitting, especially nutrient loading in the Great Bay Estuary; further meetings are planned for the coming months.

# Office of Economic & Community Development



11/30/2018

## Management Report



"Two members of the City's economic development team recently attended in-depth training sessions that will help them in their roles..."

Read on...[HTTP://WWW.FOSTERS.COM/NEWS/20181119/ROCHESTER-ECONOMIC-TEAM-TAKES-PART-IN-INTENSIVE-TRAINING-PROGRAMS](http://www.fosters.com/news/20181119/ROCHESTER-ECONOMIC-TEAM-TAKES-PART-IN-INTENSIVE-TRAINING-PROGRAMS)

Written & Compiled by: Jennifer Murphy Aubin





## OFFICE OF ECONOMIC & COMMUNITY DEVELOPMENT

KAREN POLLARD, MBA, CECD - ECONOMIC DEVELOPMENT MANAGER

### RETAIL & DOWNTOWN REVITALIZATION

Senator Shaheen visits Rochester, NH in honor of Small Business Saturday, stopping by the Artisan Gallery, Rochester Performance and Art Center and Sweet Peach's Candy and Confections.

[HTTP://WWW.FOSTERS.COM/NEWS/20181120/SHAHEEN-PROMOTES-SHOPPING-LOCAL-IN-ROCHESTER](http://www.fosters.com/news/20181120/SHAHEEN-PROMOTES-SHOPPING-LOCAL-IN-ROCHESTER)



### OPENINGS

**Old Navy + Mattress Firm** coming summer 2019 to the Ridge!

[HTTP://WWW.WATERSTONEPG.COM/PORTFOLIO/NEW-HAMPSHIRE/](http://www.waterstonepg.com/portfolio/new-hampshire/)



### PROJECTS

**COAST Bus Route Expansion.** Discussion including Rochester, Dover and Somersworth. Discussion of an inter-community bus in the evenings and on weekends to promote Downtown shopping, restaurants and festivals. Targeting Fall 2019 for trail runs. Will meet again after holidays. **Outdoor fitness court**, meetings with potential funders. Looking at construction in May 2019. **UNH Paul College Project** – Submitted a project for consideration for next semester to create an Investor's Prospectus for Rochester's Opportunity Zones. Received a very warm response. Should hear more in December.



### EDUCATION

**The Future of Economic Development Practices Webinar**, hosted by the International Economic Development Council, this series of six webinars looks into the future of what economic developers expect to know and do during the next five to ten years.



**Opportunity Zones Update.** Meeting hosted by Strafford Economic Development Corp. with James Key Wallace of the Business Finance Authority. Representatives from Durham, Dover, Somersworth and Rochester discussing the provisions and projects we can expect to have in our Opportunity Zones.

## MANUFACTURING SECTOR

**Manufacturing Breakfast,** ATAC hosted to celebrate Manufacturer's month. Great Bay President, Pelema Morrice joined other dignitaries and invited manufacturers at the ATAC in Rochester. Great Bay also held their **annual fundraising gala** on November 1. The Manufacturing Extension Partnership held the **Annual Manufacturing Summit** on November 2.

JENN MARSH, ECONOMIC DEVELOPMENT SPECIALIST

## GOLDMAN SACHS INITIATIVE

Manager Pollard and Economic Development Specialist Marsh attended information session on a Goldman Sachs Initiative to **create a customized an accelerated business growth plan** for participating businesses.

Goldman Sachs will be choosing a number of NH business for the Spring educational sessions, at no cost. There are online and in-person courses held in Manchester. Spring sessions are filling up. Planning for Fall sessions is in the works.

*Eligibility:*

- n Owner or co-owner of a business; Minimum of two employees, including the owner.
- n Business in operation for at least 2 years
- n Business revenues of at least \$100,000 in the most recent fiscal year. Online it does state \$150,000 – please contact them via their website.

*Website:*

[HTTPS://WWW.GOLDMANSACHS.COM/CITIZENSHIP/10000-SMALL-BUSINESSES/US/INDEX.HTML?MEDIAINDEX=1&AUTOPLAY=TRUE&CID=Sch-PD-GOOGLE-OCE10KSBus-SEARCHAD-20185--&MKWID=HUV3TJ3D&GCLID=CJ0KCQIA\\_S7FBRDRARISAGEVF8SY\\_DJK5FU\\_HF7QNLXCQLI548\\_CLONP18KLA\\_5AG3NXJBXHZ\\_7LFXK\\_AAM30EALW\\_WCB](https://www.goldmansachs.com/citizenship/10000-small-businesses/us/index.html?MEDIAINDEX=1&AUTOPLAY=TRUE&CID=Sch-PD-GOOGLE-OCE10KSBus-SEARCHAD-20185--&MKWID=HUV3TJ3D&GCLID=CJ0KCQIA_S7FBRDRARISAGEVF8SY_DJK5FU_HF7QNLXCQLI548_CLONP18KLA_5AG3NXJBXHZ_7LFXK_AAM30EALW_WCB)

## NATIONAL VIEW

### Manufacturing Revenues and Employment in the United States:

In the U.S., analysts, executives and government can clearly see that **manufacturing is on the upswing**. A bigger question, however, is whether or not American manufacturing is perhaps entering a period of renaissance. The answer is both yes and no. Manufacturing employment in America has increased modestly in recent years, including growth of about 327,000 during the 12 months ending in July 2018. There were approximately 12.8 million people employed in manufacturing in the U.S. as of mid-2018, down from 19 million in 1980.

Much of manufacturing's recent rebound is by large improvements in the automobile sector, along with relatively **strong demand for building materials and medical equipment/supplies**.

The American manufacturing sector will benefit over the long term from a broad range of trends, including strong global trade, low natural gas prices, a growing domestic population, and strength in certain **key industries, including machinery, pharmaceuticals, health technology, chemicals, petroleum products, aerospace and equipment for transportation and construction**.

However, advances in factory productivity, including growing investment in robotics, will dampen job creation. In other words, factory output can increase faster than factory employment due to growing investment in robotics and factory automation.

Plunkett Research  
November 21, 2018  
[WWW.PLUNKETTRESEARCH.COM](http://WWW.PLUNKETTRESEARCH.COM)

## DOWNTOWN REVITALIZATION INITIATIVES

Economic Development Specialist Marsh shared the City of Rochester's experience embarking on the First Impressions Program in an article in Radius Magazine, a UNH Extension publication, which matches geographically similar New Hampshire communities, to take part in community revitalization and engagement program. Several interactive groups and public art programs, including the **pianos across town and Community Vibrancy** started because of participation in First Impressions.

## JENNIFER MURPHY AUBIN, EXECUTIVE SECRETARY & MARKETING MANAGEMENT

### DESIGN

Executive Secretary Aubin is working with GIS/Asset Management Manager Camara to utilize a **GIS Story Map** feature which uses real time mapping, featuring properties and initiatives, beautiful photography and detailed incentives to create an **online presense to disguish Rochester** from other communities. Aubin also designed ads using the new Choose Rochester, New Hampshire logo to promote the **aerospace and composites sectors** in Business Xpansion Journal and Business Facilities.

### TOURS & PROMOTION OF 10 + 12/14 NORTH MAIN STREET - ADAPTIVE REUSE RFP

Manager Pollard and Executive Aubin scheduled **two building tours** for end of November and early December, with lively interest. Individual tours scheduled as need to increase exposure.

Aubin also promoted the sites with **New England Real Estate Journal** as a featured property with a custom QR code and listed it prominently on the [WWW.ROCHESTEREDC.COM](http://WWW.ROCHESTEREDC.COM) economic development site:  
[HTTPS://ROCHESTEREDC.COM/EDS/PROPERTY/10-1214-NORTH-MAIN-STREET](https://ROCHESTEREDC.COM/EDS/PROPERTY/10-1214-NORTH-MAIN-STREET).

**CITY OWNED DEVELOPMENT PROPERTIES**  
10 NORTH MAIN ST (SALINGER BLOCK)  
12-14 NORTH MAIN ST (SCENIC THEATER)

**Seeking Proposals for Adaptive Reuse**  
**located downtown Rochester,**  
**in the Seacoast Region of NH.**

Due Diligence Package includes:

- Phase 1 Environmental Site Assessment
- Structural Assessment
- Existing Conditions Survey Map
- Building Survey Findings
- Preservation Conditions Assessment

**Opportunity Zones**  
**NH Economic Revitalization Zones**  
And other incentives available

**Karen Pollard**  
Economic Development Manager  
(603) 335-7522  
[Karen.Pollard@RochesterNH.net](mailto:Karen.Pollard@RochesterNH.net)  
Office of Economic Development

**Choose ROCHESTER**  
NEW HAMPSHIRE



RFP and proforma for 10 – 12/14 North Main Street, (Salinger Block and Scenic Theater), along with the due diligence package of Map of Existing Conditions, Phase 1 Environmental, Building Survey findings, Preservation Conditions Report and Scenic Theater Structural Report.

Read on... [HTTPS://WWW.ROCHESTERNH.NET/ECONOMIC-DEVELOPMENT/PAGES/10-1214-NORTH-MAIN-STREET](https://www.rochesternh.net/economic-development/pages/10-1214-north-main-street)

The entire economic and community development team, along with Planning and other departments shared the information with **developers, site selectors, state, local, regional stakeholders and organizations**, in person, by phone, email, social media, newspapers and real estate listings. The RFP deadline is extended to **Thursday, December 27<sup>th</sup> 2018**.



## AWARD WINNING ROCHESTER EDC WEBSITE FEATURE

ED Suite created a featured portfolio for the City of Rochester, NH, along with a featured post on LinkedIn and newsletter.

[HTTPS://EDSUITE.COM/WORK/ROCHESTER-NEW-HAMPSHIRE](https://edsuite.com/work/rochester-new-hampshire).

## RETAIL UPDATE – NATIONAL TRENDS & LOCAL IMPACTS

Strong holiday sales anticipated for the month of December. According to retail industry newsletter, Shopping Center SmartBrief, “men will be the big spenders this holiday season,” cites a JLL Retail study.

“Male and female shoppers are expected to spend an average of \$1,007 during the 2018 holidays, **up 4.1 percent from last year**, according to a study by the National Retail Federation. The industry trade group found spending on self-gifting is expected to be up roughly 10 percent, or \$155.”

## JULIAN LONG, CDBG COORDINATOR & GRANTS MANAGER

### COORDINATOR REPORT

Prepared by the Community Development Coordinator

November-December 2018

### CONTINUING PROJECTS

**Tennis Courts Lights Project:** This project continues to near completion. Workers were mostly recently on-site the week of November 25th.

**School Department Chairlift Projects:** The School Department is scheduling the Maple St. Magnet School and Spaulding High School projects to take place over the winter break.

## CDBG PROGRAM

**FY 2017-2018 CDBG Consolidated Annual Performance and Evaluation Report:** HUD approved the Consolidated Annual Performance and Evaluation Report (CAPER) for FY 2017-2018. The Community Development Coordinator is in the process of coordinating with the city's HUD representative on revisions to the annual financial report that accompanies the CAPER submission.

**FY 2019-2020 Annual Action Plan:** FY 2019-2020 grant applications are due December 13<sup>th</sup>. The Community Development Coordinator has been meeting with several potential applicants to provide information on the CDBG program and answer questions about potential projects. The first public hearing for the action plan is scheduled for December 18<sup>th</sup>.

**FY 2020-2025 Consolidated Plan:** The Community Development Coordinator has continued the research and consultation processes for the FY 2020-2025 Consolidated Plan. The plan will be due concurrent with the FY 2020-2021 Annual Action Plan

**Workforce Housing Charrette:** The workforce housing charrette was held on September 26<sup>th</sup> and September 28<sup>th</sup> at the Rochester Performing Arts Center. The final design has been compiled into a charrette report, which is attached to this report and available online at <https://www.ROCHESTER.NH.NET/COMMUNITY-DEVELOPMENT-DIVISION/PAGES/DOWNTOWN-ROCHESTER-HOUSING-WORKSHOP>.

**Tri-City Homelessness Task Force:** The Community Development Coordinator has continued to attend meetings of the tri-city homelessness task force and to assist the task force in its work. Most recently, the Community Development Coordinator attended a master plan work session to assist the task force in drafting a regional homelessness master plan.

## NON-CDBG GRANT ACTIVITIES

**Bridging the Gaps:** The Community Development Coordinator continues to assist the Bridging the Gaps coalition coordinator in identifying and applying for grant funding. Bridging the Gaps is in discussion with Seacoast Youth Services (SYS) to transition the Bridging the Gaps program to SYS. Bridging the Gaps is also receiving \$9,000 in funding from the Region 6 Integrated Delivery Network.

**Brownfields Grant Clean-up Grant:** The City of Rochester has been awarded \$200,000 in state funding through the NH Department of Environmental Services for the Wallace St. brownfield clean-up project. The

## BIG STEP FOR ARTS IN ROCHESTER

### *Foster's Article Excerpt:*

Julian Long, Rochester's Community Development Coordinator and Grants Manager said the city is pleased RPAC received the CDFA credits.

Long also said it will be "fantastic" once the center purchases its building.

"We've all been really excited to have RPAC in the downtown," said Long. "Even in the short time it's been open, it's really been an amazing community asset."

*Read on...*

<http://www.fosters.com/news/20181205/big-step-for-arts-in-rochester>

project will remediate the contained soil contamination on the former Advanced Recycling site and restore the property to productive economic use.

**Fire Department Grants:** The Community Development Coordinator has continued to follow up with the state on the city's submitted Emergency Management Performance Grant application and to provide supplemental information. The Community Development Coordinator also attended a webinar on the FEMA Fire Prevention & Safety Grant Program and discussed potential projects with the Fire Department. The grant application is due December 21<sup>st</sup>.

**Riverwalk Committee:** The Riverwalk Committee has been awarded a New Hampshire Recreational Trails Program grant in the amount of \$80,000. The Community Development Coordinator has assisted the committee in revising the project scope after cost estimates indicated the project as originally outlined could not be completed within budget. Instead of the original footbridge crossing Heath Brook, the committee has revised the project scope to have the bridge cross a shorter ditch in the same general area.

**LCHIP Grant:** The Community Development Coordinator, with assistance from the Department of Public Works, has completed and submitted the annual report due to the Land & Community Heritage Investment Program (LCHIP) under the LCHIP grant terms for funds supporting the City Hall Annex restoration work.

## OTHER ITEMS

**COAST:** The Community Development Coordinator, as the Rochester representative to the COAST board of directors, has been appointed to COAST's Cooperative Operations Analysis steering committee. The Comprehensive Operations Analysis (COA) is meant to evaluate all COAST services and reshape them based on community priorities, feedback, demand, and available resources. COAST has recently released an online public survey that is available at <HTTPS://PUBLICINPUT.COM/COASTCOA>.

**Homeless Center for Strafford County News:** The Homeless Center for Strafford County's new executive director, Tracy Hardekopf, has increased eligibility requirements and barriers for entry to the shelter. The *Foster's Daily Democrat* article is available <AT HTTP://WWW.FOSTERS.COM/NEWS/20181110/HOMELESS-SHELTERS-TIGHTER-ENTRY-RULES-ANGER-AREA-OFFICIALS>.

**Affordable Housing News:** An overview of regional affordable housing issues and possible solutions, focusing on the City of Portsmouth, was recently published in *Foster's Daily Democrat*. The article is available online at <HTTP://WWW.SEACOASTONLINE.COM/HOMES/20181118/AFFORDABLE-HOUSING-WORK-IN-PROGRESS>.

## Report Attachments

- n Rochester Downtown Housing Workshop – Final Report
- n "Homeless shelter's tighter entry rules anger area officials," *Foster's Daily Democrat*, 10 November 2018
- n "Affordable housing a work in progress," *Foster's Daily Democrat*, 18 November 2018





# Downtown Rochester Housing Workshop

## A Workforce Housing Coalition Design Charrette

### September 26th and 28th 2018



# Table of Contents

- 1 Workforce Housing Overview
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- 2 Charrette Leadership Team
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- 6 Design Options
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- 10 Recommendations for Next Steps
- 11 WHC Board of Directors
- 11 WHC Mission

# Director’s Note

After the community listening session, I was impressed by how trusting and receptive the attendees were. Rochester residents urged us not to worry about parking – something we’ve never heard during a listening session. The Rochester I see is an eclectic mix of businesses and architecture, with a dedicated base of volunteers working to make Rochester the vibrant city it is destined to be.

During the work session, the charrette team worked tirelessly crunching numbers and testing the feasibility of different scenarios, drawing architectural renderings to provide visual aids, and crafting recommendations for next steps. After a very encouraging conversation with the property manager at One Wakefield, the team surprised us all by expanding the study area and creating a rendering that better utilizes the parking lot behind One Wakefield and the former Robbin’s Auto Parts building on the west side of Hanson Street.

Through our charrette program, we often identify density and parking as opportunities, but one recommendation, which was new to me, was that the city lift the requirement for first floor commercial space on side streets such as Hanson Street. Local leaders may prefer to leverage their regulations to incentivize the development of workforce housing. For example, by trading the first-floor commercial requirement for affordable units. Rochester’s current median gross rent of \$1,131 is within the workforce housing rent limit for the Portsmouth-Rochester HMFA but revitalizing the downtown would likely result in an increase in market rates. Residents who attended one of the listening sessions asked for revitalization without gentrification. Local leaders should look to the future and use land use regulations to ensure affordable housing continues to be part of the downtown housing picture.

Rochester was the first charrette I ever took from A to Z as director of the WHC and I am grateful to have had the chance to work with the wonderful city staff and caring residents. Over the summer, New Hampshire Magazine named Rochester the state’s “city on the rise” due to grassroots efforts to revitalize the downtown, and I can’t think of a city more deserving of that honor. I am looking forward to continuing to work with Rochester through the Housing Huddle as the city grows and changes.

Sincerely,



**Sarah Wrightsman**  
Executive Director,  
Workforce Housing  
Coalition of the Greater  
Seacoast



# Workforce Housing Overview

'Workforce housing' is a term that is used to describe a broad range of owner occupied and rental housing that is affordable to the individuals and families that represent the majority of a diverse workforce. New Hampshire statute R.S.A. 674:58 defines it as "...housing which is intended for sale and which is affordable to a household with an income of no more than 100 percent of the median income for a 4-person household ... (or) rental housing which is affordable to a household with an income of no more than 60 percent of the median income for a 3-person household..."

Workforce housing is permanent, quality housing intended as a primary year-round residence, and is available to households regardless of age. Options that are affordable to moderate- and low-income households include single- or multi-family homes, townhouses, condominiums, and apartments. Workforce housing is based on good design and minimal impact. The housing includes small, mixed-income developments that are distributed throughout a town. Developments in suburban settings are clustered to leave areas of open space; compared to unplanned sprawl, such land use is much more efficient and attractive.

A healthy and vibrant community with strong ecosystems is filled with all generations of the workforce: young professionals to empty-nesters. The face of the workforce often includes healthcare workers, teachers, and skilled laborers. These workers provide the benefits and services we associate with a desirable place to live. Ensuring that there are housing options available to provide the opportunity for them to establish roots and become part of the community where they work will create healthy social, cultural, and economic systems.





# Charrette Mission and Process

The Coalition's signature Workforce Housing Design Charrettes are dedicated to transforming the way people work together by broadening the host community's capacity for collaboration. Each charrette is a hypothetical thought exercise that harnesses the talents and energies of volunteer architects, engineers, and other housing industry professionals. The charrette process relies on the realistic challenges presented by a real site, but allows the community and the volunteers to ask "what if?" We ask community members to describe their ideal community, and our volunteers to bring these ideas to life. The charrette process is intended to be a catalyst, helping host communities identify, and therefore change, local land-use regulations that aren't conducive to the development of financially feasible workforce housing. Volunteers are encouraged to push the host community's existing land-use regulations and present a design that will inspire change.

The lack of an adequate and balanced supply of housing poses a threat to the region's economic health. Addressing this issue requires that a broad range of individuals, organizations, and public officials become engaged in efforts to change attitudes towards housing development, and to identify and amend local land-use regulations in order to better facilitate the development of financially feasible workforce housing. For three days, planners, architects, designers, developers, bankers, business leaders, property owners, and abutters join forces to cooperatively discuss creative plans for solutions around workforce housing.



## Rochester Charrette Leadership Team

### Hosts

[Julian Long](#), City of Rochester Community Development  
[Michelle Mears](#), City of Rochester Planning Department

### Design Team Lead

[Rip Patten](#), Credere Associates

### Design Team

[Kate Ruml](#), Independent Designer  
[Robert White](#), GPI  
[Gayle Sanders](#), Gayle Sanders Home Design

### Finance and Feasibility Team Lead

[Michael Castagna](#), Castagna Consulting Group

### Finance and Feasibility Team

[John Hall](#), Profile Bank  
[Marty Chapman](#), Housing Partnership

### Facilitator

[Maria Sillari](#), Non-profit Consultant

### Housing Expert

[George Reagan](#), New Hampshire Housing Finance Authority

### Report Production and Design

[Laura Harper Lake](#), Regional Economic Development Center  
[Sarah Wrightsman](#), Workforce Housing Coalition

### Planning and Advisory Committee

[Julian Long](#), City of Rochester Community Development  
[Michelle Mears](#), City of Rochester Planning Department  
[Jennifer Marsh](#), City of Rochester Economic Development  
[Shayna Sylvia](#), Strafford Regional Planning Commission  
[Debbie Day](#), Anagnost Companies  
[Angela Mills](#), Rochester Main Street  
[Kerrie Landry](#), Cornerstone VNA  
[Barbara Holstein](#), Rochester Youth Reach  
[Todd Marsh](#), Rochester Welfare Department  
[Elizabeth Rollins](#), Ambit Engineering  
[Gayle Sanders](#), Gayle Sanders Home Design  
[Sarah Wrightsman](#), Workforce Housing Coalition

### Special Recognition

Thank you to the [City of Rochester](#)



# Hanson Street

## 13-17 Hanson Street

- 0.24 acres
- 90 feet of road frontage
- Located in the downtown commercial zone
  - Historic overlay district
  - Special downtown overlay
- Development potential under current zoning
  - 2 story minimum, 5 story maximum
  - Commercial on first floor required
  - Potential for up to 20 residential units
- Two parking stalls per unit is required under current zoning, but the site is within 400 feet of municipal parking at the Congress Street parking lot and the City Hall parking lot and parking requirements can be waived.
- The size of the lot is a limiting factor
- Lot has city sewer and water

## Greater Context: Observations

- The study area, 13-17 Hanson Street, is in the core of downtown on a side street.
- Walkable to downtown shops and eateries and the Riverwalk.
- Downtown already has great pedestrian infrastructure, including new crosswalks and bicycle lanes.
- Significant residential and commercial vacancies. City recently acquired two properties downtown:
- Scenic Theater and Kelly's Gymnastics
- Rochester has good bones.
- Very eclectic mix of businesses.
- Rochester is a hub of arts and culture.
- Plenty of parking downtown, but in need of wayfinding.
  - Excessive parking located at church behind the study site. There is an opportunity to lease parking spaces, generating revenue for the church and alleviating the need for a developer to provide any parking (look to example in Durham at the Community Church of Durham).

# Housing in Rochester

## Strafford County data:

- Median 2-bedroom rent in Strafford County is \$1,221 (requiring an income of 48,840)
- Median gross rent for all units is \$1,152
- Strafford County renters have a median income of \$38,225 (can afford rents of \$956 and below)

## City of Rochester data:

- Median 2-bedroom rent in Rochester is \$1,155 (requiring an income of \$46,200)
- Median rent for all units is \$1,131
- Rochester renter median income is \$33,048 and can afford rent of \$826 per month

Rochester is part of the Portsmouth-Rochester HUD Metro Fairmarket Area (HMFA). The 2018 workforce housing rent limit for this area is \$1,340. However, for the purposes of this charrette, the charrette team set their target financials much lower to better reflect the needs of Rochester residents.

Thank you to the New Hampshire Housing Finance Authority for providing data.





# Community Listening Session

## September 26, 2018

Input from stakeholders is a critical part of the charrette process. Rochester residents, business owners, and local leaders were invited to share their ideas, hopes, and concerns on the first day of the Downtown Rochester Housing Workshop. Here is a sample of what the charrette team heard from attendees.

### Vibrancy

- Occupied storefronts and residential units in the core of downtown are critical to Rochester's vibrancy.
- Rochester residents would like to see sustained signs of life and vibrancy in downtown.
- There are no people downtown because there is no housing downtown; more housing will lead to more people, which will lead to more vibrancy.
- Improve safety downtown through traffic calming measures.

### Affordable and Appropriately Sized Housing

- Rochester residents are seeking "revitalization without gentrification" and would like to ensure downtown remains affordable.
- Rochester residents would like to see:
  - Small, energy efficient units
  - Diverse housing types and price points
  - Opportunities for increased density
  - Fewer regulatory barriers to developers
  - More housing, generally
- There is a big demand for one-bedroom units in Rochester, more so than two- or three-bedroom units.
- Young people and empty nesters are seeking one-bedroom units.
- Rochester residents do not consider \$1,200 to \$1,600 to be "affordable"
- Many specific parcels (such as the Ben Franklin parcel, the property at 14 Portland street, and city-owned Kelly's Gymnastics and Scenic Theater) were offered as opportunities for future development.
- Rochester residents do not want to see:
  - Age-restricted housing
  - Gentrification - Rochester residents expressed a strong desire to not see people being priced out.

### TLC

- Façade improvements are needed in the downtown.
- Many buildings are not up to code.
- Rochester residents would like to see existing buildings reused.
- Absentee landlords and negligent property owners should be penalized for not taking care of their property and/or receive financial assistance or incentive to do so.
- Rochester residents want to feel properties take pride in their properties.

### Cohesive Look

- Historically-appropriate and cohesive architecture.
- Beautification efforts and streetscaping.
- Rochester residents don't want to see modern, brightly-colored buildings.

### People, not Parking

- Rochester residents do not want to see more parking "craters" and noted there is adequate parking already

*During the community listening sessions, residents offered valuable, non-housing feedback. This information was recorded and shared with local leaders in Rochester to be used for future planning.*





# Considerations

The charrette team was charged with the task of analyzing 13-17 Hanson Street, the vacant lot next to Magrillas, but given the size of the site and the study area's relationship to the greater context of downtown, the charrette team found the time and energy to create renderings for the entire block on Hanson Street from 1 Wakefield Street to the former Robbin's Auto building on the west side of the street and the study area and adjacent buildings on the east side. The renderings on the following pages include the small real estate building behind the One Wakefield Street building (RSA Realty at 5 Museum Way) and the city-owned property at 38 Hanson Street (formerly, Robbin's Auto Parts).

## Key Points

When crafting recommendations, the charrette team considered:

- Rochester's current land use regulations make the development of financially feasible workforce housing impossible.
- The maximum rent per NH's workforce housing law (RSA 674:58-61) for the Portsmouth-Rochester HMFA is \$1,340.
- Based on feedback from the community during the listening sessions, the charrette team concluded this is too high for Rochester.
- Rochester residents expressed a demand for small one bedroom and studio units and focused on smaller unit sizes rather than two and three bedrooms.
- Based on the vacant commercial store fronts and office space in the core of the downtown, the charrette team didn't feel the demand is high enough to justify the risk of developing commercial or office space. The demand for residential units, on the other hand, is very high.
- Given the limiting size of the study area and the proximity to multiple parking lots, the charrette team did not spend a significant amount of time talking about parking. However, the team did consider the idea of providing parking on site vs. providing alternative parking. For example, the idea of creating a long term lease agreement with the neighboring church was discussed.
- During the listening session, Rochester residents expressed a desire for historically appropriate, cohesive architecture.
- The charrette team took feedback about design into consideration and avoided modern architectural styles.
- The Finance and Feasibility team considered the number of units and building height needed to achieve affordability, but ultimately avoiding recommending a building that exceeds what is allowed by right.





# Design Options

## Option 1 West Side Elevations

Inspired by the energy in Rochester, and with approval from the property manager at One Wakefield, the charrette team sketched beyond the study area of 13-17 Hanson Street. On the West Side of Hanson Street, the design team imagined a new housing building on the underutilized lot behind the One Wakefield building and at the former Robbin's Auto Parts.





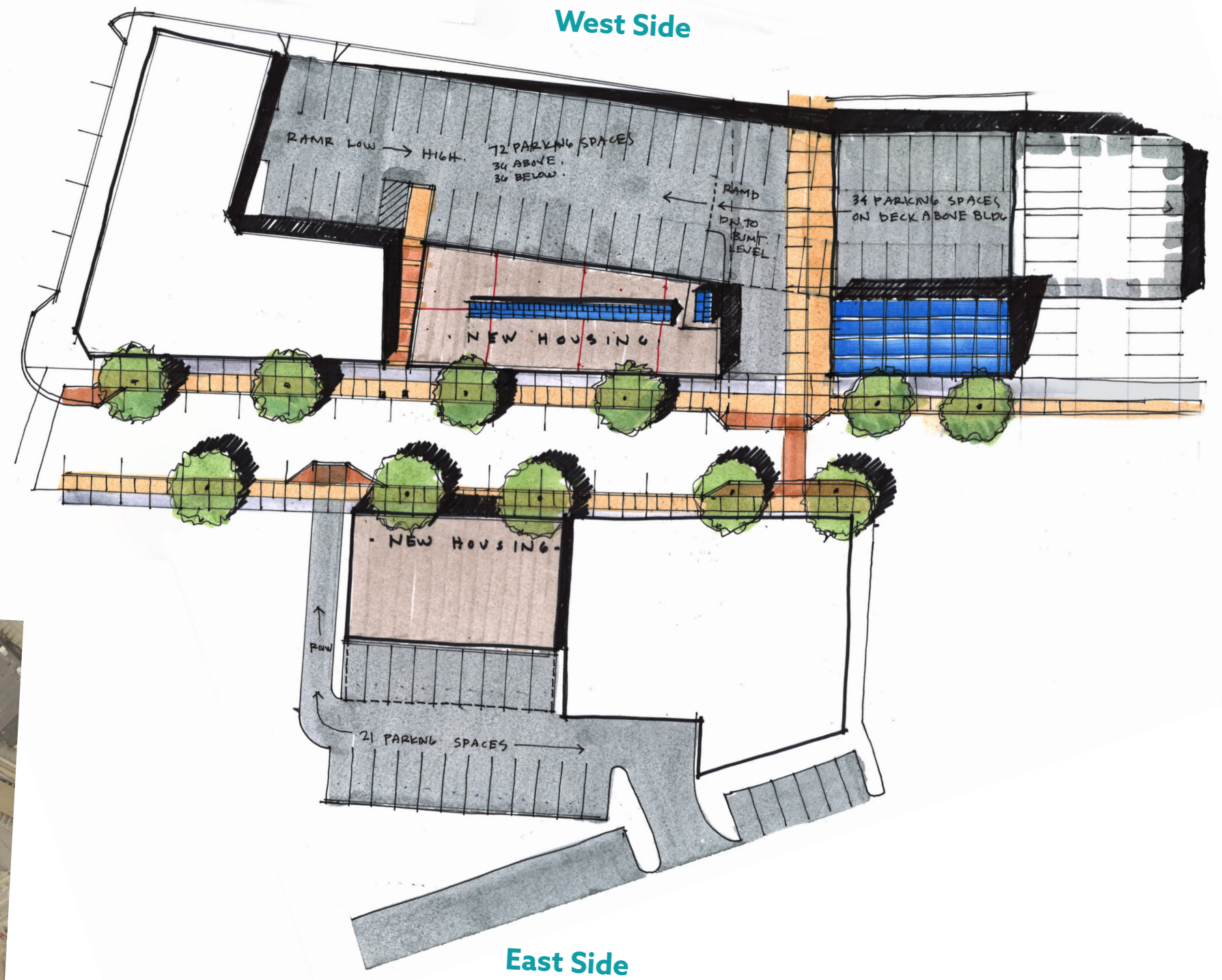
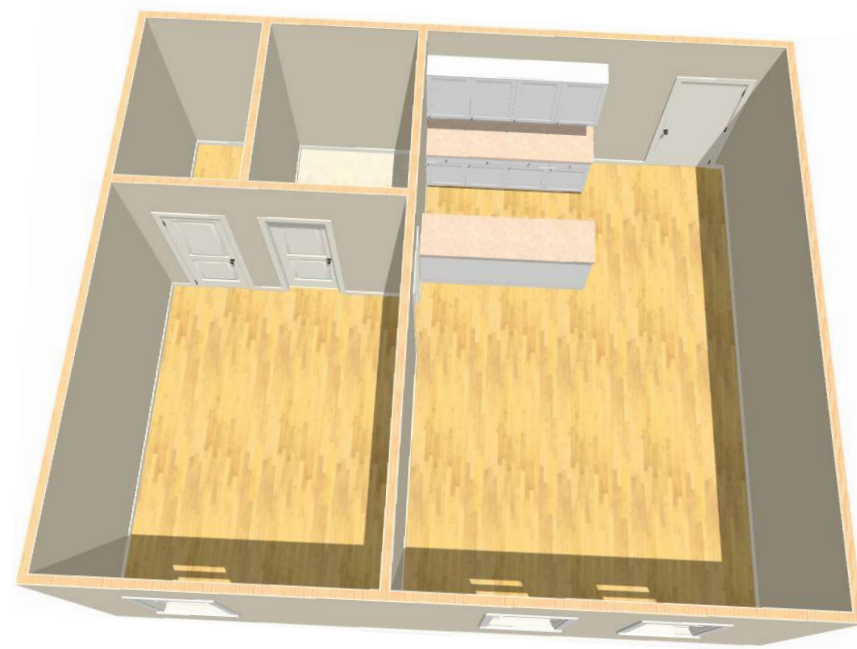
# Option 2 East Side Elevations

On the East Side of Hanson Street, the design team imagined a new housing building on the site of 13-17 Hanson Street. On both sides of Hanson Street, the team imagined improved streetscaping and cohesive beautification efforts.





## Aerial View





**Scenario # 1** at 13-17 Hanson Street explored what can be done by right at a mix of market rate and affordable housing units.

Three stories, 22 units by right, a mix of sizes.  
Studio units, 575 square feet, \$900/month at market rate, \$650/month at affordable.  
One bedroom, 650 square feet, \$1,100/month at market rate, \$750/month at affordable.  
Two-bedroom, 850 square feet, \$1,300/month at market rate, \$826/month at affordable.  
Total development/construction costs \$6.5 million.

Return on investment is only 3.5% (a for-profit developer won't build for less than 10%, but a nonprofit developer might develop at 3.5%).  
In order to achieve a 10% return on investment, gross rents would be \$1,800 or more per month.  
This scenario includes commercial on first floor and assumes the commercial space is leased.



**Scenario #2** at 13-17 Hanson Street increased the height and total number of units.

Four stories, 36 units, a mix of sizes.

Return on investment for this scenario is 6%. Again, this is not attractive to a for-profit developer, but would work for a nonprofit developer.

This scenario includes commercial on first floor and assumes the commercial space is leased.  
In order to achieve 10% return on investment, density would need to be increased further.  
The tipping point is about 50 units and 5-6 stories are needed.

It is easier and more financially feasible for developers to make a profit outside of the downtown, although the study area is currently developable by a nonprofit developer. The impact of the first-floor commercial requirement is a risk for any developer.

Low income housing tax credits (LIHTC) would be necessary for either of the above scenarios to make this project affordable. Community development block grant funds and home loan funds may also be used.



# Recommendations for Next Steps

The charrette team believes encouraging a diverse variety of housing in the downtown can serve as a catalyst for downtown revitalization. There is a demand for housing in the downtown, but all new development is being proposed outside of the downtown.

The charrette team recommends the City:

- Be flexible and creative with parking requirements. There is adequate parking in the downtown and parking should not be an impediment to downtown development.
- Lift the requirement for first floor commercial space or use as an incentive, for example, trading the first-floor commercial requirement for affordable units outside of the downtown core, including on Hanson Street. There is a lot of vacant commercial space in downtown Rochester already and the demand for residential space is greater. Commercial space is more difficult to lease, so developing commercial space poses a risk to developers. The charrette team believes requiring commercial on the first floor is an impediment to downtown development and that allowing residential development on the first floor on the side streets will increase demand for commercial business on North and South Main Streets.
- Increase residential density in the downtown. The charrette team heard the city is already considering allowing increased residential density downtown; we support increased density and believe this will encourage development.
- Approach nonprofit housing developers to discuss the charrette findings and encourage them to develop in the downtown. The charrette team's financial analysis concluded that downtown redevelopment is financially feasible, but the returns on investment is low, especially compared to new construction on the outskirts of town. The Workforce Housing Coalition can help to facilitate and attend meetings with nonprofit developers if needed.
- Provide financial incentives and assistance to property owners bringing their properties up to code. Many of the 2nd and 3rd floors in downtown buildings are vacant and underutilized due, in part, to the high costs associated with life safety upgrades, as well as other code required upgrades. The charrette team recommends identifying ways to either incentivize and assist property owners and/or implement penalties for absentee landlords.
- Implement inclusionary zoning tools, such as density bonuses, to ensure affordable housing continues to be included in new development. This recommendation speaks directly to the Rochester residents who requested revitalization without gentrification.
- Consider using CDBG funds for façade improvements and to help property owners get buildings up to code.
- Continue to communicate and partner with the Workforce Housing Coalition of the Greater Seacoast through the Rochester Housing Huddle.



# Workforce Housing Coalition

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**Lindsay Sonnett**  
  
Nonprofit Consultant &  
Sales Associate,  
Bean Group

## Mission

The mission of the Workforce Housing Coalition of the Greater Seacoast is to ensure the development of a range of housing options for the diverse workforce in the communities it serves.

The coalition's strategy is to be a catalyst through creating, sustaining, and nurturing a unity of business, government, and community groups. Through education, advocacy, and community engagement, the WHC communicates the importance of diversified, accessible, and quality housing. WHC strives to bring parties together to ensure that the professional workforce is able to live in the community where they work. Since its inception in 2001, the WHC has continued to serve 54 communities in New Hampshire and Maine and has helped more than two dozen communities improve their housing regulations.

WHC envisions an adequate supply of affordable, desirable housing throughout the greater Seacoast region, providing opportunities for area workers to put down roots, thus creating a more diverse community that benefits us all.

[www.SeacoastWHC.org](http://www.SeacoastWHC.org)



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The Workforce Housing Coalition of the Greater Seacoast is a 501c3 nonprofit organization.



## Partners



## Contributors



## Homeless shelter's tighter entry rules anger area officials

**By Kyle Stucker**

Posted Nov 10, 2018 at 4:41 PM

Updated Nov 10, 2018 at 7:04 PM

ROCHESTER — The Homeless Center for Strafford County says it has increased its entry requirements, including some related to mental health and recovery, to better protect the children they serve.

Some area welfare directors and elected officials say they worry the decision limits or takes away one of the pathways available to a population that already struggles to find assistance.

Jeremy Hutchinson, chairman of the Tri-City Mayors' Task Force on Homelessness, was among those who made strong allegations this week while voicing their objection to the Gonic shelter's changes.

"I think it's shameful that the Homeless Shelter of Strafford County would use children as a fear-mongering technique to perpetuate the myth that being homeless is synonymous with being dangerous or addicted," said Hutchinson, a Rochester city councilor. "I believe this organization may be exercising discriminatory practices within their high-barrier entry requirements to cherry-pick who receives life-saving services."

HCSC is a nonprofit six-bedroom shelter that operates from October to May in a Waste Management-owned building on Isinglas Drive. It accepts single women and families, but like most New Hampshire shelters doesn't accept single men.

Since the start of this season, HCSC has required "stabilization." New Executive Director Tracy Hardekopf said that means individuals must produce a physician's note or other documentation to show they are receiving treatment for their mental health and substance use disorders, as well as documentation for the factors they tell intake staff have influenced their homelessness.

Other new HSCS eligibility requirements for this season include one that mandates individuals spend 15 to 20 hours a week on caring for themselves or the shelter, or on volunteering or working in the community, according to Hardekopf. The center also now requires, according to its website, that adult members of a family to show birth certificates that prove they are legal parents in order to be sheltered there.

When asked about the changes, Hardekopf said she doesn't see them as an indicator HCSC is now a "high-barrier" shelter or discriminatory because she feels the requirements are being misconstrued. She also claimed the changes are based on "some very specific evidence-based reports," while Hutchinson claims he has evidence-based reports that show more shelters need to operate as "low-barrier" shelters.

According to Hardekopf, HCSC has never been a "low-barrier" shelter in its 20 years of existence. She also said HCSC uses the new entry requirements to ensure staff know the shelter is the "right place" for any given person or family, and so they know where they can send them if HCSC isn't that right place.

"Everyone we're seeing tends to be on a very healthy path," Hardekopf said, adding her shelter had 16 people Thursday and an intake scheduled for Friday. "We have a strong mix of adults and children here. One of the very important things with housing children is avoiding really adverse childhood events for them."

HCSC has reportedly recommended that those denied shelter due to the new requirements seek assistance through Community Partners, a local social service agency, and Goodwin Community Health.

The increase in entry requirements has resulted in some Dover residents being turned away this year when they would've been accepted in past years, according to Dover Welfare Director Lena Nichols. Nichols said her office and the city are instead using taxpayer dollars to temporarily house those people in local motels because other area shelters are full.

Local welfare departments' use of motels has increased in recent years as homelessness and the demand for affordable housing have outpaced shelter availability and other resources, officials have said.

Rochester Welfare Director Todd Marsh reported he's chosen not to refer some individuals to HCSC because he knows they wouldn't be able to meet the new requirements. He claimed HCSC is requiring people provide verification that they have gone 90 days in recovery since their last substance use, have been taking prescription medications for 90 days, and have gone 90 days since the last occurrence of their mental health symptoms.

Farmington Welfare Director Erica Rodgers said she's found it "definitely has been difficult" to place clients at HCSC because many of them don't qualify.

Nichols, Marsh and Hutchinson said the new requirements are disappointing, particularly since local municipalities appropriate money or allocate federal grant dollars for HCSC. For instance, Rochester contributes \$20,000 from its annual budget, in addition to having a 1-year-old consideration agreement that gives the city first priority when HCSC has beds available.

Hutchinson said HCSC's entry requirements changed after the city's funding and agreement were finalized. He said he'd like to work with HCSC to ease the new requirements. However, should the requirements remain unchanged he said he would be prepared to propose Rochester revisit whether to fund HCSC. He said he'd also motion for his task force to recommend other communities do the same.

"I personally don't think a city should be contributing money to a facility such as HCSC while they're actively turning away our own citizens for the very things we know are part of why they are homeless," Hutchinson said. "Instead of helping them, we're giving them a cold shoulder. To me, it's a no-brainer."

Hutchinson also voiced strong opposition to HCSC's birth certificate requirement to prove parenthood. He said there are many forms of a family in which a person isn't biologically or legally considered to be a child's parent or guardian.

Marsh, who was HCSC's original director when it was created in 1998, said he hopes the center revisits its entry requirements. Marsh said the shelter was created as a "moderate-barrier" shelter and he believes the new requirements are outside its "original and historical intent."

"The homeless center has a right to change from its historical course, but I hope the board of directors and shelter management reconsiders," he said.

When asked for a response, Hardekopf said she would love for welfare directors to contact her if they have concerns and that she'd be happy to discuss the changes with them. She said her center has reached out to the departments when rooms have opened due to individuals transitioning out of the shelter. She said rooms have opened in that manner twice so far this season.

"I can tell you there has not been huge rate of declining people entry here," she said. "That's not something we've experienced at all."

At the same time, Hardekopf said she's "not in the least bit offended" that area officials have raised concerns or questioned the shelter's change in entry requirements.

"I think there's nothing wrong with all of us being very motivated to serve people who are experiencing homelessness," she said. "While each group's approach may be different and we may be coming from different angles, we all want the same thing, which is to be out of business."

According to area officials, Portsmouth's Cross Roads House is the only "low-barrier" shelter on the Seacoast, but it isn't a wet shelter and no substance use is permitted on the premises. My Friend's Place in Dover is considered a "moderate-barrier" shelter, they said.

They also said organizations like Hope on Haven Hill in Rochester, Lydia's House of Hope in Somersworth, Seacoast Family Promise in Exeter and New Generation in Greenland are considered "specialty" shelters because they serve specific populations.

Hardekopf came to HCSC this year after 11 years with New Generation. When asked if the new HCSC requirements are modeled after New Generation, Hardekopf said no, that "every shelter has requirements" and she wouldn't speak "to what other shelters are doing."

The Homeless Center for Strafford County is in the middle of a \$500,000 capital campaign to create a new, larger year-round shelter by summer 2021. Area businesses have already committed to providing in-kind services. More

information about the campaign can be found on the shelter's website,  
[homelesscenterforstraffco.org](http://homelesscenterforstraffco.org).



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## Real Estate

# Affordable housing a work in progress

By Jeff McMenemy

[jmcmenemy@seacoastonline.com](mailto:jmcmenemy@seacoastonline.com)

Posted Nov 18, 2018 at 3:01 AM

PORTSMOUTH -- Valerie Rochon is tired of talking about the lack of affordable and workforce housing in Portsmouth.

"I want to be talking about the solutions, how we're going to fix it, said Rochon, chief collaborator of the Chamber Collaborative of Greater Portsmouth.

The problem is there are no easy answers about how to deal with it," she said, and no one solution to convince developers to build affordable or workforce housing.

State Rep. Laura Pantelakos, D-Portsmouth, when discussing the need for more affordable housing in the region and state early this month, said she's listened to discussions about "workforce housing for about 30 years now." And the issue has been most pronounced and pressing since the region recovered in the mid-1990s from the closure of Pease Air Force Base.

"The real answer is it's so multi-faceted, there's so many issues to tackle at once," Rochon said.

"It's almost like guerrilla warfare," she added.

The lack of affordable housing for workers is also a component in what businesses say is the biggest problem in the region, the lack of qualified labor to fill needed jobs, she said.

One way for the city of Portsmouth to increase workforce housing is to enforce its zoning ordinances, Rochon said. She pointed in particular to the planned West End Yards, a mixed-use development with 325 apartments off the Route 1 Bypass.

Portsmouth's zoning ordinance requires the developers Torrington Properties and Waterstone Properties Group to build 65 workforce apartment units to take advantage of the density bonus they want so they can build a total of 325 units. But they've proposed creating only 15.

"They want the density, but then they want to waive the requirement for affordable housing," Rochon said. "We have a zoning rule that says you get density if you provide affordable housing. In my opinion that's what should happen there."

"This is an example where the city and City Council and city committees have an opportunity to implement change," she added.

Restaurant owner Jay McSharry called the lack of affordable and workforce housing an "important issue" for downtown employees.

"It's just not limited to Portsmouth either. I've heard in North Conway it's an issue up there too," he said Friday.

McSharry has been a strong supporter of the Portsmouth Housing Authority's effort to build a 64-unit workforce housing development in downtown project.

"That's what's behind the Portsmouth Housing Authority's initiative to bring housing to Court Street," he said of the need for housing for downtown workers. "I don't see how anybody could oppose that."

McSharry, who owns Jumpin' Jay's Fish Café in downtown Portsmouth, and other restaurants as well, said he would "love to see" the city work to get more affordable housing downtown.

"It really comes down to how the zoning is around here," he said. "The downtown doesn't lend itself to density."

McSharry works with his employees to try to help find them housing if they need it.

"I have a bunch of housing that I try to keep pretty reasonable in town for them," he said.



Mayor Jack Blalock has talked extensively about the need for more affordable housing in Portsmouth, particularly when it comes to all the people who work in downtown restaurants, shops and hotels.

He repeated that during a recent interview, saying that because Portsmouth is a community “that is rather successful and thriving,” the city “should at least do what it can to see that there’s adequate affordable housing.”

“I do think the city is doing what it can to provide incentives so when something does get developed it includes workforce or affordable housing,” Blalock said. “That’s all any community can do.”

As the owner of a restaurant in Portsmouth’s hospitality driven downtown, Blalock also believes employers should pay their workers “a living wage.”

“I’ve always felt strongly that our minimum wage is way too low,” the mayor said.

But Blalock stressed he doesn’t want to “sit back and tell people how much they should pay their employees.”

“The (Old) Ferry Landing is pretty generous in what we pay people,” he said. “We start cooks at more than double the minimum wage.”

Still, he said, “the city doesn’t build any of these (housing developments.)”

“In this country there’s private property rights, all we can do is have land-use controls,” Blalock said. “It bothers me that there’s such a high demand for service workers and we don’t have enough places for them to live locally.”

Asked about the living wage issue, Rochon said, “That’s a very good question. I think there are small businesses in our community who couldn’t do that. Some small businesses would lose staff.”

While it’s a good goal to pay downtown hospitality workers \$15 an hour, Rochon said, “the fact of the matter is the economics don’t work.”

City Manager John Bohenko believes a real push to increase affordable or workforce housing “has to start with the state Legislature.”

“We’re not a home-rule state so unless things exist under state statutes there’s only so much we can do,” Bohenko said. “That does not mean we can’t use our land-use regulations.”

He believes the Legislature “really needs to look at a full review of how communities can increase affordable housing, not just the city of Portsmouth.”

He acknowledged downtown Portsmouth “has become a very popular tourist destination.”

Asked if downtown employers should pay their employees a living wage so they can afford housing, Bohenko said, “Again, I think it takes everybody to be involved, including city and state leaders.”

In terms of local zoning, “the challenge really is to have the incentives (to provide affordable housing) in such a way to make it economically viable for the developers.”

Torrington Properties and Waterstone Properties Group, developers of the proposed West End Yards told the city’s Planning Board Thursday night that having to put 65 workforce housing units won’t work financially, and they have asked to create only 15, at a higher rate than called for by the ordinance.

The city’s ordinance requires the developers to make 20 percent of the units workforce, while the developers acknowledge what they’re proposing would result in only 4.6 percent of the units being workforce.

Board Chairman Dexter Legg called the proposed 15 workforce units “a non-starter.” But he added he would be willing to allow the developers to price their workforce units at 80 percent of the median income, instead of 60 as the city ordinance requires. That way, he said, “we’re creating 60 units of more affordable housing that both this board and the community is looking for.”

Bohenko, who also serves on the Planning Board, referenced a comment by attorney John Bosen, who represents the developers, about the \$14.5 million cost for the property.

“I’d be concerned that we would be waiving things and doing different aspects in that direction because you paid too much for the land,” Bohenko said. “That’s not our problem.”

But he added cost of the land is “a reality” and that he was concerned “about what happens to the development as a result of that.”

Planning Director Juliet Walker believes providing workforce housing requires collaboration between the city and development community.

“I think we’re trying to go that way with our zoning changes,” Walker said this week.

She declined to comment on the question if downtown employers have a responsibility to pay their workers a living wage. But she noted that “if you look around the country, any tourist community with lots of hospitality jobs struggles with the same issues.”

City Councilor Rebecca Perkins Kwoka successfully pushed the Pease Development Authority to form a committee to study whether workforce housing could be developed at Pease International Tradeport. PDA Executive Director David Mullen does not believe housing will work at Pease because there’s so little developable land left at the former Air Force base.

In addition, he thinks the economics just won’t work. Plus, Mullen said in a recent interview, “the PDA doesn’t develop properties.”

“We lease land to developers. We’re not directly in the development business,” he said.

He added there is “basically one building lot left and it’s being looked at.”

He pointed out the city of Portsmouth already has subsidized housing thanks to the Portsmouth Housing Authority. In addition, he credited the housing authority for it planned downtown project.

“It’s a great idea and Craig Welch is the authority on the subject,” Mullen said about the PHA’s executive director.

The PHA's 64-unit workforce housing apartment project on Court Street land it owns would include 48 one-bedroom units and 16 two-bedroom units, according to Welch. About two-thirds of the units would rent to people who earn 60 percent of the city's median income or lower, and the rest will rent at "below market rates," Welch has said.

Welch has said the proposed development will help address the need for housing for the "missing middle."

"What we find is there's a lot of people in Portsmouth now that even though their incomes aren't low enough to qualify for subsidized housing ... they continue to be priced out in an increasingly unaffordable market," Welch said previously.

Mullen said in order to make the economics of housing work at the tradeport, which is also a Superfund cleanup site, a developer would have to charge in the range of \$2,395 per month. "To me that's not low income, not affordable," Mullen said.

Like other officials, Rochon hopes the city "can do something to assist in developing affordable housing for our workers."

"It's really an economic development issue that needs to be addressed," she said.

The Seacoast home market has continued to become more costly through 2018, which puts pressure on the cost of the region's rental properties.

The Seacoast Board of Realtors tracks sales data in Exeter, Greenland, Hampton, Hampton Falls, New Castle, Newfields, Newington, North Hampton, Newmarket, Portsmouth, Rye, Seabrook and Stratham. According to the board, October's monthly median sales price for single-family homes in those towns was \$471,000. The condo market had an October median sales price of \$347,000.

Strafford County in September saw a median home price of \$276,000, a 15 percent increase from last September. The median price of a condo was \$164,000, up 14.9 percent, according to the Strafford County Board of Realtors.

# FINANCE COMMITTEE

## Agenda Item

**Agenda Item Name:** Monthly Financial Statements Summary – as of November 30, 2018.

For the full detail report, click here: [November 2018 Financial Detail Report](#)

### **Revenues Summary – General Fund, Enterprise Funds**

<b><u>ACCOUNT DESCRIPTION</u></b>	<b><u>REVISED ESTIM REV</u></b>	<b><u>ACTUAL YTD REVENUE</u></b>	<b><u>REMAINING REVENUE</u></b>	<b><u>% COLL</u></b>
<b>11011 ECONOMIC DEVELOPMENT REV</b>	\$ -	\$ 165.00	\$ (165.00)	100.0
<b>11031 CITY CLERK REVENUE</b>	\$ 113,210.00	\$ 43,409.40	\$ 69,800.60	38.3
<b>11051 ASSESSORS REVENUES</b>	\$ -	\$ 99.00	\$ (99.00)	100.0
<b>11061 BUSINESS OFFICE REVENUE</b>	\$ 100,000.00	\$ 219,701.70	\$ (119,701.70)	219.7
<b>11062 BUSINESS OFFICE REVENUE</b>	\$ 1,000.00	\$ 71.55	\$ 928.45	7.2
<b>11071 TAX COLLECTOR REVENUE</b>	\$ 31,147,131.00	\$ 49,054,422.85	\$ (17,907,291.85)	157.5
<b>11081 GENERAL OVERHEAD REVENUE</b>	\$ 4,069,405.00	\$ 1,552,791.49	\$ 2,516,613.51	38.2
<b>11082 GENERAL OVERHEAD REVENUE</b>	\$ 1,547,810.00	\$ -	\$ 1,547,810.00	0.0
<b>11091 PUBLIC BLDGS REVENUE</b>	\$ -	\$ 12,042.29	\$ (12,042.29)	100.0
<b>11101 PLANNING</b>	\$ 16,250.00	\$ 11,440.21	\$ 4,809.79	70.4
<b>11201 REV LEGAL OFFICE</b>	\$ 50,000.00	\$ 12,815.33	\$ 37,184.67	25.6
<b>12011 POLICE CITY REVENUE</b>	\$ 277,850.00	\$ 172,883.13	\$ 104,966.87	62.2
<b>12021 FIRE CITY REVENUE</b>	\$ 23,000.00	\$ 21,897.00	\$ 1,103.00	95.2
<b>12022 FIRE STATE REVENUE</b>	\$ 52,668.00	\$ -	\$ 52,668.00	0.0
<b>12031 DISPATCH CENTER</b>	\$ 60,290.00	\$ 59,354.91	\$ 935.09	98.4
<b>12041 CODE ENFORCEMENT REVENUE</b>	\$ 394,025.00	\$ 199,582.84	\$ 194,442.16	50.7
<b>13011 PUBLIC WORKS REVENUE</b>	\$ 33,700.00	\$ 36,983.33	\$ (3,283.33)	109.7
<b>13012 STATE HIGHWAY SUBSIDY</b>	\$ 610,000.00	\$ 380,767.02	\$ 229,232.98	62.4
<b>14011 WELFARE REVENUE</b>	\$ 5,000.00	\$ 1,425.78	\$ 3,574.22	28.5
<b>14021 RECREATION REVENUE</b>	\$ 122,000.00	\$ 87,847.89	\$ 34,152.11	72.0
<b>14031 LIBRARY REVENUE</b>	\$ 16,050.00	\$ 4,831.52	\$ 11,218.48	30.1
<b>2000001 LOCAL REVENUE</b>	\$ 34,302,955.00	\$ 15,811,070.56	\$ 18,491,884.44	46.1
<b>2000002 STATE REVENUE</b>	\$ 29,112,883.00	\$ 11,586,342.44	\$ 17,526,540.56	39.8
<b>1000 GENERAL FUND</b>	\$ 102,055,227.00	\$ 79,269,945.24	\$ 22,785,281.76	77.7
<b><u>ACCOUNT DESCRIPTION</u></b>	<b><u>REVISED ESTIM REV</u></b>	<b><u>ACTUAL YTD REVENUE</u></b>	<b><u>REMAINING REVENUE</u></b>	<b><u>% COLL</u></b>
<b>5001 WATER ENTERPRISE FUND</b>	\$ 7,119,368.00	\$ 1,243,413.81	\$ 5,875,954.19	17.5
<b>5002 SEWER ENTERPRISE FUND</b>	\$ 8,819,805.00	\$ 1,433,791.89	\$ 7,386,013.11	16.3
<b>5003 ARENA ENTERPRISE FUND</b>	\$ 393,979.00	\$ 119,483.95	\$ 274,495.05	30.3
<b>6000 COMMUNITY CENTER SP REV FUND</b>	\$ 841,000.00	\$ 216,504.90	\$ 624,495.10	25.7

## **Expense Summary – General Fund, Enterprise & Special Revenue Funds**

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
11000051 CITY MANAGER	\$ 438,369.00	\$ 204,446.00	\$ 35,303.83	\$ 198,619.17	54.70
11012351 ECONOMIC DEVELOPMENT	\$ 480,918.00	\$ 249,598.50	\$ 46,983.29	\$ 184,336.21	61.70
11020050 MUNICIPAL INFORMATION	\$ 634,414.00	\$ 256,759.52	\$ 40,677.69	\$ 336,976.79	46.90
11030051 CITY CLERK	\$ 314,946.00	\$ 125,583.67	\$ 29,391.28	\$ 159,971.05	49.20
11040050 ELECTIONS	\$ 49,277.00	\$ 38,829.81	\$ 2,607.43	\$ 7,839.76	84.10
11050070 ASSESSORS	\$ 438,675.00	\$ 190,155.11	\$ 7,582.50	\$ 240,937.39	45.10
11060051 BUSINESS OFFICE	\$ 532,313.00	\$ 190,547.06	\$ 4,776.57	\$ 336,989.37	36.70
11063151 HUMAN RESOURCES	\$ 179,129.00	\$ 73,368.61	\$ 13,466.55	\$ 92,293.84	48.50
11070070 TAX COLLECTOR	\$ 352,603.00	\$ 146,501.95	\$ 2,518.63	\$ 203,582.42	42.30
11080050 GENERAL OVERHEAD	\$ 900,352.00	\$ 278,562.54	\$ 17,787.17	\$ 604,002.29	32.90
11090050 PB CITY WIDE 50	\$ 655,952.00	\$ 263,712.85	\$ 2,958.76	\$ 389,280.39	40.70
11090051 PB CITY HALL 51	\$ 60,635.00	\$ 25,236.84	\$ 14,784.98	\$ 20,613.18	66.00
11090052 PB OPERA HOUSE 52	\$ 44,815.00	\$ 15,909.50	\$ 7,658.85	\$ 21,246.65	52.60
11090054 PB CENTRAL FIRE 54	\$ 10,959.00	\$ 2,937.56	\$ 3,872.46	\$ 4,148.98	62.10
11090055 PB GONIC FIRE 55	\$ 10,544.00	\$ 3,381.38	\$ 4,280.04	\$ 2,882.58	72.70
11090056 PB LIBRARY 56	\$ 18,920.00	\$ 9,772.08	\$ 8,179.35	\$ 968.57	94.90
11090057 PB DPW GARAGE 57	\$ 11,874.00	\$ 4,931.93	\$ 5,229.50	\$ 1,712.57	85.60
11090059 PB ER FIRE STATION 59	\$ 750.00	\$ 136.68	\$ 206.34	\$ 406.98	45.70
11090061 PB HISTORICAL MUSEUM	\$ 1,440.00	\$ 416.22	\$ 674.20	\$ 349.58	75.70
11090063 PB HANSON POOL 63	\$ 5,005.00	\$ 1,081.92	\$ (363.04)	\$ 4,286.12	14.40
11090064 PB GONIC POOL 64	\$ 7,380.00	\$ 582.07	\$ (181.67)	\$ 6,979.60	5.40
11090065 PB EAST ROCHESTER POO	\$ 2,650.00	\$ 573.38	\$ (200.75)	\$ 2,277.37	14.10
11090068 PB GROUNDS 68	\$ 9,285.00	\$ 3,567.41	\$ (500.00)	\$ 6,217.59	33.00
11090069 PB DOWNTOWN 69	\$ 17,000.00	\$ 4,491.76	\$ 2,310.44	\$ 10,197.80	40.00
11090070 PB REVENUE BUILDING 7	\$ 22,170.00	\$ 7,311.74	\$ 10,763.62	\$ 4,094.64	81.50
11090071 PB PLAYGROUNDS 71	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00
11090075 PB NEW POLICE STATION	\$ 21,160.00	\$ 6,979.91	\$ 7,507.00	\$ 6,673.09	68.50
11090077 PB OLD POLICE STATION	\$ 29,022.00	\$ 899.00	\$ 1,161.68	\$ 26,961.32	7.10
11102051 PLANNING	\$ 388,048.00	\$ 159,539.41	\$ 6,633.25	\$ 221,875.34	42.80
11200051 LEGAL OFFICE	\$ 562,815.00	\$ 216,633.42	\$ 3,607.02	\$ 342,574.56	39.10
12010053 PD ADMINISTRATIVE SER	\$ 1,906,242.00	\$ 957,822.40	\$ 88,730.02	\$ 859,689.58	54.90
12012453 PD PATROL SERVICES	\$ 4,825,061.94	\$ 1,875,524.03	\$ 5.50	\$ 2,949,532.41	38.90
12012553 PD SUPPORT SERVICES	\$ 413,351.00	\$ 169,776.77	\$ -	\$ 243,574.23	41.10
12020054 FIRE DEPARTMENT	\$ 4,552,980.00	\$ 1,896,603.99	\$ 52,852.61	\$ 2,603,523.40	42.80
12020055 FIRE DEPT 55 GONIC SU	\$ 28,735.00	\$ 5,691.76	\$ 12,254.84	\$ 10,788.40	62.50
12020754 CALL FIRE	\$ 31,207.00	\$ 11,137.24	\$ -	\$ 20,069.76	35.70
12023354 EMERGENCY MANAGEMENT	\$ 56,168.00	\$ -	\$ -	\$ 56,168.00	0.00
12030153 DISPATCH CENTER	\$ 746,982.00	\$ 325,189.06	\$ 3,037.56	\$ 418,755.38	43.90
12040051 CODE ENFORCEMENT	\$ 580,962.00	\$ 255,740.79	\$ 6,411.00	\$ 318,810.21	45.10
12050050 AMBULANCE	\$ 59,874.00	\$ -	\$ 59,874.00	\$ -	100.00
13010057 PUBLIC WORKS	\$ 2,181,690.00	\$ 898,693.31	\$ 405,403.15	\$ 877,593.54	59.80
13010957 WINTER MAINTENANCE	\$ 507,413.00	\$ 55,882.95	\$ 106,841.17	\$ 344,688.88	32.10
13020050 CITY LIGHTS	\$ 243,000.00	\$ 68,436.92	\$ 70,117.71	\$ 104,445.37	57.00
14010051 WELFARE	\$ 483,357.00	\$ 198,741.73	\$ 8,035.63	\$ 276,579.64	42.80
14022072 RECREATION ADMINISTRA	\$ 621,937.00	\$ 243,865.12	\$ 5,342.55	\$ 372,729.33	40.10
14022150 RECREATION PLAYGROUND	\$ 95,365.00	\$ 78,453.26	\$ (447.78)	\$ 17,359.52	81.80
14022250 RECREATION POOLS	\$ 81,025.00	\$ 70,929.67	\$ 3,047.58	\$ 7,047.75	91.30
14030056 LIBRARY	\$ 1,233,378.00	\$ 539,820.51	\$ 57,739.07	\$ 635,818.42	48.40
15000051 COUNTY TAX	\$ 6,551,172.00	\$ -	\$ -	\$ 6,551,172.00	0.00
17010051 TRANSFERS/PAYMENTS DE	\$ 4,295,199.00	\$ 1,324,858.80	\$ -	\$ 2,970,340.20	30.80
17030050 OVERLAY	\$ 92,256.00	\$ 38,412.16	\$ -	\$ 53,843.84	41.60
17040051 TRANSFER TO CIP & OTH	\$ 2,849,614.06	\$ 2,849,614.06	\$ -	\$ -	100.00
1000 GENERAL FUND	\$ 38,639,389.00	\$ 14,347,642.36	\$ 1,158,921.58	\$ 23,132,825.06	40.10
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
5001 WATER ENTERPRISE FUND	\$ 7,119,368.00	\$ 2,060,264.86	\$ 276,791.47	\$ 4,782,311.67	32.80
5002 SEWER ENTERPRISE FUND	\$ 8,819,805.00	\$ 3,071,193.62	\$ 296,899.44	\$ 5,451,711.94	38.20
5003 ARENA ENTERPRISE FUND	\$ 393,979.00	\$ 156,074.06	\$ 73,149.36	\$ 164,755.58	58.20
6000 COMMUNITY CENTER SP REV FUND	\$ 841,000.00	\$ 300,679.17	\$ 132,391.30	\$ 407,929.53	51.50



Planning & Development Department  
City Hall Annex  
33 Wakefield Street  
ROCHESTER, NEW HAMPSHIRE 03867-1917  
(603) 335-1338 - Fax (603) 330-0023  
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Planning Board  
Conservation Commission  
Historic District Commission  
Arts & Culture Commission

## PLANNING & DEVELOPMENT DEPARTMENT MONTHLY REPORT FOR NOVEMBER 2018

The Planning Board, Conservation Commission, and Historic District Commission all held their regular meetings in November. The Arts & Culture Commission did not meet in November. The agenda's and discussions are summarized below. The Planning Board also held a workshop in November and held a public hearing on the amendments to the Zoning Ordinance regarding density as well as the amendments to the Site Plan Regulations regarding density. The Planning Board recommended that the City Council approved the Zoning Amendments for density. In addition, the Board discussed a petition for a zoning amendment to two parcels on Route 108 that are in the Agricultural District and the petition requested that the two parcels be zoned Office Commercial. The Board recommended that the City Council not pass this amendment. The Board also discussed surety and inspections.

Looking to December the Planning Board will only be holding their regular meeting and will not be holding a workshop meeting. The Conservation Commission will also be holding their regular meeting in December. It is unknown at this time whether the Historic District Commission will be meeting but will hold a meeting if they receive any new applications. At this point, the Arts & Culture Committee is not holding a meeting in December. The Planning & Development Department remains extremely busy in general with many meetings as well as finalizing the work for Density in the Downtown Commercial, reviewing the final draft report from the Hosing Charrette, working on the Impact Fee methodologies, and the Transportation Master Plan. WE are also preparing to send out an Request for Proposals for updating the Downtown Master Plan Chapter.

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### APPLICATIONS REVIEWED BY THE PLANNING BOARD

**Packy's Investment Properties, LLC, 46 Farmington Road** Amendment to allow for a State Inspection Station. Case# 216 – 5 – GRD – 18 **CONTINUED TO 12/3/2018**

**David Thayer, 22 Farmington Road** (by Berry Surveying & Engineering) Amendment to construct 10,960 sq.ft. building for archery recreation. Case# 216 – 2&3 – GRD – 18  
**APPROVED**

**Groen Construction, 122 Meaderboro Road** (by Berry Surveying & Engineering) 2-Lot subdivision. Case # 232 – 13 – A – 18 **APPROVED**

**Groen Construction, 122 Meaderboro Road** (by Berry Surveying & Engineering) Conditional use permit and 6-Lot subdivision. Case # 232 – 13 – A – 18 **APPROVED**

**J & L Terra Holdings, Inc., 685 Salmon Falls Road** (by Beals Associates) Request for an extension to meet precedent conditions to a 33-Lot subdivision. Case# 224 – 310 – A – 18 **APPROVED**

### APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

#### 1) Discussion: New City Snow Dump on Franklin Street (Tax Map 119 Lot 113)

The Director of Public Works Peter Nourse presented a plot plan showing the boundaries of the new snow storage off of Franklin St. The Commission members reviewed the plan and expressed their concerns related to storm water treatment, ATV access, and proximity to the community gardens.

Mr. Nourse agreed to install a drainage ditch, a gate, and to install a mulch berm and maintain a vegetated buffer between the storage and wetlands.

**2. Minutes:** Review Meeting Minutes of September 26, 2018. The minutes of September 26, 2018 were reviewed and approved.

**3. Conservation Overlay District: Review of proposed revised language to the Conservation Overlay District of the Zoning Ordinance.** The Commission members reviewed the changes and didn't have any concerns.

#### 4. Notice of Intent to Cut Wood or Timber / Intent to Excavate:

a) Notice of Intent to Cut: 195 Ten Rod Road, Tax Map 217 Lot 48.

b) Notice of Intent to Cut: Shady Hill Drive, Tap Map 265 Lot 4-1.

c) Notice of Intent to Cut: Rochester Neck Road, Tax Maps 262 & 267 Lots 23, 2, & 22 (all owned by Waste Management).

*The Commission discussed these and determined no comments were needed.*

#### 5. New Business:

a) Review of 2019 meeting schedule.

b) Status of EPA Greening Americas Cities –the Commission encouraged the City to implement the designs drawn by the consultants with regards to rebuilding the Union St parking lot and the gap area of North Main St. Staff suggested that the these projects be added to the CIP list.

c) Status of Farmers Market – A member stated that she has heard that the Farmers Market is not happening this year; Staff was not aware of this, but would look into it.

d) Ten Rod Farm: This farm is giving away free milkweed seeds to anyone who stops in or sends a self addressed stamped envelope.

e) Hope Farm: Staff gave an update about the annual monitoring walk.

**6. Old Business:** The Conservation Commission Chairman said the Gauthier family has closed their land to the public wishing to target practice with firearms.



b) Gonic Dam: NH DES desires to remove the Gonic Dam and the Gonic Sawmill Dam. The details of this and related hurdles were discussed.

#### **7. Reports:**

- a) Technical Review Group: Mr. Jennings provided an update of recent, not yet approved, Planning Board applications. There are no wetland impacts proposed this month.
- b) Planning Board: Staff provided a summary of recently approved Planning Board applications.

**8. 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 was had.

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

The Historic District Commission met on November 14, 2018. There was one application before the HDC for a wall sign for Curlies Comedy Club at 12 Union Street. The HDC decided to table the application because it did not meet the requirements for signage. The HDC asked the applicant to come in with a revised application. The HDC choose a template for the story book map for the overlay. The Commission also approved submitting a letter of intent for the Certified Local Government grant round to hire a consultant to update the National Registry for the Historic Overlay District.

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

The Arts and Culture Commission did not meet this month because there was not a quorum.

Respectfully submitted,

James B. Campbell, AICP  
*Director of Planning & Development*

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City Clerk's Office

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## Memorandum

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

**From:** Art Jacobs, Recreation & Arena  
**Date:** December 12, 2018  
**Re:** November Department Report

November 2018 Program #` S	
Adult Co-Ed Pick-Up Basketball	91
Adult Open Gym 30+	13
Adult Recreation Ice Hockey League	100
Adult Volleyball	69
Circle of Moms	n/a
Community Coffee	16
Family Fun Night	17
Learn To Skate	16
Parent/Child (Adult) Stick	n/a
Parent/Child Open Gym	143
Public Ice Skating	232
Restorative Meditation	13
Senior Art	20
Senior Breakfast/Cookout	n/a
Senior Dance Lessons	13
Senior Pickle ball	163
Senior Power Hour	115
Senior Table Tennis	12
Senior Yoga Chair	3
Senior Yoga Gentle	13
SHS/BCA open Gym	3
Teen Night	n/a

### Community Center

November was a crazy month. We had our first Family Fun Night event for families on the 17<sup>th</sup> at the Community Center. They enjoyed snacks, games and a movie in the Gym. It was fun for all. Pickle ball is going strong, and we will be hosting the first annual Holiday Tournament on December 20. Planning and final preparations continued for the Christmas on the Common event. The office has been busy with Youth Basketball sign-ups, King Pine Skiing registrations and numerous Birthday parties and holiday event bookings. The newsletter was finished and ready for publication with all the new offerings for the winter season. PT Staff did a great job decorating the offices and hallways to welcome the holiday season for our patrons.

### Rochester Arena

Ice is Nice at our Arena. Things our heating up at the rink, but the ice is perfect and cold. Adult leagues are going strong and High School Hockey try-outs got underway. Staff training was held for new and returning staff to prepare them for the upcoming season. Youth Hockey has started up and the concession stand is full and ready to go. Staff has been working with existing and new board ad sponsors and they have started to do installs for the new season. Arena plow truck was prepared and snow removal equipment and gear stocked up. Sign-ups are on going and filling quickly for the new Learn to Skate sessions for December and the winter season.

Congrats to Sarah Ward for the Employee of the Month



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City Clerk's Office

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# ROCHESTER FIRE DEPARTMENT

MARK E. KLOSE  
CHIEF OF DEPARTMENT



37 Wakefield Street

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

Tel (603) 335-7545

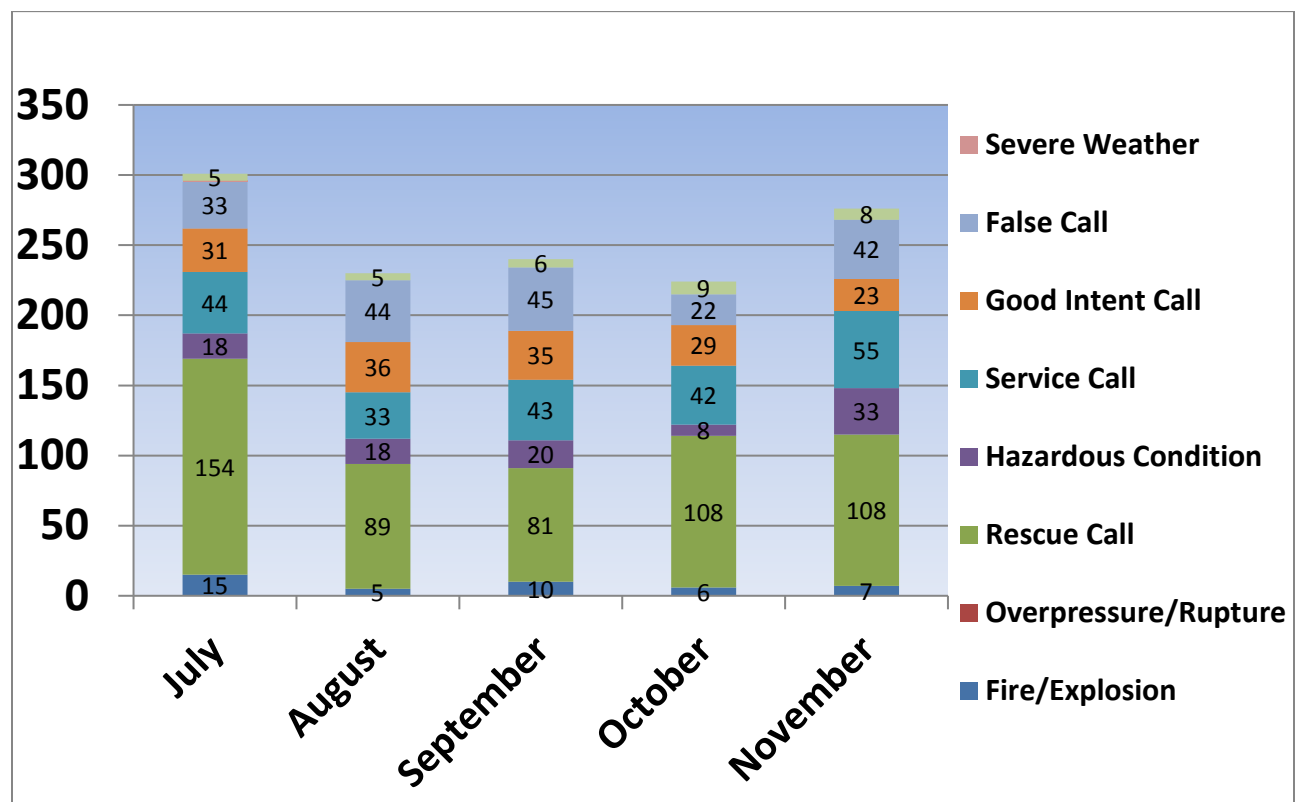
To: Blaine Cox, City Manager

From: Mark E. Klose, Fire Chief

Date: December 3, 2018

Ref: Monthly Report for November 2018

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



The above graph shows our runs for Fiscal Year 2019 with November's data shown individually with their respective totals. For the month of November there were 276 calls for service. There were a total of 1271 calls for Fiscal Year 2019.

## **FIRE DEPARTMENT OPERATIONS**

Managed shift coverage assignments

Managed and organized equipment and supply purchases as needed

IMC report approvals and exportation of NFIRS Data to State

Began in-service of new portable radios and associated equipment. Organized battery charger installs in multiple apparatus and developed and organized accountability system for the portable radios

DC Dube attended training program in East Kingston, Train Emergencies on 11/20

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

Conducted two Fire Department Operations Committee Meetings to consider enhancements to EMS response, Dispatch operations and responses

DC Dube attended evening Seacoast Chief Officers Association meeting in Salisbury, Massachusetts

## **TRAINING DIVISION**

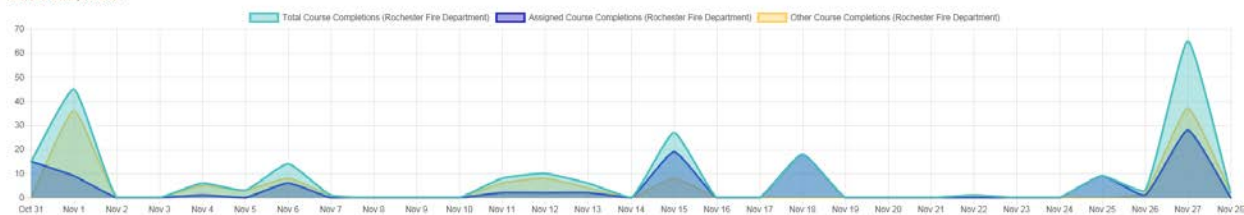
### **Analytics Dashboards | Rochester Fire Department**

Activity Courses Policies Active Assignments Past Due Assignments

Date From  
2018-11-01

Date To  
2018-12-01

#### **Course Completions**



#### **Course Status**

On Time Past Due Non-assignment

#### **Course Content Type**

Single Video Course Full Length Course Training Block Course

#### **Policy Status**

On-Time Past-Due Non-assignment

The above graph shows total courses and training hours completed in the FireRescue1 Academy. Total courses completed for the month of November were 144. Total number of training hours completed in the month of November were 200.

Continued to develop standard lesson plans for RFD

Developed and delivered “In-Service” training to each shift for the “CMC MPD”

Dr. Friese (Frisbie Emergency Department Coordinator) delivered training to the shifts on “Cardiac Emergencies”

Eastern Propane hosted and delivered training for the shifts on “Home Heating Emergencies and First Responder Techniques”

**DEPARTMENT INFORMATION:**

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

- 3 Shifts at 9 Firefighters (1 Captain, 1 Lieutenant and 7 Firefighters)
- 1 Shift at 8 Firefighters (1 Captain, 1 Lieutenant and 6 Firefighters[C Shift])
- Manning Station 1 and Gonic Station

The order and securing a “build” spot has occurred for the new engine with Toyne Apparatus

All department apparatus have had their yearly state inspections completed.

Utility-1 was repaired and passed state inspection

**PERSONNEL:**

FF Thurber is still on long term medical leave

1 member has attended EMS Expo in Nashville, TN and attended many classes and seminars

1 FF has attended Fire Officer II program at the NH Fire Academy

Chief Klose and FF Beth Blake attended the annual Primex Fire Symposium program held at the NH Fire Academy on November 1

BLC Official Jim Grant, Legal Counsel Terrence O’Rourke, AC Tim Wilder and Chief Klose attended a forum hosted by the NH State Fire Marshal Office on Sober Housing in NH on November 28

DC Jeffers and Chief Klose participated in oral boards and selection process for the new communications specialist

**RESPONSE ACTIVITY:**

On November 5, Engine 7 was dispatched to Farmington for mutual aid for a camper fire. Engine 7 was committed for the duration of the incident.

On November 7, RFD and Frisbie EMS responded to Bailey Drive in Rochester for a hunter who accidentally shot himself in the foot. There was difficult terrain where the hunter was located. Using GPS and cell phone coordinates, Captain George and DC Dube were able to locate the patient. Labor intensive extrication from the woods to Bailey Drive. Rochester PD and NH Fish and Game also assisted.

On November 10, Engine 5, Assistant Chief Wilder and Deputy Chief Dube responded to Somersworth for mutual aid for a 2 Alarm building fire. The Engine 5 crew received an assignment to vent the roof. Engine 5 was committed for the duration of the incident. AC Wilder had Operations and DC Dube assisted Command.

On November 13, Engine 3 was dispatched to Milton for mutual aid for smoke in a building. Engine 3 was canceled while en route.

On November 24, Engine 5 and Engine 7 responded to Lebanon, ME for mutual aid for a 1 Alarm building fire. Engine 5 and Engine 7 assisted with suppression and water supply.

On November 27, Engine 5, Assistant Chief Wilder and Deputy Chief Dube responded to Somersworth for a structure fire. AC Wilder and DC Dube were in the Command Post, while Engine 5 assisted with suppression. AC Wilder investigated the fire.

## **EMERGENCY MANAGEMENT**

No damages or hazards to report from the recent snow storms this early in November

The Hazard Mitigation Plan update has been completed. City Council voted to adopt on November 20, 2018

Working with Strafford County Fire Chiefs and American Red Cross on ALL HAZARD sheltering for Rochester and surrounding communities. American Red Cross has many new disaster employees. We are updating shelter locations and emergency contacts

Two fire department members and three members of IT took a Web EOC course

## **FIRE PREVENTION**

Fire Prevention had a busy month preparing for E911 Committee presentations for upcoming proposed street name and numbering changes. The committee will be holding public hearings in Gonic and East Rochester in the beginning of December. These hearings will allow for the committee to educate residents and business owners on the reasons why we are trying to improve our address and number system within their neighborhoods.

Respectfully submitted,

*Mark E. Klose*

Mark E. Klose, Fire Chief





PAUL R. TOUSSAINT  
Chief of Police

# ROCHESTER POLICE DEPARTMENT

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



December 12, 2018

TO: City Manager Blaine Cox

RE: Monthly Report – November 2018

**OPERATIONS:** No Ward information to report this period. The investigations bureau had 31 cases sent up from patrol for review or investigation. There are currently 43 cases assigned. There were 24 cases presented to the Grand Jury all with true bills. Compliance checks completed for four pawnshops and three sex offenders. There were six detective call outs for overdoses, a completed suicide, a robbery, a reckless conduct and the standoff behind Wal\*Mart. There were 367 pieces of evidence logged in, 38 items returned to owners and an additional 120 pieces destroyed.

**BRIDGING THE GAPS:** The RMS Youth to Youth group attended a regional youth leadership forum in Epping, focusing on designed an educational presentation for their peers. They will put together a program on the dangers of Vaping and present to the school in December.

Bridging the Gaps members met several times with the director of the Seacoast Youth Services, an organization with youth serving facilities in Seabrook. The director is interested in developing a second location based in Rochester. The missions and activities of SYS and Bridging the Gaps dovetail nicely and both parties feel this could be a merger with significant benefits to the city's prevention efforts.

**COMMUNICATIONS:** We have three conditional offers out for the open positions. The team is working well together to cover shifts to prevent ordering people on overtime.

**CEO/ COMMUNITY ENGAGEMENT OFFICER:** Officer Danie attended a three-day problem-oriented policing conference, set up a safety plan for the Monarch School and presented at the Elks Scout night on a drug awareness program. He is working with the Recreation Department on an event "Christmas on the Common" and is working on planning the next Skate with a Cop event.

**COMP STAT:** There is a continued decrease in traffic stops attributed to staffing and a focus on downtown, as well as an increase in calls for service. Thefts from motor vehicles are up. Most of them reported this period were from vehicles left unlocked. The majority of these were in the downtown area. There was a significant increase in thefts of motor vehicles. The vehicles were recovered in Rochester, Farmington and Somersworth. There were two arrests and two warrants are being drafted for these offenses. We did a public service announcement warning people not to leave keys in vehicles.

**DIVERSION:** There was no November Teen Night due to work on the gym floor. Staff continues to work with the new Coordinator for the Strafford County Diversion program, as well as working to bring this model to other counties. Staff is working with a local journalist writing the “NH Diversion Story” to help present the information to those that may need to know. The first article will be written for the Parenting magazine.

**FINANCIAL/PURCHASING:** There was a cruiser accident involving the supervisor’s car this period while responding to an emergency call. The vehicle has been deemed totaled.

We are on track with our operating budget and spending is trending where it should be for this time of the year. We have begun our meetings for the FY20 budget building process.

**HONOR GUARD:** with the recent resignation of Officer Seckendorf, the unit lost a member. The Honor Guard participated in the Chamber annual parade. They are gearing up to present at the C.H.a.D. annual Battle of the Badges hockey game in March.

**HOUSING:** There were twenty-two police related calls at housing complexes. This is a drop in calls, potentially attributed to cooler weather. There were six background checks for prospective new tenants. Officer Blair attended an eviction hearing at court and assisted the Sheriff’s Department with an eviction.

**K9:** There were five calls for service – four tracks and one drug search. All were in Rochester.

**PROSECUTION:** In adult court this period, there were 252 new cases with 371 charges. Of the cases that went before the court there were 99 guilty pleas, 75 not guilty pleas and 103 failed to appear. 39 charges nol prossed as part of plea agreements. Eleven cases were dismissed by the Court. 34 cases were continued and ten were placed on file.

Juvenile prosecution had 15 petitions, 13 arraignments, 6 trials resolved by pleas and 2 violation hearings. 2 dispositional and 1 review hearings. One trial found true.

**RENTAL PROPERTY OWNERS ASSOCIATION:** Lt. Bossi attended the meeting and addressed questions relative to trespass and right of way through properties. He also answered questions about animal matter laws.

**SCHOOL RESOURCE OFFICERS:** All of the LEAD classes are on schedule. Off. Jackson gave a tour of the Department. He presented at a Driver’s Ed class. Sgt. Deluca has completed reports on disorderly conduct in the Middle School and thefts from lockers. Students have been summonsed for tobacco violations. Off. Porfido deals with nine elementary schools. He investigated a theft, did extra patrols in East Rochester for suspicious persons, handled crossing guard duty and worked with the School Street School on a safety plan. He also assisted at William Allen to address parking issues during drop off and pick up times for students.

The Explorer Program met at the Strafford County Jail and toured the facility.

**TRAINING:** Two recruits at the Academy are through 14 of 16 weeks and are on track to graduate December 14. Chief Toussaint attended a series of seminars at Primex titled Police Chief's Development Program. We have been completing our annual rifle and shotgun training this period. Other training held during the month included HGN/SFST training, firearms instructor recertification, cyber tip refresher, and a presentation through the NH School Safety Preparedness Task Force on school shootings.

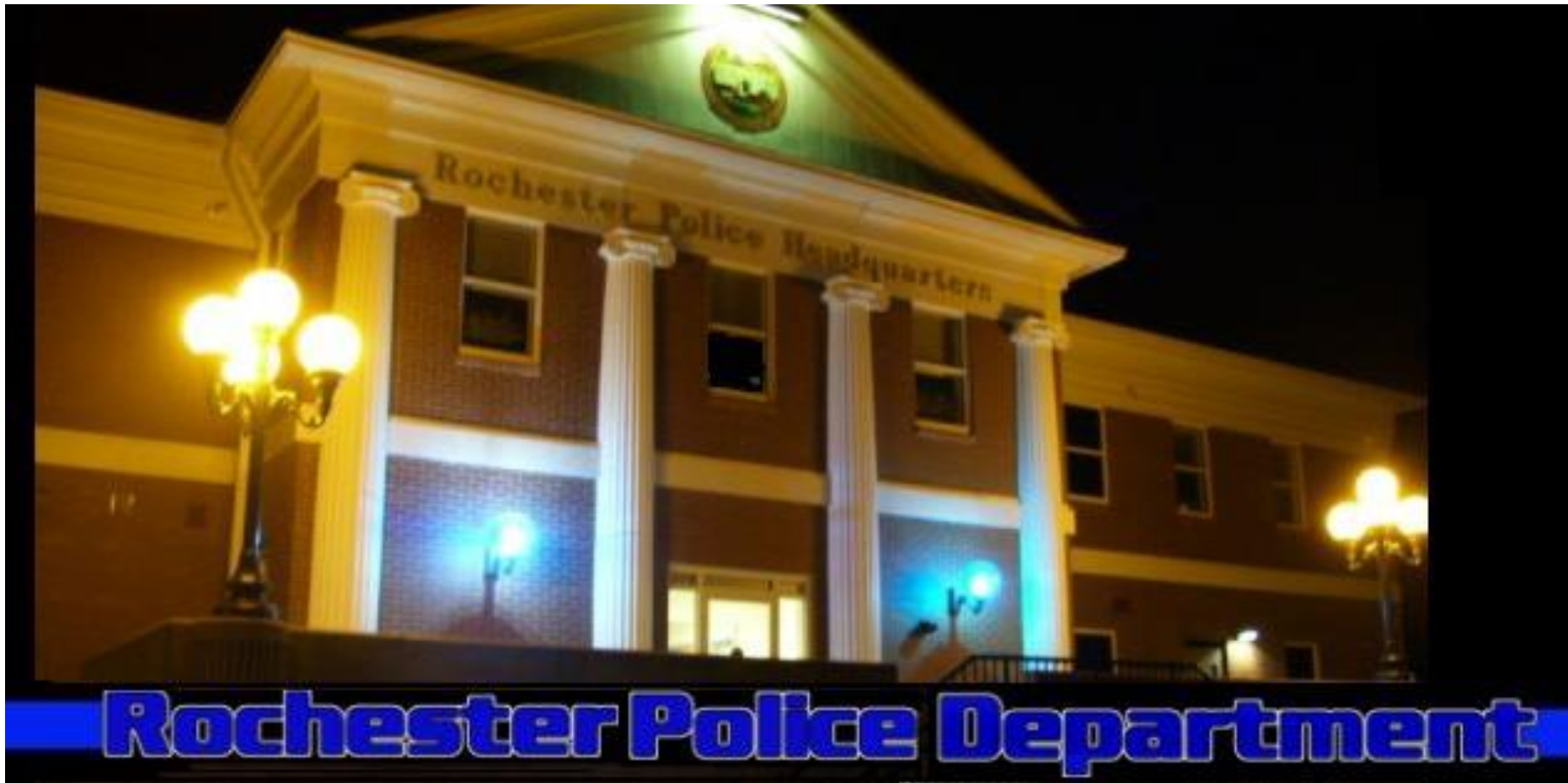
**FORFEITURE SPENDING:** There was \$1203.66 in forfeiture spending this period to send an officer to training in New Jersey.

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

Respectfully Submitted,

Paul R. Toussaint  
Chief of Police

# **Rochester Police Department October 2018 Comp Stat Report**

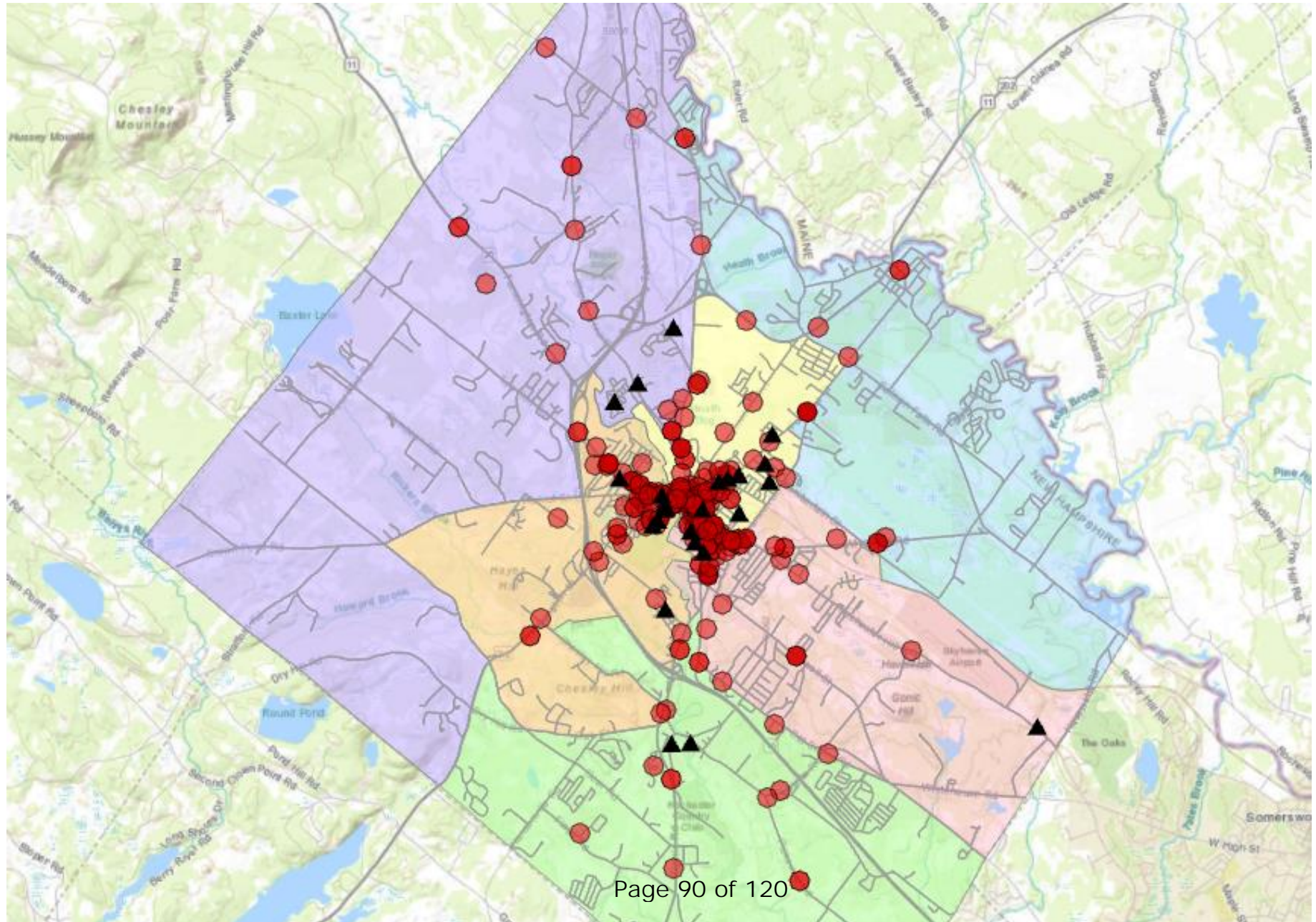


# October 2018 Field Activities

Specific Crimes	Oct-18	Oct-17	% Change	Sep-18	% Change	Aug-18	YTD 18	YTD 17	% Change	YTD 16
Traffic Stops	298	251	19%	390	-24%	491	7347	5264	40%	11365
Arrests from Stops	13	14	-7%	24	-46%	29	300	190	58%	368
Summons	9	17	-47%	26	-65%	29	462	338	37%	930
Warnings	259	215	20%	326	-21%	404	6332	4568	39%	9826
No Action	11	5	120%	11	0%	22	204	139	47%	254
Accidents	93	103	-10%	82	13%	80	864	961	-10%	820
Summons from Accidents	5	7	-29%	2	150%	4	30	27	11%	56
Arrests from Accidents	3	4	-25%	1	200%	2	43	58	-26%	31
Field Interviews	11	21	-48%	26	-58%	16	112	145	-23%	188
DWI	3	8	-63%	3	0%	4	58	77	-25%	65
Narcotics	0	4	-100%	2	-100%	0	14	30	-53%	21
Alcohol	3	4	-25%	1	200%	4	44	47	-6%	44
DWI from Accidents	1	3	-67%	2	-50%	1	17	27	-37%	27

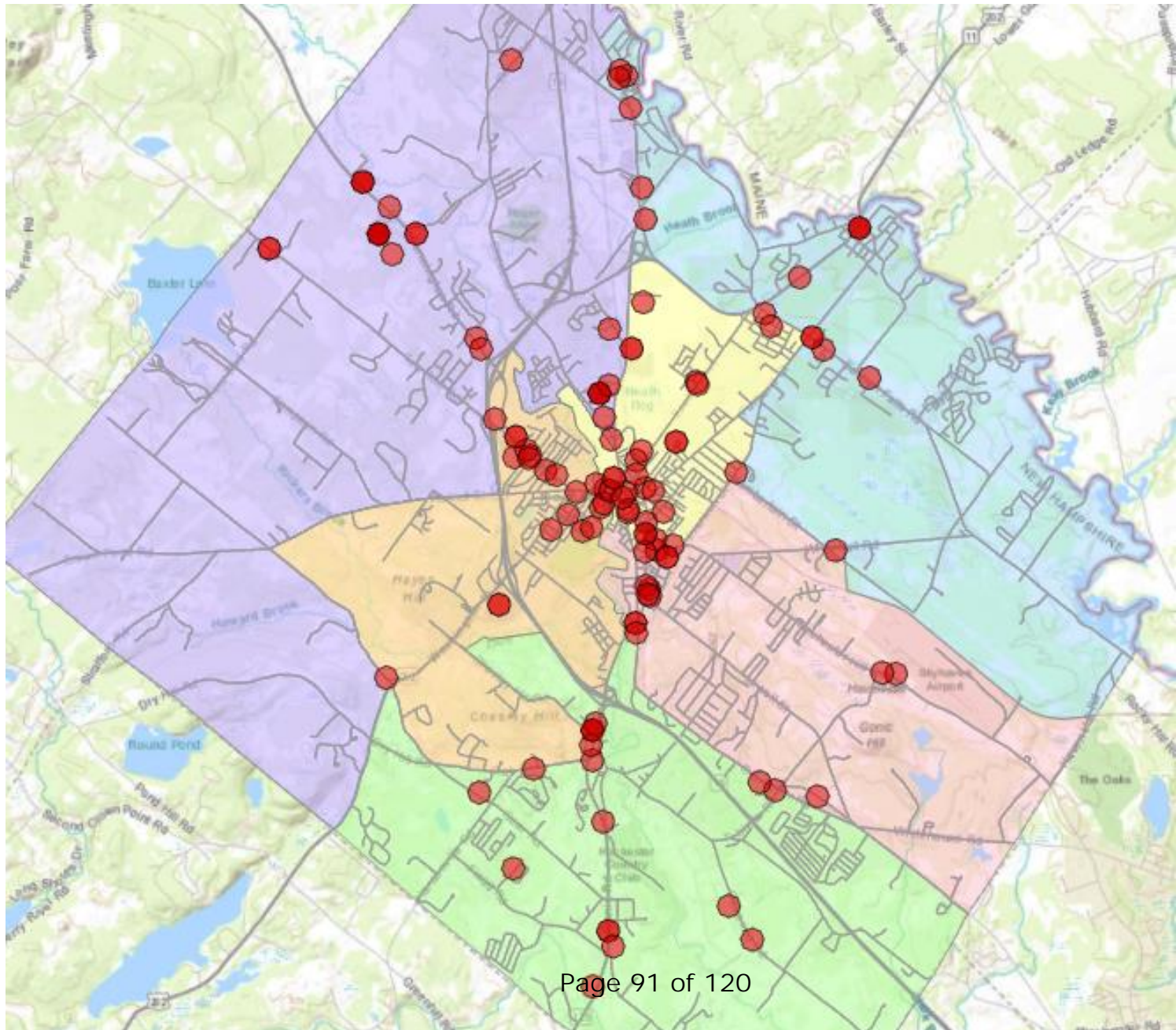


# October 2018 Traffic Stops and Drug Locations





# October 2018 Accidents





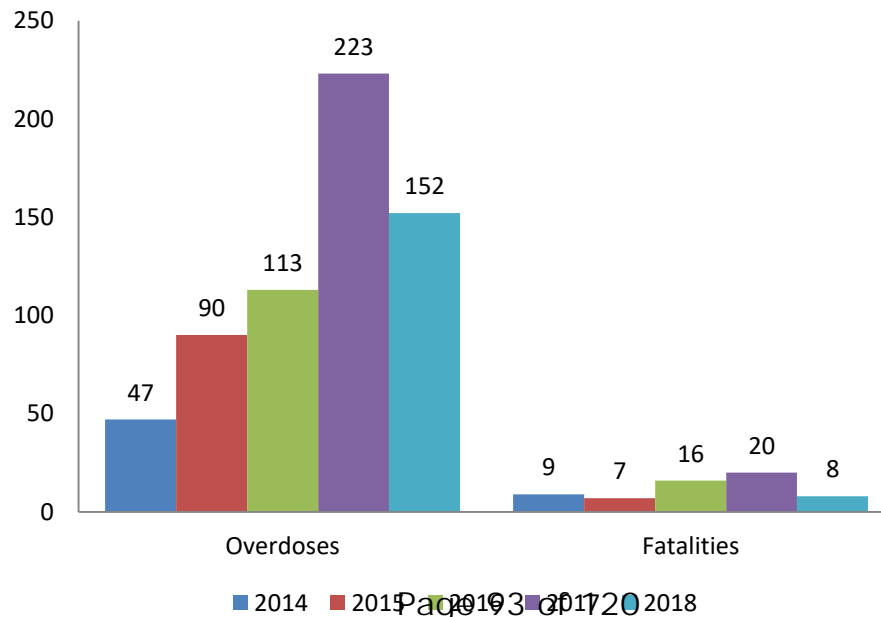
# October 2018 Property Crimes

All Incident Reports												
Specific Crimes	Oct-18	Oct-17	% Change	Sep-18	% Change	Aug-18	YTD 18	YTD 17	% Change	YTD 2018 Closure Rate	YTD 2017 Closure Rate	YTD 16
Shoplifting	5	13	-62%	12	-58%	21	181	228	-21%	85%	60%	252
Theft from M/V	25	16	56%	11	127%	19	106	177	-40%	4%	6%	100
All Other Theft*	58	27	115%	53	9%	50	404	361	12%	19%	21%	373
M/V Theft	9	3	200%	6	50%	4	37	25	48%	24%	24%	31
Vandalism	39	42	-7%	33	18%	39	338	373	-9%	32%	30%	394
Burglary	4	8	-50%	11	-64%	4	65	96	-32%	17%	16%	121
<b>Total Property</b>	<b>140</b>	<b>109</b>	<b>28%</b>	<b>126</b>	<b>11%</b>	<b>137</b>	<b>1131</b>	<b>1260</b>	<b>-10%</b>	<b>30%</b>	<b>26%</b>	<b>1271</b>
Arrests												
Specific Crimes	Oct-18	Oct-17	% Change	Sep-18	% Change	Aug-18	YTD 18	YTD 17	% Change			YTD 16
Shoplifting	5	12	-58%	11	-55%	14	154	136	13%			186
Theft from M/V	1	1	0%	0	0%	1	4	11	-64%			4
All Other Theft*	7	3	133%	6	17%	12	76	75	1%			74
M/V Theft	2	1	100%	2	0%	1	9	6	50%			8
Vandalism	14	14	0%	8	75%	6	107	112	-4%			116
Burglary	0	1	-100%	1	-100%	0	11	15	-27%			15
<b>Total Property</b>	<b>29</b>	<b>32</b>	<b>-9%</b>	<b>28</b>	<b>4%</b>	<b>34</b>	<b>361</b>	<b>355</b>	<b>2%</b>			<b>403</b>

\*All Other Theft= Pocket-Picking, Purse-Snatching, Theft from a Coin-Operated Machine, Theft of Motor Vehicle Parts, and All Other Larceny

# October 2018 Drug Offenses

All Incident Reports												
Specific Crimes	Oct-18	Oct-17	% Change	Sep-18	% Change	Aug-18	YTD 18	YTD 17	% Change	YTD 2018 Closure Rate	YTD 2017 Closure Rate	YTD 16
Possession	15	17	-12%	20	-25%	23	143	168	-15%	90%	93%	183
Overdoses	10	21	-52%	13	-23%	10	152	223	-32%			113
Fatal	0	2	-100%	0	0%	0	8	20	-60%			16
Total Drug	25	38	-34%	33	-24%	33	295	391	-25%			312
Arrests												
Specific Crimes	Oct-18	Oct-17	% Change	Sep-18	% Change	Aug-18	YTD 18	YTD 17	% Change			YTD 16
Possession	15	16	-6%	13	15%	25	128	157	-18%			164



# October 2018 Violent Crimes

All Incident Reports												
Specific Crimes	Oct-18	Oct-17	% Change	Sep-18	% Change	Aug-18	YTD 18	YTD 17	% Change	YTD 2018 Closure Rate	YTD 2017 Closure Rate	YTD 16
Homicide	0	0	N/A	0	N/A	1	2	0	N/A	0%	0%	1
Robbery	0	0	0%	1	-100%	1	13	23	-43%	46%	39%	15
Aggravated Assault	5	6	-17%	5	0%	7	57	66	-14%	58%	65%	58
<i>from DV*</i>	2	1	100%	3	-33%	2	27	21	29%			31
Simple Assault	37	40	-8%	37	0%	33	398	411	-3%	45%	45%	458
<i>from DV*</i>	25	18	39%	20	25%	19	214	187	14%			245
<b>Total Violent</b>	<b>42</b>	<b>46</b>	<b>-9%</b>	<b>43</b>	<b>-2%</b>	<b>42</b>	<b>470</b>	<b>500</b>	<b>-6%</b>	<b>37%</b>	<b>37%</b>	<b>532</b>
Arrests												
Specific Crimes	Oct-18	Oct-17	% Change	Sep-18	% Change	Aug-18	YTD 18	YTD 17	% Change			YTD 16
Homicide	0	0	0%	0	0%	0	0	0	0%			1
Robbery	0	0	0%	0	0%	1	6	9	-33%			12
Aggravated Assault	3	3	0%	6	-50%	4	33	43	-23%			35
Simple Assault	16	18	-11%	13	23%	14	181	186	-3%			227
<b>Total Violent</b>	<b>19</b>	<b>21</b>	<b>-10%</b>	<b>19</b>	<b>0%</b>	<b>19</b>	<b>220</b>	<b>238</b>	<b>-8%</b>			<b>275</b>

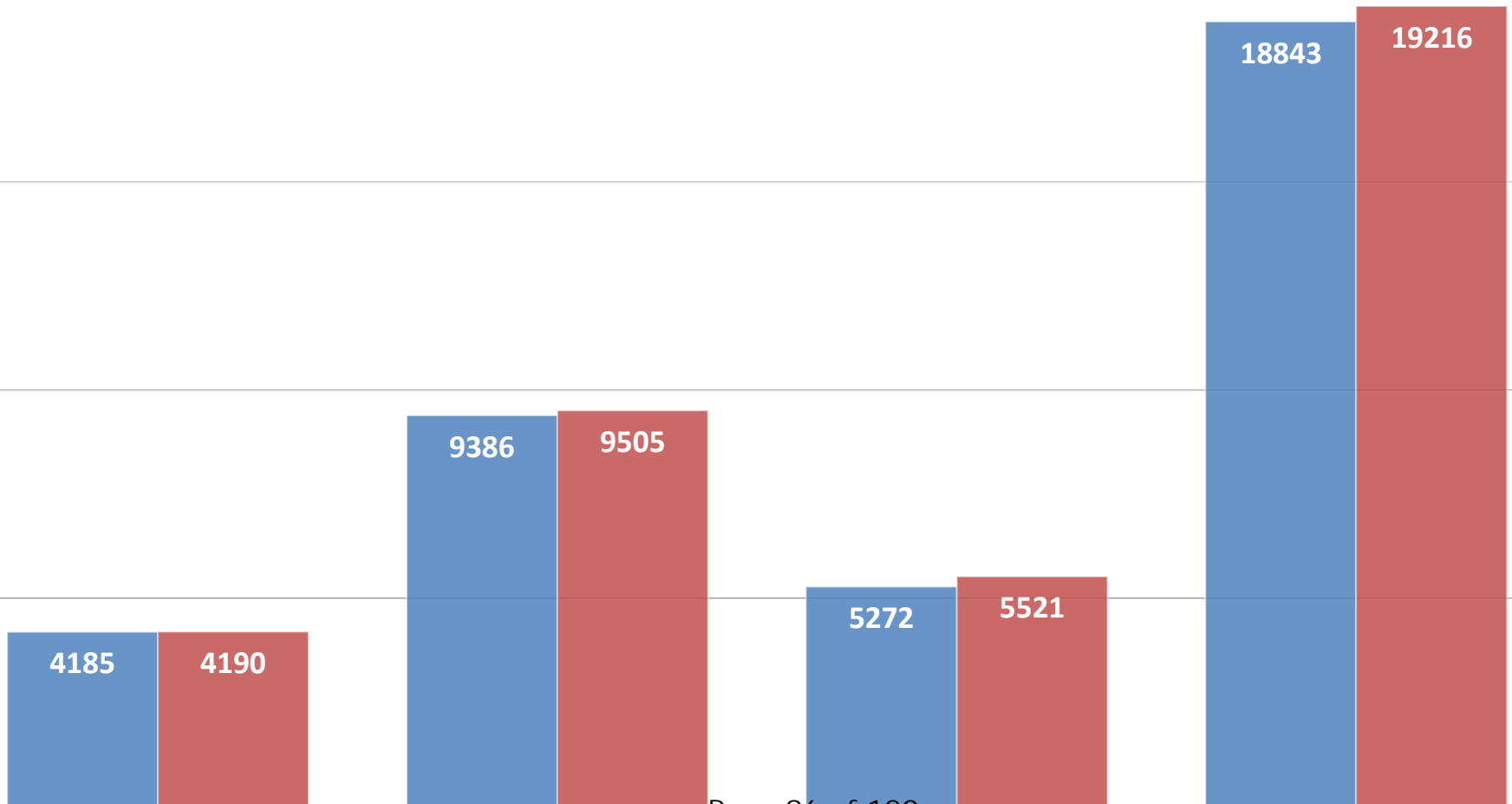
\*No minor cases (suspect or victim) count as Domestic Violence

# October 2018 Threshold

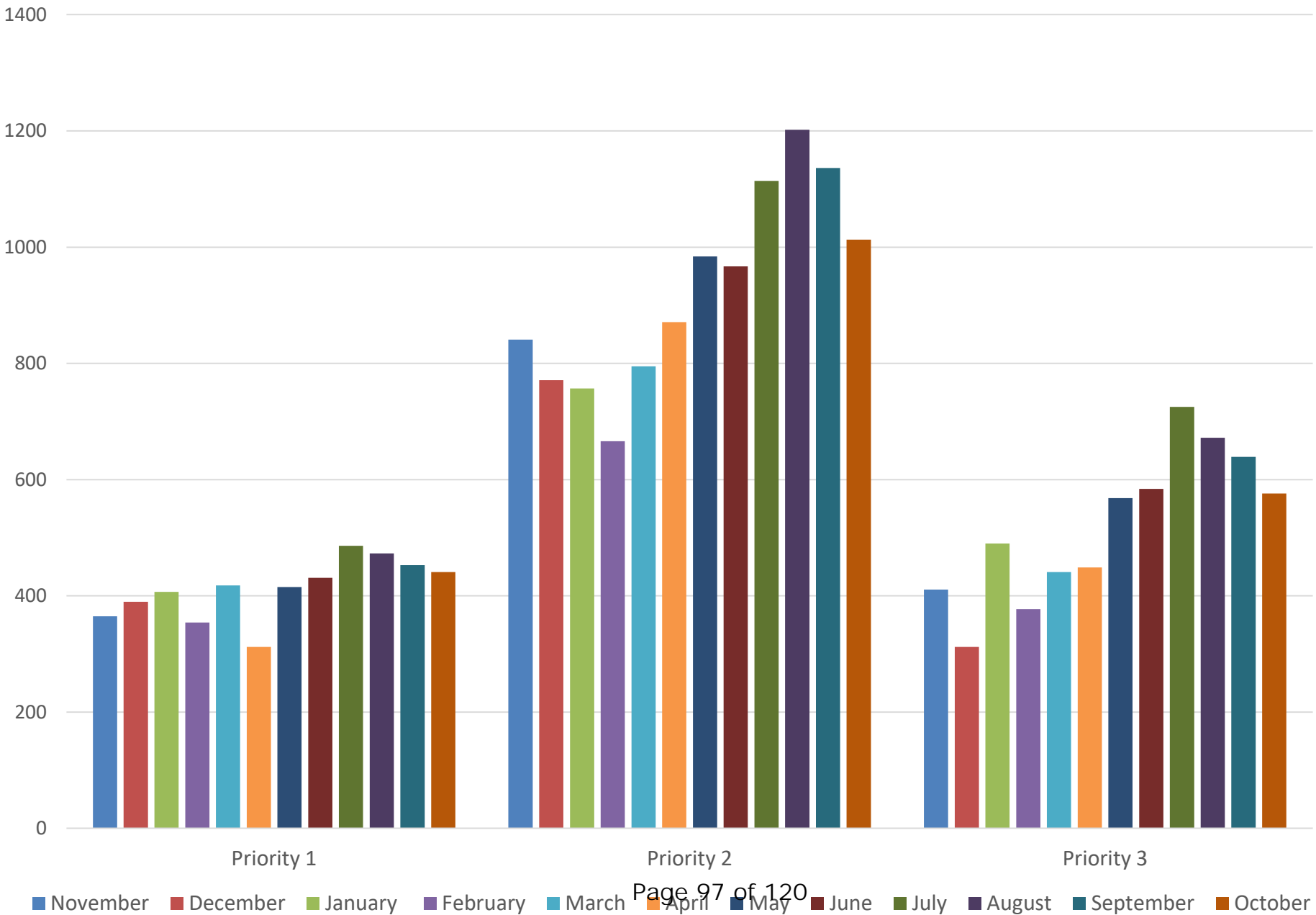
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	86	72-100	93	Normal
Traffic Stop	857	547-1167	298	Moderately Low
DWI	7	4-10	3	Moderately Low
Robbery	2	0-4	0	Normal
Aggravated Assault	6	3-8	5	Normal
Simple Assault	40	32-48	37	Normal
Sexual Assault	5	2-7	8	Moderately High
Burglary	9	6-13	4	Moderately Low
Motor Vehicle Theft	3	0-5	9	Very High
Theft from MV	14	6-22	25	Moderately High
Vandalism	36	28-45	39	Normal
Shoplifting	24	16-31	5	Very Low
Theft all Other	39	31-47	58	Moderately High
Possession	16	10-22	15	Normal
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	53	43-63	50	Normal
Property	125	97-154	137	Normal

# Calls for Service 2017 v 2018

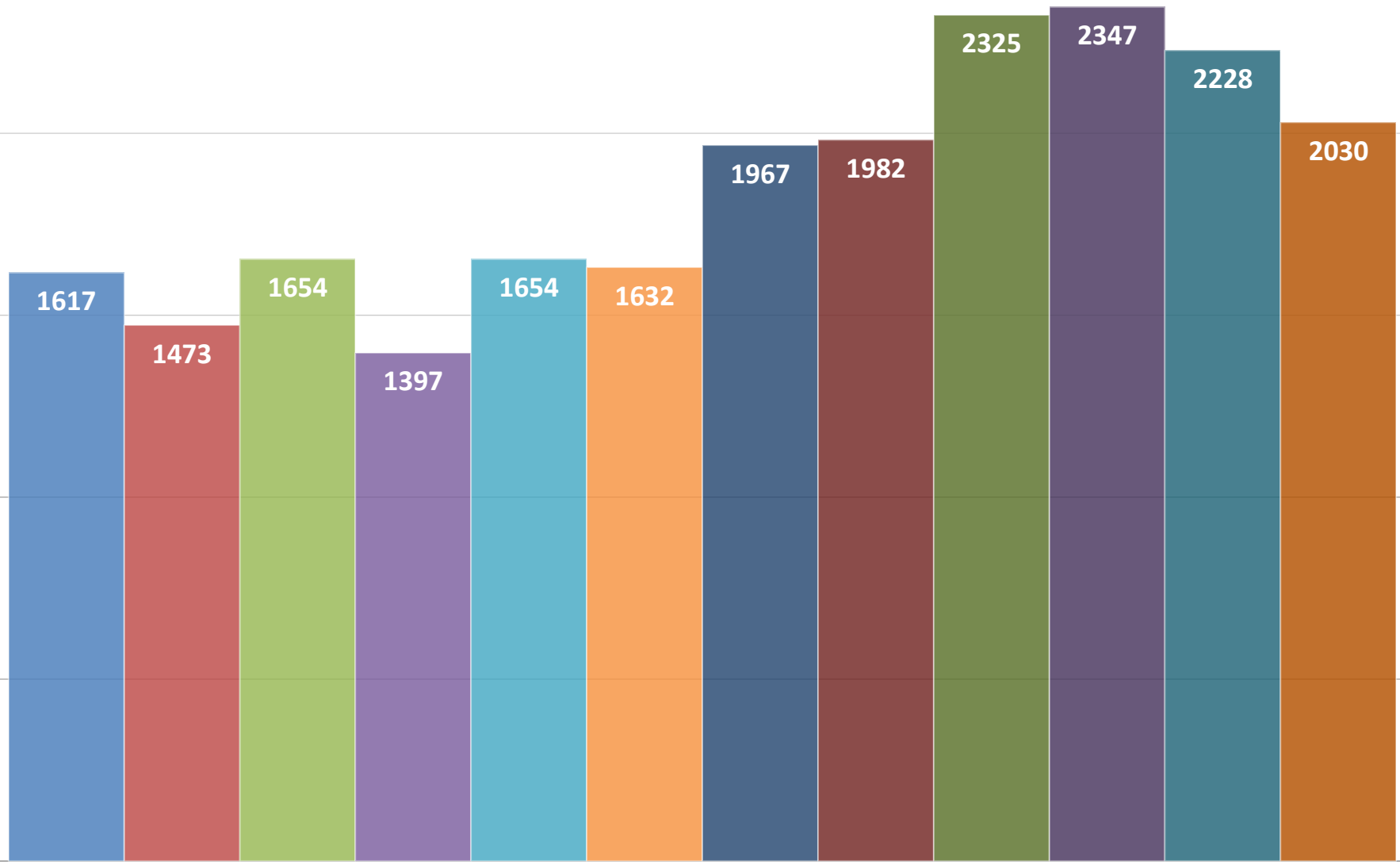
■ YTD 2017 ■ YTD 2018



# YTD Calls for Service 2017 v 2018



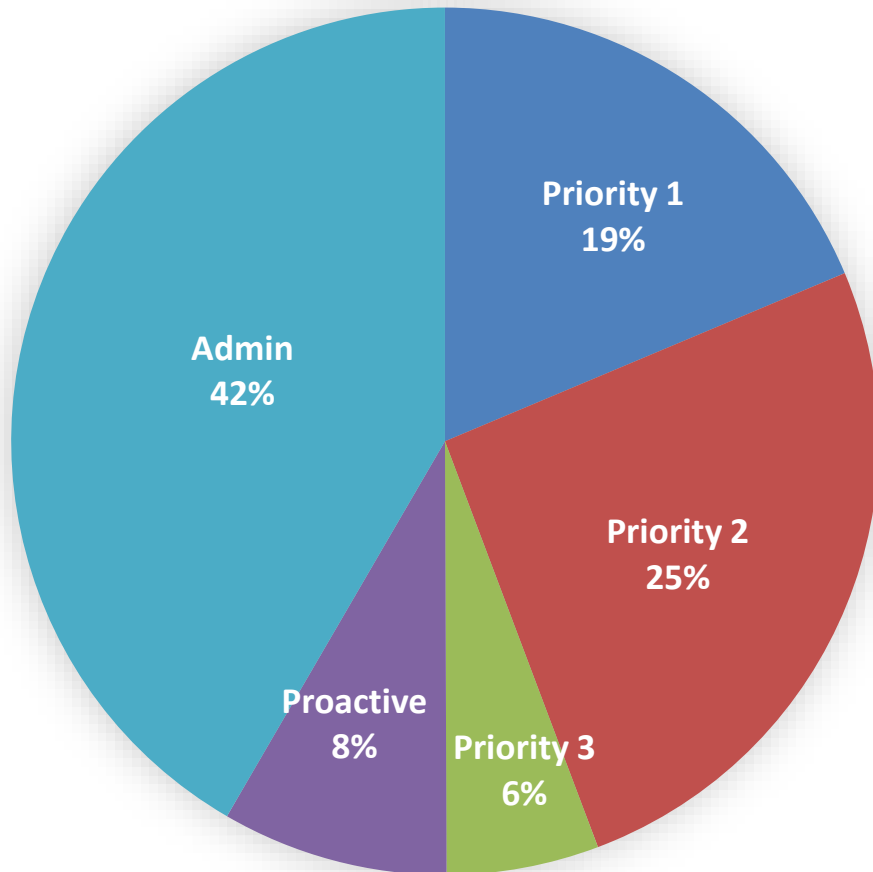
# YTD Calls for Service Total 2017 v 2018



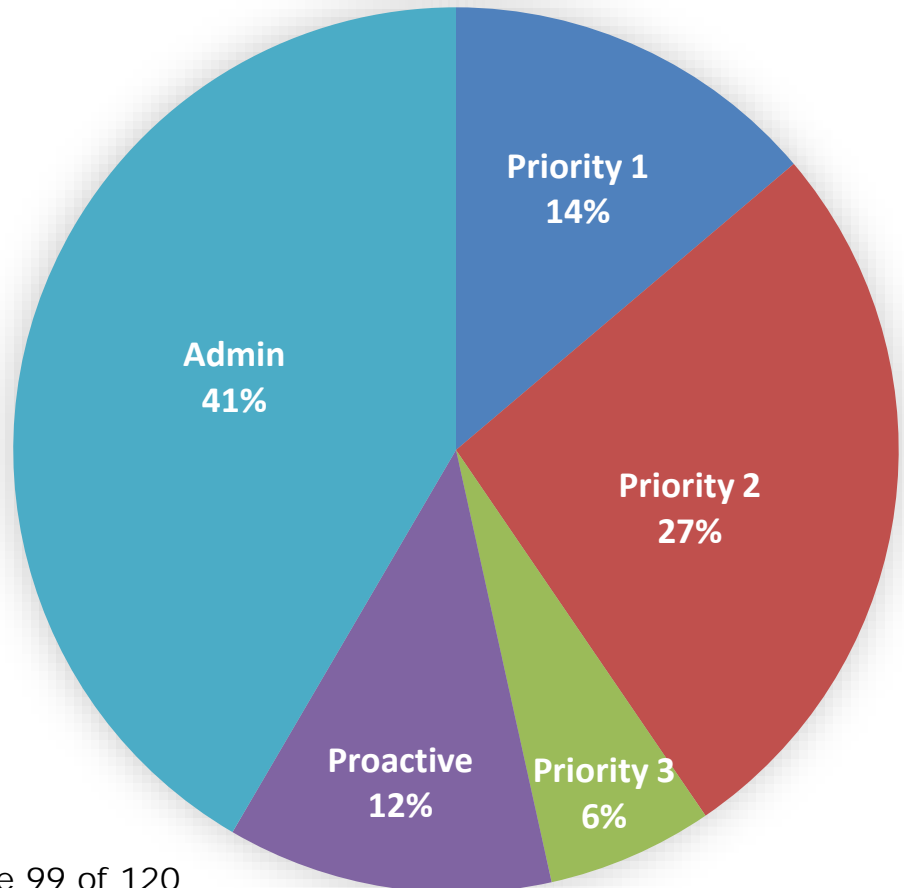


# October 2018 Manpower Hours

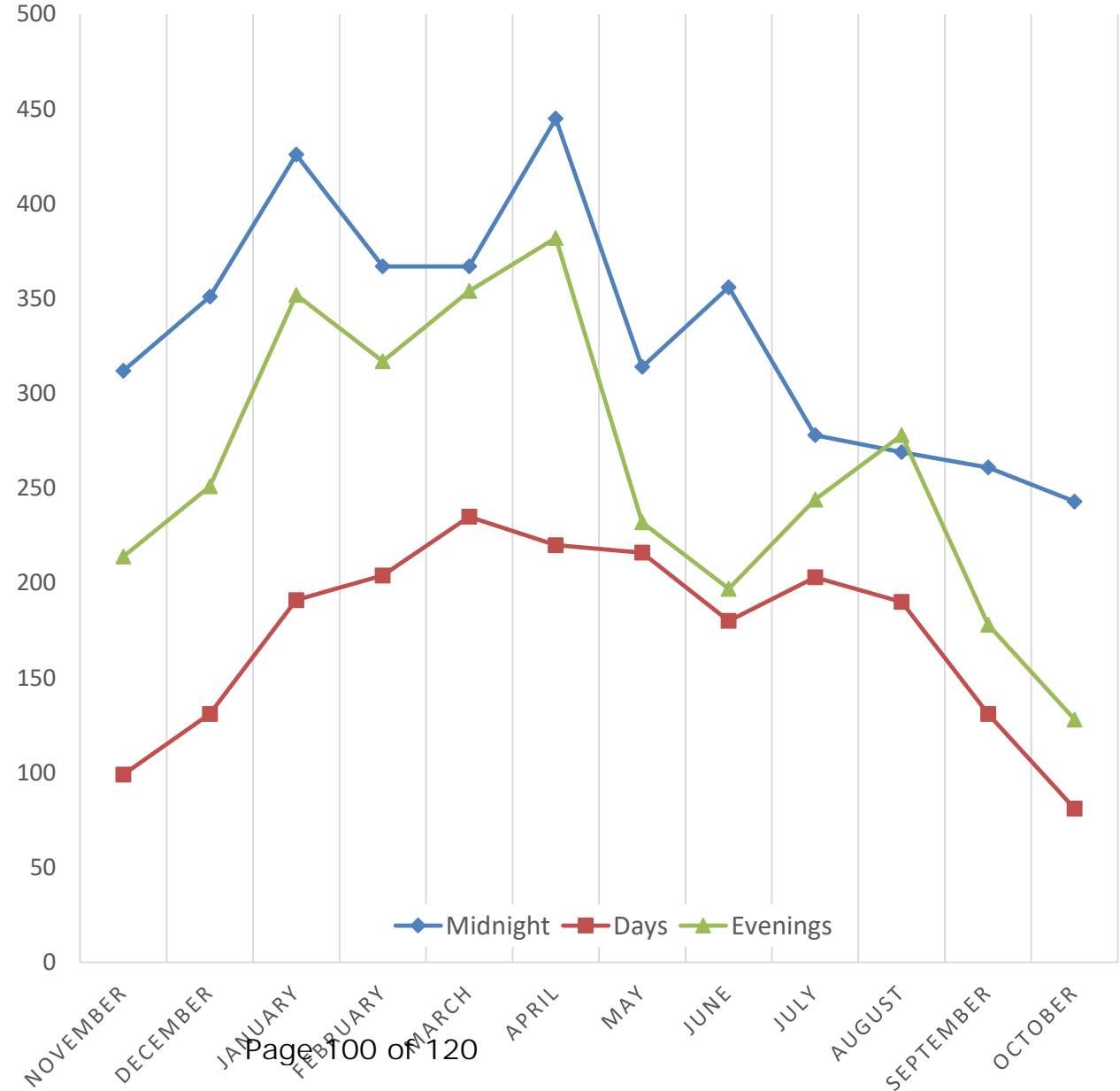
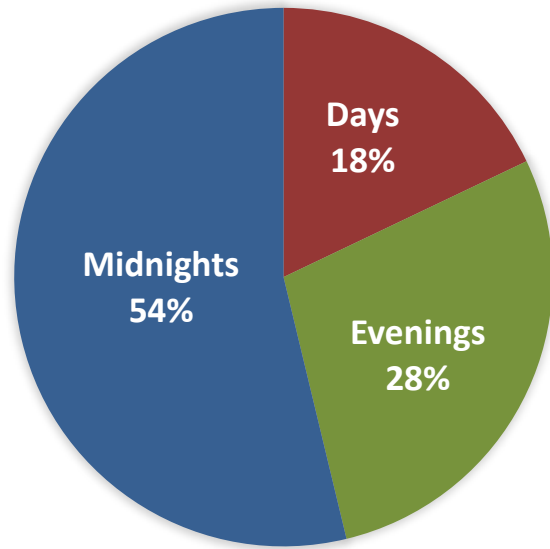
**October 2017**



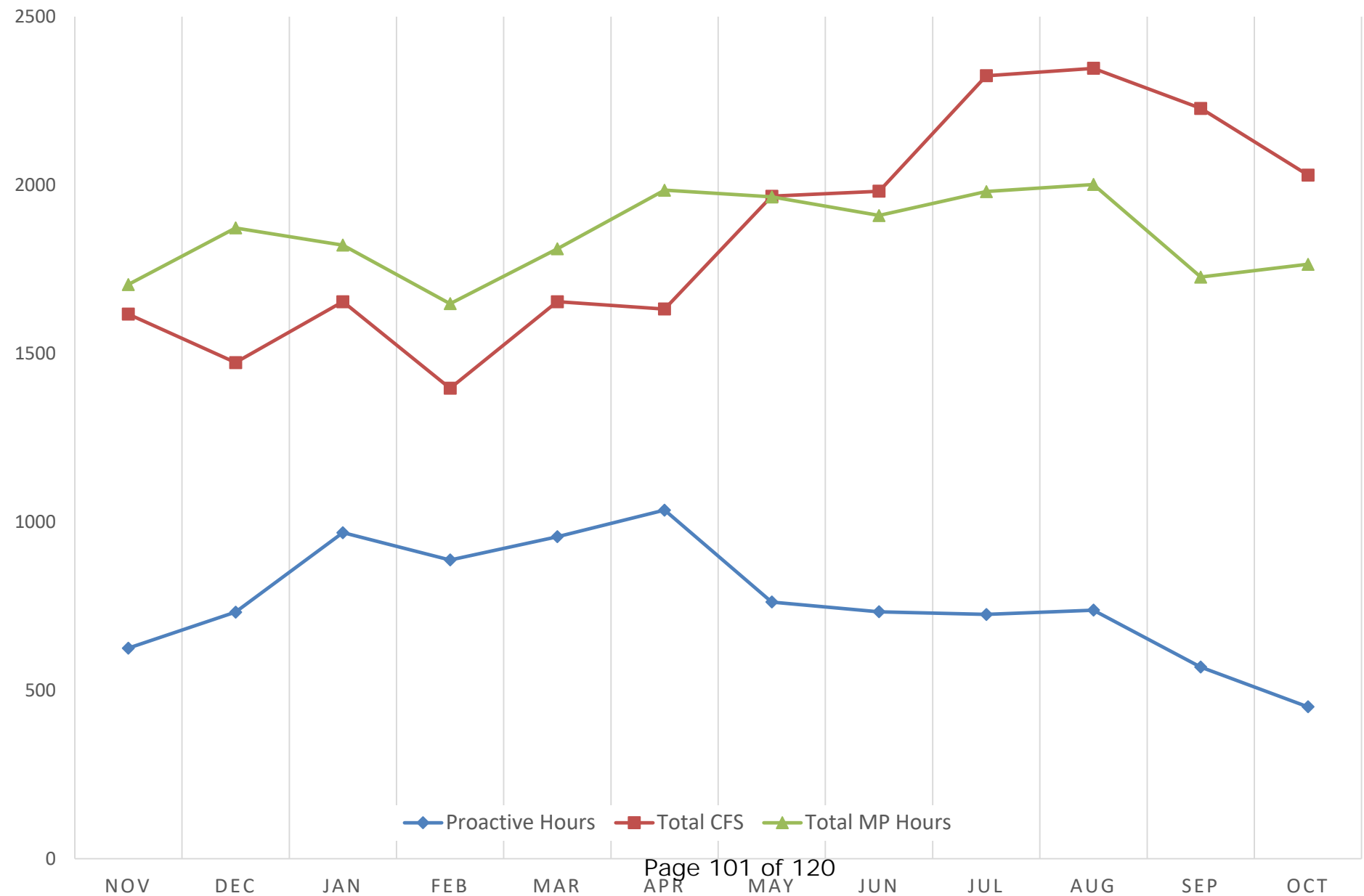
**October 2018**



# October 2018 Proactive Hours



# 2017 v. 2018 CFS v. Manpower Hours



# 2018 Response Time

	2017 YTD	2018 YTD	Percent Change	2016 YTD	Percent Change
Priority 1	16.71	15.79	-6%	13.68	15%
Priority 2	58.31	51.28	-12%	47.15	9%
Priority 3	87.7	70.58	-20%	68.54	3%

**DV COMPSTAT  
October 2018**

<b>Dates</b>	<b>6/1/18 - 6/30/18</b>	<b>7/1/18- 7/31/18</b>	<b>8/1/18- 8/31/18</b>	<b>9/1/18 – 9/30/18</b>	<b>10/1/18 – 10/31/18</b>	<b>Prior Verbal (PV)</b>	<b>YTD 2018</b>	<b>PV YTD</b>	<b>YTD 2017</b>
<b>Misdemeanor Arrests</b>	<b>17</b>	<b>23</b>	<b>18</b>	<b>16</b>	<b>16</b>	<b>6</b>	<b>173</b>	<b>20</b>	<b>166</b>
<b>Felony Arrests</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>25</b>	<b>5</b>	<b>16</b>
<b>Verbal Cases</b>	<b>21</b>	<b>30</b>	<b>15</b>	<b>26</b>	<b>15</b>		<b>210</b>		<b>237</b>
<b>Total Cases</b>	<b>38</b>	<b>56</b>	<b>39</b>	<b>45</b>	<b>32</b>	<b>6</b>	<b>408</b>	<b>25</b>	<b>419</b>

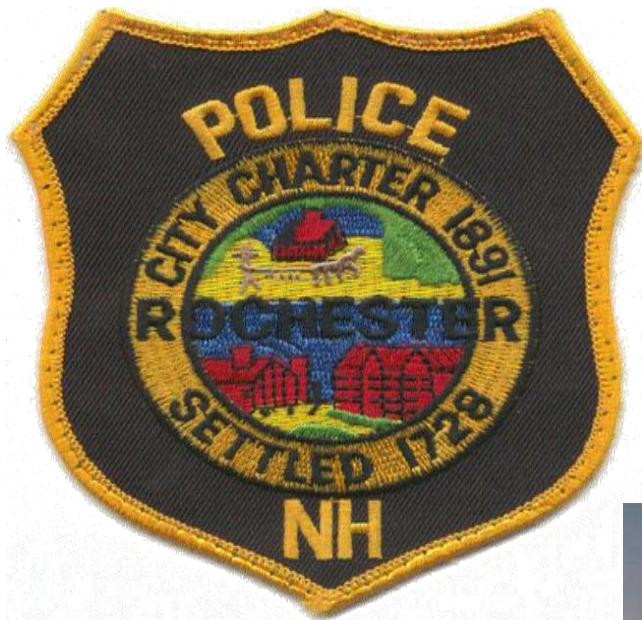
**2018 FJC Clients**

<b>Month</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
New Clients	13 (13)	18 (17)	6 (19)	6 (21)	8 (24)	5 (12)
	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
New Clients	2 (16)	5 (25)	2 (13)	3 (22)		

**2017 FJC Clients**

<b>Month</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
New Clients	13 (19)	6 (17)	7 (17)	6 (16)	5 (20)	10 (18)
	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
New Clients	8 (18)	7 (26)	11 (13)	10 (33)	5 (16)	2(16)

**( ) Annotates clients that obtained services from one or more FJC partners but did not complete a full intake.**

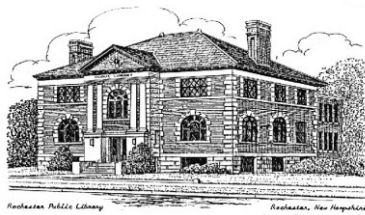


ONCE YOU CHOOSE

HOPE

ANYTHING IS POSSIBLE

*, Christopher Reeve*



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

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**

### **November 2018**

There were a total of 13,505 items circulated with 10,025 people visiting the library in the month of November. One hundred sixty-six patrons used the library's Internet computers for 443 hours. Current number of patron registrations is 38,712. Interlibrary loan activity included 61 materials borrowed from other libraries and 181 loaned to other libraries.

The months of November and December are busy for everyone so the Children's Room offers "drop-in" Story Times for patrons with young children. These are informal story programs for 2-5 year olds and their parent or caregiver. Due to the wide age range and varying attendance, this is a much more casual program than the usual Story Times and consists of several fun stories. November 3<sup>rd</sup>, forty-two children joined the Children's Room staff in creating Fairy Garden Birdhouses during a fun Make-It and Take-It program.

November 7<sup>th</sup>, the Library was pleased to present "Herbal Teas & Soups" with Rivka Schwartz. Herbal infusions, decoctions and soups are wonderful ways to take herbs. Rivka introduces the basics of making infusions and decoctions (strong herbal teas) then turns tea into a syrup, Jello, popsicles and herbal gummy bears. Take home instructions for making herbal preparations and samples of herbs were provided to all in attendance.

The Library was pleased to present the artwork of Sherry Palmer during the month of November. Her paintings of the Isle of Skye, Scotland landscape are created in oils and watercolor.

The Library was proud to display our collection of historical WWI era posters and host "Propaganda: Patriotism, Posters & the Power of Persuasion" a presentation by speakers from the Wright Museum of World War II in Wolfeboro on Thursday November 29<sup>th</sup>.

Library patrons and staff collected 37 bags of food for Gerry's Food Pantry in November.

In addition to the print versions of available books, 269 of our library patrons downloaded 1,320 e-books to media devices through the library's web site this month. The RPL website also enabled 61 patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 253 digital downloads from Hoopla.

Trustees meet on December 12<sup>th</sup> in the Rose Room of the library at 6pm.



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City Clerk's Office

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# City of Rochester Tax Collector's Office

November 30, 2018

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2018	Semi Warrant	31,229,773	30,023,281.27	96.14%	1,206,491.73	3.86%
2017		60,524,791	59,774,769.66	98.76%	750,021.34	1.24%
2016		58,196,003	57,667,928.29	99.09%	528,074.71	0.91%
2015		56,938,119	56,682,038.08	99.55%	256,080.92	0.45%
2014		55,068,779	54,926,424.50	99.74%	142,354.50	0.26%
2013		53,324,262	53,219,059.19	99.80%	105,202.81	0.20%
2012		50,952,912	50,885,458.25	99.87%	67,453.75	0.13%
2011		48,856,892	48,805,135.70	99.89%	51,756.30	0.11%
2010		47,308,832	47,263,318.57	99.90%	45,513.43	0.10%
2009		46,898,827	46,860,563.09	99.92%	38,263.91	0.08%
2008		46,522,769	46,494,404.85	99.94%	28,364.15	0.06%
2007		42,964,450	42,944,153.01	99.95%	20,296.99	0.05%
2006		40,794,160	40,782,063.47	99.97%	12,096.53	0.03%
2005		38,024,453	38,017,087.20	99.98%	7,365.80	0.02%
2004		36,065,496	36,057,439.13	99.98%	8,056.87	0.02%
2003		33,310,579	33,304,598.44	99.98%	5,980.56	0.02%
2002		29,725,878	29,720,588.47	99.98%	5,289.53	0.02%
2001		26,943,136	26,937,802.91	99.98%	5,333.09	0.02%
2000		25,415,248	25,411,043.45	99.98%	4,204.55	0.02%
1999		22,973,308	22,969,992.33	99.99%	3,315.67	0.01%
1998		30,592,529	30,587,901.82	99.98%	4,627.18	0.02%
1997		29,835,914	29,831,457.52	99.99%	4,456.48	0.01%
1996		27,726,424	27,722,073.99	99.98%	4,350.01	0.02%
1995		27,712,029	27,709,191.61	99.99%	2,837.39	0.01%
1994		26,989,803	26,987,206.62	99.99%	2,596.38	0.01%
1993		25,611,050	25,608,622.48	99.99%	2,427.52	0.01%
1992		24,746,736	24,744,940.64	99.99%	1,795.36	0.01%
1991		24,296,285	24,294,507.32	99.99%	1,777.68	0.01%
					<b>3,316,385.14</b>	

Tax Collector  
Doreen Jones, CTC

City of Rochester Tax Collector's Office  
November 30, 2018

Online Citizen Self Service Totals FY 19		
Month	Total \$\$	# of Payments
July	\$ 70,642.36	32
Aug	\$ 25,303.24	16
Sept	\$ 3,047.61	7
Oct	\$ 28,402.05	5
Nov	\$ 48,552.23	14

**Rochester, New Hampshire  
Inter office Memorandum**

**TO: Blaine Cox  
City Manager**

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



**SUBJECT: Analysis of Direct Assistance for November 2018.**

**DATE: December 6, 2018**

**This office reported 131 formal interview notes for the month of November.**

**Voucher amounts issued for November 2018 were as follows:**

	<u>40</u> <u>Families</u> <u>15 new</u>	<u>13</u> <u>Single</u> <u>3 new</u>
Burial .....	650.00	.00
Dental.....	.00	.00
Electricity.....	1,508.86	411.43
Food .....	.00	.00
Fuel heating .....	579.90	.00
Mortgage .....	.00	.00
Medical .....	.00	.00
Prescriptions.....	.00	.00
Rent.....	5,799.00	1,620.00
Temporary Housing.....	3,829.00	365.00
Transportation .....	<u>3.00</u>	<u>10.50</u>
<b>TOTAL</b>	<b>\$12,369.76</b>	<b>\$2,406.93</b>

**This represents an average cost per case/family of \$309.44 and case/Individual of \$185.14 for this month.**

**Total vouchers issued: \$14,776.69**

**There was an increase of \$4,297.83 in assistance issued this month compared to November 2017. There was a decrease of \$4,758.02 in vouchers issued this month compared to last month.**

**We received reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaling \$0**

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City Clerk's Office

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**An Ordinance to Revise and Consolidate, Amend, Supplement, and Codify  
The Ordinances of the City of Rochester**

The City of Rochester ordains:

§ 1-3. Adoption of Code.

The ordinances of the City of Rochester of a general and permanent nature adopted by the City Council of the City of Rochester, as revised, codified and consolidated into chapters and sections by General Code, and consisting of Chapters 1 through 275, inclusive, are hereby approved, adopted, ordained and enacted as the "Code of the City of Rochester," hereinafter referred to as the "Code."

§ 1-4. Code supersedes prior ordinances.

This ordinance and the Code shall supersede the City Code adopted June 6, 1995, and all other general and permanent ordinances enacted prior to the enactment of this Code, except such ordinances as are hereinafter expressly saved from repeal or continued in force.

§ 1-5. Continuation of existing provisions.

The provisions of the Code, insofar as they are substantively the same as those of the ordinances in force immediately prior to the enactment of the Code by this ordinance, are intended as a continuation of such ordinances and not as new enactments, and the effectiveness of such provisions shall date from the date of adoption of the prior ordinances.

§ 1-6. Copy of Code on file.

A copy of the Code has been filed in the office of the City Clerk and shall remain there for use and examination by the public until final action is taken on this ordinance, and if this ordinance shall be adopted, such copy shall be certified to by the Clerk of the City of Rochester by impressing thereon the Seal of the City, as provided by law, and such certified copy shall remain on file in the office of the Clerk to be made available to persons desiring to examine the same during all times while said Code is in effect.

§ 1-7. Amendments to Code.

Any and all additions, deletions, amendments or supplements to the Code, when adopted in such form as to indicate the intention of the City Council to make them a part thereof, shall be deemed to be incorporated into such Code so that reference to the "Code of the City of Rochester" shall be understood and intended to include such additions, deletions, amendments or supplements. Whenever such additions, deletions, amendments or supplements to the Code shall be adopted, they shall thereafter be inserted in the Code as amendments and supplements thereto.

§ 1-8. Publication; filing.

The Clerk of the City of Rochester, pursuant to law, shall cause to be published, in the manner required by law, notice of the adoption of this ordinance. A copy of the Code of the City of Rochester shall be maintained in the office of the Clerk for inspection by the public at all times during regular office hours. The enactment and publication of this ordinance, coupled with the availability of a copy of the Code for inspection by the public, shall be deemed, held and considered to be due and legal publication of all provisions of the Code for all purposes.

§ 1-9. Code to be kept up-to-date.

It shall be the duty of the City Clerk, or someone authorized and directed by the Clerk, to keep up-to-date the certified copy of the Code required to be filed in the Clerk's office for use by the public. All changes in said Code and all ordinances adopted subsequent to the effective date of this codification which shall be adopted specifically as part of the Code shall, when finally adopted, be included therein by reference until such changes or new ordinances are included as supplements to said Code.

§ 1-10. Sale of Code.

Copies of the Code, or any chapter or portion of it, may be purchased from the Clerk or an authorized agent of the Clerk upon the payment of a fee to be set by the City Council. The Clerk may also arrange for procedures for the periodic supplementation of the Code.

§ 1-11. Altering or tampering with Code; penalties for violation.

It shall be unlawful for anyone to improperly change or amend, by additions or deletions, any part or portion of the Code or to alter or tamper with such Code in any manner whatsoever which will cause the law of the City of Rochester to be misrepresented thereby. Anyone violating this section or any part of this ordinance shall be subject, upon conviction, to a fine as provided in § 1-1 of the Code.

§ 1-12. Severability of Code provisions.

Each section of the Code and every part of each section is an independent section or part of a section, and the holding of any section or a part thereof to be unconstitutional, void or ineffective for any cause shall not be deemed to affect the validity or constitutionality of any other sections or parts thereof. If any provision of this Code or the application thereof to any person or circumstances is held invalid, the remainder of this Code and the application of such provision to other persons or circumstances shall not be affected thereby.

§ 1-13. Severability of ordinance provisions.

Each section of this ordinance is an independent section, and the holding of any section or part thereof to be unconstitutional, void or ineffective for any cause shall not be deemed to affect the validity or constitutionality of any other sections or parts thereof.

## Code Adoption Ordinance

### § 1-14. Repealer.

All ordinances or parts of ordinances inconsistent with the provisions contained in the Code adopted by this ordinance are hereby repealed; provided, however, that such repeal shall only be to the extent of such inconsistency, and any valid legislation of the City of Rochester which is not in conflict with the provisions of the Code shall be deemed to remain in full force and effect.

### § 1-15. Ordinances saved from repeal.

The adoption of this Code and the repeal of ordinances provided for in § 1-14 of this ordinance shall not affect the following ordinances, rights and obligations, which are hereby expressly saved from repeal:

- A. Any ordinance adopted subsequent to September 4, 2018.
- B. Any right or liability established, accrued or incurred under any legislative provision prior to the effective date of this ordinance or any action or proceeding brought for the enforcement of such right or liability.
- C. Any offense or act committed or done before the effective date of this ordinance in violation of any legislative provision or any penalty, punishment or forfeiture which may result therefrom.
- D. Any prosecution, indictment, action, suit or other proceeding pending or any judgment rendered prior to the effective date of this ordinance brought pursuant to any legislative provision.
- E. Any franchise, license, right, easement or privilege heretofore granted or conferred.
- F. Any ordinance providing for the laying out, opening, altering, widening, relocating, straightening, establishing grade, changing name, improvement, acceptance or vacation of any right-of-way, easement, street, road, highway, park or other public place or any portion thereof.
- G. Any ordinance appropriating money or transferring funds, promising or guaranteeing the payment of money or authorizing the issuance and delivery of any bond or other instruments or evidence of the City's indebtedness.
- H. Ordinances authorizing the purchase, sale, lease or transfer of property or any lawful contract or obligation.
- I. The levy or imposition of taxes, assessments or charges.
- J. The annexation or dedication of property or approval of preliminary or final subdivision plats.
- K. Ordinances providing for local improvements or assessing taxes or special assessments therefor.
- L. All currently effective ordinances pertaining to the rate and manner of payment of salaries and compensation of officers and employees.

## Code Adoption Ordinance

- M. Any legislation relating to or establishing a pension plan or pension fund for municipal employees.
- N. Any ordinances adopting or amending a zoning map or otherwise rezoning property.
- O. Any ordinance or portion of an ordinance establishing a specific fee amount for any license, permit or service obtained from the City.
- P. Any ordinance or portion of an ordinance establishing or amending sewer or water rates or charges.

### § 1-16. Changes in previously adopted ordinances.

- A. In compiling and preparing the ordinances for publication as the Code of the City of Rochester, no changes in the meaning or intent of such ordinances have been made, except as provided for in Subsection B hereof. Certain grammatical changes and other minor nonsubstantive changes were made in one or more of said pieces of legislation. It is the intention of the City Council that all such changes be adopted as part of the Code as if the ordinances had been previously formally amended to read as such.
- B. The amendments and/or additions as set forth in Schedule A attached hereto and made a part hereof are made herewith, to become effective upon the effective date of this ordinance. (Chapter and section number references are to the ordinances as they have been renumbered and appear in the Code.)

### § 1-17. When effective.

This ordinance shall take effect upon passage and publication as required by law.

### § 1-18. Incorporation of provisions into Code.

The provisions of this ordinance are hereby made part of Chapter 1 of the Code of the City of Rochester, to be titled "General Provisions, Article II, Adoption of Code."

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2018



## 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:	Codification Status Update and Adoption Process
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COUNCIL ACTION ITEM <input checked="" type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
INFORMATION ONLY <input type="checkbox"/>	* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
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AGENDA DATE	11/13/2018		
DEPT. HEAD SIGNATURE	Kelly Walters, City Clerk		
DATE SUBMITTED	11/8/2018		
ATTACHMENTS YES <input checked="" 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	N/A
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

#### **SUMMARY STATEMENT**

Please review the Code Adoption and Schedule A, which is an attachment to the Ordinance and documents the changes that were made to the Code as part of the codification project. The City Attorney has reviewed Schedule A.

Once the City Council has completed their review and adopted the Ordinance, General Code shall prepare a supplement to include in the Ordinance as Chapter 1, Article II, Adoption of Code (Which is why the ordinances begin with § 1-3). If the Ordinance is adopted within 90 days, it will be printed as Chapter 1, Article II, at no cost to the City. Due to its size, Schedule A will not be included in the Code but will be noted as being on file.

#### **Recommended Action:**

Read the Resolution for a first time, refer to the City Council Workshop or the next Codes and Ordinances Committee meeting.



**Resolution Authorizing Supplemental Appropriation to the Fiscal Year 2018-2019 Police Department Capital Improvements Project (CIP) Fund in the Amount of \$33,906 for the Replacement of a Police Interceptor SUV**

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

That Thirty Three Thousand Nine Hundred Six Dollars (\$33,906.00) is hereby appropriated as a supplemental appropriation to the Fiscal Year 2018-2019 Police Department Capital Improvements Project Fund to pay for costs and expenditures related to replacement of one (1) Police Interceptor SUV. The supplemental appropriation shall be derived in its entirety from the General Fund unassigned fund balance.

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

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City Clerk's Office

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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 SUPPLEMENTAL APPROPRIATION – POLICE INTERCEPTOR SUV

COUNCIL ACTION ITEM ☒  
INFORMATION ONLY ☐

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

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	12/18/2018		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	12/11/2018		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

#### COMMITTEE SIGN-OFF

COMMITTEE	FINANCE COMMITTEE
CHAIR PERSON	MAYOR MCCARLEY

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

FINANCE DEPARTMENT APPROVAL	
SOURCE OF FUNDS	CASH – GF UNASSIGNED FUND BALANCE
ACCOUNT NUMBER	15012010-773150-195xx (PD CIP FUND)
AMOUNT	\$33,906.00
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

**LEGAL AUTHORITY**

CITY COUNCIL ACTION REQUIRED

**SUMMARY STATEMENT**

THE FINANCE COMMITTEE VOTED TO RECOMMEND TO THE FULL COUNCIL A \$33,906 SUPPLEMENTAL APPROPRIATION TO REPLACE A FRONTLINE POLICE INTERCEPTOR SUV WHICH WAS DAMAGED IN A MOTOR VEHICLE ACCIDENT. THE DAMAGED SUV WAS DETERMINED TO BE A TOTAL LOSS BY THE INSURANCE CARRIER.

ANY SETTLEMENT FROM THE INSURANCE CARRIER THAT IS RECEIVED FOR THE TOTALED SUV IS TO BE RECORDED TO THE GENERAL FUND UNASSIGNED FUND BALANCE.

**RECOMMENDED ACTION**

RECOMMEND COUNCIL APPROVAL