



**City of Rochester, NH
Preamble for September 15, 2020
City Council Workshop**

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

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

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

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

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

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

In addition to the above listed methods, the City Council will be allowing the public to come to City Hall and speak via video conferencing software for Public Input. In an effort to adhere to CDC guideline, please enter only at the front Wakefield Street entrance and exit on the side door closest to the Police Department. We ask that you adhere to 6-foot social distancing

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City Clerk's Office

protocols while inside the building. Hand sanitizer and face masks will be available at the Wakefield Street entrance.

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

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

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

**City Council Workshop
September 15, 2020
Meeting Conducted Remotely
*Immediately following the Finance Committee Meeting***

Agenda

- 1. Call to Order**
- 2. Public Input**
- 3. Communications from the City Manager**
- 4. Communications from the Mayor**
- 5. **Presentation:** Housing Presentation (*Sarah Wrightsman, Workforce Housing Coalition for the Greater Seacoast*) P.7**
- 6. Report of Elections (*Kelly Walters, City Clerk*) **forthcoming****
- 7. **Update:** Wayfinding Phase II P. 9**
- 8. City Manager's Goals for FY2021 P. 13**
- 9. Department Reports P. 17**
- 10. Other**
- 11. Non-Public**

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8.1 Non-Public Session – Land, RSA 91-A:3, II (d)

8.2 Non-Public Session – Personnel, RSA 91-A:3, II (a)

12. Adjournment

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

COUNCIL ACTION ITEM <input type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>

FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]



City of Rochester Formal Council Meeting

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DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
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LEGAL AUTHORITY

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SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]

Existing pedestrian and vehicular signs



Replacement signage



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City Clerk's Office

OFFICE OF THE CITY MANAGER
31 WAKEFIELD STREET
ROCHESTER NH 03867

LETTER OF TRANSMITTAL

TO: Mayor & City Council
FROM: Blaine Cox, City Manager
DATE: September 10, 2020
SUBJECT: FY2021 Goals

Mayor & City Council – Please find below the goals I would like to set for myself for the coming year.

- 1. Succession Planning** – I recognize and support the need for succession planning for our management level positions. To further this effort, I have engaged in open and frank discussions with several of our middle management staff to identify what we can do to support their professional growth & development. In addition, I have tailored a strategy of employing “Stay Interviews” and the concept of “organizational stickiness” that Deputy City Manager Ambrose has been tasked to assist me with.
- 2. Ambulance Services** – Our current Ambulance services contract with Frisbie Hospital expires on December 31, 2020. Mayor McCarley and I have engaged in an ongoing dialogue with Frisbie’s new CEO, Jeff Scionti, to determine our most advantageous path forward for the provision of ambulance services for our residents. We will need to negotiate and finalize a new contract that not only continues the provision of ambulance services but also improves these services and expands accountability.
- 3. Public Relations & Community Engagement** – The creation and filling of the new Public Relations and Community Engagement Manager position will be a tremendous asset to our city. As you know, Matt Wyatt was selected to fill this position. During FY21 budget deliberations, I noted that the City Council expressed two sentiments related to the previous PR efforts of the city: (1) A sentiment that we may not be getting “our money’s worth” from the Guilfoil contract and (2) a desire for more frequent “positive news” stories. Creation of this new position addresses the first concern. I have identified several ways with the new position to address the second concern and much more. We are currently doing a top to bottom assessment and refresh of the city’s website. Matt is working collaboratively with Chief Information Officer Sonja Gonzalez on this project. The City Council also expressed a desire to be less reactive and more proactive to the social media activity that mentions the city, the city council and city staff. Matt has been tasked with doing an analysis of the city’s social media efforts with an eye towards developing a strategy to address the council’s concerns. He has also been tasked to determine if there are parallel aspects of the goals listed above - could the city develop an overall marketing and/ or counter negative publicity strategy? What might a uniform and unified strategy look like? In addition, Matt has been charged with working with the Government Channel Coordinator, Celeste Plaia, and any other city stakeholders, to determine ways to improve the broadcast experience emanating from Council Chambers. Finally, in writing the new position description, I purposefully expanded the role to include “community

engagement.” Matt and I have already met with the Rise Up organization and others to develop more direct and positive working relationships out in the community. As part of this, we are creating what I have dubbed a “mini master plan” for the downtown. He is also leading an effort to pull together various stakeholders to further Mayor McCarley’s desire for a downtown discussion forum as well as to directly support the Planning Department’s implementation of the goals of the updated Downtown Chapter of the City’s Master Plan.

4. **Collaboration with the School Department** – I plan to continue the close collaboration and support of Superintendent Repucci’s efforts to best manage our schools during the continuing COVID-19 pandemic and beyond. He has had a seat at the table in the City Manager’s Office since day one of the pandemic and now more than ever he needs my support as he attempts to navigate the upcoming school year. Deputy City Manager Ambrose and I also provided more support than ever to the School Department during the FY2021 budget development process and I envision this continuing for FY2022.
5. **Main Street Program** – During the City Council’s FY2021 budget deliberations, concerns were expressed regarding the role and effectiveness of the Rochester Main Street program. The City makes a sizable investment in this organization and the Council is justified in wanting to see tangible results. After the Council finalized & adopted the FY2021 budget, I appeared before the Main Street Board of Directors and conveyed the Council’s concerns. I also encouraged their Board and its Director, Angela Mills, to be more active and visible with their efforts. I also offered to serve as a direct conduit for them to the City Council. I will make it a goal to foster these efforts as we continue to focus on our own downtown targeted initiatives and as we head towards the FY2022 budget process.
6. **Anticipated Economic Development** – My economic development efforts will continue in the downtown as well as at the GSBP. In addition, this coming year I will focus on jumpstarting the seemingly stalled efforts in the Granite Ridge Development District (GRDD) and Waterstone Phase II. I will also work with staff and the new Planning Director to bring clarity and direction to the issue of residential development in the GRDD TIF. There is also the issue of development of 38 Hanson, the Care Pharmacy site, and several other known possibilities specific to downtown redevelopment.
7. **Library Director** – I have played a very active role supporting the Library Trustees as they endeavor to hire a new Rochester Public Library Director. I served to make the formal offers to their two finalist candidates and when these failed to result in a hire (for both it was a salary level issue), I am now assisting the Trustees in arranging for an interim for the next 6 months so they can conduct another search process.
8. **Parking** – I will work with both the Economic Development Director and the new Planning Director to carry out the downtown parking and parking garage analysis.
9. **FY2021 Budget Follow up** – I reworked my fiscal year 2021 proposed budget in response to the impacts of the COVID-19 crisis and its effects upon projected revenues. However, there were several items that I see as priorities that I had planned to include in my proposed budget that I withdrew at the last minute. Some of these included creation of a new position classification (assistant director of Economic Development), added positions (tax collector’s office, grounds maintenance), increased staff hours (human resources, IT) as well as some budget structural proposals (capital reserve funds). There were a few other I & O’s that I shelved. As we progress through this fiscal year and gauge the revenue picture, I will explore how I might bring some of these forward for the Council’s consideration.
10. **Solar Project** – I have wanted to explore the possibility of a large municipal solar project for several years. We have begun developing a 5 MW project concept for a city owned

parcel on Pickering Road. I am very eager to determine if it would be a viable initiative for the City. I will be working on this during this evaluation period.

Closing remarks...

I have enjoyed serving as your City Manager. Having worked my first year (2018-2019) as City Manager without a Deputy CM/ Finance Director was challenging to say the least. This past year (2019-2020) with Katie on board, I have been able to begin to spend time on higher level initiatives and have been gratified by the results. We have a great city and we are served by an outstanding team of dedicated employees, from front line staff to the department director level. And we are getting better every day. As I tell everyone I can, "We are just getting started!"

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City Clerk's Office

August Department Reports:

- 9.1 Assessor's Office P. 19**
- 9.2 Building, Zoning, and Licensing Services P. 21**
- 9.3 City Clerk's Office P. 25**
- 9.4 Department of Public Works P. 29**
- 9.5 Economic & Community Development P. 37**
- 9.6 Finance Office P. 43**
- 9.7 Planning & Development Department P. 49**
- 9.8 Recreation & Arena P. 53**
- 9.9 Rochester Fire Department P. 55**
- 9.10 Rochester Police Department P. 59**
- 9.11 Rochester Public Library P. 81**
- 9.12 Tax Collector's Office (July & August) P. 83**
- 9.13 Welfare Department P. 87**

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City Clerk's Office



City of Rochester, New Hampshire

Assessor's Office

19 Wakefield Street

Rochester, New Hampshire 03867-1915

(603) 332-5109

Email: assessor@rochester.net

Web Site: www.rochesternh.net

September 8, 2020

To: City Manager/Council

From: Theresa Hervey, Assessing

Subject: August Council Report

Revenue Received/Collection Warrants issued:

Property Record Cards & Map Copies	\$ 10.00
Timber Warrants	\$ 2,830.92

- CAMA software conversion with Vision Government Solutions Inc., is still ongoing.
- All real estate sales continue to be validated in preparation of conducting a ratio study for equalization this fall.
- The baseline inspection for the 79E application for the properties located at 10 and 12-14 No. Main Street (Scenic Salinger Buildings) was done on 8/19/2020.
- Our office had a virtual introduction to the Vision software on 8/25/2020.
- Theresa Hervey is attending a virtual program, called *Creating & Maintaining Positive Workplace Culture* provided by Primex.

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City Clerk's Office

End of Month Council Report

09/10/2020

To the Honorable Mayor and City Council of the City of Rochester, the following is a summary of the revenue collected and the activities performed by the Department of Building, Zoning and Licensing Services for the month of August 2020

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

- **Disclaimer Due to a new software implemented on 7/30/20 the totals of this report may vary slightly for July and August.**

Department Revenue

Permit Type	August 2020
Building Permits	70,844.00
Electrical Permits	\$14,154.00
Plumbing Permits	\$1,121.00
Zoning Permits	\$0.00
FireSuppression Permits	\$0.00
FireAlarm Permits	\$150.00
Sprinkler Permits	\$0.00
Mechanical Permits	\$5,171.00
Food_Milk Licenses	\$1,050.00
Taxi Licenses	\$0.00
General Licenses	\$0.00
Net Revenue	\$92,490.00

End of Month Council Report

09/10/2020

Building Permit Detail

New Permits		July 2020		Fiscal Year to Date	
Permit Type	Permit For	Permits Issued	Estimated Construction Value	Permits Issued	Estimated Construction Value
Building Permits	Addition - Non-Residential	0	\$0.00	0	\$0.00
	Addition - Residential	1	\$36,250.00	1	\$36,250.00
	Alteration - Residential	12	\$311,671.00	12	\$311,671.00
	Alterations- Non Residential	3	\$249,000.00	3	\$249,000.00
	Apartment	0	\$0.00	0	\$0.00
	Barn	0	\$0.00	0	\$0.00
	Building - Non-Residential	0	\$0.00	0	\$0.00
	Condo	11	\$990,000.00	11	\$990,000.00
	Deck	9	\$39,333.00	9	\$39,333.00
	Demolition	0	\$0.00	0	\$0.00
	Fence	14	\$53,849.59	14	\$53,849.59
	Footing/ Foundation	9	\$10,000.00	9	\$10,000.00
	Garage	2	\$37,000.00	2	\$37,000.00
	Impact Fees	2	\$0.00	2	\$0.00
	Manufactured Home	2	\$140,000.00	2	\$140,000.00
	New Home	2	\$290,000.00	2	\$290,000.00
	Other	0	\$0.00	0	\$0.00
	Pool - Above Ground	5	\$53,600.00	5	\$53,600.00
	Pool - In Ground	1	\$12,500.00	1	\$12,500.00
	Repair/Replace - Non-Residential	1	\$50,000.00	1	\$50,000.00
	Repair/Replace - Residential	3	\$21,750.00	3	\$21,750.00
	Roofing	11	\$95,985.00	11	\$95,985.00
	Shed	6	\$24,325.00	6	\$24,325.00
	Siding	3	\$25,100.00	3	\$25,100.00
Sign	3	\$1,955.00	3	\$1,955.00	
Windows	4	\$23,903.00	4	\$23,903.00	
Electrical Permits	Electrical Underground	0	\$0.00	0	\$0.00
	Generator	2	\$20,406.00	2	\$20,406.00
	Low Voltage	0	\$0.00	0	\$0.00
	Meters	2	\$1.00	2	\$1.00
	Service	5	\$12,390.00	5	\$12,390.00
	Solar Electric System	3	\$41,046.00	3	\$41,046.00

End of Month Council Report

09/10/2020

	Temp Service	0	\$0.00	0	\$0.00
	Wiring	30	\$135,180.00	30	\$135,180.00
FireAlarm Permits	Fire Alarm Permit	0	\$0.00	0	\$0.00
FireSuppression Permits	Fixed Fire Suppression System	0	\$0.00	0	\$0.00
Mechanical Permits	Air Conditioning	7	\$48,291.00	7	\$48,291.00
	Furnace/Boiler	7	\$69,208.00	7	\$69,208.00
	Gas Line	0	\$0.00	0	\$0.00
	Gas Piping	1	\$1,395.00	1	\$1,395.00
	Heating	0	\$0.00	0	\$0.00
	Hot Water Heater	1	\$15,000.00	1	\$15,000.00
	Mechanical Underground	0	\$0.00	0	\$0.00
	Other	0	\$0.00	0	\$0.00
	Pressure Testing	1	\$500.00	1	\$500.00
	Propane Tank	6	\$3,895.00	6	\$3,895.00
	Sheet Metal Work	0	\$0.00	0	\$0.00
	Tank Installation	0	\$0.00	0	\$0.00
	Ventilation	1	\$10,000.00	1	\$10,000.00
Plumbing Permits	Plumbing	16	\$568,293.00	16	\$568,293.00
	Water Heater	3	\$14,345.00	3	\$14,345.00
Sprinkler Permits	Fire Sprinkler Systems	2	\$14,500.00	2	\$14,500.00
	Total Permit Issued	191	\$3,420,671.59	191	\$3,420,671.59



City of Rochester, New Hampshire

Department of Building, Zoning & Licensing Services

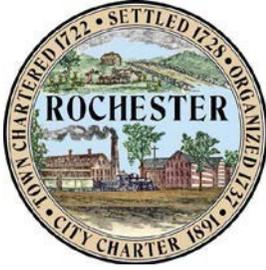
ZONING MONTHLY REPORT - AUGUST 2020

New Case:

Z-20-12 August Kurdt applicant seeks a *Variance* from table 19-A of the Zoning Ordinance to permit a storage shed that encroaches on the 10' setback requirement.

Location: 59B Church St, Rochester, NH 03839, MLB 0142-0033-0000 in the R1 Zone

Variance was APPROVED



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 August 2020

Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 212 initial copies of vital records, and 195 subsequent copies of vital records in the month of August. The City Clerk's staff issued 18 Marriage Licenses.

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

- 9 births were reported in Rochester during the month of August. 3 of these children were born to Rochester residents.
- 25 resident deaths were reported in Rochester.
- 7 couples celebrated their wedding ceremonies in Rochester during the month of August.

Revenue – Vital Records/Marriage Licenses

	2019		2020	
	State	City	State	City
Initial/Subsequent copies:	\$3,248	\$2,972	\$2,671	\$2,459
Marriage Licenses:	\$1,118	\$182	\$774	\$126
Total:	\$4,366	\$3,154	\$3,445	\$2,585

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

Dog Licensing

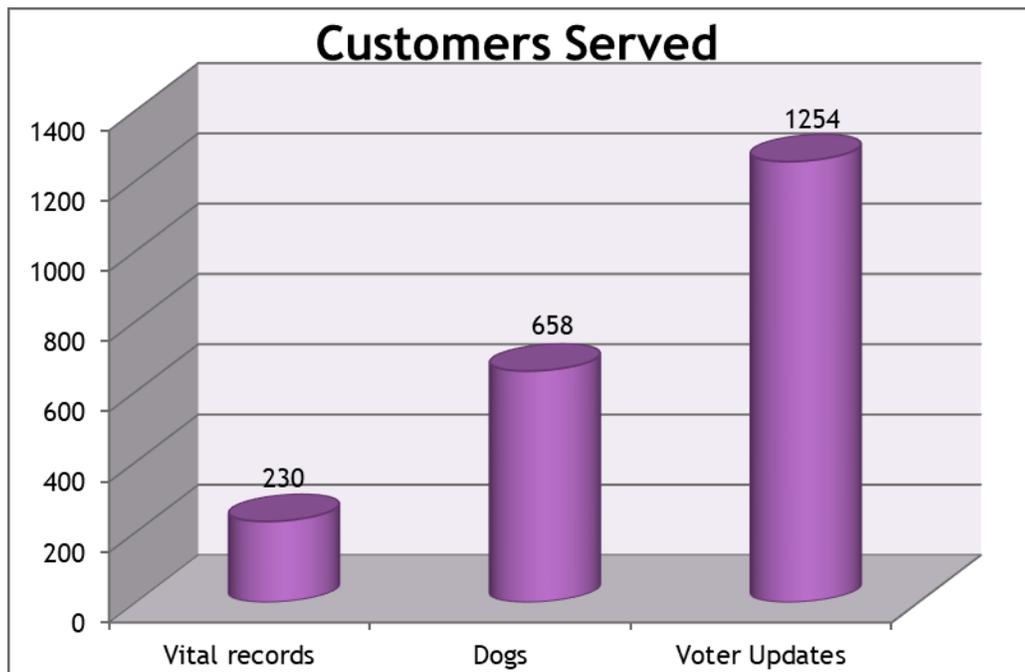
The City Clerk's office licensed 658 dogs during the month of August. The civil forfeiture fees were issued by the animal control officer on August 1st. These fees are applied to the accounts of

dog owners whose dogs remain unlicensed at this point following the April 31st due date. There were \$5250 in Civil Forfeiture fees collected in the month of August.

Residents needing to license their dog(s) who would prefer to avoid coming to City Hall can license in one of several other ways:

- Visit our online dog licensing portal [Dog Licensing](#) for payment via credit card or ACH
- Send check or money order to the City Clerk's office
- Drop off a payment utilizing the drop box on the Revenue Building at 19 Wakefield Street
- Licensing over the phone via credit card during office hours Monday through Friday 9 am – 5pm

Customers Served during the month of August 2020



Elections

The City Clerk's Office is experiencing an extremely high volume of voter registrations, absentee ballot requests, and election inquiries leading up to the September 8, 2020 State Primary as well as the November 3, 2020 General Elections. This is due in large part to the executive order allowing absentee voting due to the coronavirus. In order to assist with the increased workload, our office has set up an election station in the hallway outside the clerk's office. This separate space will allow for all voter and election related tasks to be completed in a designated location and minimize congestion at our office window. The clerk's office has also brought on additional staff to help with the processing and mailing of our absentee ballots as well as assisting with other election related tasks.

The Supervisors of the Checklist met on Saturday August 29th at City Hall. This session was held to authorize any changes to the voter checklist including new voter registrations and voter removals. The voter checklist is now closed for new registrations until after the September 8th Primary. Those unregistered residents wishing to vote at the September 8th Primary may either register at the polls or may request an absentee voter registration packet from our office.

The City Clerk's office along with the moderators of each city ward and their election staff will be participating in a public session on Thursday, September 3rd to partially pre-process the absentee ballots which have been received thus far. This session will allow the election staff to open the outer envelopes of each ballot, verify the proper procedure was followed, and balance the absentee ballot request list with what has already been received. This pre-processing session will hopefully minimize the time it will take to complete the absentee ballot process at the polling place on Election Day. It will also allow the clerk's office time to contact voters whose ballots may not have been accepted to allow them to properly complete the process.

The clerk's office is working diligently to develop a plan for operations of our six polling places on Election Day during COVID-19. We are working to ensure the safety of our election staff as well as the voting public. The State has distributed large amounts of PPE for both polling staff and for the public entering the polling place. There have been new procedures established to allow for safety; amongst these will be the allowance of curbside ballot drop off absentee voting.

Voter registration summary by party as of August 31, 2020:

Ward	Democrats	Republicans	Undeclared	Totals
1	1,164	1,182	1,435	3,781
2	1,089	1,145	1,554	3,788
3	1,175	1,273	1,347	3,795
4	1,002	835	1,615	3,452
5	1,056	1,147	1,417	3,620
6	1,173	849	1,208	3,230
Totals:	6,659	6,431	8,576	21,666

Respectfully submitted,

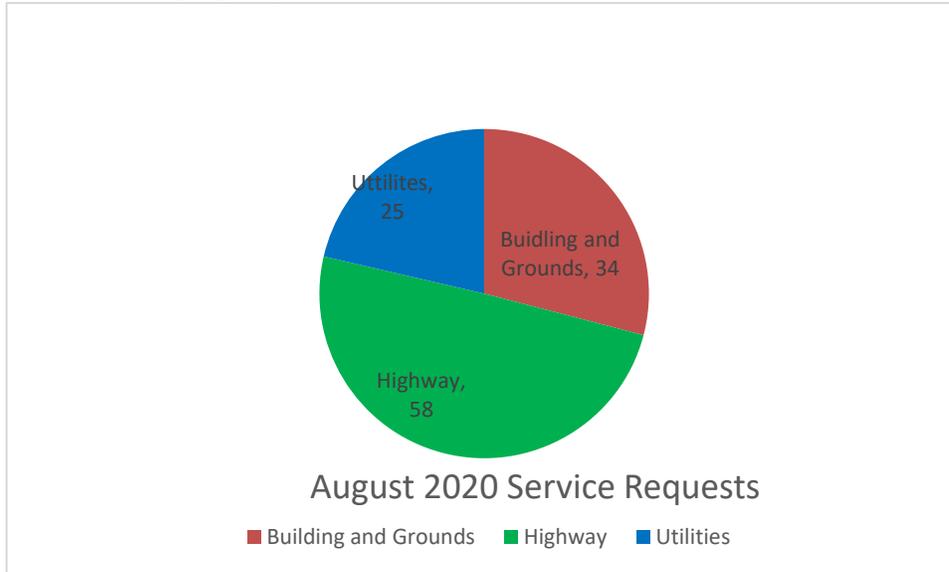
Cassie Givara,
Deputy City Clerk

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City Clerk's Office

ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT AUGUST 2020

In addition to the scheduled work performed, the Department of Public Works responded to approximately 117 requests for service in the month of August. The Highway Division had 58 requests that ranged from pothole repairs, traffic light maintenance, clean storm drain, repair culverts, replace missing street signs and trash that was dumped on the side of the road. The Utilities Division responded to 25 requests including sewer concerns, water and sewer inspections, and daily dig safe mark outs. Buildings and Grounds Department completed 34 service requests including street-light repairs, filling janitorial supply orders for departments, unclogging drains, repaired a fence, remove bee's nest, replace light bulbs, cleaning and disinfecting buildings, water and mulch Adopt A Spots and mowing city maintained property.



HIGHWAY & FLEET MAINTENANCE WORK COMPLETED:

- Patch pot holes
- Repaired a 6 catch basin
- Cleaned 51 catch basins. Throughout the City of Rochester
- Sweep streets in the city
- Trim sides of roads with the flail mower
- Continue to paint crosswalks and intersections.
- Removal of pavement and pave base on Jeramiah lane.
- Mill and pave rough spots on Old Dover Road, Tebbetts Road, Gear road, Hansonville Road and Isabelle Lane
- Repaired 24 inch drain line on Brookfield Drive
- Replace guardrail on Pickering Road
- Gravel sides of roads
- Pave cut on Highland St for sewer department
- Removal of guardrail and cut trees at the old Friendly's restaurant
- Tree and brush removal at the Wallace Street property.
- Clean up trees and brush from tropical storm
- Clean out ditch line on Chestnut Hill Road
- Grind stump from trees we took down
- Repair and install street signs throughout the city.
- Brush trimming throughout the city
- Replaced liners on street sweeper #13
- Replaced bearings and mount plate on the flail mower #38
- Repaired air tank straps on ten wheel dump #9

- Replaced rear breaks on pick up #33
- Replaced cap mounts on pick up #34
- New muffler and replaced water line on small roller
- Repaired the starter on the generator at Gonic Fire
- Replaced belt and pulley on one ton dump #24
- Repairf water pump on the big roller #11
- Installed 2 new batteries in #86
- Replaced rear door seal on Vac-Con #63
- Repaired tire in Cat loader #39
- Repaired rear fender on one ton dump #106
- Small repairs to some small generators.
- Replaced seats in one ton dump #24
- State inspection s(20 completed)
- Lube, oil and filter service on 11 vehicles.
- Several minor repair on several vehicles.
- Several minor repair on several small equipment.



Drain line repair on Brookfield Drive



Paving Isabelle Lane

UTILITIES DIVISION

Utilities Division completed 25 service requests which included performing monthly maintenance on sewer cleaning in problematic areas. There was 224 utility mark outs for dig safe, staff responded to emergency sewer backups and water main repairs. The continuity the yearly hydrant painting. Staff repaired a sewerforce main in front of Shoryville Plaza on highland Street, two water services were repaired due to low water pressure. Staff has been claring and leveling the Right-of-way from top of the resivoir to Berry rvier intake for maintenance access. The Regency Court water main repalcement project is underway.



Highland Street Force Main Repair

BUILDING AND GROUNDS DIVISION

Building and Grounds Division completed 34 work requests including street-light repairs, filling janitorial supply orders for departments, changing light bulbs, unclogging drains, fixing leaky pipes, fix broken door locks and remove graffiti from city property. Staff have been painting the top structure of the city hall building. Urban Tree removed a large tree in from of the City Hall Building. Staff have been watering and mulching the Adopt A Spots and continue lawn maintenance on the City’s maintained properties.



Storm Clean up



City Hall Tree Removal



City Hall Top Structure Painting

WASTEWATER TREATMENT DIVISION

Items that were completed during the month of August were continued to work closely with a number of Great Bay Estuary watershed communities in response to EPA's Draft Great Bay Total Nitrogen Permit. River Street pump station upgrade – still working on easement and Eversource to run power. Completed CO2 fire suppression system maintenance. NHDES permit and compliance bureau conducted a desk top audit of the WWTF. NHDES dam bureau conducted an on-site inspection. Working with consultants to address ongoing oil storage tank issues. Issued an Industrial Discharge Permit to Frisbie Memorial Hospital – new ownership. Semi-annual analytical field instrumentation calibration completed. NHDES required annual laboratory benchtop analytical equipment calibration completed. Worked with industries on various issues. Staff performed preventative and corrective maintenance on equipment, machinery and instrumentation at the WWTF and pump stations. All required testing for EPA and DES completed and submitted. Average effluent flow for the month was 2.293 million gallons per day (MGD). Percent of design flow = 45.6%. Percent of design flow for 2020= 65.3%. Precipitation for the month = 1.91". Precipitation for 2020 = 22.72".

WATER TREATMENT DIVISION

Treated water volume for the month of August was approximately 77.6 million gallons from the surface water treatment facility and 5.3 million gallons from the well for a total of 82.9 million gallons delivered to our customers. All water quality testing and monitoring was completed in accordance with NHDES requirements. We are pleased to report that the City of Rochester again met all State and Federal standards for drinking water. Triennial Lead and Copper Rule sampling was completed in August; our 90th percentile for lead is 0mg/L. Many thanks to our customers for their participation in the program. Disinfection byproduct trending remained acceptable. Watershed inspections were conducted throughout the entire reservoir system. Staff inspected the Round Pond intake structure and northerly shoreline for invasives. Weather instruments recorded 1.4 inches of rainfall at the reservoir. Staff began more aggressive harvesting from the upper watershed, including Whaleback 1 and Oxbow. We are pulling from Round Pond to supply the reservoir, intentionally minimizing flow from the watershed to reduce surface area and therefore loss through evaporation, dry out one of the dams so that we can clean an intake, and avoid spillover downstream. Third party stewardship/easement monitoring was performed within the upper watershed SELT parcels. The utilities crew is assisting with access road improvements for the upper transmission main and debris removal from the diversion structure. Equipment and grounds maintenance was performed at the plant, well, and tanks/stations. The Salmon Falls and Chesley Hill altitude valves were repaired and are in the process of calibration; the swing check at Chesley Hill will be serviced early September. Routine wetlands monitoring was performed within the Cocheco Well protection area. Repairs to the Richardson pump station exhaust fan and Granite Ridge OIT are pending. Maintenance at the well included housekeeping and instrument calibration. Maintenance at the WTF included repairs to the activated carbon system pilot, bicarbonate feed system, filter maintenance and surveillance, and general housekeeping. The heating system conversion to propane is approaching completion. Independent service and calibration certifications were performed on our online instrumentation. The JLMC conducted a safety inspection of the surface water facility campus this month. Efforts on the water audit, demand analysis, and hydraulic modeling continued. Treatment and distribution personnel are attending in house training sessions covering water system operation and exam preparation. We also welcome aboard our newest team member, treatment operator Caleb Schag.

ENGINEERING

- **Asset Management:** The City continues to work with the selected vendor for the new Asset Management software for implementation; the software is now available for use by staff and a formal “go live” date will likely be set in the coming months. Efforts continue to improve the GIS data layers for City infrastructure, including the City’s stormwater network and catchment areas, which are required by the MS4 Permit. 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”, “likelihood of failure”, “consequence of failure”, and “life cycle cost analysis”.
- **Colonial Pines Sewer Extension:** Phase 2 includes 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. The scope of the Phase 2 construction was modified to also include sewer on Wildwood Lane and a portion of Tingley Street, as well as drainage improvements within the project area. All of the sewer main and drain pipe installation work in Phase 2 has now been completed and more than 85% of the homes have been connected to the new public sewer mains. All of the roadway in the project area has now been base-paved as of the end of August. Substantial completion of Phase 2 is expected in September; and final paving overlay is expected by October. Funding for Phase 3 of this multi-phased sewer extension program has been approved in the FY20 & FY21 CIP budgets. Additional funding for a final phase of sewer extension and drainage improvements will be requested in the FY22 CIP budget.
- **Gonic Brickyard – Soil Remediation:** The NHDES Petroleum Reimbursement Fund has approved funding for soil remediation at the city-owned Gonic Brickyard site on Pickering Road. The construction contract was awarded in August. Work is expected to be completed in 2020.

- **10-16 Wallace Street – Soil Remediation:** The City has been awarded NHDES Brownfields grant funds for soil remediation at the 10-16 Wallace Street – Former Advanced Recycling site. The construction contract was awarded in August. Work is expected to be completed by October 2020.
- **Four Rod Road Culvert Rehabilitation:** This 6'-11"x10'8" arched corrugated metal pipe is considered a "Red-Listed Bridge" by NHDOT and in need of repair. This rehabilitation project proposes the application of a geopolymer liner on the inside of the existing pipe. Bids were received for this project in August; and, the construction contract is expected to be awarded in September. Work is expected to occur in 2020.
- **Portland Street Twin Culvert Replacement:** This twin 36" corrugated metal pipe culvert is at end of life and in need of replacement. This project will replace these culvert pipes with twin 36" reinforced concrete pipes that are re-aligned with the stream and will provide a widened shoulder for future sidewalk installation. Bids were received for this project in August; and, the construction contract is expected to be awarded in September. Work is expected to occur in 2020.
- **Pavement Maintenance & Rehabilitation:** The FY20 Paving list includes: Chapman, Huckins, Jonathan, and portions of Columbus, Cross, and Salmon Falls. Paving work began in August and is expected to be completed in 2020.
- **Strafford Square Roundabout:** Final design continues. Bidding of the roundabout construction contract is now anticipated in 2021. Prior to that contract, and in preparation for that construction, a utility infrastructure contract is anticipated to be bid and constructed beginning in 2020. Right-of-way and easement negotiations are close to being finalized in preparation for the construction contracts. Final plans have been submitted to NHDOT for review and approval for bidding.
- **Granite Ridge Development – Phase 2:** NHDOT has responded to the revised traffic impact analysis study of November 2019 and has requested further revisions. Further discussion with NHDOT and Waterstone in the coming months will direct the development of a design package for bidding of the public infrastructure to be constructed with TIF funds per the Developers Agreement. Construction is currently anticipated in 2021.
- **Granite State Business Park Water Main Interconnection:** Construction of the water main in Shaw Drive began in January 2020. Installation of the water main was completed in April; and, testing, acceptance and water service installation work were completed in May. A substantial completion walk-through was completed in early June. Final paving for the project was completed in July. The contractor is completing final punchlist items.
- **Water Treatment Plant Residuals Disposal:** An evaluation of alternatives has determined that the most cost effective method of disposal of residuals generated at the Surface Water Treatment Plant is an upgrade of the existing pipeline and addition of attenuation tanks. Design of the attenuation tanks has begun. Funds for the implementation of this upgrade have either been approved in CIP budgets previously or will be requested in upcoming CIP budgets over the next few years.
- **WWTF Biosolids Dewatering Facility & Carbon Storage and Feed Building:** Construction of this project commenced in October 2019. Construction is expected to continue through 2020 and into 2021, with Final Completion currently anticipated in March 2021.
- **River Street Sewer Pump Station Upgrade:** Construction has begun and is expected to be substantially completed in early 2021.
- **Route 11 Sewer Pump Station Upgrade:** The 90% design documents have been reviewed. This project is expected to be ready for bid advertisement in the next couple of months. Construction duration is anticipated to be one year.
- **WWTF Upgrades (various projects):** There are several projects on-going at the WWTF: Soda Ash System Replacement, Aeration System Automation, Aeration Basin Sidewall Blower Tie-in (Iris Valve) and Mechanical Mixers, and Programmable Logic Controllers (PLC) Replacement. All of these projects are expected to be completed in 2020.
- **Wastewater Interceptor Upgrades:** A Basis of Design Report has been received from the design consultant. This report summarizes alternatives and recommends a sewer collection system master plan before proceeding with final design. Funding for a Sewer System Master Plan was approved with the FY19 CIP Budget; consultant selection process will commence in the coming months.

- **NPDES Permits - Wastewater Treatment Facility & MS4 Permit (Stormwater):**
 - In January 2020, USEPA Region 1 published in the Federal Register a draft General Permit for total nitrogen (TN) loading in the Great Bay Estuary watershed. This draft permit would add a TN load limit to the WWTF effluent, require a Nitrogen Optimization Plan, and require contribution to the cost of a monitoring program in the estuary, as well as an optional non-point source/stormwater point source reduction pathway. Comments on the draft general permit were submitted to EPA in early May 2020. In July, Rochester officials had a video conference call with the USEPA Region 1 Administrator and other EPA and NHDES staff to express concerns with the General Permit as drafted.
 - As far as the City's individual National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Facility (WWTF), a new draft permit has not yet been issued by USEPA Region 1.
 - And, as far as the Municipal Separate Storm Sewer System (MS4) NPDES General Permit for stormwater, the 2017 NH Small MS4 General Permit, issued by USEPA Region 1, became effective on July 1, 2018; on September 28, 2018, the City submitted a Notice of Intent (NOI) to comply with this MS4 General Permit; and, on June 12, 2019, the City was granted authorization by USEPA Region 1 to discharge stormwater from Rochester's MS4 under this permit. The first annual report for the MS4 permit was submitted to EPA in September 2019. With the end of Year 2 in June 2020, a second annual report is now being prepared for submission in September 2020.
- **New DPW Facility:** The construction contract was awarded in January 2020. A pre-construction meeting was held in early May and construction began in late May. A Groundbreaking ceremony was held on June 30th. Site work and building foundation work continues. Construction of the facility is anticipated to continue through September 2021.

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City Clerk's Office

Economic & Community Development



8/31/2020

MANAGEMENT REPORT



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

Community Development Report, Written by Julian Long



ECONOMIC DEVELOPMENT DEPARTMENT

MICHAEL SCALA, DIRECTOR OF ECONOMIC DEVELOPMENT

PROJECTS IN THE PIPELINE

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

MICROLOAN PROGRAM

All Microloans have been changed to grants per the CC. The City has applied to the state for reimbursement to cover the costs of the initial loans.

SCENIC/SALINGER

The demolition of the Scenic / Salinger was completed on 7/30. Transfer of the property to Chinburg Properties occurred shortly thereafter. The CC reviewed Chinburg's 79-E application on 8/4 and voted to approve on 8/18. Construction is scheduled to start by the end of September.

GRANITE RIDGE DEVELOPMENT DISTRICT – WATERSTONE PROPERTIES GROUP, PHASE II

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

WAYFINDING (Phase II)

Phase II of the City's Wayfinding project is in process. An estimate has been solicited from Advantage Signs. ED is working with DPW to develop a GIS map of future signage. The goal is to complete Phase II by the end of the year.

GRANITE STATE BUSINESS PARK

LDI's REDC loan has been finalized. They have applied for permitting to start construction and should be breaking ground by the end of September.

Prep Partners has signed a P&S for Lot 2 in the subdivision. Closing date has yet to be determined.

55 Main (Hoffman Building)

The Market Survey is underway and scheduled for delivery in October.

JENN MARSH, ECONOMIC DEVELOPMENT SPECIALIST

RIVERWALK

A grand opening was held at the Kayak Launch on the 13th. City Councilors, Staff and committee members tested out the launch and took some grand opening photos. Chair Stacey Marchionni also let the group know that she was stepping down from the Chair position to concentrate on her business during COVID. Councilor Walker will temporarily step up as Chair while the committee searches for a new Chairperson, they are looking for more members as well.

ROCHESTER FARMERS MARKET

The location of the Farmers Market will be changing for the month of September. The Community Center parking lot has worked out great however, with school reopening in September the lot will be needed for parking. In September the Farmers Market will open at the Common. This year they will be on the infield closer to Arthur's Market. The farmers can drive onto the infield and unload their goods without the assistance of volunteers and minimizing the number of people handling the products.

OUTDOOR DINING

Staff is still working to bring more edits to the outdoor dining ordinance to the Codes and Ordinance Committee. The plan is to present suggest changes to the Codes and Ordinance Committee on October 8th.

JULIA LIBBY, EXECUTIVE SECRETARY

VIEWPIONT CLOUD – SOFTWARE IMPLEMENTATION

During the month of August Julia spent a lot of time working with other departments to work out any issues that came up with the software. She helped people get acclimated to the new set up and continued to meet with the ViewPoint Customer Success Manager on a weekly basis. Julia trained even more departments on the software as new needs came up for different departments while it was in live.

OTHER

Julia worked with the City Manager's office on a new process for the Special Events permit to go through one application process that is now available online. She also updated the websites and got permissions to schedule the Annex Conference rooms.

JULIAN LONG, CDBG COORDINATOR & GRANTS

MANAGER

CDBG PROGRAM

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

FY 2022 CDBG Grant Application: As several non-profit agencies apply for CDBG funding from both the City of Rochester and the City of Dover, the Community Development Coordinator has been working with Dover's Community Development Planner to review both cities' CDBG grant applications and to synchronize them to the greatest extent possible. This should make the grant application process much easier for many long-time grant subrecipients.

FY 2020 Public Outreach and Public Input: As soliciting public input at the neighbor ward meetings is not possible due to the ongoing COVID-19 pandemic, the Community Development Coordinator has reached out to the City Clerk's Office, Tax Assessor's Office, and Welfare Office as high-traffic offices to request to place a community survey display so residents can complete surveys while waiting to receive services. This will be in addition to the formal public hearings at City Council meetings and online community development survey.

HUD Environmental Review Training: The Community Development Coordinator underwent HUD training for tiered environmental reviews and how to conduct tiered environmental reviews in the online HUD environmental review system.

HUD August 2019 Site Monitoring: HUD has requested another round of revisions to the three draft CDBG policies and procedures (Financial Management, National Objectives, and Housing Rehabilitation) drafted as part of the City of Rochester's corrective action. The Community Development Coordinator is revising the policies accordingly.

NON-CDBG ACTIVITIES

Federal and State COVID-19 Grants: The Community Development Coordinator has been tracking COVID-19 grant opportunities and sharing information with relevant city departments. The Community Development Coordinator has also been working with Deputy City Manager Katie Ambrose to submit the September reimbursement request for state GOFERR municipal funding.

Riverwalk Committee: As the Riverwalk Committee is transitioning to a new committee chair, the committee requested an updated list of potential funding sources for riverwalk activities. The Community Development Coordinator researched potential funding sources and provided an updated list to committee liaison Jenn Marsh.

OTHER

Note: The Community Development Coordinator was on leave from August 14th through August 28th.

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City Clerk's Office

FINANCE COMMITTEE

Agenda Item

09/10/2020

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

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

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

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

Meeting Date Requested: September 15, 2020

Issue Summary Statement

The August 31, 2020 financial summary reports are attached. Below are the revenues Finance will continue to track and provide updates during FY21.

Motor Vehicle Registrations: Through two months of FY21 non- property tax revenues remain strong at 20% of the non-property tax revenue budgets.

Waste Management Host Fees: The first payment of FY21 was received at \$862,438. This quarterly receipt was slightly lower than prior quarters, but represented the period of April-20 to June-20. The \$862,438 trends to \$3.4MM.

Building Permits: Building permits have seen a rebound, and this revenue is at 52% of the FY21 Adopted amount of \$200,000.

Interest Income: Interest Income is trending low, interest income rates are below .50%

Interest on Delinquent Taxes: Trending low at this point in FY21, will continue to monitor.

State of NH Rooms & Meals: Payment typically received in December of each year.

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

Highway Block Subsidy: First quarterly payment was \$185,000 slightly less than FY20 of \$194,000. Will continue to monitor.

Summary: The budget freeze has ended, our cash holdings are in a good position. Finance will monitor all FY21 revenue and expense activities.

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CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 02

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
1000 GENERAL FUND						
11011 ECONOMIC DEVELOPMENT REVENUE	0	0	0	500.70	-500.70	100.0%
11031 CITY CLERK REVENUE	124,850	0	124,850	24,813.25	100,036.75	19.9%
11061 BUSINESS OFFICE REVENUE	250,000	0	250,000	2,159.42	247,840.58	.9%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	.00	1,000.00	.0%
11071 TAX COLLECTOR REVENUE	33,409,885	0	33,409,885	16,105,990.74	17,303,894.26	48.2%
11072 TAX COLLECTOR REVENUE	3,308	0	3,308	2,971.00	337.00	89.8%
11081 GENERAL OVERHEAD REVENUE	3,460,991	0	3,460,991	1,066,288.71	2,394,702.29	30.8%
11082 GENERAL OVERHEAD REVENUE	2,186,077	0	2,186,077	.00	2,186,077.00	.0%
11101 PLANNING	18,250	0	18,250	3,861.05	14,388.95	21.2%
11201 REV LEGAL OFFICE	50,000	0	50,000	8,333.32	41,666.68	16.7%
12011 POLICE CITY REVENUE	363,479	0	363,479	24,929.54	338,549.46	6.9%
12021 FIRE CITY REVENUE	25,500	0	25,500	585.00	24,915.00	2.3%
12022 FIRE STATE REVENUE	41,812	0	41,812	.00	41,812.00	.0%
12031 DISPATCH CENTER	60,982	0	60,982	.00	60,982.00	.0%
12041 CODE ENFORCEMENT REVENUE	244,210	0	244,210	106,071.40	138,138.60	43.4%
13011 PUBLIC WORKS REVENUE	35,400	0	35,400	2,697.00	32,703.00	7.6%
13012 STATE HIGHWAY SUBSIDY	519,175	0	519,175	185,245.72	333,929.28	35.7%
14011 WELFARE REVENUE	2,500	0	2,500	22.99	2,477.01	.9%
14021 RECREATION REVENUE	60,050	0	60,050	640.00	59,410.00	1.1%
14031 LIBRARY REVENUE	10,800	0	10,800	570.51	10,229.49	5.3%
TOTAL GENERAL FUND	40,868,269	0	40,868,269	17,535,680.35	23,332,588.65	42.9%
5001 WATER ENTERPRISE FUND						
510001 WATER WORKS REVENUE	6,710,052	0	6,710,052	966,912.21	5,743,139.79	14.4%
TOTAL WATER ENTERPRISE FUND	6,710,052	0	6,710,052	966,912.21	5,743,139.79	14.4%
5002 SEWER ENTERPRISE FUND						
520001 SEWER WORKS REVENUE	7,945,222	0	7,945,222	945,184.66	7,000,037.34	11.9%
520002 SEWER WORKS REVENUE	396,081	0	396,081	.00	396,081.00	.0%
TOTAL SEWER ENTERPRISE FUND	8,341,303	0	8,341,303	945,184.66	7,396,118.34	11.3%
5003 ARENA ENTERPRISE FUND						

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CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 02

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
530001 ARENA REVENUE	416,031	0	416,031	1,666.66	414,364.34	.4%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	1,666.66	414,364.34	.4%
<hr/>						
6000 COMMUNITY CENTER SP REV FUND						
600001 COMMUNITY CENTER REVENUE	889,241	0	889,241	224,441.17	664,799.83	25.2%
TOTAL COMMUNITY CENTER SP REV FUND	889,241	0	889,241	224,441.17	664,799.83	25.2%
GRAND TOTAL	57,224,896	0	57,224,896	19,673,885.05	37,551,010.95	34.4%

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

FOR 2021 02

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 GENERAL FUND							
11000051 CITY MANAGER	409,559	0	409,559	70,221.84	3,254.65	336,082.51	17.9%
11012351 ECONOMIC DEVELOPMENT	512,693	0	512,693	61,340.93	38,875.45	412,476.62	19.5%
11020050 IT SERVICES	897,327	0	897,327	130,275.57	91,990.77	675,060.66	24.8%
11030051 CITY CLERK	334,501	0	334,501	46,794.06	42,863.42	244,843.52	26.8%
11040050 ELECTIONS	70,168	0	70,168	8,012.78	13,286.34	48,868.88	30.4%
11050070 ASSESSORS	570,520	0	570,520	71,590.06	29,384.88	469,545.06	17.7%
11060051 BUSINESS OFFICE	608,770	0	608,770	118,723.87	3,380.05	486,666.08	20.1%
11063151 HUMAN RESOURCES	225,528	1,250	226,778	36,569.77	19,680.26	170,527.97	24.8%
11070070 TAX COLLECTOR	379,761	0	379,761	75,821.40	5,360.71	298,578.89	21.4%
11080050 GENERAL OVERHEAD	1,169,916	-51,250	1,118,666	206,819.94	187,131.29	724,714.77	35.2%
11090050 PB CITY WIDE 50	687,246	0	687,246	93,038.44	24,863.40	569,344.16	17.2%
11090051 PB CITY HALL 51	65,698	0	65,698	4,565.27	52,643.61	8,489.12	87.1%
11090052 PB OPERA HOUSE 52	48,769	0	48,769	2,140.77	32,978.27	13,649.96	72.0%
11090054 PB CENTRAL FIRE 54	10,945	0	10,945	.00	6,671.37	4,273.63	61.0%
11090055 PB GONIC FIRE 55	10,787	0	10,787	237.94	7,205.33	3,343.73	69.0%
11090056 PB LIBRARY 56	19,313	0	19,313	169.99	15,803.90	3,339.11	82.7%
11090057 PB DPW GARAGE 57	12,155	0	12,155	331.00	10,436.90	1,387.10	88.6%
11090061 PB HISTORICAL MUSEUM 61	1,320	0	1,320	250.00	997.00	73.00	94.5%
11090063 PB HANSON POOL 63	6,700	0	6,700	.00	267.28	6,432.72	4.0%
11090064 PB GONIC POOL 64	1,100	0	1,100	.00	100.00	1,000.00	9.1%
11090065 PB EAST ROCHESTER POOL 65	800	0	800	.00	100.00	700.00	12.5%
11090068 PB GROUNDS 68	10,880	0	10,880	1,052.11	1,135.00	8,692.89	20.1%
11090069 PB DOWNTOWN 69	17,000	0	17,000	.00	4,474.18	12,525.82	26.3%
11090070 PB REVENUE BUILDING 70	21,368	0	21,368	870.11	13,487.22	7,010.67	67.2%
11090071 PB PLAYGROUNDS 71	3,000	0	3,000	.00	1,800.00	1,200.00	60.0%
11090075 PB NEW POLICE STATION	24,066	0	24,066	1,110.50	14,566.50	8,389.00	65.1%
11090077 PB ANNEX	11,140	0	11,140	213.37	1,852.13	9,074.50	18.5%
11102051 PLANNING	427,669	0	427,669	46,186.35	3,023.07	378,459.58	11.5%
11200051 LEGAL OFFICE	611,159	0	611,159	81,446.61	6,806.97	522,905.42	14.4%
12010053 PD ADMINISTRATIVE SERVICES	2,076,031	0	2,076,031	348,252.51	122,075.64	1,605,702.85	22.7%
12012453 PD PATROL SERVICES	5,463,738	0	5,463,738	759,847.04	.00	4,703,890.96	13.9%
12012553 PD SUPPORT SERVICES	417,396	0	417,396	59,286.22	.00	358,109.78	14.2%
12020054 FIRE DEPARTMENT	4,991,261	0	4,991,261	665,555.62	62,167.90	4,263,537.48	14.6%
12020055 FIRE DEPT 55 GONIC SUBSTAT	28,592	0	28,592	706.04	.00	27,885.96	2.5%
12020754 CALL FIRE	29,890	0	29,890	.00	.00	29,890.00	.0%
12023354 EMERGENCY MANAGEMENT	42,101	0	42,101	.00	.00	42,101.00	.0%
12030153 DISPATCH CENTER	869,310	0	869,310	136,592.50	10,568.03	722,149.47	16.9%
12040051 CODE ENFORCEMENT	593,170	0	593,170	83,740.63	8,130.19	501,299.18	15.5%
12050050 AMBULANCE	282,321	0	282,321	16,160.25	48,480.75	217,680.00	22.9%
13010057 PUBLIC WORKS	2,412,336	0	2,412,336	328,778.74	584,831.20	1,498,726.06	37.9%

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CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 02

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13010957 WINTER MAINTENANCE	530,920	0	530,920	.00	.00	530,920.00	.0%
13020050 CITY LIGHTS	218,000	0	218,000	13,476.66	77,442.05	127,081.29	41.7%
14010051 WELFARE	480,831	0	480,831	42,456.19	7,969.83	430,404.98	10.5%
14022072 RECREATION ADMINISTRATION	671,686	0	671,686	98,914.19	6,424.33	566,347.48	15.7%
14022150 RECREATION PLAYGROUNDS/CAM	101,305	0	101,305	21,034.42	2,101.40	78,169.18	22.8%
14022250 RECREATION POOLS	94,924	0	94,924	49,932.90	13,145.53	31,845.57	66.5%
14030056 LIBRARY	1,342,026	0	1,342,026	232,850.11	99,704.70	1,009,471.19	24.8%
15000051 COUNTY TAX	6,941,353	0	6,941,353	.00	.00	6,941,353.00	.0%
17010051 TRANSFERS/PAYMENTS DEBT SV	4,471,220	0	4,471,220	974,104.20	.00	3,497,115.80	21.8%
17030050 OVERLAY	350,000	0	350,000	352,027.50	.00	-2,027.50	100.6%
17040051 TRANSFER TO CIP & OTHER FU	1,290,000	50,000	1,340,000	1,490,000.00	.00	-150,000.00	111.2%
TOTAL GENERAL FUND	40,868,269	0	40,868,269	6,731,498.40	1,677,461.50	32,459,309.10	20.6%
<hr/> 5001 WATER ENTERPRISE FUND <hr/>							
51601057 WATER WORKS EXPENSE	5,353,392	0	5,353,392	861,596.89	44,796.03	4,446,999.08	16.9%
51601073 WATER TREATMENT PLANT	1,287,559	0	1,287,559	103,049.13	170,244.70	1,014,265.17	21.2%
51601570 WATER REVENUE OFFICE	69,101	0	69,101	12,220.30	.00	56,880.70	17.7%
TOTAL WATER ENTERPRISE FUND	6,710,052	0	6,710,052	976,866.32	215,040.73	5,518,144.95	17.8%
<hr/> 5002 SEWER ENTERPRISE FUND <hr/>							
52602057 SEWER WORKS EXPENSE	4,106,648	0	4,106,648	1,860,402.33	26,980.38	2,219,265.29	46.0%
52602074 SEWER TREATMENT PLANT	4,167,052	0	4,167,052	197,021.88	322,442.21	3,647,587.91	12.5%
52602470 SEWER REVENUE OFFICE	67,603	0	67,603	12,116.66	.00	55,486.34	17.9%
TOTAL SEWER ENTERPRISE FUND	8,341,303	0	8,341,303	2,069,540.87	349,422.59	5,922,339.54	29.0%
<hr/> 5003 ARENA ENTERPRISE FUND <hr/>							
53603060 ARENA EXPENSE	416,031	0	416,031	38,537.23	115,286.44	262,207.33	37.0%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	38,537.23	115,286.44	262,207.33	37.0%
<hr/> 6000 COMMUNITY CENTER SP REV FUND <hr/>							

09/03/2020 09:50
mark.sullivan

CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

P 3
glytdbud

FOR 2021 02

6000	COMMUNITY CENTER SP REV FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6070572	COMMUNITY CENTER EXPENSE	889,241	0	889,241	82,079.42	146,676.19	660,485.39	25.7%
	TOTAL COMMUNITY CENTER SP REV FUND	889,241	0	889,241	82,079.42	146,676.19	660,485.39	25.7%
	GRAND TOTAL	57,224,896	0	57,224,896	9,898,522.24	2,503,887.45	44,822,486.31	21.7%

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



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 ROCHESTER, NEW HAMPSHIRE 03867-1917
 (603) 335-1338 - Fax (603) 330-0023
 Web Site: <http://www.rochesternh.net>

Planning Board
 Conservation Commission
 Historic District Commission
 Arts & Culture Commission

PLANNING & DEVELOPMENT DEPARTMENT MONTHLY REPORT FOR AUGUST 2020

I'm very pleased and excited to have been hired as the new Planning Director here at the City of Rochester. I have had so many warm welcomes and hope to meet many more business owners and community leaders. There is such a variety of exciting things happening in the City – everything from development projects like Granite Ridge and the new Downtown Scenic and Salinger Block project to transportation projects such as the redesign of Strafford Square, to Arts and Culture project such as the new downtown murals. Rochester is alive with energy and growth and I hope to work closely with the Land Use Boards so that they may support this in a way that provides nothing but positive things for the City!

As you can see from the information below, the month of August was extremely busy for this Department. Kuddos to the Planning Staff that kept this all moving in the time of transition: Seth Creighton, Michelle Mears and Crystal Galloway.

Finally, a shout-out to the team that worked on the Downtown Master Plan. The Plan was approved by the Planning Board at their August Meeting. Now that the plan is complete, the rewarding work of implementation starts! This means that all those ideas that make up the Plan, will be put to action! Watch for new projects and proposals that come from the ideas in this plan over the next several months!

APPLICATIONS REVIEWED BY THE PLANNING BOARD

Golden Oaks Development, LLC, Freedom Drive Request for an extension to meet precedent conditions for an approved 17-Lot subdivision and Conditional Use Permit. Case# 110 – 10, 10-2 thru 10-18 – R1 – 20 **APPROVED**

119 Flagg Road Development, LLC, Matildas Way Request for an extension to meet precedent conditions for an approved amendment to change the stormwater management system for the 2nd phase of the subdivision. Case# 259 – 38 – A – 20 **APPROVED**

Robert & Denise Higgins, 28 Western Avenue Request for an extension to meet precedent conditions for an approved 2-Lot subdivision. Case# 120 – 185 – R1 – 20 **APPROVED**

City of Rochester, 145 Airport Drive Request for an extension to meet precedent conditions for an approved site plan to construct a 24,000 s.f. manufacturing facility. Case# 243 – 34 – I – 20 **APPROVED**

Cornerstone VNA, 178 Farmington Road (by Norway Plains Assoc.) Request for an extension to meet precedent conditions for an approved site plan and Conditional Use Permit to construct a 4,394 s.f. building addition. Case# 208 – 9 – GRD – 20 **APPROVED**

Waste Management of NH, Inc., Rochester Neck Road (by Sanborn, Head & Assoc.) Lot line revision. Case # 267 – 2&3 – RI – 20 **APPROVED**

Thomas & Diane Aubert, 828 Portland Street (by Berry Surveying & Engineering) 56-Lot subdivision. Case # 108 – 53 – R1 – 20 **APPROVED**

Homeless Center for Strafford County, 202 Washington Street (by Berry Surveying & Engineering) Preliminary site plan to construct a 5,300 s.f. homeless shelter. Case # 242 – 22 – HC – 20 **DESIGN REVIEW**

Jeffrey & Nikki Metayer, 185 Salmon Falls Road (by Norway Plains Assoc.) 2-Lot subdivision. Case # 211 – 7-1 – A – 20 **APPROVED**

Jessica Moyer & Adam Reeves, 58 Estes Road (by Norway Plains Assoc.) 2-Lot subdivision. Case # 247 – 72 – R1 – 20 **APPROVED**

Bonfire Behavioral Health, LLC, 35E Industrial Way Conditional Use Permit and sit plan amendment to allow an outpatient behavioral clinic. Case# 230 – 21 – I – 20 **DENIED**

SDJ Development of Rochester, LLC, Fillmore Boulevard Modification to an approved subdivision to change the phasing of Phase IB into two phases. Case# 237 – 3&8 – PUD – 20 **DENIED**

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

The Conservation Commission canceled their August meeting, they will hold a special meeting on September 9th.

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission approved the following application at the August 12, 2020 meeting:

- 61 North Main Street, Revolution Taproom and Grill- Certificate of Approval for exterior chimney for pizza brick oven. Case# HDC 121-371– DTC – 20

The HDC also reviewed the following Certificates of No Negative Effect: Gafney Home exterior changes and 86 Wakefield Street signage.

ARTS AND CULTURE COMMISSION ACTIVITIES

The Arts and Culture Commission did not meet in July. The Planning and Development Department intern Polina Pivak, from the University of New Hampshire Planning and Community Development spearheaded grant writing for a Rochester Art Walk that would build upon the work that has been completed already by the Rochester Museum of Fine Arts. To successfully implement this project, the City of Rochester will partner with community partners: the Rochester Museum of Fine Arts, the Rochester Arts and Culture Commission, the Rochester Historic District Commission, and Rochester Main Street. The grant is through the NH State Council of the Arts.

Polina's work with the City of Rochester Planning and Development Department was so appreciated over the summer. The Planning and Development Department appreciated all of her hard work.

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

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City Clerk's Office



Rec & Arena Monthly Report

09/10/2020

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

From: Lauren Krans, Asst. Director Recreation & Arena
Date: September 9, 2020
Re: August 2020 Monthly Report

August Programs	Participants
Concert on the Common	100
Senior Breakfast	40
Family Swim: Hanson Pines Pool	789
Family Swim: East Rochester Pool	539
Family Swim: Gonic Pool	443
Rec en Route	129
Total August Program Participation	2,040
August Facebook Engagement	
Post Reach (Number of people who saw our posts.)	7,651
Post Engagement (Number of people who interact with our posts.)	4,489
Video Engagement (Number of times our videos were played.)	6,323

Summer Overview

This summer was a testament to our department’s ability to quickly adapt and innovate our services and programs to meet the recreation needs of Rochester. During July and August, we saw over 4,000 program participants. While this number is much lower than a traditional summer, we are proud that we were able to responsibly offer safe, fun activities to our community.

Senior Programs

Our senior participants enjoyed a fun, socially distanced breakfast with live music in late August. Protocols were in place for pre-registration as well as a COVID symptoms questionnaire/waiver for all participants. We look forward to continuing creative opportunities for our seniors to safely recreate this fall, like moving our Senior Art Class to the Common for “Art in the Park.” More non-traditional senior programming will be published later this month.

Like us on Facebook!



Rochester NH
Recreation & Arena



rochester_rec



Fall Programs

Staff remains informed on the latest information pertaining to guidance of indoor recreation facilities and safe re-opening plans. The Rochester Arena is scheduled to open for contracted ice groups on September 28th. Our team remains in close contact with these return, contracted ice user groups keeping them informed of updated facility safety and health policies.

With safety of our community and staff always our first priority, our department will continue to take a phased approach to re-opening and re-starting traditional department offerings. Now until November 1, we will focus on offering outdoor-based programs/events as well as continue our online engagement efforts. Leading up to November 1, we will re-evaluate the situation to plan for the next phase of late fall and early winter programs.

Recreation & Arena Advisory Commission

Per past practice, our advisory commission does not meet in July or August. We look forward to resuming our meetings starting Monday, September 14, 6pm via Teams. Agenda and public input information is available on our website www.RochesterRec.com



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City Clerk's Office



ROCHESTER FIRE DEPARTMENT

MARK E KLOSE
CHIEF OF DEPARTMENT



37 Wakefield Street

Rochester NH, 03867
www.rochfd.org

Tel (603) 335-7545

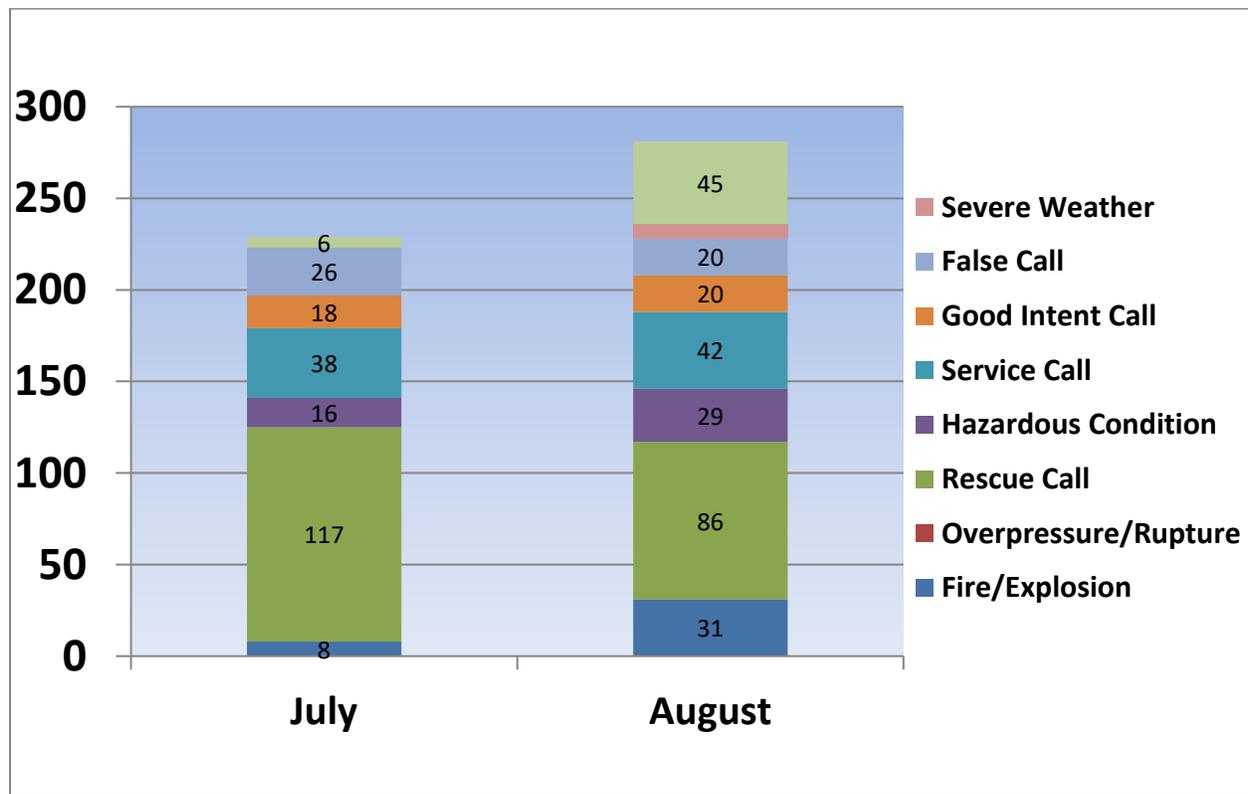
To: Blaine Cox, City Manager

From: Mark E Klose, Fire Chief

Date: September 10, 2020

Ref: Monthly Report for August 2020

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



The above graph shows our runs for Fiscal Year 2021 with August's data shown individually with their respective totals. For the month of August there were 281 calls for service. Rochester Fire has responded to a total of **510** calls for Fiscal Year 2021.

FIRE DEPARTMENT OPERATIONS

Managed and organized equipment and supply purchases as needed

Managed apparatus repairs as needed

Began scheduling apparatus inspections

FIRE PREVENTION BUREAU

Fire Prevention continues to be out in the community working with residents, business owners, and contractors with various inspection requests. With the onset of schools returning in September, there was an increase of requests for education inspections to ensure proper life safety compliance in conjunction with the COVID-19 guidelines. Deputy Chief Hughes investigated six fires during the month of August with two requiring the NH State Fire Marshal's Office. Deputy Chief Hughes also continues to work with the City's Recreation Department to ensure proper reopening of the Ice Arena and Community Center due to COVID-19.

TRAINING DIVISION

Total Hours of Training Completed in IMC: 230

Total Courses Completed & Reported to IMC: 140

Total Hours Completed in FR1: 21

Total Courses Completed in FR1: 20

Continued to develop standard lesson plans for RFD

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

DEPARTMENT INFORMATION:

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

CIP UPDATE:

Washer Extractor has been delivered and installed at Station 2 and is now in service.

First of two pickup trucks has been delivered. Emergency Package up fit will be completed over the next two months.

Committees are still working diligently to finalize the department's needs for the purchase of a new Engine and Ladder Truck.

RESPONSE ACTIVITY:

August 3 – Rochester – Structure Fire. Engine 5, Engine 7, Engine 2, Truck 1 and Chief 1 responded to North Main Street for a structure fire. Fire was found at the rear of the building, all occupants accounted for. Checked all floors for extension, did a primary and secondary search. Chief 2 and K1 responded to the scene. K1 remained on scene for the investigation, all other apparatus returned to their Stations.

August 4 – Somersworth – Gas Leak. Crews responded to Somersworth for a report of a gas leak. This was during Tropical Storm Isaias.

August 7 – Somersworth – Smoke in the Building. Engine 5 responded to Somersworth for the report of smoke in the building. Arrived on scene and stood by the hydrant. Released by Command and returned to the City.

August 8 – Barrington – Fire in the Building. Engine 3, Chief 2 and Chief 3 responded to Barrington for a fire in the building. Arrived on scene and were assigned to the back-up line and to perform a secondary search. Crews also assisted with fire ground operations. Released by Command and returned to the City.

August 8 – Rochester – Porch Fire. Engine 2 and K1 responded to England Road to check on an extinguished porch fire. Upon arrival, neighbor stated he smelled smoke and went to the house to investigate. A smoldering fire was found under the porch. Engine 2 returned to their Station. K1 remained on scene for the investigation.

August 8 – Somersworth – Brush Fire. Engine 5 and Forestry 1 responded to Somersworth for a brush fire. Crews assisted with the mop up of a large woods fire deep in the wood line. Crews released from the scene and returned to the City.

August 9 – Somersworth – Brush Fire. Forestry 1 responded to Somersworth to assist with overhaul from a brush fire from the day before. Cleared by Command and returned to the City.

August 9 – Rochester – Deck on Fire. Engine 2, Engine 1, Engine 5, Truck 1, Engine 7 and Chief 1 responded to England Road for a report of a deck on fire. Arrived on scene with nothing showing, as crews approached the area they noticed a small area smoldering. K1, RPD, and State Fire Marshal's Office was updated. Apparatus returned to their Stations.

August 11 – Barrington – Building Fire. Engine 2 and Engine 7 responded to Barrington for a reported building fire. Upon Barrington's arrival, they notified Rochester apparatus that it was an outside fire and were all set. Both engines cleared and returned to the City.

August 11 – Lebanon, ME – Camper Fire. Engine 5, Engine 7, Chief 2 and Chief 3 responded to Lebanon for a report of an explosion with flames spreading. Crews were assigned to water supply and fire attack. Once the fire was extinguished, crews returned to the City.

August 12 – Dover – Station Coverage. Engine 2 and Chief 3 responded to Dover for station coverage. While covering the station, Dover requested a second alarm. Engine 2 responded to the scene and reported to staging. Engine 2 and Chief 3 were released from staging and returned to the City.

August 14 – Strafford – Smoke in the Building. Engine 5 responded to Barrington for smoke in the building. Engine 5 was asked to check the second floor with the thermal imager. Once complete, Engine 5 returned to the City.

August 14 – Rochester – Vehicle Fire. Engine 2 responded to the Spaulding Turnpike for reports of a tractor trailer unit smoking. Arrived on scene to find a brake fire. Extinguished with a booster line. Scene turned over to NH State Police. Engine 2 returned to their Station.

August 18 – Berwick, ME – Brush Fire. Engine 5 and Chief 3 responded to Berwick, ME for a brush fire. Engine 7 was also requested to respond. Crews were asked to advance hose lines through the wooded area for fire suppression efforts. Once the fire was under control, crews assisted with getting equipment out. All apparatus returned to the City.

August 18 – Lebanon, ME – Building Fire. Engine 5, Engine 7, Chief 1 and Utility 1 responded to Lebanon, ME for a building fire. Arrived on scene to a 14' camper with nothing showing. Light smoke condition found inside the camper due to an electrical outlet. All apparatus returned to the City.

August 19 – Rochester – Fire. Engine 5, Engine 7, Truck 1, Engine 2, Chief 3, and K1 responded to Simple Life Recycling for a fire on the loading dock inside the building. On scene, crews found a steel container with metal shavings in it burning on the dock. Crews used a couple dry chemical extinguishers and a line to knock down the fire. Crews continued to work on extinguishment once the container was moved outside. Once extinguished and building ventilated, crews returned to their Stations.

August 19 – Berwick, ME – Brush Fire. Engine 7, Forestry 1, and Utility 1 were called to the scene of August 18th's brush fire. Released upon arrival. All apparatus returned to the City.

August 19 – Rochester – Couch Fire. Engine 5, Truck 1 and Engine 7 responded to Norway Plains Road where they found a couch burning in the middle of a gravel drive. Booster line was used to put it out. K1 was notified. All crews return to the Station.

August 20 – Rochester – Smoke Investigation. Engine 5, Engine 7, and Engine 2 responded to Four Rod Road for a report of smoke in the area. Upon arrival, crews discovered a mostly extinguished fire on the backside of a mobile home. Large volume of gasoline found on the ground. Occupants were separated and asked to stand back until RPD arrived. K1 and State Fire Marshal Office were requested to the scene. Fire line tape was put up to secure the scene. Scene turned over to K1 and State Fire Marshal Office. Crews returned to their Stations.

August 20 – Rochester – Fire Alarm Activation. Engine 2, Truck 1, and Engine 5 responded to Brock Street for a fire alarm activation. Nothing showing upon arrival, Truck 1 and Engine 2 were returned to their Stations. Engine 5 checked through a basement window and found a steam condition due to boiler. K1 and Chief 2 were requested to the scene. All apparatus returned to their Stations.

August 21 – Somersworth – Building Fire. Engine 2 and Chief 3 responded to Somersworth for a building fire at Hilltop Chevrolet. Crews laid a supply line for Somersworth Engine to a hydrant. Additional manpower provided by Engine 1. Fire escalated to a third alarm. Crews released by Command and returned to the City.

August 22 – Rochester – Brush Fire. Engine 5 and Forestry 1 responded to Cross at Betts Road for a 10'x20' area burning. Extinguished with a booster line from Engine 5. Crews cleared the scene to respond to another call.

August 22 – Rochester – MVA. Engine 2 responded to Chestnut Hill Road for a motor vehicle accident. Command was established and the roadway was shut down. Total of three patients, with one fatality. Engine 5 and Forestry 1 responded to assist with patient triage. Crews assisted EMS with transporting patients to FMH and PRH. Crews returned to their Stations.

August 26 – Rochester – Building Fire. Engine 5, Engine 2, Engine 7, Engine 1, Chief 1, Chief 3 and K1 responded to Fernald Lane for a building fire. Crews arrived on scene to a single wide mobile home, well involved. Crews stretched lines to knock the fire down. One LT was transported to FMH for debris in his eye and one FF was evaluated on scene. K1 began his investigation. All other crews packed up and returned to their stations.

August 30 – Rochester – Gunshot. Engine 2 and Engine 5 responded to Monroe Drive for a gunshot to the neck. Crews arrived on scene and responded to the patient on the 2nd floor. EMS advised the patient was not viable. Crews were cleared and returned to their station.

EMERGENCY MANAGEMENT

There are currently 2 active COVID-19 cases in the City of Rochester.

Strafford County has 39 active COVID-19 cases, 28 of which are in Durham.

09/10/2020



ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET
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"Dedication, Pride, Integrity"

POLICE COMMISSION

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

PAUL R. TOUSSAINT
Chief of Police

September 8, 2020



TO: City Manager Blaine Cox

RE: Monthly Report – August 2020

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

The investigations bureau had 37 cases submitted for review. There are currently 63 cases assigned. There were 47 cases presented to the Grand Jury, with 43 True Bills. There were five detective call outs. There were two background investigations and one polygraph. There were 336 pieces of evidence logged in, and 45 items returned to owners.

COMMUNITY ENGAGEMENT OFFICER/PROBLEM ORIENTED POLICING UNIT: Officer Danie took part in getting the Life Safety Committee (Police, Fire and Code Enforcement) back up and running and we have been working with the committee on addressing some quality of life issues and other issues surrounding various apartments. We successfully worked together dealing with properties on Lafayette Street, Charles Street and Winter Street regarding drug use and common nuisance issues and statutes.

The POP/CEO Unit has been actively working other places as well and continue to utilize the assistance of other agencies and resources to assist. Landlord contact has been a big push for the POP unit to help clean up neighborhoods and resolve problems.

Homeless camps continue to be a focus for the unit as well. We have visited many camps over the past month, moving some along at the request of the landowner, and documenting who is staying where. We have also been trying provide them with information on services and resources. One person that Officer Seager actually arrested later thanked Officer Seager for arresting him, which got him back on the right track. We continue to look for solutions and work with property owners to resolve issues.

Officer Danie and Sgt. Babine recently went to the summer camps at the schools and interacted with the children.

Officer Danie has been working with YMCA on some issues at their facility and solved some criminal mischief activity.

Officer Danie continues to work to better the downtown by getting Friendly's cleaned up, he met with the owner of Ben Franklin to see about getting a business in there and keeps positive contact with business owners and help with their concerns.

Officer Seager, Sgt. Babine and Officer Danie worked with Gather at the Community Center to distribute food to those in need

CompStat: In field activity, there was a noticeable increase in traffic stops going from 326 the previous month to 620 this month. A majority of the stops were in our downtown area, but there was an increase in outer areas as well—including Salmon Falls Road. The 620 stops from this month was significant compared to the same time period last year where there was only 273. There was a decline in accidents at 68—compared to the previous month at 86. During COVID, we have seen this decrease possibly due to fewer vehicles on the road. The road with the highest amount of crashes was North Main Street with 10 for the month. The DWI's remain in the same range at 7, with 2 from narcotics and 5 from alcohol. There were 2 DWI arrests from traffic stops, 1 from a welfare check, 2 from BOLO's and 2 from crashes. There was no common factor for specific enforcement in any particular area, day or time.

With property crimes, we had 2 burglaries for the month. We did have a notable increase (23 incidents) in shoplifting with the majority generated from loss prevention video review at the big box stores. We had 12 theft from motor vehicles, which is a decrease from last month. Year-to-date we are down 55% in this category. With regard to vandalism, there are no common factors or issues, however there was a big drop from the prior month going from 51 incidents to 30.

With drug incidents, we are seeing heroin, fentanyl, methamphetamine, cocaine, suboxone and some assorted prescription pills. We had no fatal overdoses this month, and possession incidents remained consistent at 13. We are showing a drop in overdoses from 12 last month to 7 this month. It is believed that there are probably more overdoses that are taking place, but with civilian narcan in the public, they may be being resolved without emergency services being called.

In violent crimes, we had no robberies for the month. There were 4 aggravated assaults and 2 of those were DV related. We had 25 simple assaults, which is down from 33 the month before. It is important to note that 10 of the simple assaults were DV related. In looking at Simple and Aggravated assaults, we are not seeing random acts of violence taking place—they are known to each other.

COMMUNICATIONS: The new radios were cut over the second week in July. We continue to work with 2 way some issues and are in the process of trying new headsets that will be able to accommodate the radio and phone at the same time.

We reached out to Rapid SOS about the services they provide to emergency services – Rapid SOS receives device based location data – similar to E911 but continues to monitor the coordinates of the phone call whether dropped or still on the line with 911. It is entirely free and the surrounding towns are using to ping phones in life or death situations.

Radio Replacement Project- 2-Way installed antennas at the water tanks on Chesley Hill Road and Salmon Falls Road. The Rochester Hill water tank is scheduled for install the week of August 24 due to coordination with the cell phone provider also located on that tower. Supervision from DPW Water Division approved the cement work for the radio equipment shelters. Two of the radio shelters, which house the electronics are almost completed. There is a site walk scheduled for August 28 at the new DPW site with the DPW contractor, engineering firm, City IT Services and 2-Way to discuss the tower location and schedule for installation. Due to relying on some of our power and fiber connections this site will not be online until well after the initial system is operational. I am also currently working with Chief Breault of Dover Police to install some radio gear on a City of Dover tower on Long Hill Rd. for better coverage at southern points of the city.

Mobile Dispatch Backup- The bid specifications and document for the trailer is complete and under review by the finance department. We have a tentative bid opening scheduled for September 27th. We have also been discussing IT Department needs and will meet to review technical aspects between IT and the radio side for connectivity.

During the month of August there were several purchases over the \$5000 threshold; including purchase orders for backline cruisers, radios for cruisers and portables, online crime reporting yearly fees, 2-Way for radio project installations, Patrol PC and WatchGuard for cruiser equipment.

FORFEITURE SPENDING: There was no forfeiture spending this period.

HIRING: Officer Rummo attended the 183rd recruit academy PT test as candidate 72 of 67 available slots. Five recruits failed the testing, which allowed Officer Rummo to be admitted to the next academy, which starts on August 31st.

HONOR GUARD: We are working on using grant money to purchase new rifles to replace the old WW2 ones that are not as functional as they once were and are not dependable. Parts and ammo are not as accessible or affordable. The new rifles will match the recent ones donated by the American Legion. They are lighter and easier to maintain as well. We are looking to add 6 rifles to complete our unit.

HOUSING: There were 35 Police related calls for service for the month. There was an increase in calls at Cold Spring, but no patterns have been revealed. Officer Blair is working with Housing Management to help with issues and see if there is anything further that can be done. We are also working on people throwing rocks from the railroad tracks onto vehicles at the Art Nickless Building on Glenwood Avenue. Officer Blair and the POP unit are working on this. Officer Mundy returns to part time work August 29, and starts training with Officer Blair on August 31 in preparation for Officer Blair's pending retirement.

K-9: This month the Rochester K-9 Unit responded to 3 calls, all tracks, in Rochester this period.

PROSECUTION - ADULT: Due to limitations in operations being imposed/mandated by the Court, court cases are still being heard in limited numbers.

PROSECUTION - JUVENILE: Juvenile prosecution had 28 petitions. The following hearings were also held: 8 arraignments set for trial, 3 arraignments resolved by plea, 2 Emergency placement, 1 dispositional hearing, 1 trial with guilty verdict (True) and 2 trials resolved by plea. There were seven motions to impose suspended sentences and one motion to bring a case forward for trial.

Lt. Gould covered hearings on July 6 and 7 for Attorney Mitrushi.

RENTAL PROPERTY OWNERS ASSOCIATION: Lt. Bossi attended the August meeting. He discussed Police staffing and use of staff and POP, and filling vacancies in Investigations. He did a brief update on activity in the City and answered questions reference to evictions related to drug activity or police involvement and what type of thresholds of evidence is needed. Lt. Bossi answered questions about the relationship between the police and the sheriff's department, how and in what ways the two departments work together. Until further notice the RPOA will be planning on Zoom as the method of holding meetings. The next meeting will be on September 3, 2020 at 8am.

SCHOOL RESOURCE OFFICERS: SRO Jackson and SRO Porfido had been assigned to Patrol since COVID school closures in March. They are gearing up to return to school on August 23. Officer Porfido has been visiting with the Maple Street Magnet School which has been in session.

Explorer Post: No meetings. Still on hold during COVID.

TRAINING: We hosted the annual crossing guard training on August 13 in webinar format. Officer Butcher and Officer Oswald attended a 40hr CIT training certification hosted by Dover Police.

We have a PT test scheduled for Saturday August 29th for uncertified candidates. We have four confirmed as attending and another in the military that we are in the process of making arrangements for him to be included in the process.

Respectfully Submitted,

Paul R. Toussaint
Chief of Police

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City Clerk's Office

Rochester Police Department

August 2020 Comp Stat Report



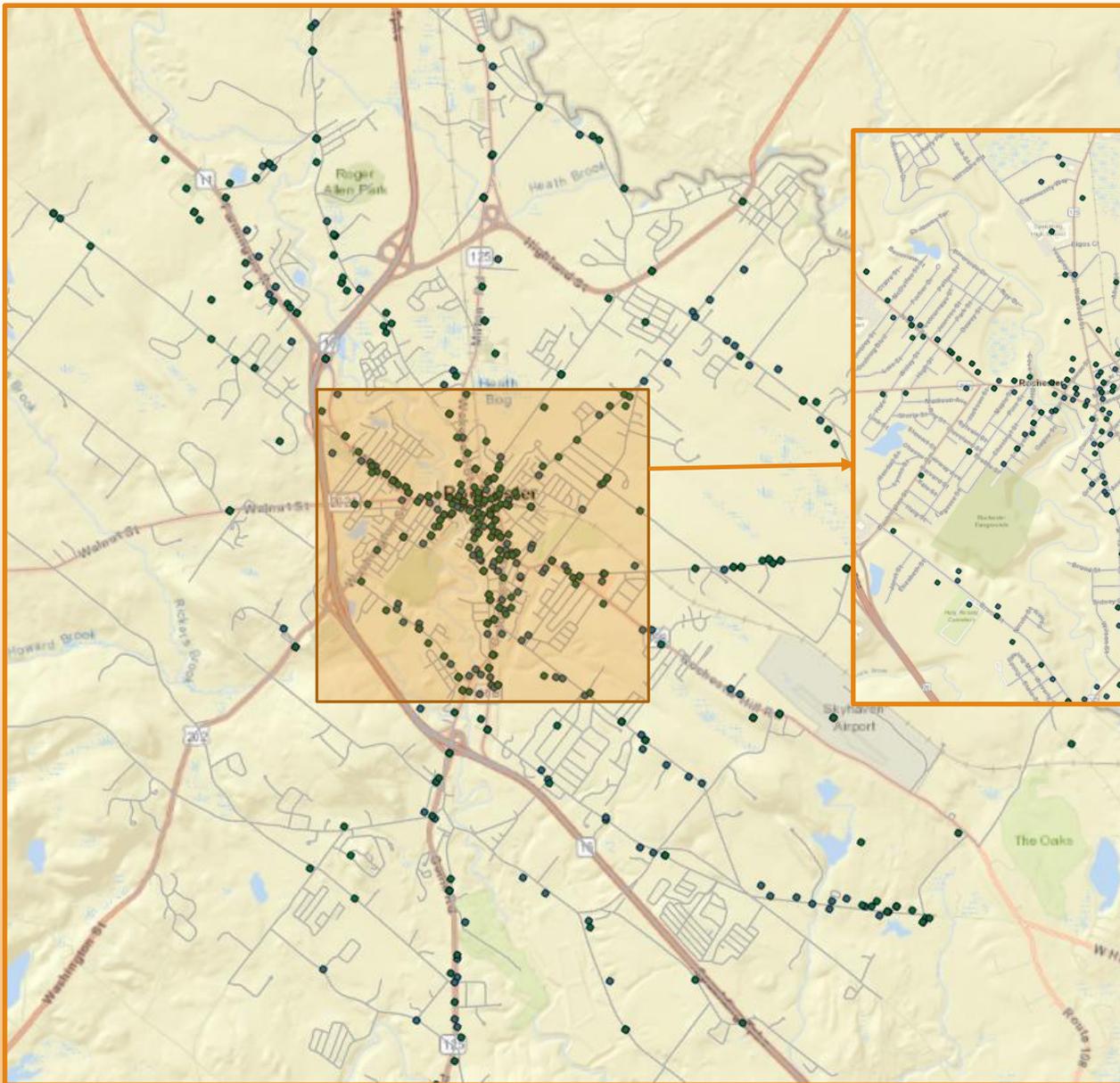
Field Activities

Specific Crimes	Aug-20	Aug-19	%Change	Jul-20	%Change	Jun-20	YTD 20	YTD 19	%Change	YTD 18
Traffic Stops	860	376	129%	620	39%	326	3428	3285	4%	7396
Arrests from Stops	34	18	89%	21	62%	16	126	154	-18%	304
Summons	30	25	20%	17	76%	18	143	156	-8%	479
Warnings	765	318	141%	565	35%	284	3066	2842	8%	6095
No Action	24	16	50%	15	60%	6	71	116	-39%	202
Accidents	77	100	-23%	68	13%	86	662	640	3%	789
Summons from ACs	0	4	-100%	0	100%	3	11	17	-35%	27
Arrests from ACs	4	4	0%	8	-50%	10	39	36	8%	45
Field Interviews	28	10	180%	25	12%	10	103	77	34%	80
DWI	6	8	-25%	7	-14%	7	50	58	-14%	59
<i>Narcotics</i>	3	2	50%	2	50%	3	19	15	27%	15
<i>Alcohol</i>	3	6	-50%	5	-40%	4	31	43	-28%	44
DWI from Accidents	4	2	100%	2	100%	2	16	15	7%	17

Traffic Stops

860 Total Traffic Stops

- 34 Arrests
- 30 Summons
- 765 Warnings



The number of traffic stops increased substantially from the previous month. As can be seen in the adjacent maps, the majority of traffic stops continue in the town center and along major routes into the city.

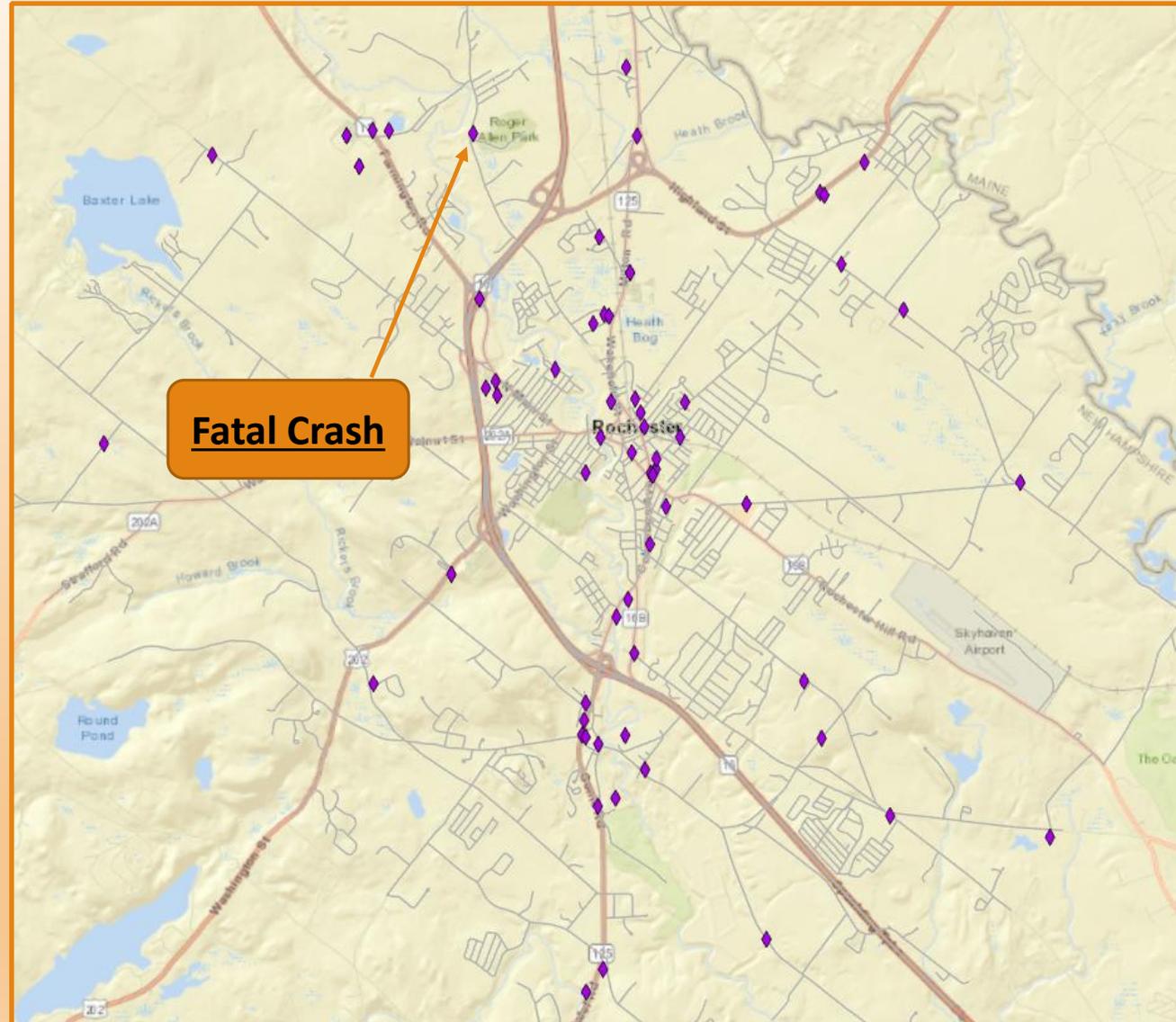
Motor Vehicle Crashes

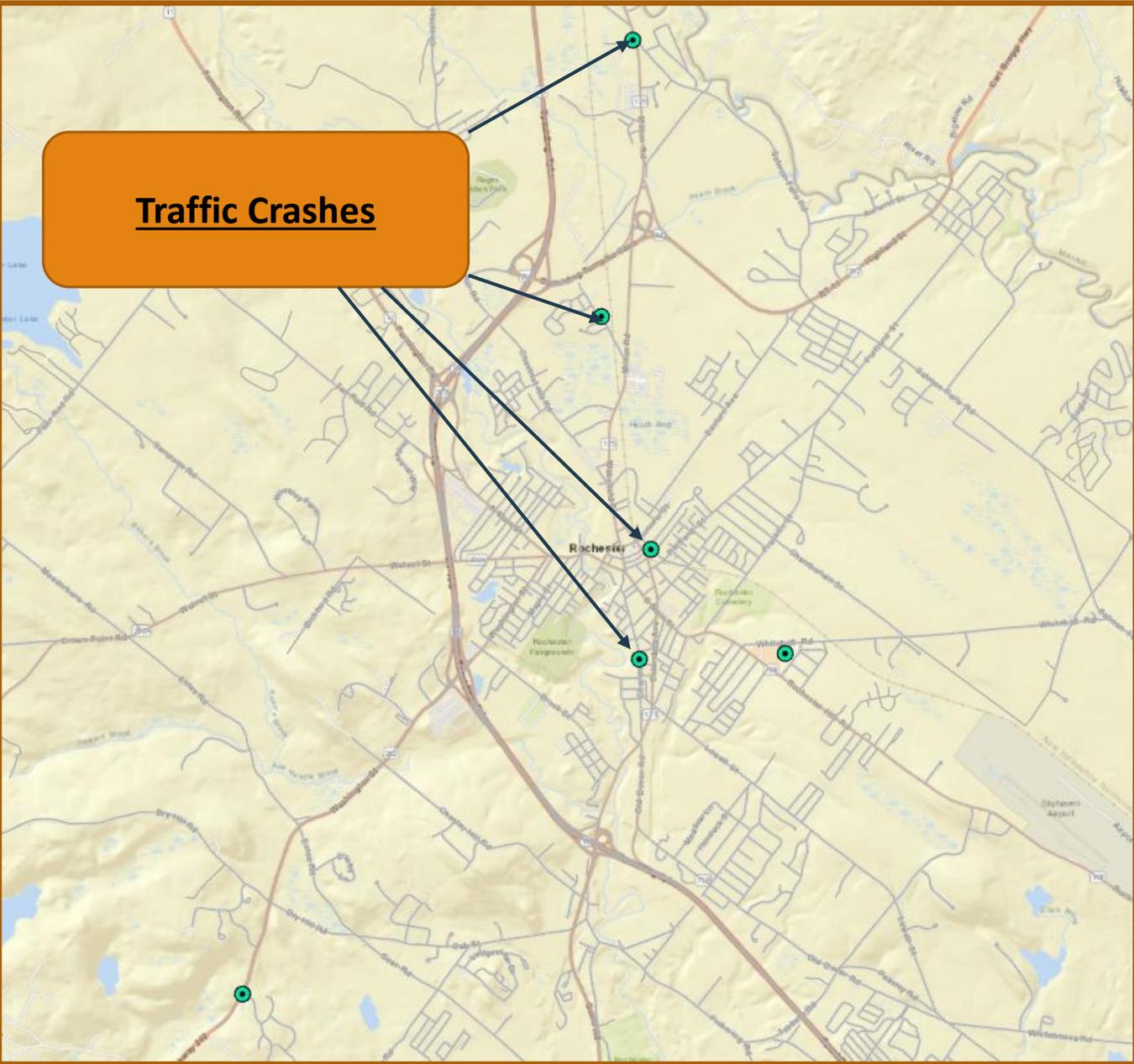
09/10/2020

- 77 total crashes – up slightly from the previous month
- 1 fatal crash (still under investigation)
 - Chestnut Hill Rd involving U-Haul van
- 4 reported crashes that resulted in DWI arrest
- 13 parking lot crashes at following locations:
 - (7) 120 Marketplace Blvd
 - (6) 116 Farmington Rd

• High Volume Roads:

Count of LOCATION_	
LOCATION_	Total
WASHINGTON ST	9
FARMINGTON RD	9
MARKETPLACE BLVD	7
GONIC RD	5
NORTH MAIN ST	5
SOUTH MAIN ST	4





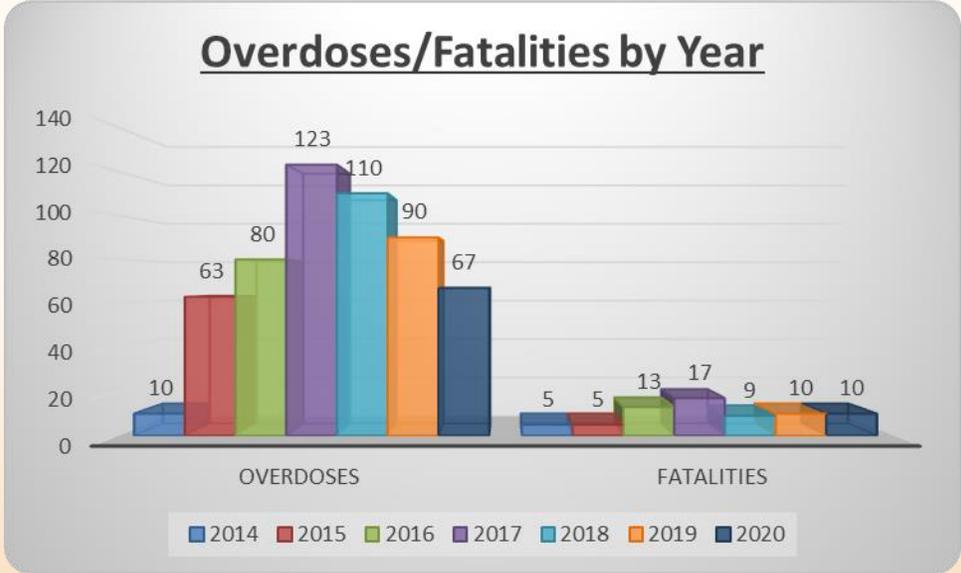
DWI Incidents

- 6 Total Incidents
 - 4 Crashes
 - 2 Welfare Checks
- 3 Drug / 3 Alcohol related incidents
- 6 Arrests

Property Crimes

Specific Crimes	Aug-20	Aug-19	%Change	Jul-20	%Change	Jun-20	YTD-20	YTD 19	%Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Burglary	2	6	-67%	2	0%	1	33	77	-57%	12%	15%	54
Shoplifting	19	7	171%	23	-17%	8	136	143	-5%	63%	82%	175
Theft from a Building	10	26	-62%	8	25%	8	96	127	-24%	23%	28%	117
Theft from M/V (including Parts)	4	40	-90%	12	-67%	17	63	171	-63%	0%	4%	74
All Other Theft	22	21	5%	16	38%	14	117	115	2%	6%	7%	141
M/V Theft	4	3	33%	2	100%	4	27	25	8%	11%	18%	22
Vandalism	43	37	16%	30	43%	51	282	260	8%	23%	28%	268
Total Property	104	140	-26%	93	12%	103	754	918	-18%	21%	28%	851
Arrests												
Specific Crimes	Aug-20	Aug-19	%Change	Jul-20	%Change	Jun-20	YTD-20	YTD 19	%Change			YTD 18
Burglary	0	0	0%	0	0%	0	4	15	-73%			11
Shoplifting	8	12	-33%	8	0%	3	85	144	-41%			161
Theft from a Building	0	1	-100%	0	0%	0	22	21	5%			17
Theft from M/V (including Parts)	0	1	-100%	0	0%	0	0	9	-100%			3
All Other Theft	0	2	-100%	0	0%	0	7	6	17%			25
M/V Theft	0	0	0%	0	0%	0	3	6	-50%			5
Vandalism	7	3	133%	7	0%	10	66	93	-29%			85
Total Property	15	19	-21%	15	0%	13	187	294	-36%			307

Drug Incidents



All Incident Reports												
Specific Crimes	Aug-20	Aug-19	% Change	Jul-20	% Change	Jun-20	YTD-2020	YTD 2019	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Possession	13	14	-7%	13	0%	14	100	85	18%	58%	96%	98
Drug Events	14	14	0%	5	180%	7	54	108	-50%			21
Overdoses	5	9	-44%	7	-29%	12	67	90	-26%			110
Fatal Overdoses	1	1	0%	0	0%	0	10	10	0%			9
Total Drug	33	38	-13%	25	32%	33	231	293	-21%			238
Arrests												
Specific Crimes	Aug-20	Aug-19	% Change	Jul-20	% Change	Jun-20	TYD-20	YTD 19	% Change			YTD 18
Possession	7	13	-46%	9	-22%	17	58	82	-29%			101

Violent Crimes

All Incident Reports												
Specific Crimes	Aug-20	Aug-19	%Change	Jul-20	%Change	Jun-20	YTD 20	YTD 19	%Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Homicide	2	0	100%	0	0%	0	2	0	100%	0%	0%	1
Robbery	2	1	100%	0	0%	0	9	6	50%	56%	83%	12
Aggravated Assault	0	4	-100%	4	-100%	3	22	44	-50%	59%	64%	47
<i>from DV*</i>	0	1	-100%	2	-100%	3	12	13	-8%	83%	69%	21
Simple Assault	41	26	58%	25	64%	33	273	249	10%	49%	64%	315
<i>from DV*</i>	17	6	183%	10	70%	17	143	112	28%	67%	77%	149
Total Violent	45	31	45%	29	55%	36	306	299	2%	41%	78%	375
Arrests												
Specific Crimes	Aug-20	Aug-19	%Change	Jul-20	%Change	Jun-20	YTD 20	YTD 19	%Change			YTD 18
Homicide	0	0	0%	0	0%	0	0	1	-100%			0
Robbery	1	1	0%	0	0%	0	5	5	0%			6
Aggravated Assault	0	3	-100%	1	-100%	3	13	28	-54%			28
<i>from DV*</i>	0	1	-100%	0	0%	3	10	9	11%			14
Simple Assault	19	19	0%	13	46%	16	135	159	-15%			154
<i>from DV*</i>	12	8	50%	8	50%	12	96	86	12%			83
Total Violent	20	23	-13%	14	43%	19	153	193	-21%			188

Domestic Violence Related Calls

August 2020

09/10/2020

Misdemeanor – 21

Felony - 1

90F* - 29

2020 Monthly Comparison

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Misdemeanor	23	14	24	19	25	21	18	21
Felony	6	1	4	2	2	3	2	1
90F*	11	14	16	9	25	22	27	29

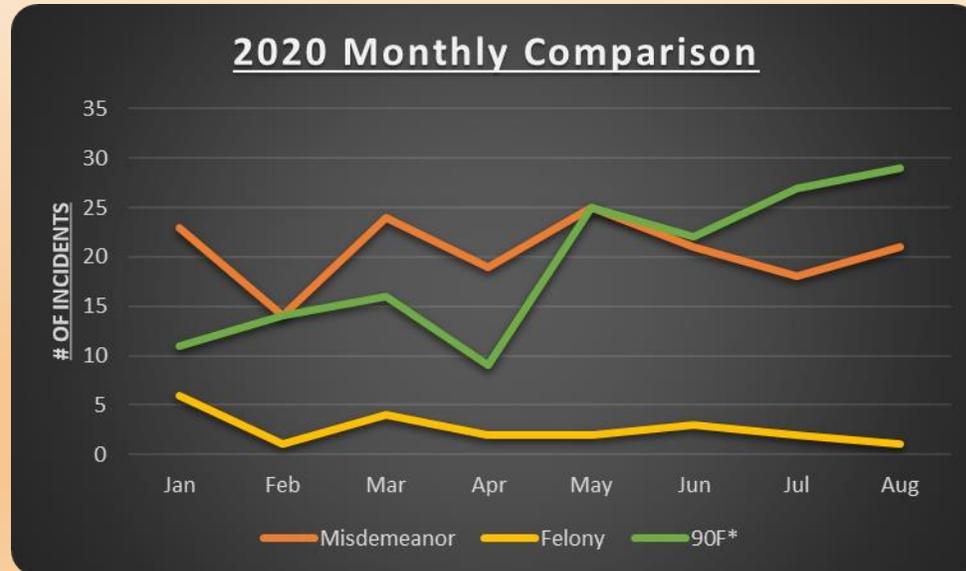
* denotes Domestic Disturbance

3-Year Comparison

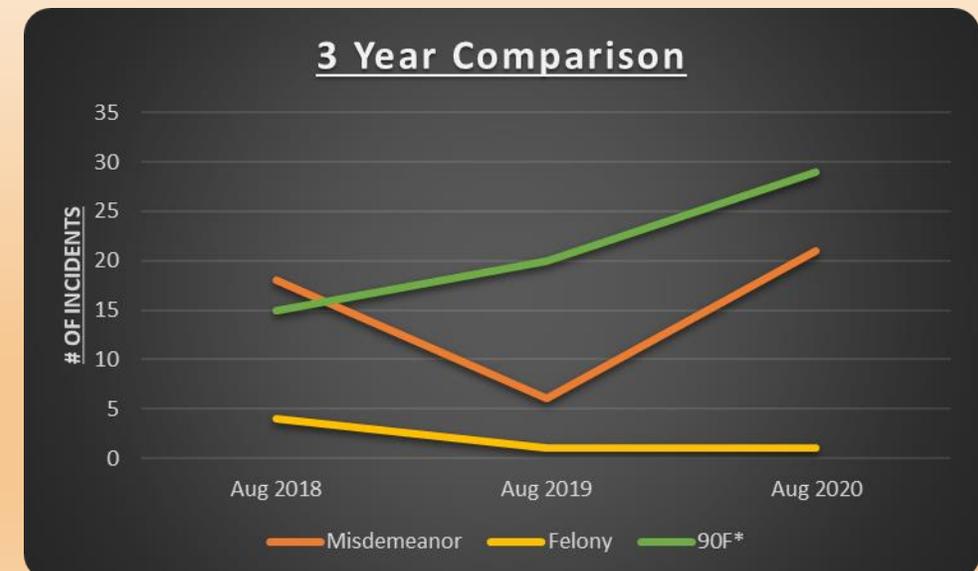
	Aug 2018	Aug 2019	Aug 2020
Misdemeanor	18	6	21
Felony	4	1	1
90F*	15	20	29

* denotes Domestic Disturbance

2020 Monthly Comparison



3 Year Comparison

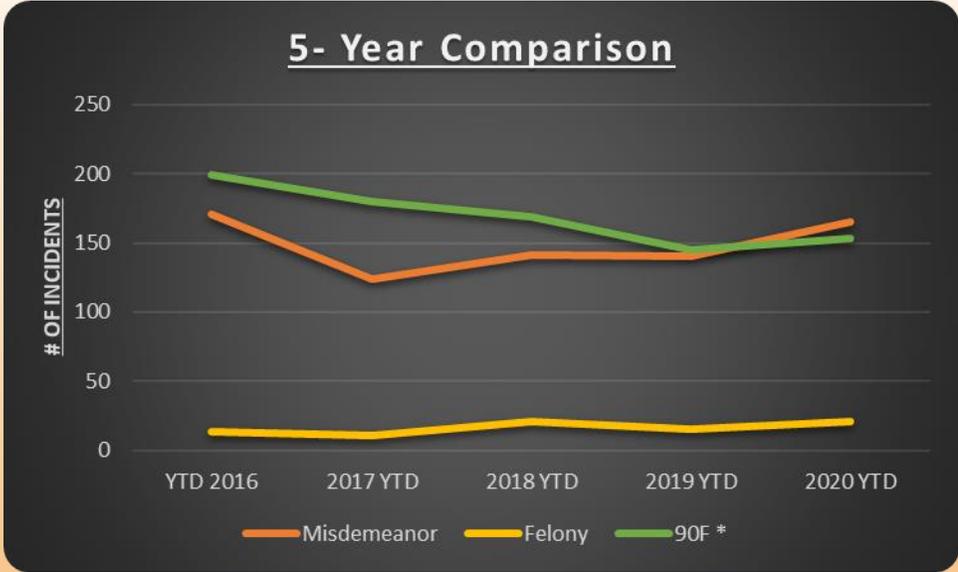


Domestic Violence Related Calls, (cont.)

5 Year Comparison

	YTD 2016	2017 YTD	2018 YTD	2019 YTD	2020 YTD
Misdemeanor	171	124	141	140	165
Felony	13	11	21	15	21
90F *	199	180	169	145	153

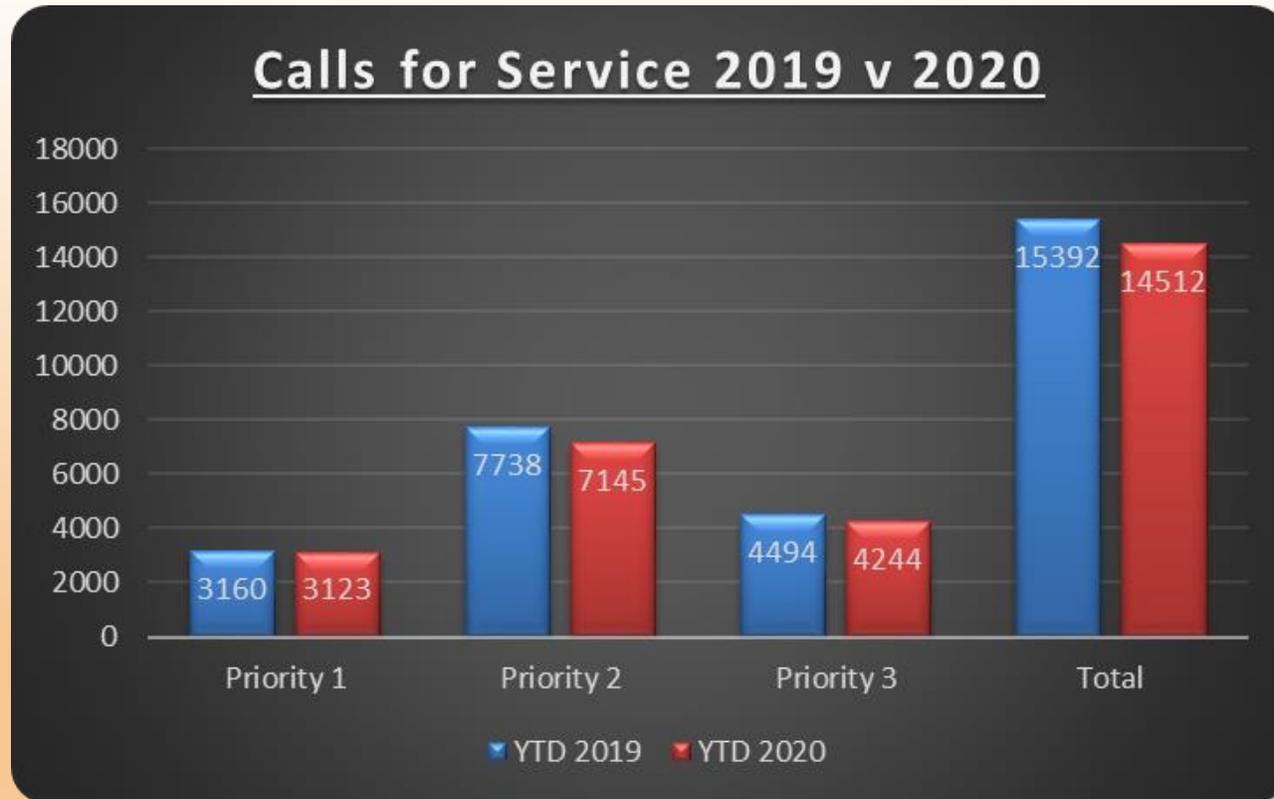
* denotes, Domestic Disturbance



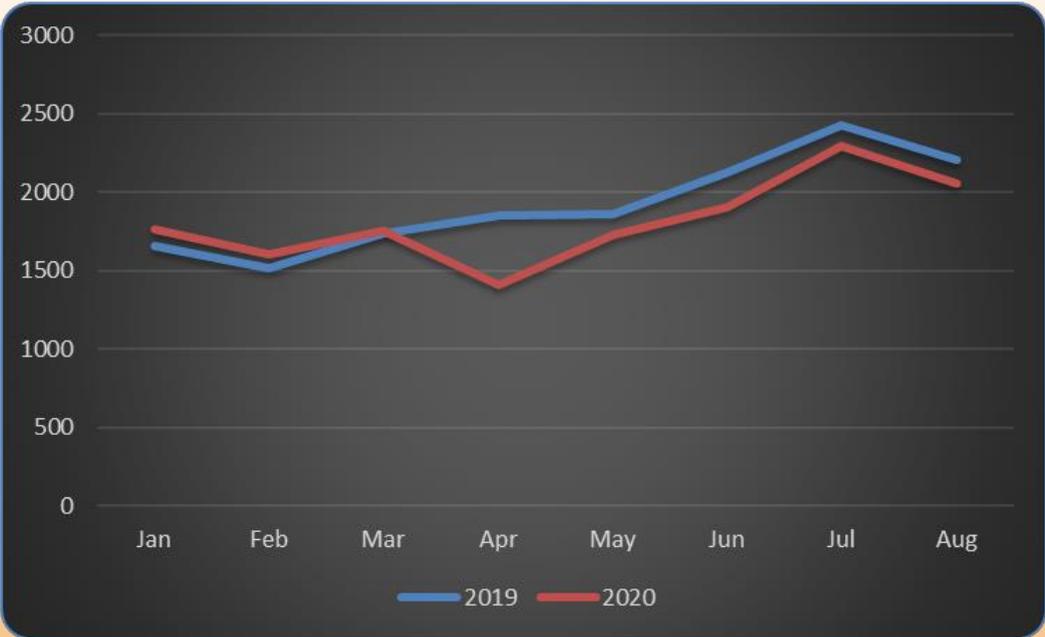
Threshold

Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	85	69-101	77	Normal
Traffic Stop	734	380-1088	860	Normal
DWI	7	4-10	6	Normal
Robbery	2	0-3	2	Normal
Aggravated Assault	6	3-8	0	Very Low
Simple Assault	38	30-47	41	Normal
Burglary	8	5-12	2	Moderately Low
Shoplifting	23	16-31	19	Normal
Theft from Building	17	10-24	10	Normal
Theft from MV	15	7-24	4	Moderately Low
MV Theft	3	1-5	4	Normal
Vandalism	35	27-43	43	Normal
Possession	15	10-21	13	Normal
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	46	36-55	45	Normal
Property	119	91-148	104	Normal

Calls for Service 2019 v 2020



APPARENT COVID-19 IMPACT ON CALLS FOR SERVICE



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
2019	1661	1516	1738	1854	1864	2122	2430	2207
2020	1761	1602	1753	1410	1728	1909	2292	2057

Calls for Service by Priority

Priority 1 Calls For Service



Priority 3 Calls For Service

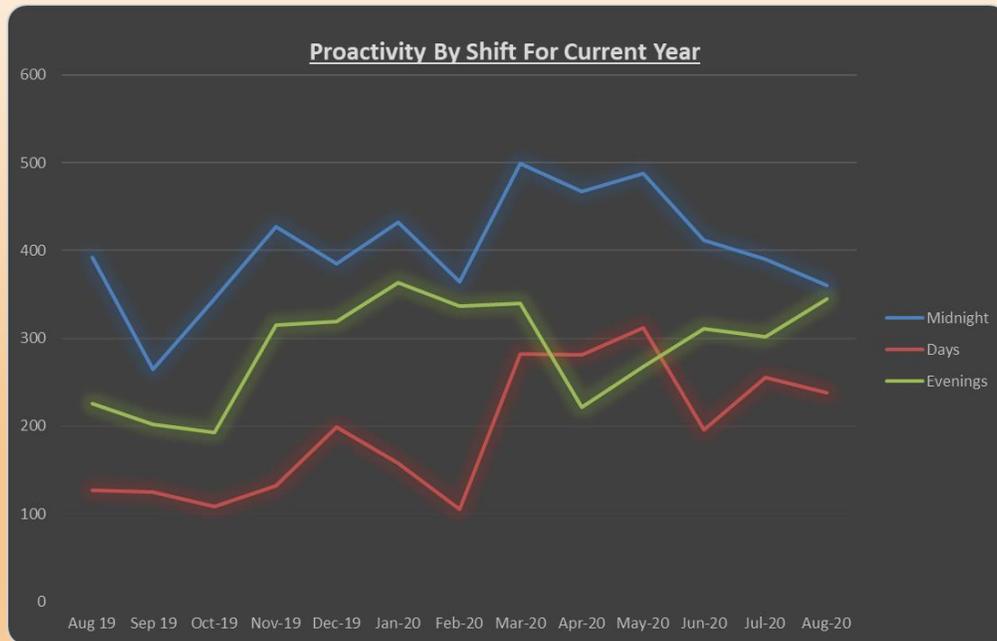


Priority 2 Calls For Service

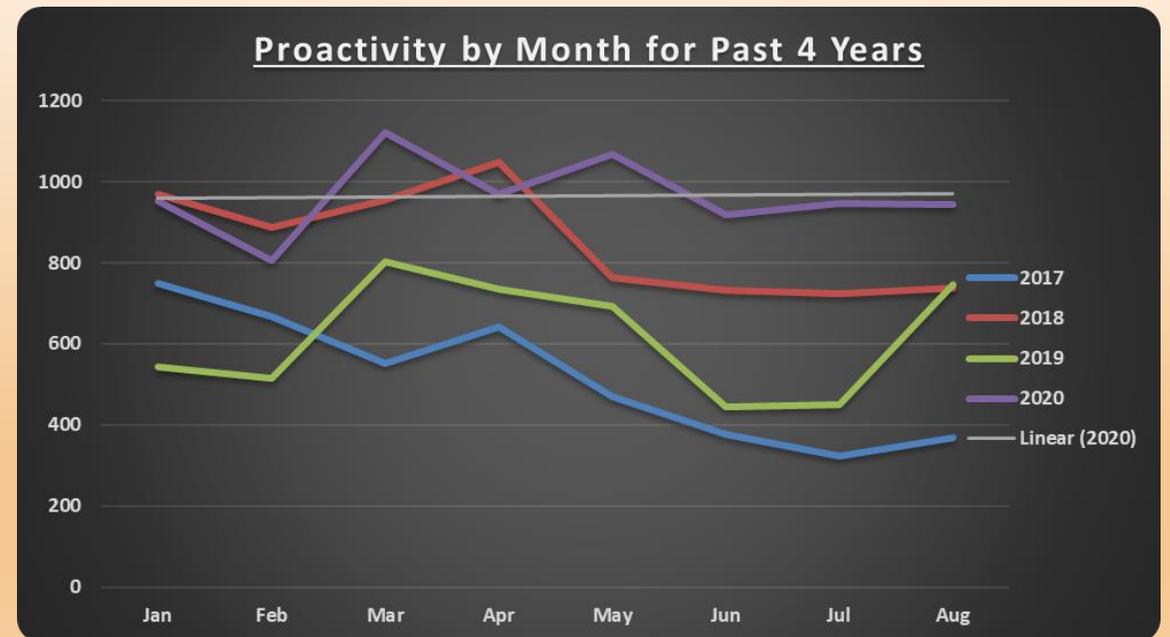


Proactive Hours by Shift

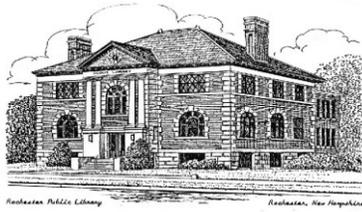
August 2020



4-year Comparison by Month







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

09/10/2020

Main Desk: (603) 332-1428
Reference: 335-7550
Children's: 335-7549
Fax: 335-7582
www.rpl.lib.nh.us

MONTHLY REPORT

August 2020

The Library staff continued throughout the month of August to post interactive content to social media pages and the library's website daily. The Children's Room held "Pop-Up Story Times" outside when the weather permitted. On August 28th, Children's Room staff held a "Drive-By Frozen Treat" program from 2:30 -4:00. Over 65 children were happy to be greeted curbside with a yummy treat from our enthusiastic staff.

"RPL to Go" continued throughout the month. Patrons selected items online, through email or over the phone and staff members checked-out these items and called with a designated pick-up time. Items were packaged in bags and a contactless pick-up was available in the ground floor lobby. Over 734 appointments for pick-up were made throughout the month of August.

The library computers, printers, photocopiers and Wi-Fi continued to be available to patrons by appointment this month. Over one hundred and thirty-eight patrons took advantage of this service with more signing up everyday.

Patron browsing became available in August. Appointments are scheduled for 45 minutes of browsing through the library collection. Both individual and family browsing appointments are available at this time. There was a total of 6,374 items circulated from the library in the month of August

Adult Circulation Services continued the Adult Summer Reading Program "Summer Escape" through August 14th. Patrons that signed-up received five "Escape-Themed" book recommendations as well as suggestions for free virtual summer fun each week. Each email address signed up for the program was entered to win a Kindle Fire. Cynthia Swett was chosen on Monday, August 17th as the random prize winner.

Guided Meditation & Home Yoga Practice videos by Naomi Kaplan continue to be available on the library website in August.

Three hundred and thirty-one of our library patrons downloaded 1,590 e-books to media devices through the library's web site this month. The RPL website also enabled 26 patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 417 digital downloads from Hoopla.

Trustees will be meeting in the library on September 15th at 6pm.

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City Clerk's Office

City of Rochester Tax Collector's Office

August 31, 2020

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2020	Semi Warrant	34,438,631.00	32,994,421.31	95.81%	1,444,209.69	4.19%
2019		66,169,796	65,172,645.45	98.49%	997,150.55	1.51%
2018		63,834,824	63,187,490.23	98.99%	647,333.77	1.01%
2017		60,524,791	60,238,855.70	99.53%	285,935.30	0.47%
2016		58,196,003	58,060,162.50	99.77%	135,840.50	0.23%
2015		56,938,119	56,831,791.48	99.81%	106,327.52	0.19%
2014		55,068,779	55,001,417.61	99.88%	67,361.39	0.12%
2013		53,324,262	53,271,592.62	99.90%	52,669.38	0.10%
2012		50,952,912	50,918,204.12	99.93%	34,707.88	0.07%
2011		48,856,892	48,823,018.08	99.93%	33,873.92	0.07%
2010		47,308,832	47,281,789.86	99.94%	27,042.14	0.06%
2009		46,898,827	46,874,662.60	99.95%	24,164.40	0.05%
2008		46,522,769	46,509,874.28	99.97%	12,894.72	0.03%
2007		42,964,450	42,952,909.37	99.97%	11,540.63	0.03%
2006		40,794,160	40,787,509.45	99.98%	6,650.55	0.02%
2005		38,024,453	38,019,001.03	99.99%	5,451.97	0.01%
2004		36,065,496	36,059,946.10	99.98%	5,549.90	0.02%
2003		33,310,579	33,306,755.65	99.99%	3,823.35	0.01%
2002		29,725,878	29,722,554.10	99.99%	3,323.90	0.01%
2001		26,943,136	26,940,170.75	99.99%	2,965.25	0.01%
2000		25,415,248	25,413,243.68	99.99%	2,004.32	0.01%
1999		22,973,308	22,971,980.41	99.99%	1,327.59	0.01%
1998		30,592,529	30,590,734.68	99.99%	1,794.32	0.01%
1997		29,835,914	29,834,230.90	99.99%	1,683.10	0.01%
1996		27,726,424	27,724,777.67	99.99%	1,646.33	0.01%
1995		27,712,029	27,711,835.43	100.00%	193.57	0.00%
					3,917,465.94	

Tax Collector
Doreen Jones, CTC

City of Rochester Tax Collector's Office

August 31, 2020

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					3,917,465.94	

Tax Collector
Doreen Jones, CTC

CSS Count FY 21		
Month	Total \$\$	# of Payments
July	\$ 365,434.21	659
Aug	\$ 190,384.98	596
Sept		
Oct		
Nov		
Dec		
Jan		
Feb		
Mar		
Apr		
May		
June		
Totals	\$ 555,819.19	1255

Online Credit Card Payments (Citizen Self Service)

Doreen Jones, CTC
Tax Collector

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City Clerk's Office

**Rochester, New Hampshire
Inter office Memorandum**

**TO: Blaine Cox
City Manager**

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



SUBJECT: Analysis of Direct Assistance for August 2020.

DATE: September 2, 2020

This office reported 67 formal case notes for the month of August.

Voucher amounts issued were as follows:

	4 <u>Families</u> 2 new	11 <u>Single</u> 2 new
Burial	650.00	.00
Dental00	.00
Electricity00	.00
Food.....	.00	.00
Fuel heating00	.00
Mortgage00	.00
Prescriptions00	41.76
Rent	600.00	3,250.00
Temporary Housing.....	488.00	630.00
Transportation	<u>.00</u>	<u>.00</u>
TOTAL	\$1,738.00	\$3,921.76

General Assistance above represents an average cost per case/family of \$434.50 and case/Individual of \$356.52 for this month.

Total vouchers issued: \$5,659.76

There was a decrease of \$12,907.44 in assistance issued this month compared to August 2019. There was an increase of \$2,663.26 in vouchers issued this month compared to last month.

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

NOTES

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