



**Rochester City Council Special Meeting
October 16, 2018
Council Chambers
7:00 PM**

1. **Call to Order**
2. **Roll Call**
3. **Resolution Authorizing Acceptance and Appropriation of NH Recreational Trails Program Grant Funds *first reading, consideration for second reading and adoption* P. 5**
4. **Amendments to the Non-Union Employment Policy Handbook *consideration for acceptance* P.11**
5. **Atlantic Broadband Dark Fiber IRU Agreement *consideration for approval* P. 35**
6. **Resolution Authorizing Increase in the Disabled Tax Exemption Asset Limitation from \$50,000 to \$100,000 and Increase in the Income Limitations, and Authorizing Increase in the Blind and Disabled Tax Exemption Amounts Taken off Assessments. *First reading, consideration for second reading and adoption* P. 39**
7. **Adjournment**

**Rochester City Council Workshop
October 16, 2018
Council Chambers
*Immediately Following Special Meeting***

Agenda

1. **Call to Order**
2. **Public Input**

*Intentionally
left blank...*

City Clerk's Office

- 3. Communications from the City Manager**
 - 3.1. Adopt-a-Spot Awards P. 43**
- 4. Communications from the Mayor**
- 5. Department Reports P. 47**
- 6. Other**
- 7. Non-Public/Non-Meeting**
 - 7.1. Non-Public Session, Personnel, RSA 91-A:3,II (a)**
 - 7.2. Non-Public Session - Land, RSA 91-A: 3, II (d)**
- 8. Adjournment**

*Intentionally
left blank...*

City Clerk's Office

**Resolution Authorizing Acceptance and Appropriation of NH Recreational Trails Program
Grant Funds**

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

WHEREAS, that a New Hampshire Recreational Trails Program grant in the amount of Eighty Thousand Dollars (\$80,000.00) awarded to the City of Rochester's Riverwalk Committee is hereby accepted by the City of Rochester;

WHEREAS, the aforesaid grant requires a 20% in-kind match by the City of Rochester of Twenty Thousand 88/100 Dollars (\$20,000.88), to be provided by Riverwalk Committee members, City staff time, and volunteers organized by the Riverwalk Committee;

FURTHER, that the sum of Eighty Thousand Dollars (\$80,000.00) be, and hereby is, appropriated to a non-lapsing Special Revenue Fund to be created for the purpose of carrying out the purposes of the New Hampshire Recreational Trail Program grant;

FURTHER, that the City Manager is authorized to enter into a grant agreement and any other contracts with the New Hampshire Bureau of Trails that are necessary to receive and administer the grant funds detailed above; and

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

*Intentionally
left blank...*

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
INFORMATION ONLY

FUNDING REQUIRED? YES NO
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES NO

FUNDING RESOLUTION FORM? YES NO

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

SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

GF Water Sewer Arena

CIP Water CIP Sewer CIP Arena CIP

Special Revenue

Fund Type: Lapsing

Non-Lapsing

Deauthorization

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

Appropriation

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

Revenue

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

DUNS #

CFDA #

Grant #

Grant Period: From
To

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

Reimbursement Request will be reduced

Funds will be returned

*Intentionally
left blank...*

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	Non-Union Employment Policy Handbook – Proposed Amendments
----------------	---

AGENDA DATE	September 4, 2018
DEPT. HEAD SIGNATURE	
DATE SUBMITTED	August 28, 2018
ATTACHMENTS	Yes <input type="checkbox"/> No <input type="checkbox"/>

DEPARTMENT APPROVALS

CHIEF FINANCIAL OFFICER	
CITY MANAGER	

BUDGET INFORMATION

SOURCE OF FUNDS	NA
SOURCE ACCOUNT NUMBER	NA
EXPENDITURE AMOUNT	NA
APPROPRIATION REQUIRED	Yes <input type="checkbox"/> No <input type="checkbox"/>

LEGAL AUTHORITY

[City Charter, Section 60](#)

SUMMARY STATEMENT

Per the City Charter, Section 60 the rules and regulations contained in the Non-Union Employment Policy Handbook “shall continue in force subject to amendments submitted from time to time by the City Manager which shall become effective upon majority vote of the City Council. City Council shall vote within sixty (60) days of amendment submittal.”

As identified on the following pages, the City Manager has displayed his recommended amendments using the “track changes” function in MS Word. The changes of substance are explained below using the reference numbers in the right margin of the following pages:

#1: The March deadline for the completion of performance evaluations would be moved to May. March is much sooner than is needed to effect merit salary adjustments for July 1st.

#2: The text explaining the calculation of Vacation/ Paid Time Off would be removed as it conveys the exact same information contained in the TABLE. In addition, the TABLE would be simplified by removing the day/month data and leaving only the weeks/year data. Finally, a fourth tier of paid leave would be added with an additional week of leave for those employees with 25 or more years of service.

#3: This was originally a separate Section (see Section 13 below). It was moved here to be included with the other paid time off provisions. In addition, the following language would be added: "... that will be usable for 14 calendar months. Upon separation from City service, the maximum PTO paid shall be 30 days." This allows employees to keep some days in reserve right up until the end of the 12 months of the year for unanticipated leave needs, including the 10 day elimination period for disability coverage to commence in the event of a serious medical condition. At the same time, the 30 day pay out limit prevents employees from carrying any of the first 30 days in to the following year to add to the new year's 30 days for a larger pay out.

#4: This amendment would allow employees who do not use any sick days a chance to earn a non-cumulative personal day six months sooner. This is already a provision in several collective bargaining agreements.

#5: This section would be eliminated because state law already requires this provision.

#6: The requirement of bereaved employees to use their leave in consecutive days, including weekends and holidays, would be eliminated.

#7: See #3 above (this is the language that would be moved to Section 4).

#8: This is simply a change in the name from Mathew Thornton (MT) to Anthem (A) and not a change in plan benefits.

RECOMMENDED ACTION

Approval of the recommended amendments.

NON-UNION EMPLOYMENT POLICY HANDBOOK

CITY OF ROCHESTER, NH

ARTICLE I	1
PURPOSE OF RULES AND REGULATIONS.....	1
ARTICLE II	1
AMENDMENT OF RULES	1
ARTICLE III	2
DEFINITIONS	2
ARTICLE IV	3
PERSONNEL RULES AND REGULATIONS.....	3
ARTICLE V	4
EMPLOYMENT.....	4
Section 1: ELIGIBILITY.....	4
Section 2: SELECTION	4
Section 3: APPOINTMENT.....	4
Section 4: PROMOTION.....	4
Section 5: PROBATION.....	5
Section 6: TRAINING.....	5
Section 7: TRANSFER	5
ARTICLE VI.....	5
CLASSIFICATION AND COMPENSATION.....	5
Section 1: CLASSIFICATION	5
Section 2: PAY PLAN	6
Section 3: COMPENSATION ADJUSTMENT	6
Section 3a: COMPENSATION ADJ. – TOP OF GRADE PAY MERIT PAY	6
ARTICLE VII.....	8
HOURS OF WORK AND LEAVE	8
Section 1: HOURS OF WORK.....	8
Section 2: OVERTIME AND COMPENSATORY TIME	8
Section 2a: PRIVATE DUTY ASSIGNMENTS	8
Section 3: HOLIDAYS.....	8
Section 4: VACATION	9
Section 5: SICK LEAVE.....	10
Section 5a: SICK LEAVE TRANSFER	12
Section 6: WORKER'S COMPENSATION	12
Section 7: TEMPORARY ALTERNATE DUTY.....	13
Section 8: BEREAVEMENT.....	13
Section 9: MILITARY LEAVE.....	13
Section 10: JURY DUTY.....	14
Section 11: LEAVE OF ABSENCE.....	14
Section 12: PERSONAL DAYS	14

ARTICLE VIII	14
RETIREMENT AND OTHER BENEFITS	14
Section 1: RETIREMENT	14
Section 2: HEALTH INSURANCE	15
Section 3: LIFE INSURANCE	15
Section 4: DENTAL INSURANCE	15
Section 5: DISABILITY INSURANCE	15
Section 6: REIMBURSEMENT ACCOUNTS	15
Section 7: LONGEVITY	15
Section 9. EDUCATION INCENTIVES – POLICE SWORN PERSONNEL	16
ARTICLE IX	16
SEPARATIONS AND DEMOTIONS	16
Section 1: REDUCTION IN FORCE	16
Section 2: DEMOTIONS	17
Section 3: CAUSE FOR REMOVAL OR OTHER DISCIPLINARY ACTION	17
Section 4: RESIGNATION	17
ARTICLE X	17
GRIEVANCE PROCEDURE	17
Section 1: DEFINITION	17
Section 2: PROCEDURE	18
ARTICLE XI	19
POLITICAL ACTIVITY AND OUTSIDE EMPLOYMENT	19
Section 1: POLITICAL ACTIVITY	19
Section 2: OUTSIDE EMPLOYMENT	20
ARTICLE XII	20
SAVINGS CLAUSE	20
ARTICLE XIII	20
MISCELLANEOUS PROVISIONS	20
Section 1: INCLUSION IN CONTRACTS	20

EMPLOYMENT POLICY HANDBOOK

CITY OF ROCHESTER, NH

ARTICLE I

PURPOSE OF RULES AND REGULATIONS

It is the purpose of these Rules and Regulations to give effect to the provisions of the Rochester City Charter providing for a Merit Plan for the City of Rochester. These Rules and Regulations shall be applied in accordance with the purposes of the Charter, which are interpreted in the Plan as follows:

1. To provide for the establishment of a merit system of personnel administration.
2. To provide for classification, compensation, selection, training, promotion, discipline, vacations, and any other matters necessary to the maintenance of efficient service and the improvement of working conditions.
3. To provide for a Personnel Advisory Board.

ARTICLE II

AMENDMENT OF RULES

The City Manager may amend these Rules and Regulations from time to time as deemed suitable and necessary to carry out the provisions of the City Charter by submission of such amendments to the City Council. An amendment shall become effective upon a majority vote of the City Council taken within sixty (60) days of amendment submittal. Written request for re-classification of existing positions or the classification of new positions shall be submitted to the Personnel Advisory Board for review and recommendation to the City Manager. The Board shall make a written recommendation to the City Manger, with a copy submitted to the City Council, within 90 days of the request. Only one (1) request for re-classification, for the same position, shall be considered per year.

ARTICLE III

DEFINITIONS

For the purposes of these Rules and Regulations, the following words and terms shall have the meanings indicated below:

APPOINTING AUTHORITY shall mean the City Manager or Department Head, who shall have the authority to hire and/or terminate employment of persons in accordance with provisions of the City charter and the Personnel Rules and Regulations.

CLASSIFICATION PLAN shall mean the organization of positions into groups or classes on the basis of the duties and responsibilities of the position and the knowledge and skill necessary for adequate performance of the duties of the position.

DEMOTION shall mean a change of the employment status of an employee from a position in one class to a position in another class having a lower maximum salary rate.

PROMOTION shall mean a change of employment status of an employee from a position to another class having a higher maximum salary rate.

EMPLOYEE shall mean a person who has been appointed to a position in the City service in accordance with the Personnel Rules and Regulations.

FULL-TIME REGULAR EMPLOYEE shall mean an employee who works thirty-five (35) or more hours per week for twelve (12) or more consecutive calendar months in any job classification established by the City as a regular position.

PART-TIME REGULAR EMPLOYEE shall mean an employee who works less than thirty-five (35) hours per week and who is retained to work twelve or more consecutive calendar months in any job classification established by the City as a regular position.

FULL-TIME TEMPORARY OR SEASONAL EMPLOYEE shall mean an employee who works thirty-five (35) or more hours per week for less than twelve (12) consecutive calendar months in any job classification established by the City as a seasonal or temporary position.

PART-TIME TEMPORARY EMPLOYEE shall mean an employee who works less than thirty-five (35) hours per week for less than twelve (12)

consecutive calendar months in any job classification established by the City as a seasonal or temporary position.

EXEMPT EMPLOYEE An employee shall be deemed to be exempt if the responsibilities of the position conform to the FLSA regulations governing exempt status employees.

HOURLY EMPLOYEE An hourly employee shall be compensated for each hour of work performed at an hourly rate as stipulated in the Pay Plan of the City of Rochester for the particular position and pay step.

PROBATIONARY PERIOD a working test period of twelve (12) consecutive months during which a probationary employee is required to demonstrate fitness for the duties of the position to which the employee is appointed.

PERFORMANCE EVALUATION An annual or more frequent evaluation of an employee based upon the rating of an employee by a superior(s) relating to work habits, general performance, job accomplishments, and other employment factors and shall include establishment of work expectations to be accomplished for the next performance evaluation.

ANNIVERSARY DATE shall mean the date of hire.

PROMOTION DATE shall mean the date the employee started his/her present position.

WORK WEEK The period between midnight on Sunday to midnight the following Saturday.

PRIVATE DUTY WORK ASSIGNMENTS – Work assignments where all wage and benefits costs to the employee's department are reimbursed by a third party on a flat rate or per hour basis.

PAID TIME OFF (PTO) – A policy that combines vacation, sick, family sick and personal time off into a single bank of non-cumulative days for employees to use to take paid time off from work. The PTO policy in this handbook applies to exempt employees hired after November 1, 2015.

ARTICLE IV

PERSONNEL RULES AND REGULATIONS

STATUS OF PRESENT EMPLOYEES: Any person holding a full-time or part-time regular position of employment in the City's service, upon the adoption of these Rules and Regulations, shall assume the status of the

position held, and shall be presumed to have been appointed in accordance with these Personnel Rules and Regulations and shall retain all benefits accrued as of the adoption of the Rules and Regulations.

PERSONNEL OFFICER: The City Manager shall be the Personnel Officer of the City of Rochester except as he may delegate such duties to another specific individual. Further, the City Manager may delegate limited aspects of the personnel function to City officers, Department Heads, or agents of the City. Duties of the Personnel Officer shall be defined as the administration of all Personnel Rules and Regulations contained herein. The Personnel Officer may waive provisions of the Merit Plan when deemed necessary for the proper administration of the plan. The Personnel Officer shall make findings of fact and state the reasoning for the change in provisions, in writing, for each such waiver.

ARTICLE V

EMPLOYMENT

Section 1: ELIGIBILITY

Employees shall be selected without discrimination as to sex, age, race, color, national origin, creed, religion, political affiliations or handicap from the best qualified persons applying for said employment, preference being given to citizens of the City of Rochester when all other qualifications are equal.

Section 2: SELECTION

Within the limits of time during which a position must be filled, there shall be as wide a search for qualified candidates as is practicable. The character of this search will vary from position to position, but usually shall include: advertising; allowing at least a seven (7) day application period; internal posting in all departments; posting open employment examinations; contact with State and other appropriate employment offices; and contact with special sources of information in each case.

Section 3: APPOINTMENT

After completing all procedures as the appointing authority may determine as relevant, necessary, and within the limits of the law, selection shall be made from among those persons who have qualified for appointment.

Section 4: PROMOTION

Present employees shall be given maximum opportunity for advancement in the service of the City. Present employees shall be given

first consideration in filling a vacancy and shall be given training opportunities to qualify for promotion. It is recognized that from time to time, the good of the service may require that a vacancy be filled from outside the service.

Section 5: PROBATION

The probationary period shall be regarded as an integral part of the appointment process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to his/her position, and for rejecting any employee whose performance does not meet the required work standards. All original and promotional appointments shall be for a probationary period of not less than twelve (12) consecutive calendar months. At a minimum, each probationary employee shall receive a six (6) month performance evaluation. In cases of original employment by the City, during the probationary period an employee may be dismissed at any time without the right of appeal or hearing in any manner. An employee dismissed during the probationary period from a position to which he/she was promoted, shall be reinstated to his/her former position within six (6) months unless charges are filed and he/she is discharged for cause not related to performance in the promoted position. The provisions of this section shall apply to full-time regular and part-time regular employees.

Section 6: TRAINING

In order that employees may perform their work more efficiently and be able to qualify for positions of increasing difficulty and responsibility, Department Heads and/or the Personnel Officer shall develop and implement educational training programs, as they deem appropriate.

Section 7: TRANSFER

If an employee, possessing the qualifications necessary to fill a vacant position within the employ of the City, wishes to be transferred from his/her present department to the department with the vacancy, the employee shall notify the Personnel Officer. Said employee shall be considered for the appointment by the appointing authority in the best interests of the City.

ARTICLE VI

CLASSIFICATION AND COMPENSATION

Section 1: CLASSIFICATION

There shall be a Classification Plan for all non-union positions of service in the City. For each class of non-union positions within the City,

this Plan shall establish a Class Title, a Statement of Duties, Authority and Responsibility thereof, and the qualifications necessary or desirable for the satisfactory performance of the duties of said class. The Classification Plan shall be appended to and made a part of the Merit Plan.

Section 2: PAY PLAN

The Personnel Officer shall be responsible for the development and inclusion of a uniform and equitable Pay Plan, which shall consist of minimum and maximum rates of pay for each class of position and such intermediate steps considered necessary and equitable. Salary ranges shall be linked directly with the Classification Plan and shall be determined with due regard to: ranges of pay for other classes; requisite qualifications; prevailing rates of pay for comparable work in other private and public employment within the Rochester area; cost of living factors; suggestions from Department Heads; maintenance and other benefits received by employees; the financial ability of the City; and other economic considerations. Further, all Pay Plans of the City shall take into consideration conditions of merit and seek to reward those employees who have performed meritorious service for the City.

Section 3: COMPENSATION ADJUSTMENT

The compensation of each employee shall be reviewed annually by his/her department head, or by the City Manager in the case of department heads, to determine if an increase in pay is to be made in accordance with the established City's Merit Pay Plan for non-union employee. Any increase in pay will be based upon and in conjunction with the employee's annual performance evaluation. Performance evaluations for all non-union employees must be completed and reviewed with individual employees by ~~March~~ ~~May~~ 15 of each fiscal year. All performance based pay increases will be effective on the first pay period in July of each fiscal. New employees hired after February 1 shall not be entitled to a wage increase on the first July 1 subsequent to their hiring. The pay schedule of wages paid to employees shall be governed by the Pay Plan of the City of Rochester, which may be upgraded from time to time by the City Council in conjunction with the annual budget, as a rule, upgrades in the Pay Plan shall be guided by the increases in the Boston-Brockton-Nashua, MA-NH-ME-CT All Items 1982-84=100 (R)=Revised (CPI-U) consumer price index for wages.

#1

Any merit salary increase so awarded shall be based upon a rating of employees by their superior using a systematic and formal evaluation process. Performance found to be meritorious shall be certified by the supervisor and a pay adjustment made in accordance with the Merit and Pay Plan.

Section 3a: COMPENSATION ADJ. – TOP OF GRADE PAY MERIT PAY

Employees at the top of their pay grade are eligible for a lump sum merit pay adjustment of up to 2.0% per year. This merit adjustment shall be

awarded under the same provisions of merit pay within the pay grade ranges laid-out in Article VI, Section 3 above. This merit pay increase will not add to the base pay or the grade pay range of an employee for purposes of calculating any pay related benefits and is at the discretion of the City Manager.

DRAFT

ARTICLE VII

HOURS OF WORK AND LEAVE

Section 1: HOURS OF WORK

The City Manager shall determine hours of employment with due consideration for the varying requirements of the different departments, and whenever possible, hours of employment for employees in the same class of the same work shall be uniform.

Section 2: OVERTIME AND COMPENSATORY TIME

All employees, with the exception of Department Heads, Deputies, Division Heads, and others exempt under the Fair Labor Standards Act (FLSA), shall be compensated for all hours worked over forty (40) hours per week at the rate of one and one half (1½) times the employee's regular hourly rate of pay. Employees may elect to be compensated with compensatory time at the rate of one and one half (1½) hours for each hour worked over forty (40) hours per week to be accumulated to a maximum of twenty (20) hours. Departments shall make every effort to ensure that extra hours worked on a particular day(s) be offset by hour-for-hour time off within the same workweek. All overtime must receive the prior approval of the Department head. If compensatory time is to be used to compensate for overtime hours, it must be agreed to by the employee and approved by the Department head in writing prior to the hours being worked. An hourly employee called back to work after normal work hours shall be paid one and one half (1½) times the employee's regular hourly rate of pay for a minimum of two (2) hours for each such call back.

Section 2a: PRIVATE DUTY ASSIGNMENTS

Private duty assignments shall be limited to non-exempt employees and shall be compensated at the rate of one and one-half (1 ½) times their regular hourly rate of pay not to exceed the top step of the patrol scale as listed in the IBPO (Police) collective bargaining agreement. Exempt employees may be allowed to work private duty assignments with no additional compensation.

Section 3: HOLIDAYS

City employees shall have the following paid holidays:

New Year's Day	Columbus Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

And such other days as may be designated from time to time by the City Manager. When a holiday falls on a Sunday, the following Monday shall be declared a holiday for City employees. When a holiday falls on a Saturday, the preceding Friday shall be declared a holiday. If at all possible the holidays will coincide with the Rochester School calendar, at the City Manger's discretion. The provisions of this section shall apply to full-time regular employees and, on a pro-rata basis, to part-time regular employees. Shift employees whose duties require seven (7) days a week, twenty-four (24) hour coverage may receive lump sum compensation in lieu of days off for holidays. Police communications personnel are an example of this class of employee.

Section 4: VACATION/PAID TIME OFF (PTO)

Employees hired prior to November 1, 2015: The provisions of this section shall apply to full-time regular employees and, on a pro-rata basis, to part-time regular employees who work a minimum of 40 hours a pay period. Applications for vacation leave shall be approved by the Department Head and shall be chosen based on seniority, except that no employee shall select more than two (2) weeks at one time until all employees have been given an opportunity to choose their preferred vacation time. Vacation time will be accrued during the probationary period ~~buy-but~~ may not be taken until after successful completion of probation, except with approval of the employee's supervisor and the City Manager. Vacation time accrued in a year (based on anniversary date) shall be taken within the next following employment year, except when, upon application by an employee, the City Manager shall have granted an exception to this section. ~~After commencement of the first year of continuous full-time employment, each employee shall accrue paid vacation time at the rate of ten-twelfths (10/12) of a day for each month of full-time employment during each employment year through and including the fifth (5th) employment year. After the commencement of the sixth (6th) year of full-time employment, each employee shall accrue paid vacation time at the rate of one and three-twelfths (1 3/12) days for each month of full-time employment during each employment year through and including the tenth (10th) employment year. After commencement of the eleventh (11th) year of full-time employment, each employee shall accrue paid vacation at the rate of one and eight-twelfths (1 8/12) days for each month of full-time employment during each employment year.~~ Each employee will accrue vacation/ paid time off per the schedule below:

Illustrative Table:

0-5 years	10/12 th day/month	2 weeks/year
6-10 years	1 3/12 th day/month	3 weeks/year
11-24+ years	1 8/12 day/month	4 weeks/year
25+		5 weeks/year

#2

Non-Exempt (hourly) employees hired after November 1, 2015:

Each eligible employee shall be granted non-cumulative vacation days (see illustrative table below) each year granted on the employee's anniversary date. Vacation days are to be used within the year they are granted.

Illustrative Table (hired after November 1, 2015):

1-5 years	10 days/year
6-10 years	15 days/year
11-24 years	20 days/year
<u>25+ years</u>	<u>25 days/year</u>

Employees may opt to buy or sell vacation/PTO days in accordance with the Flexible Benefit Plan.

PAID TIME OFF (PTO)

Upon commencing employment and each employment year thereafter, exempt employees (hired after November 1, 2015) will be credited (at the end of their hire date month) with thirty (30) noncumulative leave days that will be usable for 14 calendar months. Upon separation from City service, the maximum PTO paid shall be 30 days.

#3

Section 5: SICK LEAVE

The provisions of this section shall apply to full-time regular employees and, on a pro-rata basis, to part-time regular employees. Sick leave shall be computed and accrued on a monthly basis, including the probationary period of an employee. Sick leave with pay shall be granted to all employees at the rate of one (1) day per calendar month worked, credited at the end of the month. Sick leave will be accumulated in accordance with the Flexible Benefit Plan.

Employees completing ~~twelve (12)~~six (6) consecutive months of employment without taking sick leave will be granted one (1) noncumulative personal day. Employees may, at their discretion ~~and with Department head approval~~, sell their noncumulative personal day during the annual open enrollment period. This provision relates only to the noncumulative personal day awarded for non-use of sick leave for ~~twelve (12)~~six (6) consecutive months. Personal days may be taken for any purpose except as substitution for suspension as a result of disciplinary action. Personal days must be scheduled and approved by the Department Head in

#4

accordance with the employee's preference and the needs of the Department, so long as at least forty eight (48) hours notice is provided.

Up to three additional days each year (noncumulative from year to year) may be taken by an employee when the ill health of a member of the employee's immediate family requires the employee's care. For purposes of this section, an employee's immediate family shall be deemed to be the spouse, child, stepchild, mother, father, or other dependents living in the same household. An exception may be made by the Department head where extenuating circumstances exist.

Employees who terminate their employment through retirement shall be entitled to a lump sum payment for three-quarters of the number of accumulated days due at the rate of pay at the time of termination of service, not to exceed seventy-five percent of one hundred and twenty (120) days accumulated sick leave. For the purpose of this section, retirement shall be defined as having completed ten (10) consecutive years of service with the City of Rochester and being eligible to retire under the New Hampshire Retirement System or other retirement plan paid in part or in full by the City.

Employees who terminate their employment by voluntary resignation, and who have served at least ten (10) years with the City of Rochester, shall be entitled to a lump sum payment for one-half of the accumulated sick leave due them, at the employee's rate of pay at the time of termination, not to exceed fifty (50%) percent of one hundred and twenty (120) days accumulated sick leave. In the event of termination by reason of death, said payment in the amount of 50% of accrued sick leave shall be made to his/her beneficiary.

Sick leave shall be considered a matter of grace and not a privilege and shall be allowed only in case of actual illness or to keep necessary medical appointment. Sick leave shall be used in minimum blocks of two (2) hours.

To receive compensation while absent on sick leave, the employee shall notify his/her Department head prior to the time set for beginning his/her daily duties or as may be specified by the Department Head. At the discretion of the Department head, a doctor's certificate may be required for absence due to illness in excess of three (3) days. If the Department head has a reasonable basis to believe or suspect an employee has abused sick leave privileges, he/she may require a doctor's certificate for an illness of less than three (3) days. Proof of illness or disability may be required at any time by the City Manager, Department Head, or Division Head.

Abuse of sick leave privilege may be cause for dismissal. Sick leave shall be recorded regularly in the personnel records and the personnel Officer shall review all sick leave records periodically and shall investigate cases, which indicate abuse of the privilege.

Section 5a: SICK LEAVE TRANSFER

The City Manager may grant a sick leave transfer to an employee if it is determined to be in the best interests of the City and if the following conditions are met.

1. The request must be in writing and for an extended illness of three or more week's duration.
2. The employee must first use all other available paid leave.
3. Employees recovering from a workers' compensation injury or illness are not eligible.
4. Employees who wish to donate sick leave must still have 30 days left after the donation is made and may donate no more than 5 days in one year.
5. Donations are strictly voluntary and anonymous.
6. Donations of leave under this section do not affect eligibility for receipt of a personal day for not using sick leave in a twelve-month period.

Section 6: WORKER'S COMPENSATION

An employee out of work due to a job-connected injury shall receive worker's compensation. The difference between the amount paid to the employee through worker's compensation and the employee's regular wage shall be paid to the employee by the City for a period of the first twenty (20) work days of said job connected injury; said amount shall not be charged against the employee's accumulated sick leave or vacation time. The actual payment of wages shall be a combination of the worker's compensation benefit as determined by the Department of Labor and a supplemental payment by the City which will be the difference between the worker's compensation payment and the employee's regular compensation, to be paid on a bi-weekly basis.

At the end of the twenty (20) day period of said job connected injury, the employee shall continue to receive both worker's compensation benefit and the difference between that benefit and the employee's regular compensation, except that the differential between the worker's compensation benefit and the employee's regular compensation shall be charged against the employee's accrued sick leave, if any, and thereafter, against vacation leave. The employee may elect to receive only the worker's compensation benefit and decline to receive the differential between the worker's compensation benefit and the regular weekly compensation, so as to avoid the charge against sick leave or vacation leave.

After expiration of the twenty (20) day period, the Department head may order a complete physical and/or mental examination of said employee by two (2) registered physicians. If the report of their examination establishes the injury as one that permanently incapacitates said employee, application shall be made for retirement under the provision of the New Hampshire Retirement Law. The commencement of payment under the

New Hampshire Retirement Law shall end the employer's obligation of payment on annual and/or accumulated sick leave and/or worker's compensation payments. Further, if it is determined by two register physicians selected by the Department head immediately after the employee is injured that said employee will not be able to return to his/her regular duties at any time in the future, the employer shall not be obligated to pay the difference between worker's compensation and the employee's regular salary for the time period of injury as outlined above.

Section 7: TEMPORARY ALTERNATE DUTY

~~In accordance with RSA 281-A:23-b, employees will be provided temporary alternate work opportunities if disabled by a work-related injury or illness. The City will make every effort to utilize Temporary Alternative work opportunity if they are appropriate to the situation. As soon as the treating physician has released the employee to lighter duties than his/her current position requires, the employee will be called upon to return to employment in a temporary alternative position. Such re-assignment may be to different duties or a different work schedule and may include assignment to a different division or position within the City of Rochester.~~

#5

Section 87: BEREAVEMENT

Bereavement leave shall be granted as follows:

1. Special leave of five (5) ~~consecutive days, including working and non-working days from the date of death,~~ without any loss of wages in the event of the death of a spouse or child.
2. Special leave of three (3) consecutive days, including working and non-working days from the date of death, without loss of wages in the event of death of employee's:

Father	Mother
Sister	Brother
Father-in-law	Mother-in-law
Grandchild	or person domiciled in employee's household.
3. Special leave of one (1) working day with pay shall be granted to attend funeral of employee's:

Grandmother	Sister-in-law
Grandfather	Brother-in-law
Aunt	Uncle
4. Upon written approval of Department Head, two (2) additional days with pay may be granted for the above when there are extenuating circumstances.

#6

Section 89: MILITARY LEAVE

Any permanent employee who is a member of the Reserve Component of the Armed Forces of the United States, and is required to undergo field training therein, shall be entitled to a leave of absence with

pay for the period of such training, but not to exceed three (3) weeks in any one (1) year, in addition to the annual vacation leave, provided the amount of base pay paid to such employee for such leave of absence shall be the difference between his compensation for military activities as shown by a statement by military authorities giving rank, pay and allowance, and the amount of employee's regular wage.

Section 910: JURY DUTY

An employee called as a juror will be paid the difference between the fees received for such service and the amount of straight-time earnings lost by reason of such service. Satisfactory evidence of such service must be submitted to the employee's Department Head. Employees who are called to jury duty and are excused from jury duty for a day(s) shall report to their regular work assignment as soon as possible after being excused.

Section 1110: LEAVE OF ABSENCE

Leave without pay may be granted upon the recommendation of the Department head and approved by the City Manager. The City Manager may grant leaves without pay for such purposes and under such conditions as deemed in the best interest of the employee and the City. A leave of absence without pay may be granted with no loss of employment rights.

Section 1211: PERSONAL DAYS

Each eligible employee shall be entitled to two (2) non-cumulative Personal Days when hired and each year thereafter, granted on the employee's anniversary date. Personal days may be taken for any purpose except as substitution for suspension as a result of disciplinary action. Personal days must be scheduled and approved by the Department head in accordance with the employee's preference and the needs of the Department, so long as at least forty-eight (48) hours notice is provided.

Section 13: PAID TIME OFF (PTO)

~~Upon commencing employment and each employment year thereafter, exempt employees (hired after November 1, 2015) will be credited with thirty (30) non-cumulative leave days.~~

#7

ARTICLE VIII

RETIREMENT AND OTHER BENEFITS

Section 1: RETIREMENT

Membership in the State of New Hampshire Retirement System is mandatory for all full-time regular employees. The employee's share of cost for the retirement benefit shall be deducted from the employee's pay in

accordance with amounts established by the New Hampshire Retirement System.

Section 2: HEALTH INSURANCE

All full-time regular employees shall be entitled to insurance benefits under the single, two-person or family plans in accordance with the Flexible Benefit Plan.

The City's contribution to medical insurance premiums will be limited to the following:

Plan A – **MTABSOS20/40/1KDED - RX10/20/45**

Plan B – **MTAB20IPDED - RX10/20/45**

#8

7/01/15 - 100% of total premium of Plan A or 80% of Plan B

7/01/16 - 93% of total premium of Plan A for either Plan A or Plan B

7/01/17 – 87% of total premium of Plan A (Plan B eliminated)

7/01/18 – 80% of total premium of Plan A

Section 3: LIFE INSURANCE

The City shall provide each employee, at no cost to the employee, life insurance coverage for the death of the employee due to any cause, in accordance with the Flexible Benefit Plan.

Section 4: DENTAL INSURANCE

The City shall provide dental insurance coverage for employees in accordance with the Flexible Benefit Plan.

Section 5: DISABILITY INSURANCE

The City shall make disability insurance available in accordance with the Flexible Benefit Plan.

Section 6: REIMBURSEMENT ACCOUNTS

The City shall establish voluntary employee reimbursement accounts for Medical/Dental expenses and Dependent Care expenses. These accounts will be established in a manner that conforms to all State and Federal tax codes or statutes. Employees may choose to participate in these accounts in accordance with the Flexible Benefits Plan.

Section 7: LONGEVITY

The City provides longevity pay to employees based on years of service as follows:

- a) Employees hired on or before June 30, 2005 length of service is determined by original date of hire.
- b) Employees hired after June 30, 2005, length of service is determined by initial date of full-time continuous employment.

Years of Service

3 – 5

Annual Payment

\$200.

6–10	\$325.
11–15	\$400.
16-20	\$550.
21 or more	\$600.

Payment shall be made annually on the employee's anniversary date. Upon termination of employment with the City, employees shall receive longevity pay pro-rated for the number of days of longevity in that year calculated from the employee's anniversary date to the day employee terminates.

Section 9. EDUCATION INCENTIVES – POLICE SWORN PERSONNEL

An education incentive shall be paid to those regular, full-time sworn non-union Police Command Staff who were hired prior to December 6, 2011 who hold an Associate's Degree, Bachelor's Degree or Master's Degree in the field of Criminal Justice, Criminal Administration, Police Science, or the equivalent in curricula content as determined by the Chief of Police and approved by the Police Commission. This education incentive shall be paid to regular full-time sworn non-union Police Personnel who hold either degree. The amount paid shall be as follows:

Associate's Degree	\$1,000.00 annually
Bachelor's Degree	\$1,500.00 annually
Master's Degree	\$2,000.00 annually

Payment shall be made in equal payments throughout the year to qualified personnel after the employee provides proper documentation to the Chief of Police and the City Human Resource Office.

ARTICLE IX

SEPARATIONS AND DEMOTIONS

Section 1: REDUCTION IN FORCE

In the event of layoff, the City shall lay off in inverse order of employment in the class and department involved. The Department head shall give written notice to the employees affected by a layoff two (2) weeks before the effective date of the action. If there is a recall within one (1) year for positions made vacant by a layoff, available laid-off employees shall be recalled according to classification and seniority. Seniority and accumulated leave (if not paid to the employee upon layoff) shall be restored to the level attained at the time of layoff if recalled within one (1) year.

Section 2: DEMOTIONS

A Department Head may demote an employee for disciplinary reasons for cause. A written statement of the reasons for such action shall be filed with the employee, the City Manager and the employee's personnel folder. No disciplinary demotion shall be made to a lower class of position if such action would cause an employee in the lower class to be laid off.

Section 3: CAUSE FOR REMOVAL OR OTHER DISCIPLINARY ACTION

Just cause for removal or other disciplinary action shall include, but shall not necessarily be limited to, the following:

1. Neglect of duties.
2. Incompetence or inefficiency.
3. Inability to perform work due to mental or physical disability.
4. Insubordination or serious breach of discipline.
5. Intoxication while on duty.
6. Chronic or excessive tardiness.
7. Chronic or excessive absenteeism.
8. Willful violation of any of the provisions of the Personnel Rules and Regulations or other statutes relating to the employment of City employees.
9. The conviction of any criminal act or offense.
10. Abuse or violation of sick leave or other City regulations.
11. Negligence of or willful damage to public property, and waste or pilferage of public supplies.
12. Conduct unbecoming a City employee.
13. The use or attempt to use one's authority or influence to control or modify the political action of any person in the City's service or engaging in any form of political activity during working hours.

Section 4: RESIGNATION

The resignation of an employee, once submitted, shall be deemed to have been accepted by the City and shall not be subject to the Grievance Procedure.

ARTICLE X**GRIEVANCE PROCEDURE****Section 1: DEFINITION**

A grievance shall be defined as an alleged violation, misinterpretation of and/or misapplication of the provisions of this Merit Plan with respect to one or more City employees covered by the Plan.

Section 2: PROCEDURE

The most effective accomplishment of the work of the City requires prompt consideration and equitable adjustment of employee grievances. It is the desire of the City to address grievances informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there will be grievances that will be resolved only after a formal appeals process. Grievances regarding the terms and conditions of this Merit Plan shall be processed in the following manner:

Step #1: the employee, in writing, shall fill any grievances with the employee's immediate supervisor. The grievance shall contain an abbreviated statement as to the nature of the grievance and shall state specifically the areas that the employee, or the designated representative, feels have been violated. The employee shall be required to sign the original grievance filed with the supervisor. Within seven (7) calendar days of receipt of the grievance, the supervisor shall conduct an informal inquiry concerning the grievance and render a decision, in writing, by no later than the close of the normal business day of the seventh day. If the supervisor fails to respond within seven (7) days, the grievance may proceed to the next step.

Step #2: If the aggrieved employee is not satisfied with the decision of the supervisor, or if no decision has been rendered within the seven (7) calendar day period as defined above, said employee may appeal his/her grievance, in writing, to the Department Head within seven (7) calendar days of the receipt of the supervisor's decision, or that date upon which such decision should have been rendered, provided however, that the aggrieved employee sets forth the specific areas which the employee feels have been violated, as was presented to the supervisor. The Department Head, or the designated representative, shall hold an administrative hearing concerning the grievance within seven (7) calendar days of receipt of the aggrieved employee's appeal. The Department Head shall decide the grievance based upon the information supplied any further information that he/she may request during or subsequent to the hearing. The Department Head shall render a decision, in writing, within five (5) calendar days from the close of the hearing.

Step #3: If the aggrieved employee is not satisfied with the decision of the Department Head or if no decision has been rendered within the five (5) calendar day period as defined above, said employee may appeal his/her grievance, in writing, to the City Manager within seven (7) calendar days of the receipt of the Department Head's decision, or that date upon which such decision should have been rendered, provided however, that the aggrieved employee sets forth the specific reasons for such appeal and the terms and conditions of this plan and the specific areas which the employee feels have been violated, as was presented to the Department Head. The City Manager, or the designated representative, shall hold an administrative hearing concerning the grievance within fourteen (14) calendar days of receipt of the aggrieved employee's appeal. The City Manager shall render a decision, in writing, within fourteen (14) calendar days from the close of the hearing.

Step #4: If the decision of the City Manager is found to be unsatisfactory, or if not decision has been rendered during the time period specified above, said employee may within seven (7) calendar days, appeal, in writing, the decision of the City Manager setting forth an abbreviated statement as to why said decision has been found unsatisfactory and those specific areas which have been violated, to the Personnel Advisory Board. The Personnel Advisory Board shall conduct their first hearing session regarding the grievance within fourteen (14) calendar days from the date of its receipt, and shall render their decision, in writing, within fourteen (14) calendar days from the close of their final hearing date. The Board shall issue a written report containing findings of facts and recommendations to the City Manager. The Personnel Advisory Board shall have no power to reinstate an employee unless it finds, after investigation, that disciplinary action was taken against the employee for religious, racial, or political reasons. The City Manager, after consideration of said report and other pertaining information, shall file a written statement of his/her decision within seven (7) calendar days, and such decision shall be final

The time limits established in the Steps above may be extended by mutual consent of the City and the employee.

ARTICLE XI

POLITICAL ACTIVITY AND OUTSIDE EMPLOYMENT

Section 1: POLITICAL ACTIVITY

No person holding a position with the City shall take an active part in, or make a contribution or donation to, any municipal campaign or serve as a member of a committee of such club or organization, or act as a campaign worker at the polls, or distribute badges, pamphlets, or handbills of any kind favoring or opposing any candidate for election or for nomination to a municipal office. Nothing in this Article shall be construed to prevent any such employee or officer from becoming or continuing to be a member of a political organization, or from attendance at a political meeting, or organization, or from attendance at a political meeting, or enjoying entire freedom from all interference in casting his vote. Any person who wishes to accept or seek election to a municipal office may do so. However, if elected and a conflict of interest occurs regarding the employee's employment with the City and holding elected office, the employee shall make a choice between continued employment with the City or serving in the elected position. Any violation of this rule shall be sufficient grounds for the discharge of any officer or employee guilty of such violation.

No officer or employee in the City service shall directly or indirectly contribute, solicit, or receive, or be in any manner concerned in contributing, soliciting or receiving any assessment, subscription, contribution, whether voluntary or involuntary, for any municipal political purpose whatever.

Section 2: OUTSIDE EMPLOYMENT

Employees shall recognize that the City of Rochester is the prime employer and therefore no City employee shall accept or engage in any outside employment or self employment which shall constitute a conflict of interest, reflect discredit upon the City, or interfere with the proper performance of the employee's duties in the City service. The employee shall notify the employee's Department head if the employee is engaging in outside employment or self-employment. No City employee shall solicit or engage in any employment or self-employment during regular City working hours, nor shall City vehicles, equipment or facilities be used in the pursuit of or performance of such employment.

ARTICLE XII**SAVINGS CLAUSE**

If any provision of this handbook or the application of such provision should be rendered or declared invalid by any court action or reason of existing or subsequently enacted legislation, the remaining parts or portions of this handbook shall remain in full force and effect.

ARTICLE XIII**MISCELLANEOUS PROVISIONS****Section 1: INCLUSION IN CONTRACTS**

No provision of this handbook shall apply to any employee whose employment is the subject of a written employment contract, individual or collective, existing or future, unless this handbook is expressly included therein.



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 Dark fiber contract with Atlantic Broadband

COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
--	--

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

AGENDA DATE	Oct 16, 2018	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	Oct 11, 2018	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	G/F Contingency
ACCOUNT NUMBER	11020050-553000
AMOUNT	\$30,276.00
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

LEGAL AUTHORITY

City Council

SUMMARY STATEMENT

See attached

RECOMMENDED ACTION

Approve the signing of the contract for FY19.



City of Rochester, New Hampshire

INFORMATION TECHNOLOGY

31 Wakefield Street • Rochester, NH 03867

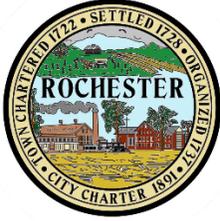
www.RochesterNH.net

Dark Fiber Summary Sheet

August 20, 2018

Background

- City and School have had dark fiber connections provided by Metrocast/Atlantic Broadband for many years included in the franchise agreements. Our current franchise agreement, which ends December 31, 2018, includes it.
- It is not required for companies to include any digital services in franchise agreements, and ABB has decided to remove it from our next agreement.
- The City and Schools rely heavily on dark fiber to leverage solutions between buildings instead of purchasing, building out and maintaining services for each building. Metrocast/ABB have provided excellent service with minimal service outages and good response to issues.
- There are very few dark fiber providers who service Rochester. ABB is willing to continue providing this service at a charge. FirstLight is another provider in the area. We are in contact with both of these companies. Fiber build out can take months to accomplish. ABB is already built out, FirstLight is researching whether it can meet the January 1, 2019 deadline for services to be installed. Comcast does not offer dark fiber.
- There are other services that could be configured to achieve similar results. Those would require the City to purchase new equipment, reconfigure the network, and retrain IT staff. The service level would degrade, and would not allow for the increase of bandwidth that fiber does as our needs increase over the years.
- The School dark fiber is eligible to get 60% of the costs reimbursed through the Universal Schools and Libraries program (aka, eRate.) The School is posting their RFP for this service for the coming year, and if awarded, the reimbursement would be good for July 1, 2019 – June 30, 2020. We cannot apply for reimbursement for services January 1, 2019 – June 30, 2019.



City of Rochester, New Hampshire

INFORMATION TECHNOLOGY

31 Wakefield Street • Rochester, NH 03867

www.RochesterNH.net

Dark Fiber Summary Sheet (page 2)

Current status

ABB is the only vendor who has committed to a Jan 1, 2019 service availability for all locations. They have given us the following proposal terms. This assumes that the City and School will enter agreements simultaneously. If we enter agreements separately, the pricing increases.

Monthly recurring cost (MRC) as proposed by ABB

Service	Fiber miles	5 yr term MRC	6 yr term MRC	7 yr term MRC
City	60.09	\$6,480.00	\$6,240.00	\$5,640.00
School	87.05	\$9,396.00	\$9,048.00	\$8,178.00
Total	147.14	\$15,876.00	\$15,288.00	\$13,818.00

FY19 cost

	5 yr term	6 yr term	7 yr term
FY19, Jan – Jun service	\$95,256.00	\$91,728.00	\$82,908.00

Cost per year starting FY20

	5 yr term	6 yr term	7 yr term
Total cost	\$190,512.00	\$183,456.00	\$165,816.00
Cost after reimbursement	\$122,860.80	\$118,310.40	\$106,934.40

Resolution Authorizing Increase in the Disabled Tax Exemption Asset Limitation from \$50,000 to \$100,000 and Increase in the Income Limitations, and Authorizing Increase in the Blind and Disabled Tax Exemption Amounts Taken Off Assessments

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

That the Disabled Tax Exemption Asset Limitation, previously authorized by the City Council pursuant to RSA 72:39-a, be increased from \$50,000.00 to \$100,000.00.

Further, that the Income Limitations be established as follows:

Single: \$35,000.00 (previously \$31,400.00)

Married: \$50,000.00 (previously \$41,500.00)

Still further, the Blind and Disabled Tax Exemption Amounts taken off Assessments be established as follows:

Blind: \$75,000.00 (previously \$48,000.00)

Disabled: \$75,000.00 (previously \$48,000.00)

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

*Intentionally
left blank...*

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 Blind and Disabled Exemption Resolution

COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
--	--

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

AGENDA DATE	October 16, 2018	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	October 11, 2018	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

COMMITTEE SIGN-OFF

COMMITTEE	NA
CHAIR PERSON	NA

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	NA
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

RSA CHAPTER 75 - APPRAISAL OF TAXABLE PROPERTY
--

SUMMARY STATEMENT

After Council's March 6, 2018 a Resolution was executed to increase the income, asset amount and exemption amounts for the Elderly Exemption. However, the resolution should have included language to apply the same increases to the Blind and Disabled Exemptions. As the 2018 Summary Inventory of Valuation (Form MS-1) has been filed to the Department of Revenue ("DRA") reporting items relating to assessment valuation for the City, the DRA has requested copies of the Resolutions for their records. This request is to ask Council to retrospectively process the Resolution for the City adopted Blind and Disabled exemptions previously approved on March 6, 2018.

RECOMMENDED ACTION

Approve and execute the Resolution, prepared by the City Attorney, authorizing an increase in the Disabled Tax Exemption Asset Limitation from \$50,000 to \$100,000 and increase in the Income Limitations, and authorizing an increase in the Blind and Disabled Tax Exemption Amounts Taken Off Assessments.



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 Adopt a Spot - Certificate Awards

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

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

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

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

AGENDA DATE	OCTOBER 16, 2018		
DEPT. HEAD SIGNATURE	<i>PETER C. NOURSE</i> PETER C. NOURSE, PE original on file City Clerks Ofc		
DATE SUBMITTED	September 14, 2018		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Funding Resolution	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

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 checked="" type="checkbox"/>	

LEGAL AUTHORITY

--

SUMMARY STATEMENT

The City Manager and Mayor annually award Adopt a Spot participants with the Certificates of Appreciation at the City Council Workshop Meeting in October. All of the present adopters are called to the stage and then all adopters names are read aloud. Those in attendance shake hands with the City Manager and Mayor.

A list of expected attendees will follow 1 week prior to the meeting.

RECOMMENDED ACTION

ADOPTERS SCHEDULED TO ATTEND

SPOT #	CERTIFICATES
8 & 11	Becky Warburton - RPD
16	Junior Troop #12005
20	Daughter's of the American Revolution
25	City of Rochester Planning Department

OTHER ADOPTERS NOT ATTENDING

1	Atlantic Broadband
2	Eastern Propane
3	Rochester Democratic Committee
4	Rochester Elk's & Rochester Emblem
5	Workplace Success
6	Friends of Woodman Square Park
7	Tax Revenue Office
9	SUR Construction & Salmon Falls Decorators
10	First City Cars and Trucks
12	Nancy & John Paradis (Volunteers)
13	Rochester Grange #86
14	Blue Seal Feeds & Needs
15	Studley's
17	Albany Engineered Composites
19	Plante's Landcare & Rochester Fire Department
21	Service Credit Union-Walmart Branch
22	Rochester Main Street
23	Brian & Jenny Brown (Volunteers)
24	GSGWM Troop 10515
26	Elf's Landscaping
27	Monarch School of New England
28	The Dumont Family
29	Community Partners
30	Department of Public Works
31	Service Credit Union-Rochester Branch
32	Family & Friends in Memory of Brandon (Volunteers)

*Intentionally
left blank...*

City Clerk's Office

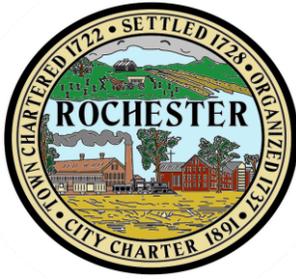
2018

September Department Reports:

- 5.1 Assessor's Office P. 67**
- 5.2 Building, Zoning, and Licensing Services P. 69**
- 5.3 City Clerk's Office P. 77**
- 5.4 Department of Public Works P. 81**
- 5.5 Economic & Community Development P. 89**
- 5.6 Finance Office P. 125**
- 5.7 Planning & Development Department P. 129**
- 5.8 Recreation & Arena P. 133**
- 5.9 Rochester Fire Department P. 135**
- 5.10 Rochester Police Department P. 139**
- 5.11 Rochester Public Library P. 159**
- 5.12 Tax Collector's Office P. 161**
- 5.13 Welfare Department P. 163**

*Intentionally
left blank...*

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

October 10, 2018

To: City Manager/Council

From: Theresa Hervey, Assessing

Subject: September Council Report

Revenue Received/Collection Warrants issued:

Land Use Change Tax	\$28,715.00
Property Record Cards, Maps, & Copies	\$ 33.50

- We have completed the Summary Inventory of Valuation (MS-1) and it has been submitted to the New Hampshire Department of Revenue Administration.
- The Certified Assessors have begun the annual verification of sales data as part of the State Equalization process. It is expected there will be up to 850 or more sales to verify out of the over 1350 deeds that were received by the office.

*Intentionally
left blank...*

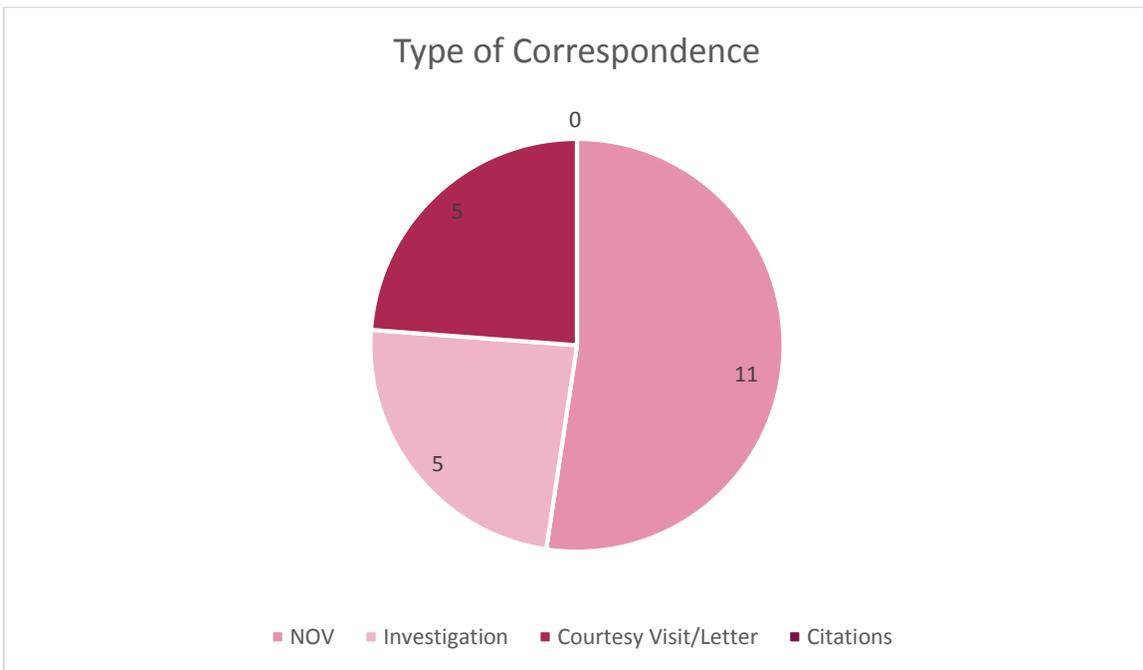
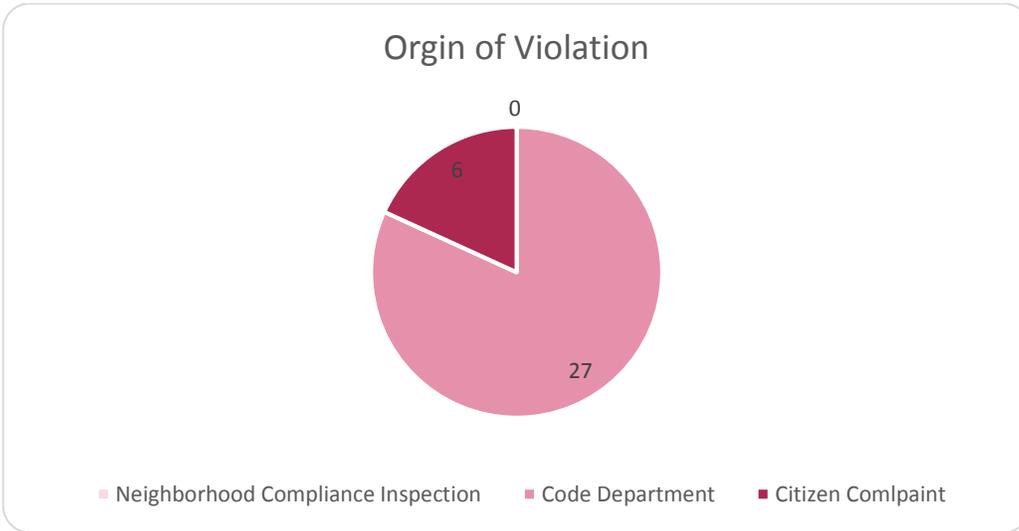
City Clerk's Office

September 2018 Code Compliance

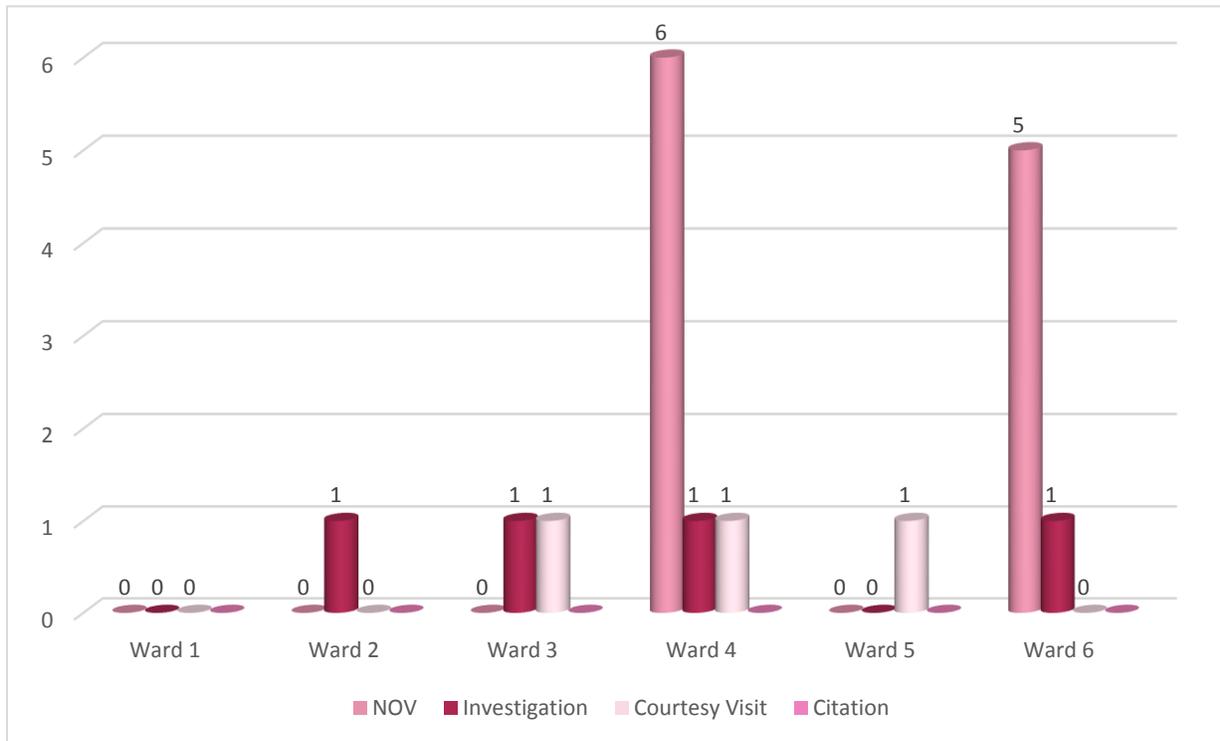
Monthly Report

For the month of September, Code Compliance dealt with 18 properties with a total of 33 documented compliance or zoning issues. All property owners in these cases have been notified and received Notice of Violations, Citations or Courtesy Visits asking for them to bring their property into compliance. None of these properties were part of a Neighborhood Compliance Inspection. Of the other 18 properties, 13 of them have been closed and have been brought into compliance and 5 of them are still pending. Of the 11 properties with pending issues from August, 3 have been escalated to citations and 8 are still being investigated.





Breakdown by Ward's



Respectfully Submitted,

Joseph Devine

Compliance Officer

End of Month Council Report

10/11/2018

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 September 2018 with the fiscal Year to Date

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

Department Revenue

Permit Type	September 2018	Year to Date
Building Permits	\$67,917.00	\$101,533.00
Electrical Permits	\$2,499.00	\$10,927.00
Gas Permits	\$0.00	\$0.00
Plumbing Permits	\$2,741.00	\$5,247.80
Zoning Permits	\$0.00	\$194.60
FireSuppression Permits	\$0.00	\$0.00
FireAlarm Permits	\$0.00	\$228.00
Sprinkler Permits	\$228.00	\$615.00
Mechanical Permits	\$4,318.20	\$9,284.20
Food_Milk Licenses	\$650.00	\$4,460.00
Taxi Licenses	\$20.00	\$30.00
General Licenses	\$175.00	\$950.00
Net Revenue	\$78,548.20	\$133,469.60

Building Permit Detail

New Permits		September 2018		Fiscal Year to Date	
Permit Type	Permit For	Permits Issued	Estimated Construction Value	Permits Issued	Estimated Construction Value
Building Permits	Addition - Non-Residential	1	\$6,000.00	1	\$6,000.00
	Addition - Residential	3	\$136,000.00	9	\$226,000.00
	Alteration - Residential	3	\$87,500.00	29	\$367,866.53
	Alterations- Non Residential	0	\$0.00	8	\$630,600.00
	Apartment	1	\$3,302,533.00	1	\$3,302,533.00
	Barn	0	\$0.00	0	\$0.00
	Building - Non-Residential	0	\$0.00	1	\$75,000.00
	Condo	0	\$0.00	0	\$0.00
	Deck	7	\$36,043.00	20	\$94,343.00
	Demolition	2	\$4,005.00	4	\$9,105.00
	Fence	6	\$15,129.00	14	\$39,829.00
	Footing/ Foundation	5	\$918,934.00	23	\$958,934.00
	Garage	8	\$177,400.00	17	\$370,650.00
	Manufactured Home	8	\$523,755.00	17	\$1,100,555.00
	New Home	4	\$701,340.00	14	\$2,193,890.00
	Other	0	\$0.00	6	\$243,614.00
	Pool - Above Ground	0	\$0.00	6	\$24,700.00
	Pool - In Ground	0	\$0.00	0	\$0.00
	Repair/Replace - Non-Residential	1	\$8,300.00	2	\$73,300.00
	Repair/Replace - Residential	6	\$54,863.00	17	\$107,074.00
	Roofing	27	\$290,457.00	50	\$482,591.20
	Shed	5	\$13,931.00	20	\$63,842.80
	Siding	3	\$24,359.00	7	\$60,359.00
	Sign	7	\$32,325.00	17	\$85,101.00
Windows	5	\$17,287.00	12	\$69,502.00	
Electrical Permits	Electrical Underground	0	\$0.00	5	\$7,500.00
	Generator	3	\$22,000.00	10	\$72,080.00
	Meters	1	\$1,500.00	4	\$11,700.00
	Service	4	\$8,675.00	12	\$66,145.00
	Solar Electric System	0	\$0.00	2	\$25,809.00
	Temp Service	0	\$0.00	0	\$0.00
	Wiring	28	\$182,540.00	87	\$2,551,239.99

End of Month Council Report

10/11/2018

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	1	\$9,599.00	10	\$1,084,232.00
	Furnace/Boiler	10	\$97,115.00	34	\$277,548.00
	Gas Line	7	\$4,000.00	12	\$7,700.00
	Gas Piping	9	\$21,300.00	22	\$34,387.00
	Heating	10	\$219,790.00	21	\$1,337,602.00
	Hot Water Heater	1	\$2,500.00	3	\$5,500.00
	Mechanical Underground	1	\$1,000.00	1	\$1,000.00
	Other	0	\$0.00	0	\$0.00
	Pressure Testing	4	\$1,050.00	9	\$3,250.00
	Propane Tank	21	\$8,022.00	46	\$39,493.00
	Sheet Metal Work	0	\$0.00	0	\$0.00
	Tank Installation	2	\$3,192.00	11	\$11,592.00
	Ventilation	1	\$1,300.00	2	\$2,250.00
Plumbing Permits	Plumbing	23	\$282,545.00	56	\$813,045.00
	Water Heater	5	\$9,670.00	10	\$17,144.00
Sprinkler Permits	Fire Sprinkler Systems	0	\$0.00	0	\$0.00
	Total Permit Issued	233	\$7,225,959.00	652	\$16,954,606.52



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

Zoning Monthly Report

September 2018

Cases:

2018-08 Glenn Davids Integrity Automotive Inc, applicant to request a Variance to permit an expansion of building into the side setback in the HC zone, according to Article 42, Table 19-B

Location: 415 No Main St, Rochester, NH 03867, 0114-0004-0000, In the HC Zone.

Variance was denied.

*Intentionally
left blank...*

City Clerk's Office



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 September 2018

Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 244 initial copies of vital records, and 199 subsequent copies of vital records in the month of September. The City Clerk's staff issued 27 Marriage Licenses.

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

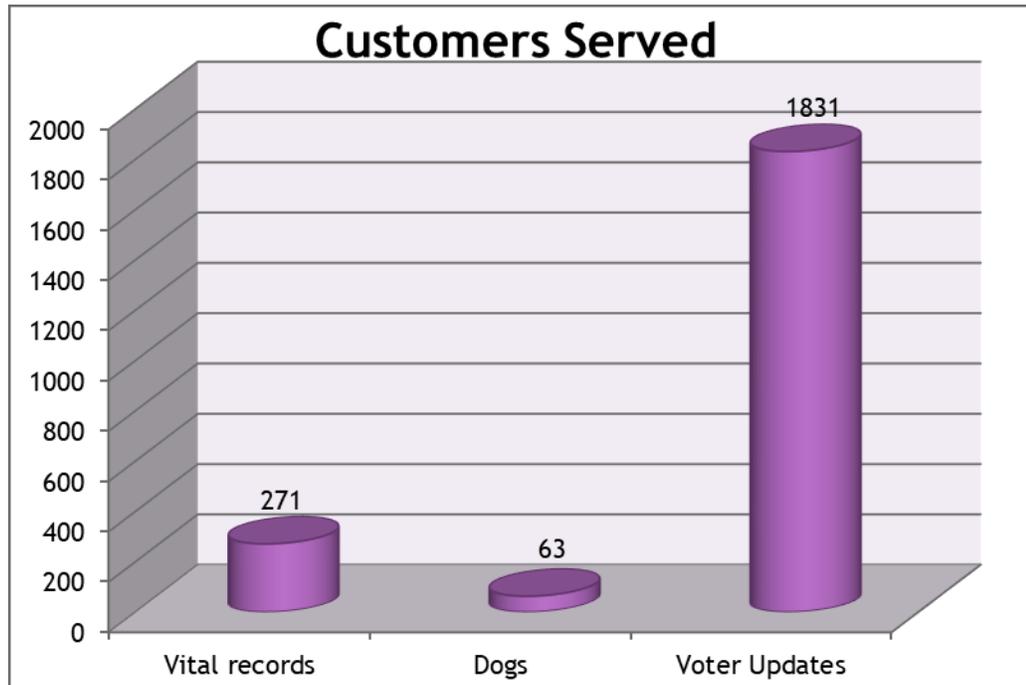
- 25 births were reported in Rochester during the month of September, 6 of these children were born to Rochester residents.
- 20 resident deaths were reported in Rochester.
- 9 couples celebrated their wedding ceremonies in Rochester during the month of September.

Revenue – Vital Records/Marriage Licenses

	2017		2018	
	State	City	State	City
Initial/Subsequent copies:	\$2,699	\$2,446	\$2,947	\$2,703
Marriage Licenses:	\$1,032	\$168	\$1,161	\$189
Total:	\$3,731	\$2,614	\$4,108	\$2,892

Dog Licensing

The City Clerk's office licensed 63 dogs during the month of September. There were \$495.00 in Civil Forfeiture fees collected.

Customers Served during the month of September 2018**Voter registration summary by party as of September 30, 2018:**

Ward	Democrats	Libertarians	Republicans	Undeclared	Totals
1	1,056	5	1,169	1,343	3,568
2	963	1	1,097	1,567	3,627
3	1021	1	1,206	1,321	3,548
4	868	5	791	1,560	3,219
5	951	4	1,124	1,318	3,393
6	1,035	1	835	1,162	3,032
Totals:	5,894	17	6,222	8,271	20,387

Elections

The Supervisors of the Checklist met on September 5, 2018, at City Hall. The Supervisor's authorized new voter registrations as well as changes of the voter checklist including removals due to death or a voter moving from the City. The Supervisors of the Checklist will next meet on October 31, 2018, leading up to the November 6, 2018, State General Election.

The State Primary Election was held on September 11, 2018. Citywide Voter Turnout came in at 20% with 4,115 ballots cast in the City.

- Democratic Voter turnout was 39.5%

- Republican Voter turnout was 32%
- Libertarian Voter turnout was 128%*

**Prior to the Primary election, there were 6 registered Libertarian voters in the City of Rochester. Due to the limited window of opportunity for registered voters to change their party affiliation to Libertarian by the June 5th deadline, the Secretary of State's office was making an exception to the Primary guidelines and allowing voters of any party to opt into taking a Libertarian ballot on September 11. This change accounts for the high Libertarian turnout numbers.*

There were 306 new voters registering in Rochester on Election Day. The new voters at the September 11, 2018, State Primary increased by almost triple the 110 new voters who registering at the last State Primary election in September 2014.

Absentee Ballots for the November 6th, 2018, State General Election will be available in the City Clerk's Office by October 6, 2018. If you will be unavailable to vote in person on Election Day, please contact the City Clerk's Office for information on receiving an absentee ballot.

There are still open positions for election officials in several Rochester wards. If you interested in assisting at the polls on November 6, 2018, please contact the City Clerk's office for more information.

Respectfully submitted,

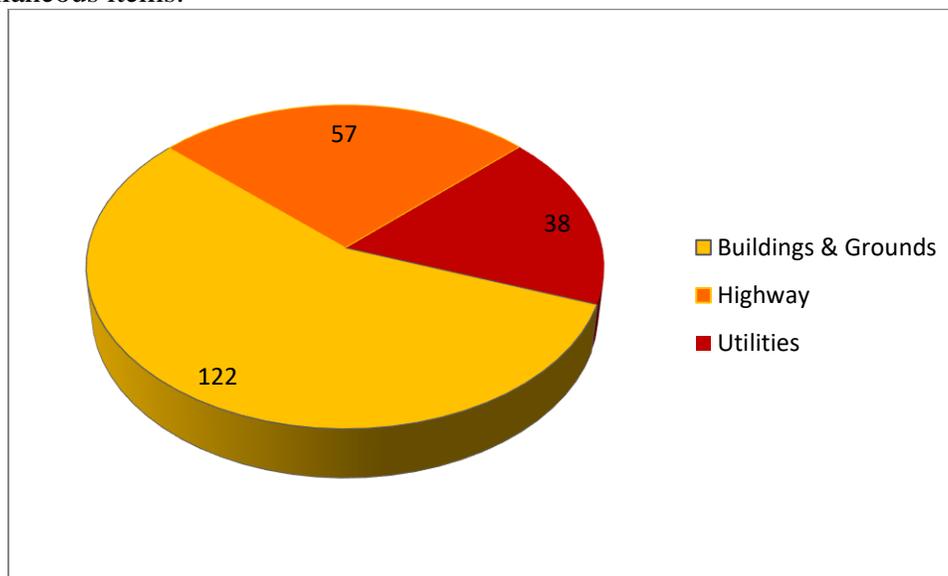
Cassie Givara
Deputy City Clerk

*Intentionally
left blank...*

City Clerk's Office

ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT SEPTEMBER 2018

The Department of Public Works responded to approximately 217 requests for service in the month of August, in addition to their other scheduled tasks and responsibilities. The Highway Division had 57 requests that ranged from storm drain cleaning to requests to fill potholes. The Utilities Division responded to 38 requests that included concerns regarding sewer backups, discolored water and other miscellaneous issues. Buildings and Grounds Department completed 122 service requests this month, which included plumbing repairs, electrical repairs, roof repairs and miscellaneous items.



SEPTEMBER 2018 SERVICE REQUESTS

HIGHWAY & FLEET MAINTENANCE WORK COMPLETED:

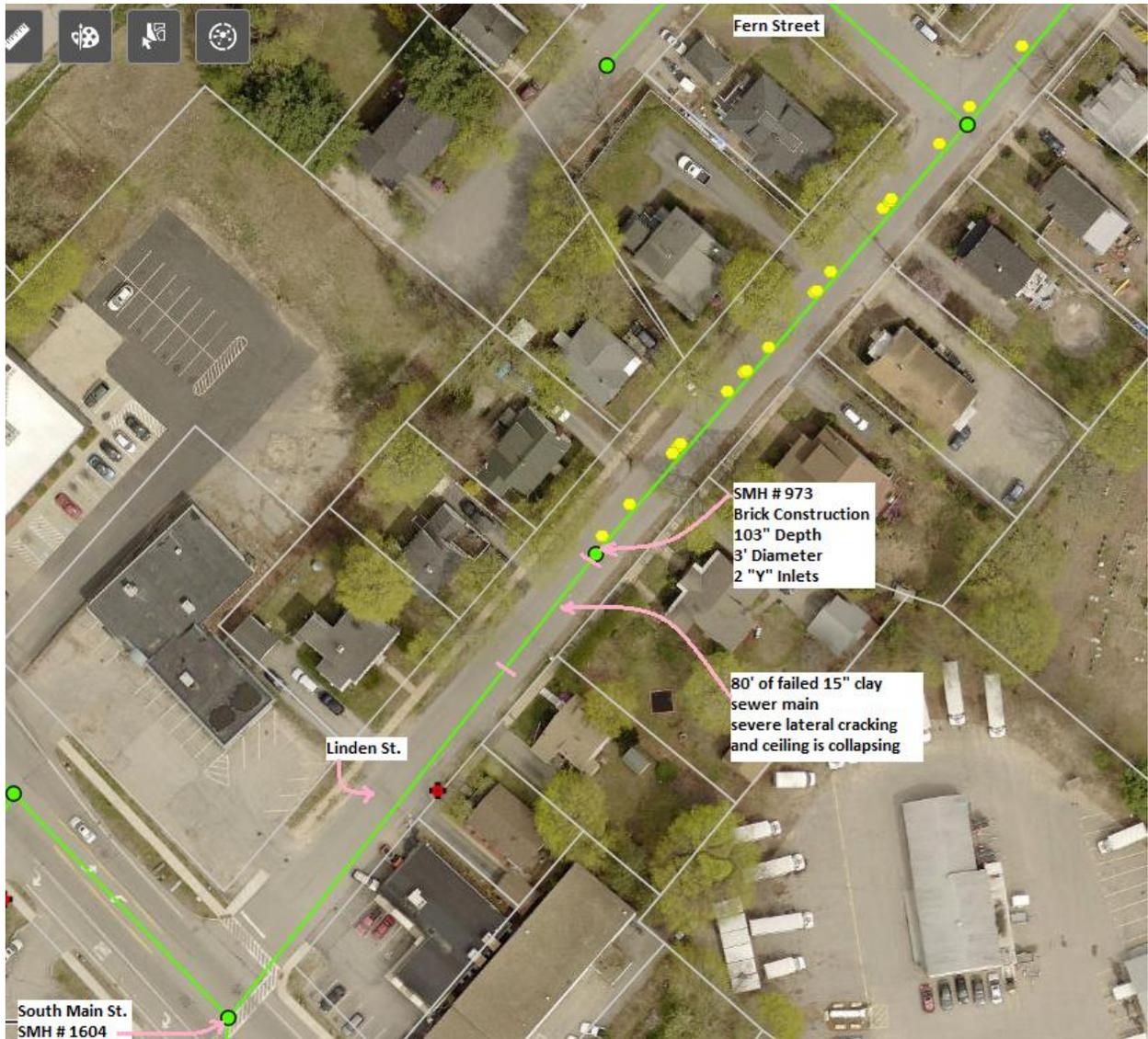
- Patched potholes.
- Repaired six catch basins.
- Continued cleaning catch basins.
- Continued sweeping city streets.
- Worked on guardrail repairs and markings.
- Ditched roadside on Portland St, Estes Rd, and Four Rod Road.
- Ground out bad spots and paved on Portland St., Columbus Ave., two spots on Eastern Ave., Yale St. and Charles St.
- Continued line painting crosswalks, arrows and stop bars.
- Milled bad spots and paved on Old Dover Road and Tebbetts Road.
- Graded dirt roads.
- Performed inspections on all pre-emption lights.
- Raised structures, ground surface and paved Academy Street.
- Repaired and installed street signs throughout City.
- Trimmed back brush on overgrown roadsides.
- Fleet division is working to perform state inspections the DPW Fleet, BLZ & Assessing Vehicles.
- Repaired a tire on #27-Grader.
- Installed a new alternator on #63-Vac-Con.

- Installed a new hydraulic line on #28-Daewoo Loader.
- Replaced wiring harness on #47-old Vac-Con.
- Replaced bearing on #38-flail mower.
- Inspected all plows and wing blades in preparation for snow season.

UTILITIES DIVISION WORK COMPLETED:

The Utilities Division continues to perform daily mark-outs of our municipal water & sewer infrastructure in response to “Dig Safe” requests. Location data is being collected and input into GIS during these mark outs. There were seven new water service connections and four new sewer service connections during the months of September. Staff begun the fall distribution system flushing. They have successfully directionally flushed 1/2 of our system. The directional flushing is efficiently scouring the inner pipe walls of our water mains removing considerable amounts of biofilm and tuberculation from our system. The directional flushing reduces the amount time needed to flush, which reduces the amount of water necessary to flush the system. Ten new water meters were installed and registered within Utility Billing. Remote radio read fixtures were installed at properties that pose hazards or risk to the Meter Reader; i.e. aggressive dogs and fenced in properties. Using our truck mounted sewer camera our crew uncovered a portion of severely deteriorated sewer main beneath Linden Street. The sewer main is a fifteen inch clay main that functions as a major gravity feed within our collections system. All existing service taps have been located on the failing main and our department is engineering the best repair.





BUILDINGS AND GROUNDS DIVISION WORK COMPLETED:

- Performed voter set up and take down for the elections.
- Tested emergency lighting on the city buildings.
- Replaced filters in the HVAC systems.
- Changed out US Flags for Rochester Reads Flags downtown.
- Removed hanging flower baskets from downtown and put up Scarecrows
- Painting of the windows and trim on City Hall is complete.
- City Hall woman's bathroom remodel is complete and mens is underway
- Tennis Court lighting bases and wiring is in place, waiting on pole delivery to complete project

WASTEWATER TREATMENT DIVISION

The Wastewater Treatment Division continues to work with the coalition of communities on related wastewater and Great Bay Estuary issues. WWTP staff worked with industries on various issues and attended state sponsored training classes. The Pump Station Maintenance position has been posted for hire. Start-up activities for automation project equipment is 90% complete. Internal recycle pump VFD replacement was completed. The Department received quotes for the grit building garage door replacement and administrative building window repairs and have awarded both projects to the low bidder. A tour of the facility was given to an operator from VT as part of the New England Water Environment Association (NEWEA) operator exchange program. Currently we are soliciting quotes for metal roof repairs. All required testing for EPA and State has been completed and submitted. Preventative and corrective maintenance was performed on equipment, machinery and instrumentation at the WWTF and pump stations. Average effluent flow for the month was 2.822 Million Gallons per Day (MGD). Percent of design flow = 56.1%. Percent of design flow for 2018 = 60.9%. Precipitation for the month = 4.64". Precipitation for 2018 = 35.35".

WATER TREATMENT DIVISION

Treated water volume for the month of September was approximately 56.9 million gallons from the surface water treatment facility and 11.6 million gallons from the well, totaling 68.5 million gallons. All water quality testing and monitoring has been completed in accordance with NHDES requirements. Staff is pleased to report that the City of Rochester again met and exceeded all State and Federal standards for drinking water. The quarterly disinfection byproducts are within compliance levels. Watershed inspections were conducted throughout the entire reservoir system, and this included site visits by NHDES staff as part of the review process for our land protection grant application with SELT. We recorded 5.1 inches of rainfall at the Rochester Reservoir. Downstream flow rates from the diversion structure ranged from 7 to 25cfs; all sources remain filled to capacity. Equipment and grounds maintenance was performed at the WTP, well, and tanks/stations. Station maintenance included generator preventative maintenance and inspections. There was a replacement of the Richardson BPS trickle charger and replacement of a standby domestic pump mechanical seal at Industrial Way BPS. Maintenance at the well included blower filter and intake preventative maintenance and aerator basin inspection. The Maintenance at the WTP included cleaning the post-chlorine analyzer and sample line, injection and spall repairs to sedimentation basin #2, inspection and maintenance of the heating system, sand filter cleaning and leveling, and repairs to the pilot activated carbon feed system. The water system energy audit is underway. The centrifuge pilot for the hydrosolids/residuals study is complete and the report is pending. Engineering of the Low Lift Pump electrical components is nearing completion; harmonic filters have been eliminated after review of motor and VFD energy/pump curves. The September 26th New Hampshire Water Works Association Peer Review Workshop, hosted at the Rochester WTP, was well attended and acclaimed. Topics included disinfection byproduct management, fluoride optimization, cyanobacteria monitoring, blending sourcewaters, and watershed protections. Rochester was recognized for 50 years of public fluoridation.



Centrifuge Pilot Trailer



Karen Craver from NHDHHS presents Rochester WTF staff with public fluoridation award

ENGINEERING

Project Updates for September 2018:

- **Asset Management:** The City continues to move forward in the process of acquiring the new Asset Management software; this process will continue over the next several months. The efforts of our new GIS/Construction Technician contributed significantly to the creation of the City's MS4 Outfall Map, which was included with the Notice of Intent to comply with the new MS4 NPDES General Permit for stormwater. Efforts continue to improve the GIS data layer for the City's stormwater network, which will be used in the continued mapping effort required by the MS4 Permit. In addition to inventory work, staff continue to populate more detailed information such as asset age, material, and condition on all of our assets and coordinate with our consultants to develop baseline information related to our water, sewer, and stormwater systems' "level of service", "consequence of failure", and "criticality". The City is also working with SRPC to collect sidewalk inventory information, including a condition assessment.
- **Franklin St./Western Ave. Area Improvements:** Substantial Completion Date was August 24, 2018. Final paving and most of the final punch list items, including restoration of the project area, were completed in September 2018. Final Completion Date is expected in early October.
- **Colonial Pines Sewer Extension:** Sewer installation work on Railroad Avenue began in August 2018. This construction will connect the sewer that was pipe-jacked under the Spaulding Turnpike to the existing sewer in Railroad Ave. Phase 2 will include extension of the sewer from Birch Drive across Old Dover Road to Juniper Street, Towle Street, Vinewood Lane, Susan Lane, Hickory Lane, and a portion of Hillside Drive. Phase 2 is currently being designed and is anticipated to be advertised for bids in winter 2018-2019 for a spring 2019 construction start. Future phases of this multi-phased sewer extension program have either been funded in the CIP budget or will be requested in the next couple of years. Internal plumbing and private property surveys have been conducted throughout the entire Colonial Pines area (more than 85% have been completed).
- **Pavement Maintenance & Rehabilitation:** Stamped brick crosswalks in the Downtown (including portions of Wakefield, Union, N. Main, and S. Main) were completed in September 2018. Final wearing course for Dry Hill will be paved in spring 2019 following culvert replacement during winter 2018/2019. Work began on Woodside in September, including drainage and base preparation for paving. The remaining paving list for SB38 funds includes the following: Clow Court, Nadeau Drive, and Sampson Road; work may begin on these roads this construction season; however, final overlay will be completed in spring 2019. Whitehouse Road is anticipated to be reclaimed and base-paved in October pending completion of Unitil gas main work; final pavement will be placed in spring 2019.
- **Dewey Street Pedestrian Bridge:** Final pavement overlay of bridge approaches and all other punch list items were completed in July 2018. A new utility pole and LED streetlight will be installed at the bridge approach on the Hanson Pines side in the coming weeks.
- **Strafford Square Roundabout:** Design continues. Bidding of the roundabout construction contract is now anticipated for 2019. Prior to that contract, and in preparation for that construction, a utility infrastructure contract is anticipated to be bid for construction prior to the end of 2018. Right-of-way and easement negotiations are being conducted in preparation for the construction contracts.
- **Water Treatment Plant Low Lift Pump Station Upgrade:** Key mechanical components with long lead times for manufacture and delivery had delayed the start of construction; however, the contractor has now mobilized to the site and construction has commenced. Construction is anticipated to be completed by the end of 2018.

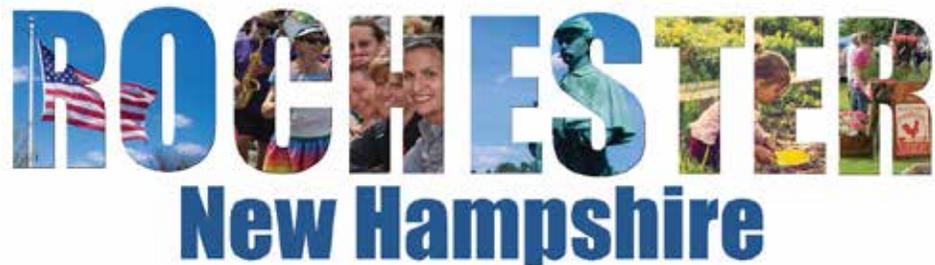
- **Water Treatment Plant Residuals Disposal:** This project is currently in the evaluation stage of alternatives for the most effective method of disposal of residuals generated at the Surface Water Treatment Plant. A one-week centrifuge pilot study was conducted on-site during September 2018.
- **WWTF Biosolids Dewatering Facility:** The design of this project is complete and under final review. The project is anticipated to be advertised for bids in fall 2018.
- **River Street Sewer Pump Station Upgrade:** Design of this project continues. Construction start is anticipated in 2018.
- **Wastewater Interceptor Upgrades:** A Basis of Design Report has been received from the design consultant. This report summarizes alternatives and recommends a sewer collection system master plan before proceeding with final design. Funding for a Sewer System Master Plan was approved with the FY19 CIP Budget; consultant selection process will commence in the coming months.
- **NPDES Permits - Wastewater Treatment Facility & MS4 Permit (Stormwater):** A new draft National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Facility (WWTF) has not yet been issued by USEPA Region 1. As far as the Municipal Separate Storm Sewer System (MS4) NPDES General Permit for stormwater, the new NH Small MS4 General Permit was issued by USEPA Region 1 on January 18, 2017; the Permit became effective on July 1, 2018. On September 28, 2018, the City submitted a Notice of Intent (NOI) to comply with the 2017 NH Small MS4 General Permit. USEPA Region 1 and NHDES have scheduled a meeting to further discuss permitting with the Great Bay Municipal Coalition (Dover, Portsmouth, and Rochester) on October 4, 2018.

*Intentionally
left blank...*

City Clerk's Office



ECONOMIC & COMMUNITY DEVELOPMENT



9/30/2018

Management Report

Written & Compiled by:
Jennifer Murphy Aubin

"The state Division of Parks and Recreation awarded Rochester's river walk project an \$80,000 grant to build a handicap accessible footbridge over Heath Brook to connect the northern end of the river walk with the walking trails in Hanson Pines.

Read on...

<http://www.fosters.com/news/20180904/state-gives-rochester-80k-grant-for-riverwalk-improvements>



ECONOMIC & COMMUNITY DEVELOPMENT

KAREN POLLARD, CECD - ECONOMIC DEVELOPMENT MANAGER

LOCAL & REGIONAL MEETINGS WITH STAKEHOLDERS

NCS Global Tour of Solar Installation – Shiva Nanda, CEO and President of NCS Global in Rochester invited Karen Pollard and Michelle Mears for a tour of the solar panel installation in the Granite State Business Park. **The NCS Global facility is a LEED Certified Silver building and the two rows of solar panels** mean the facility has been selling energy into the electric grid rather than being a draw. This project took several years to complete because of the difficulty getting Pease Development Authority approval for the solar panels to be located in the easement area for Skyhaven Airport. The resolution for the airport and NCS Global is to have the solar panels specifically angled to minimize glare for pilots during takeoff and landing.

Safran – City Manager Blaine Cox and Karen Pollard meeting with a Safran representative to discuss the Granite State Business Park and the **shared entrance to Phase II of the park.**

Presentation about Economic and Community Development Department to City Council – Manager Pollard shared the **Standard and Poor’s presentation in public session.**

DOWNTOWN REVITALIZATION

Scenic & Salinger Block – Testing by Allen + Major took place during the month of September. The **DRAFT RFP document** has been prepared and distributed to the REDC, HDC and City Council.

38 Hanson Street – Contracted with Jameson Paine and David Garvey of Keller Williams Coastal for marketing of 38 Hanson Street. **Please see marketing plan attached.**

INFRASTRUCTURE

Granite State Business Park Water Loop – Attended multiple meetings regarding providing water via Shaw Drive water loop to the Granite State Business Park. **Project is design phase, will have revised estimates for costs.** Interdepartmental group including DPW, Fire and Finance in addition to Economic Development.

JENN MARSH, ECONOMIC DEVELOPMENT SPECIALIST

ROCHESTER MAIN STREET

The Board of Directors held a retreat this month, **to review and update the strategic plan**. With a new plan for the coming year, the Board is committed to providing updated tasks with measurable goals for the benefit of the businesses in the downtown.

ROCHESTER LISTENS

Rochester Listens held their second community organization collaborative meeting, with the **attendees discussing active projects in Rochester, launching new initiatives and to ways to collaborate in the coming year**. The attendees requested quarterly meetings so they can stay on top of what is happening in Rochester, the next meeting in February, date to be determined. They group also decided to open a private Facebook where they could request volunteers, ideas and share events that they are hosting. **Rochester Listens will host a community discussion, with a topic, "Rochester youth and their feelings on the community they live in."** The goal is to listen, engage and empower our students to get them involved more in the community, share the projects to be a part of and to see what issues affects them.



RIVER WALK DINNER FUNDRAISER

The River Walk Committee held their **first River Walk Dinner fundraiser with a three-course dinner prepared by Revolution Taproom and Grill, selling all 50 seats!** On the heels of this success, the committee is planning for three dinners next year, with an events planning meeting in February, date to be determined.

The Recreational Trails grant awarded the River Walk Committee \$80,000. Additionally, the committee is looking at cost estimates for bridges as the initial estimates are coming in higher than expected. The Committee is currently working with DPW and the grant organization to find best way to move forward. Julian Long will be at the November

regular City Council meeting to update the City Council on our findings.



ROCHESTER FARMERS MARKET

Despite the rainy weather, the Farmers Market had a great turnout for the last market on September 26.

2018 marks the third successful year for the market, with new and existing vendors excited to come back for next year already. The *Vouchers for Veterans* program, started by Alicia Frye and Jeanne Grover, was a huge hit again this summer with **veterans showing up in record numbers for their free vouchers.**

NEW EVENT: PORCH FEST

Anthony Ejarque and his team did an amazing job organizing the first annual Porch Fest event, **a free outdoor music festival featuring more than 30 bands of all genres.** Bands are on outdoor stages throughout the town and attendees walk around and hear a little bit of everything. There were food trucks and vendors at



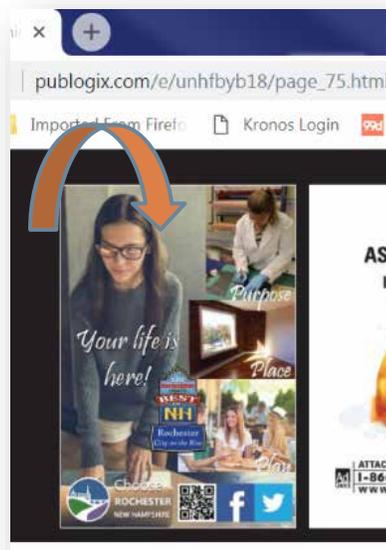
the Union Street parking lot. Participating restaurants and shops offered specials, discounts and attendance to an after party to attendees wearing all-access bracelets. All-access bracelets were \$10 purchased online or at the main booth on Union Street. (Volunteers also walked around selling bracelets all day.) **The downtown businesses had a great day as crowds filled into their restaurants and shops while enjoying the music tour throughout the City.**



COLLABORATION

Economic Development, The Chamber of Commerce and the Board of Health/Building, Zoning and Licensing Department hosted a prepared food-handling/safety workshop for Rochester businesses and workers in food environments. Health Inspector, Bob Venno presented two sessions, providing safe food practices and standards. He also shared the new scoring system in place in late spring of 2019. The businesses spoke to departments, commenting it is helpful and informative.

JENNIFER MURPHY AUBIN, EXECUTIVE SECRETARY & MARKETING MANAGEMENT



Executive Secretary Aubin designed a customized Rochester NH advertisement targeting UNH students and parents in the 2018 University of New Hampshire Wildcats Football Yearbook. The Rochester promotion is in print and online.

10 + 14 NORTH MAIN STREET – HISTORIC INVENTORY SURVEYS & TESTING/ STRUCTURAL REVIEWS

Consulting firm, 106 Associates, selected to provide a historic inventory of both buildings. Work will begin work in the beginning of October.

Design Spotlight
AREA DEVELOPMENT
ONLINE TOOLS

Executive Secretary Aubin designed a variety of “Choose Rochester, New Hampshire” sized buttons promoting the City for site selection website, Area Development. When a site selector clicks on the button, they go to www.RochesterEDC.com



Growth in International Aerospace Markets Spurs Increased Production in New Hampshire
SAFRAN Aerospace Composites and Albery International have co-located in a 343,000-square-foot facility in Rochester, New Hampshire, which will provide the lightweight composite components required by the aerospace industry.

Read article detailing Rochester’s winning combination of talent and technology:

<http://www.areadevelopment.com/ContributedContent/q3-2018-auto-aero-site-guide/international-aerospace-markets-production-new-hampshire.shtml>



Executive Secretary Aubin connected the principle, Scott Newman, to the Historical Society as well as Rochester Museum of Fine Arts founder, Matt Wyatt, who at one time, had a gallery and studied the building at great length.

Allen + Major is completing work on the surveys, structural and property line assessments. Introductions of both consulting firms to one another as their analysis may benefit both studies. We anticipate the reports, recommendations and analysis buildings, along with historic preservation funding/tax credits available to support the redevelopment, at the beginning of November.

The **Rochester Rotary tapped Executive Secretary Aubin to design** promotional materials for the upcoming charitable lottery night benefit.



IEDC EXCELLENCE IN ECONOMIC DEVELOPMENT AWARDS

Executive Secretary Aubin received notification of winning a Bronze Award for economic special purpose website for the Office of Economic Development's www.RochesterEDC.com.



Manager Pollard will accept the award at upcoming October IEDC Conference in Atlanta, GA, which draws a global audience and the award draws recognition to our community.

Executive Secretary Aubin also participated in "Economic Development Websites of the Future – 5 Predictions" to stay current on design and content.

Julian Long, CDBG Coordinator & Grants Manager

COORDINATOR REPORT

PREPARED AND SUBMITTED BY THE COMMUNITY DEVELOPMENT COORDINATOR

Tennis Courts Lights Project: This project continues to near completion. Workers were mostly recently on-site the week of September 23rd.

School Department Chairlift Projects: The Spaulding High School and Maple St. Magnet School chairlift projects have gone out to bid. Both projects received one bid, but the bid amount is higher than the CDBG funds allocated for the projects. The School Department is looking to bridge the gap with a combination of School Department funds and a request for additional CDBG funds. There is \$1,269.00 available unallocated CDBG funds from FY 2017-2018.

CDBG Program

FY 2017-2018 CDBG Consolidated Annual Performance and Evaluation Report: The Consolidated Annual Performance and Evaluation Report (CAPER) for FY 2017-2018 submitted to HUD for review and approval.

FY 2019-2020 Annual Action Plan: The Community Development Coordinator has started the public input process for the FY 2019-2020 Annual Action Plan. The Community Development Coordinator has visited all six-ward meetings and discussed past CDBG projects and potential future CDBG projects with residents. No residents in attendance at the September Ward 3 meeting. However, the Community Development Coordinator is planning to attend the next scheduled Ward 3 meeting. FY 2019-2020 grant applications will be available in mid-October and due in mid-December.

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

Assessment of Fair Housing: The Community Development Coordinator has continued to draft the Assessment of Fair Housing. The Community Development Coordinator continues to communicate with RHA staff to discuss AFH progress and the submission timeline. The AFH will be due in 2020, and the City of Rochester is on track for submission by the HUD deadline.

Workforce Housing Charrette: The workforce housing charrette held on September 26 and September 28 at the Rochester Performing Arts Center, included attendees of the two public sessions included members of City Council, the Planning Board, the Historic District Commission, downtown property owners, and downtown business owners. The resulting design not only addressed 13-17 Hanson Street but also extended to other buildings on Hanson Street. The final design compiled into a charrette report available in November.

Downtown Density Report: The downtown density recommendations report, funded through the New Hampshire Municipal Technical Assistance Grant and CDBG, is available and attached to this report.

Tri-City Homelessness Task Force: The Community Development Coordinator has continued to attend meetings of the tri-city homelessness task force and to share information with non-profit contacts on the task force's activities.

Quarterly Community Development Meeting: The Community Development Coordinator met with the Community Development staff of the cities of Dover and Portsmouth to discuss regional needs and ongoing projects.

Non-CDBG Grant Activities

Bridging the Gaps: The Community Development Coordinator worked with the Bridging the Gaps coalition coordinator to draft and submit a no-cost extension on the current SAMHSA Drug Free Communities grant. The no-cost extension granted for a period of six months, extending the DFC grant to March 2019. The Community Development Coordinator continues to assist the Bridging the Gaps coalition coordinator in identifying and applying for grant funding.

Fire Department EMPG Grant: The Community Development Coordinator met with the Fire Chief and state officials to discuss the city's grant application. The Community Development Coordinator also finished drafting the Emergency Management Performance Grant application and submitted on behalf of the Fire Department.

VOCA Grant: The Community Development Coordinator has drafted the FY 18-19 quarter 1 financial report for the program. The Community Development Coordinator also assisted in the finalization of the supplemental grant funds for a laptop purchase and in documenting the purchase for state grant officials.

River Walk Committee: New Hampshire Recreational Trails Program awarded \$80,000 grant to the River Walk Committee.

Other Items

COAST: The Community Development Coordinator, who represents the City of Rochester on the COAST Board of Directors, appointed to the Comprehensive Operations Analysis steering committee. The Community Development Coordinator also attended the COAST annual meeting in September. At the September meeting, the COAST board of directors voted to adopt the draft FY 2019-2020 COAST budget, which is a 7.4% increase over the adopted FY 2018-2019 budget.

Affordable Housing News: The Greater Seacoast Coalition to End Homelessness hosted a forum for landlords in September to encourage landlord participation in affordable housing programs. Several suggestions for how to incentivize landlords to participate resulted from the forum and the Foster's Daily Democrat article on the event are online <http://www.seacoastonline.com/news/20180930/seacoast-landlords-incentivize-affordable-housing>.

Report Attachments

- ✓ Downtown Density Recommendations – Summary
- ✓ Downtown Density Recommendations – Full Report
- ✓ "Seacoast landlords: Incentivize affordable housing," *Foster's Daily Democrat*, 30 September 2018



August 28, 2018

**RE: Real Estate Services
MARKETING SERVICES
38 HANSON STREET**

MARKETING PLAN OUTLINE

KWC GS will present the property at 38 Hanson Street to potential suitors interested in the parcel. Our marketing effort entails listings being publicized in a wide range of venues and marketing, in person, online and in print.

Marketing Materials:

KWC GS will create Flyers/Brochures, Drone/Video/Virtual Tour, Twitter, etc. detailing the story behind the property, connecting this to the potential the community has for growth.

Our online presence:

- KW Commercial website which feeds into over a hundred international commercial real estate websites;
- KW Commercial App;
- CoStar & Loopnet;
- New England Real Estate Journal (NEREJ);
- New England Commercial Property Exchange (NECPE);
- Local MLS;
- Social Media: Twitter, YouTube channel, Facebook posts and ads; LinkedIn posts/ group comments; and
- New Hampshire, New England, and national development websites.

Networking and local business presence:

- NH Division of Economic Development;
- New Hampshire Housing Finance Authority;
- New England Real Estate Journal (NEREJ);
- Reaching out to our individual networks of business people, investors and clients; and
- Utilizing our networks of real estate professionals around the state and nationally.
 - This includes collaboration with our approximately 790 offices and more than 188,000 associates around the world.

KW COMMERCIAL, GOVERNMENT SERVICES DIVISION

MAINE
Keller Williams Coastal Realty
4 Market Place Drive, Suite 4
York, ME 03909
Office: (207) 475-0999

MASSACHUSETTS
Keller Williams Realty North Central
680 Mechanic Street, Suite 250
Leominster, MA 01453
Office: (978) 860-3670

NEW HAMPSHIRE
Keller Williams Coastal Realty
750 Lafayette Street, Suite 201
Portsmouth, NH 03801
Office: (603) 610-8500

Print Media to be considered:

- Press releases, articles and ads
 - NH & Regional Newspapers;
 - New England Real Estate Journal (NEREJ);
 - Boston Business Journal; and
 - New Hampshire Business Review.

Target groups will include:

- Investors and land developers;
- Workforce housing developers;
- Mixed-use developers;
- Trade organizations including but not limited to Builders and Remodelers Association of Greater Boston; and New England Business Association;
- Real Estate Brokers; and
- LinkedIn professional interest groups

Keller Williams Commercial has a sizable national presence, which is often utilized to source for “End User” clients. In addition to the large KW Commercial research and marketing capabilities, we utilize all our local business networks with memberships in several professional organizations and Chambers of Commerce’s.

Many of our clients appreciate a monthly telephone update covering marketing efforts, leads, and/or transaction progress. Updates to be tailored to the project requirements.



Each Office Is Independently Owned and Operated

KWGovernment.com

Page



Community Development Committee

City Hall
 31 Wakefield Street, Rochester, NH 03867-1917
 603-335-7522 FAX: 603-330-0027
julian.long@rochesternh.net

AGENDA

Tuesday, October 9, 2018

5:00 PM – City Hall Annex (33 Wakefield St.)
Isinglass Conference Room (Room A)
(Please RSVP regrets to Julian Long)
julian.long@rochesternh.net

- A. CALL TO ORDER – Attendance
- B. PUBLIC INPUT
- C. APPROVAL – August 13, 2018 Meeting Minutes
- D. BRIDGING THE GAPS PRESENTATION – Request for Funding
- E. SCHOOL DEPARTMENT PRESENTATION – Request for Additional Funding
- F. WORKFORCE HOUSING CHARRETTE – Updates
- G. PROGRAMS REPORT – CDBG Projects, Other Grant Projects, Downtown Density Report
- H. OTHER BUSINESS
- I. ADJOURN

Committee Members

Chair – Councilor Elaine M. Lauterborn
 Vice-Chair – Councilor Donna M. Bogan
 Member – Councilor Tom Abbott
 Member – Councilor James Gray
 Member – Councilor Jeremy Hutchinson



City of Rochester, New Hampshire

Division of Community Development

31 Wakefield Street, Rochester NH 03867

(603) 335-7522 www.rochesternh.net

Community Development Coordinator Report

Prepared and submitted by the Community Development Coordinator

October 2018

- ***Continuing Projects***
 - **Tennis Courts Lights Project**: This project continues to near completion. Workers were mostly recently on-site the week of September 23rd.
 - **School Department Chairlift Projects**: The Spaulding High School and Maple St. Magnet School chairlift projects have gone out to bid. One bid was received for both projects, but the bid amount is higher than the CDBG funds allocated for the projects. The School Department is looking to bridge the gap with a combination of School Department funds and a request for additional CDBG funds. There is \$1,269.00 available unallocated CDBG funds from FY 2017-2018.
- ***CDBG Program***
 - **FY 2017-2018 CDBG Consolidated Annual Performance and Evaluation Report**: The Consolidated Annual Performance and Evaluation Report (CAPER) for FY 2017-2018 was submitted to HUD for review and approval.
 - **FY 2019-2020 Annual Action Plan**: The Community Development Coordinator has started the public input process for the FY 2019-2020 Annual Action Plan. The Community Development Coordinator has visited all six ward meetings and discussed past CDBG projects and potential future CDBG projects with residents. There were no residents in attendance at the September Ward 3 meeting, however, so the Community Development Coordinator is planning to attend the next scheduled Ward 3 meeting. FY 2019-2020 grant applications will be made available in mid-October and due in mid-December.
 - **FY 2020-2025 Consolidated Plan**: The Community Development Coordinator has started the research and consultation processes for the FY 2020-2025 Consolidated Plan. The plan will be due concurrent with the FY 2020-2021 Annual Action Plan
 - **Assessment of Fair Housing**: The Community Development Coordinator has continued to draft the Assessment of Fair Housing. The Community Development Coordinator continues to communicate with RHA staff to discuss AFH progress and the submission timeline. The AFH will be due in 2020, and the City of Rochester is on track for submission by the HUD deadline.
 - **Workforce Housing Charrette**: The workforce housing charrette was held on September 26th and September 28th at the Rochester Performing Arts Center. Attendees of the two public sessions included members of City Council, the Planning Board, the Historic

District Commission, downtown property owners, and downtown business owners. The resulting design not only addressed 13-17 Hanson Street but also extended to other buildings on Hanson Street. The final design will be compiled into a charrette report that will be made available in November.

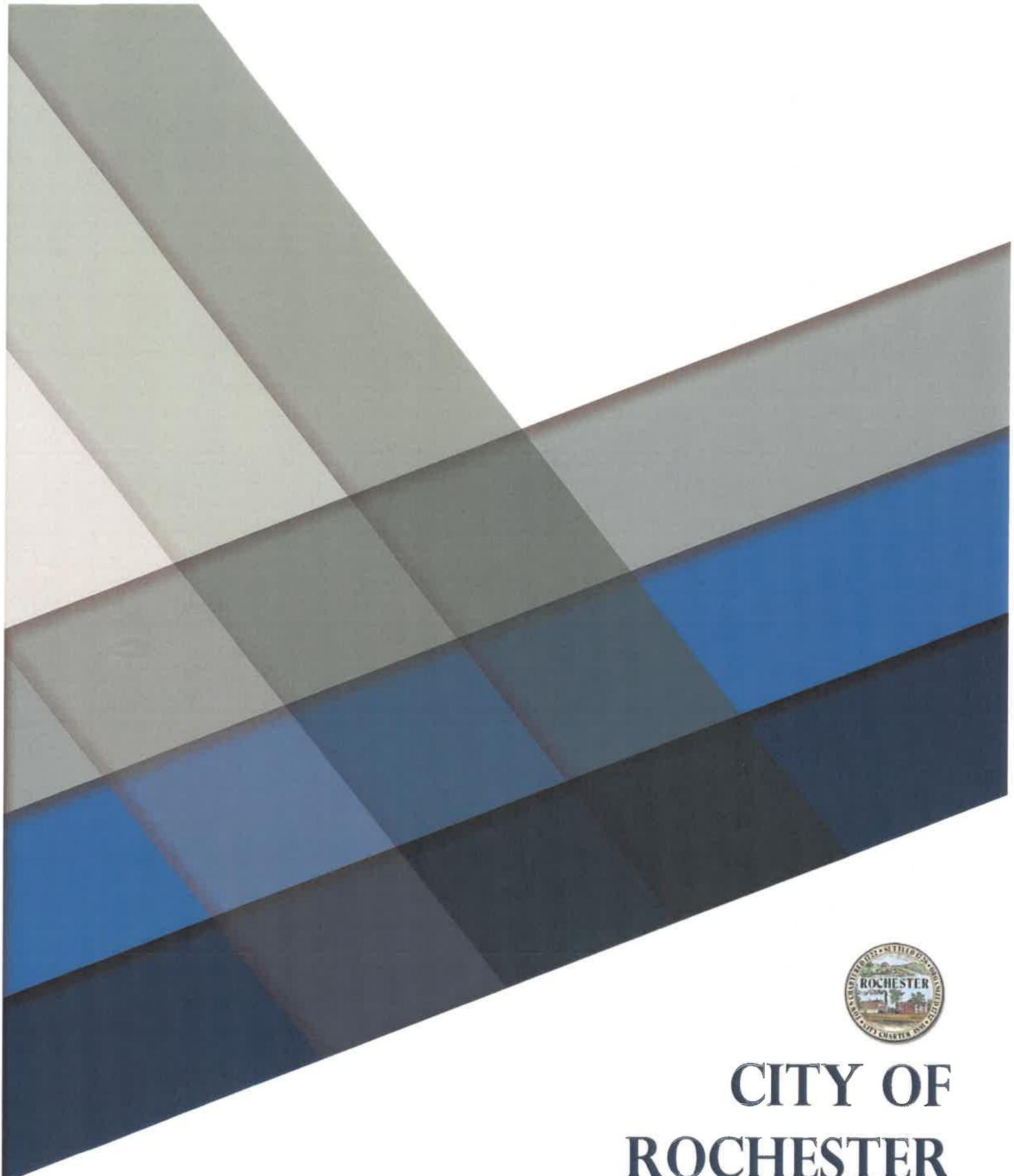
- Downtown Density Report: The downtown density recommendations report, funded through the New Hampshire Municipal Technical Assistance Grant and CDBG, is available and attached to this report.
- Tri-City Homelessness Task Force: The Community Development Coordinator has continued to attend meetings of the tri-city homelessness task force and to share information with non-profit contacts on the task force's activities.
- Quarterly Community Development Meeting: The Community Development Coordinator met with the Community Development staff of the cities of Dover and Portsmouth to discuss regional needs and ongoing projects.
- ***Non-CDBG Grant Activities***
 - Bridging the Gaps: The Community Development Coordinator worked with the Bridging the Gaps coalition coordinator to draft and submit a no-cost extension on the current SAMHSA Drug Free Communities grant. The no-cost extension was granted for a period of six months, extending the DFC grant to March 2019. The Community Development Coordinator continues to assist the Bridging the Gaps coalition coordinator in identifying and applying for grant funding.
 - Fire Department EMPG Grant: The Community Development Coordinator met with the Fire Chief and state officials to discuss the city's grant application. The Community Development Coordinator also finished drafting the Emergency Management Performance Grant application and submitted on behalf of the Fire Department.
 - VOCA Grant: The Community Development Coordinator has drafted the FY 18-19 quarter 1 financial report for the program. The Community Development Coordinator also assisted in the finalization of the supplemental grant funds for a laptop purchase and in documenting the purchase for state grant officials.
 - Riverwalk Committee: The Riverwalk Committee has been awarded a New Hampshire Recreational Trails Program grant in the amount of \$80,000.
- ***Other Items***
 - COAST: The Community Development Coordinator, who represents the City of Rochester on the COAST Board of Directors, has been appointed to the Comprehensive Operations Analysis steering committee. The Community Development Coordinator also attended the COAST annual meeting in September. At the September meeting, the COAST board of directors voted to adopt the draft FY 2019-2020 COAST budget, which is a 7.4% increase over the adopted FY 2018-2019 budget.
 - Affordable Housing News: The Greater Seacoast Coalition to End Homelessness hosted a forum for landlords in September to encourage landlord participation in affordable housing programs. Several suggestions for how landlords could be incentivized to participate resulted from the forum, and the Foster's Daily Democrat article on the event can be read at <http://www.seacoastonline.com/news/20180930/seacoast-landlords-incentivize-affordable-housing>.
- ***Report Attachments***

- Downtown Density Recommendations – Summary
- Downtown Density Recommendations – Full Report
- “Seacoast landlords: Incentivize affordable housing,” *Foster’s Daily Democrat*, 30 September 2018

City of Rochester Downtown Density Update

Summary of Recommendations

Report Section	Topic	Report Recommendation
2.03	Parking	<ul style="list-style-type: none"> •Eliminate parking requirements for commercial development in the DC. •Prohibit the creation of large, single-tenant parking lots for commercial uses. •Explore variance or conditional use process for commercial parking lots.
2.03		<ul style="list-style-type: none"> •Lower the minimum parking ratios for small residential units (studios and 1-bed units).
2.03		<ul style="list-style-type: none"> •Eliminate residential parking requirements for the first 10 residential units within new infill projects. •Codify objective parking reduction criteria.
2.03		<ul style="list-style-type: none"> •Review Rochester downtown residential parking regulations/operations and make adjustments as needed. •Develop a near-term downtown residential parking strategy utilizing City lots and on-street parking; including defining the Staff that will administer program.
2.03		<ul style="list-style-type: none"> •Develop a long-term downtown residential and commercial parking strategy with City capital investment priorities.
2.04	Density & Uses	<ul style="list-style-type: none"> •To promote 4 and 5 story mixed-use buildings, eliminate the “density limit.”
2.05		<ul style="list-style-type: none"> •Eliminate single-family and duplex uses as a permitted use in the DC. Explore options for legalizing existing uses.
2.05		<ul style="list-style-type: none"> •Allow multi-family use (as a single use of the property) as a permitted use on DC properties which do not front a major commercial street. •Define/depict applicable street frontages.
2.05		<ul style="list-style-type: none"> •To promote a hotel downtown, lower the lot size requirement and eliminate the parking requirement for a hotel fronting a major commercial street. •Define/depict applicable street frontages.
3.02	Process	<ul style="list-style-type: none"> •Break-Down Site Plan Review into Conceptual, Final, Technical Documents, and Operational Requirements. Allocate review of Tech Docs to Rochester staff for review after Planning Board approvals.
3.04		<ul style="list-style-type: none"> •Minimize reliance on “appropriate” standards in the Site Plan review process. Replace with objective standards with narrower discretion where possible.
4.02	Leadership	<ul style="list-style-type: none"> •Charter an official Downtown Committee focused on improving the health of downtown, encouraging investment, removing red tape, keeping track of progress on code/policy changes.
4.02		<ul style="list-style-type: none"> •Explore a Redevelopment Authority to manage acquisition, entitlement, and disposition of City assets.
4.03	Building Upkeep	<ul style="list-style-type: none"> •Seek partnerships and voluntary compliance for building upkeep. •Explore “best storefront” incentives with the Chamber. •Strengthen regulations for dilapidated buildings – require annual life/safety inspections. •Explore “vacant” property tax options and curtail empty storefronts. •Explore property tax options at a State legislative level.
4.04	Non-Zoning	<ul style="list-style-type: none"> •Explore options to address “safety perception” issues.
4.05		<ul style="list-style-type: none"> •Aim for a lower “natural speed” during traffic and wayfinding effort.
4.06		<ul style="list-style-type: none"> •Require special events over a certain size provide a parking management plan.



**CITY OF
ROCHESTER
DOWNTOWN DENSITY UPDATE**

Acknowledgements

Table of Contents

<u>Chapter 1:</u> Barriers to Downtown Development	<p>Section 1.01 Introduction #</p> <p>Section 1.02 Background, Purpose, Method #</p> <p>Section 1.03 Relationship with Downtown Master Plan #</p> <p>Section 1.04 Relationship with Historic Design Guidelines #</p> <p>Section 1.05 How to Use this Report #</p> <p>Section 1.06 Summary and Recommendations #</p>
<u>Chapter 2:</u> Zoning Analysis and Recommendations	<p>Section 2.01 General #</p> <p>Section 2.02 Heights and Setbacks #</p> <p>Section 2.03 Parkng Requirements #</p> <p>Section 2.04 Density Limitations #</p> <p>Section 2.05 Mixed Use Potential #</p> <p>Section 2.06 Recommendations #</p>
<u>Chapter 3:</u> Process Analysis and Recommendations	<p>Section 2.01 General #</p> <p>Section 2.02 Heights and Setbacks #</p> <p>Section 2.03 Parkng Requirements #</p> <p>Section 2.04 Density Limitations #</p> <p>Section 2.05 Mixed Use Potential #</p> <p>Section 2.06 Recommendations #</p>
<u>Chapter 4:</u> Non-Regulatory Barriers and Recommendations	<p>Section 2.01 General #</p> <p>Section 2.02 Heights and Setbacks #</p> <p>Section 2.03 Parking Requirements #</p> <p>Section 2.04 Density Limitations #</p> <p>Section 2.05 Mixed Use Potential #</p> <p>Section 2.06 Recommendations #</p>

Section 1.01 Introduction

Many long-time Rochester locals have vivid memories of Rochester’s robust downtown, the hubbub of activity that once was. There’s significant pride in Rochester’s history and sincere aspirations for a downtown resurgence.

Unfortunately, a long period of stagnation has occurred in the downtown. Regulatory obstacles combined with serious deferred building maintenance has re-routed investment to other areas. Downtown has languished. The good news is that this trend is reversable and there’s desire and momentum for a u-turn. It will take continued focus, leadership and old-fashioned hard work to get there. But, a resurgent downtown is entirely within reach.

Rochester’s downtown can again be a vibrant commercial center with unique local and regional-serving retail and service businesses intermixed with great restaurants, a lively arts scene, a robust residential population, and can once again serve as a destination. The grand historic buildings are the means to pivot Rochester back to this reality. They are the backbone of the community and the backdrop for this vision.

The City of Rochester commissioned this analysis to better understand the zoning and regulatory barriers to private-sector downtown investment with the intent of lessening those barriers. This report identifies regulatory barriers and provides recommendations on how best to lessen or eliminate them. This report also attempts to highlight other obstacles that may be affecting the flow of investment monies into the downtown.

Section 1.02 Background, Purpose, Method

BendonAdams is a land use consulting firm based in Aspen, Colorado. Founded and staffed by long-time municipal planners who now help both public and private clients bring development projects to fruition, BendonAdams brings a unique perspective to development policies and the endless work of elected officials and their professional staff in achieving community goals.

The City of Rochester received a Municipal Technical Assistance Grant from Plan NH and Community Block Grant funds through the U.S. Department of Housing and Urban Development. The effort intends a set of zoning revisions to encourage a variety of housing types in a walkable and commercially successful downtown.

BendonAdams has been retained to review Chapter 42 – Rochester’s Zoning Ordinance – with specific focus on the Downtown Commercial Zone District. Based on findings from a series of one-on-one and small-group interviews with key community members, elected and appointed officials, and professional staff, this analysis is intended to inform a series of adjustments to the Zoning Ordinance to remove investment obstacles and

Section 1.03 Relationship with Design Guidelines and Historic Overlay District

bolster downtown Rochester. The City of Rochester has also retained BendonAdams to update the Design Guidelines and Historic Overlay District Ordinance. These efforts are occurring simultaneously and are intended to work in tandem. For both efforts to be most effective, strong cohesion between zoning regulations, the design guidelines, and the process by which downtown development is re-

Section 1.04 How to Use this Report

viewed and approved is paramount. This draft report contains an analysis of zoning barriers to downtown development in Chapter 2 and a review of potential process barriers in Chapter 3. Draft recommendations for lessening or removing these barriers are contained in the analysis and are highlighted in the Summary Section below. These recommendations will inform an amendment to the Zoning Ordinance. This analysis is intended to spur conversation regarding the recommendations – to modify, add, delete, and fine-tune them at a policy level before finalizing the analysis and engaging in code writing.

If there is one overall theme that emerges from this study, it is that while regulatory barriers exist there are multiple obstacles to downtown investment and a comprehensive approach is needed to reverse this situation. Just amending the zoning code may not result in the desired investment. Chapter 4 contains a review of “non-regulatory” barriers to downtown development that surfaced during community outreach. While these are arguably outside of the scope of this zoning analysis, discussion of these barriers may be important to the long-term trajectory of downtown Rochester.

Section 1.05 Summary of Recommendations

- Section 2.03** *We suggest lowering minimum parking ratios.*
- Section 2.03** *We recommend basing parking ratios on net leasable square footage. Alternatively, Rochester could stay with a gross square footage requirement accounting for common areas with a slight lowering of the ratios.*
- Section 2.03** *We recommend a consistent parking ratio for all commercial uses or an outright waiver for commercial uses in the immediate downtown.*
- Section 2.03** *We recommend lowering the parking ratios for smaller units.*
- Section 2.03** *We recommend Rochester review its downtown residential parking regulations and make adjustments as needed. We recommend pairing this with an overall downtown parking strategy.*
- Section 2.03** *We recommend Rochester narrow perceived ambiguity by codifying objective parking reductions.*
- Section 2.04** *To promote projects with moderate residential density, we recommend a significant reduction in the residential parking requirement. Rochester will need to cope with off-property parking and synchronizing this step with enhancements to the downtown residential parking regulations is recommended. To the extent that Rochester wishes to enable four and five-story mixed-use development in its downtown, we also recommend eliminating the density limit.*
- Section 2.05** *We recommend eliminating single-family and duplex uses from the DC Zone. We recommend allowing multi-family buildings as a permitted use for DC properties that do not front a major commercial street.*
- Section 2.05** *To encourage a new hotel in the downtown, we suggest lessening or eliminating the minimum lot size requirement and relaxing the parking standards, if applicable.*
- Section 3.02** *We recommend separating the standards within the Site Plan Regulations into four categories - conceptual review, final review, documents review, and operational requirements.*
- Section 3.02** *We recommend clearer process boundaries and greater reliance on Rochester's professional planning staff to make decisions.*
- Section 3.03** *We recommend the Historic Districts Commission (HDC) be granted the same set of authorities as the Planning Board for projects within the Downtown Commercial District.*
- Section 3.04** *We recommend the Site Plan Regulations be screened for this term "appropriate", minimizing its use to situations where no better guidance can be provided.*
- Section 4.02** *We recommend a group be officially tasked with improving the economic health of downtown and encouraging investment in downtown development and building rehabilitation.*
- Section 4.02** *Rochester should also explore a redevelopment authority.*
- Section 4.03** *We recommend Rochester strengthen regulations and be more forceful regarding dilapidated buildings.*
- Section 4.05** *We suggest a lower "natural speed" downtown be a goal of this traffic and wayfinding effort.*
- Section 4.06** *We suggest Rochester explore parking management strategies to heighten accessibility to downtown and better deal with special events.*

Section 2.01 General

The purpose of this section of the report is to identify some of the key provisions of Rochester's Zoning Code and Site Plan Regulations that present regulatory obstacles to upgrading, redeveloping, or building new buildings in downtown Rochester. The findings in this section are based on the comments provided by the persons whom we interviewed in one-on-one and small group sessions along with a review of the Zoning Ordinance (Chapter 42) and the Site Plan Regulations.

Section 2.02 Heights and Setbacks

Rochester's Downtown Commercial (DC) Zone District allows for substantial buildings. A maximum height of five stories (with no dimensional limit) enables significant commercial, lodging, and mixed-use buildings. Zero-foot setbacks are permitted on all sides of a parcel, except for a 15-foot setback requirement along rear lot lines. These areas allow for trash and utility needs. Rochester requires commercial buildings adjoining residential uses to reflect similar setbacks and either a lower height or increased setback. This provision achieves a physical transition between uses. A minimum height of 20 feet and a maximum front yard setback of 10 feet ensure that new commercial buildings in the DC reflect the urban nature of downtown and do not erode the traditional compact fabric. In our opinion, the permitted heights and setbacks are not an obstacle to downtown development.

Section 2.03 Parking Requirements

High parking ratios are typically a barrier to infill development and the repurposing of historic buildings. Older buildings tend to pre-date parking requirements and many pre-date zoning regulations all together. In many communities, this is a major obstacle to repurposing older buildings. Rochester has some regulatory sympathy for historic buildings. The Zoning Ordinance exempts existing buildings and existing uses from the parking requirement. We feel this philosophy needs to be expanded.

Rochester maintains a set of minimum parking requirements. This is typical of the vast majority of towns across the country. Some municipalities are steering away from minimum parking requirements – either abolishing the requirement or going further and creating maximum parking caps. These strategies tend to be used in dense, pedestrian-oriented downtowns with a significant draw, a high level of transit, and traffic congestion issues.

Rochester's minimum parking requirements are on the high side compared to other municipalities. Most com-

mercial uses require 3.5 to 5 parking spaces per 1,000 gross square foot. These ratios are usually found in suburban areas, where little to no street parking exists and a developer plans parking for the once per year 'Black Friday' scenario. *We suggest lowering these ratios.*

Basing the requirement on gross square footage provides a hidden increase in the parking requirements. Most commercial leases are based on the net leasable area, exempting circulation corridors, elevators, lobbies, and similar common areas. Buildings with common areas and circulation, usually those with multiple tenants, have a parking ratio that is artificially high. *We recommend basing parking ratios on net leasable square footage. Alternatively, Rochester could stay with a gross square footage requirement accounting for common areas with a slight lowering of the ratios.*

Rochester's parking ratios are different for each specific type of commercial enterprise. A professional office needs slightly more parking than a general office and slightly less parking than a medical office. This can make routine changes in commercial tenancy very difficult. For example, a dentist moving into a space formerly occupied by a CPA may encounter a parking obstacle. Parking requirements for restaurants are by the number of seats, making the conversion from gross square footage to seat a difficult mathematical equation. With this type of parking approach, routine tenancy changes can become complicated and require City involvement. Unwinding a parking ratio discrepancy can divert commercial investment to less-complicated locations.

Businesses come and go. A downtown will experience routine tenancy changes, including changes between use categories. Retail will replace a restaurant. A restaurant will expand into an adjacent space formerly occupied by an office tenant. A new tenant will go into a space that was vacant and nobody can remember what was there before. The current use-by-use parking requirements present a barrier to this natural evolution.

We recommend a consistent parking ratio for all commercial uses or an outright waiver for commercial uses in the immediate downtown. This will eliminate an obstacle to tenancy changes and allow downtown commercial spaces to better compete with spaces in surrounding areas. This will also relieve staff of some administrative burden. The indecipherable parking impacts of a medical office taking space formerly oc-

cupied by a professional office are not worth staff resources.

A per-unit parking ratio is tougher to meet for smaller units. We expect the target market for downtown residential development to be one and two-bedroom units with a focus on young professionals. The parking requirement for a studio or one-bedroom unit is the same as for a 3 or 4-bedroom unit. *We recommend lowering the parking ratios for smaller units.*

Lowering parking ratios to encourage downtown residential development will not eliminate the need for residents to park. While the target occupant may, on average, have fewer cars and/or have less everyday need for a car, off-site parking demand will increase with more people living downtown. Lowering or eliminating the parking requirements for residential development will place more pressure on Rochester's overall parking strategy. *We recommend Rochester review its downtown residential parking regulations and make adjustments as needed.*

Some developers may still choose to provide parking along with downtown residential projects. Site attributes will dictate a developer's decision to provide

Example:

A typical parking lot requires roughly 350 square feet per car. This number accounts for the actual parking spaces and driving lanes for access and circulation. Residential development requires 2 parking spaces per dwelling unit. A new multi-family building of 24 units will require 48 parking spaces consuming almost 17,000 square feet of land.

Adding five of these projects in the downtown area will require roughly 2 acres of parking. Even if this type of footprint could be found, the amount of surface parking would break up the streetscape and dilute the commercial atmosphere downtown. Required parking is a barrier to residential development downtown and we recommend lowering or possibly eliminating parking requirements for downtown residential development. We recommend pairing this with an overall downtown parking strategy.

parking. Some sites have no or very limited ability to provide parking. The Hartigan Block building, for example, has no opportunity to add parking while the upper floors could be converted to residential use. Other sites provide simple parking opportunities and a developer may choose to provide parking to address market demands. The One Wakefield property appears to include resident parking.

We do not expect the near-term market to support on-site structured parking for residential development. Adding a parking garage to a project can represent \$XX,000 per space. A subgrade garage can increase this to \$XX,000 per space. We do not expect renters will see the value of a \$2-300 monthly rent increase and instead will be satisfied with surface parking. As Rochester's downtown gains strength, this dynamic will change.

The discretionary review process to adjust parking ratios may not lessen the barrier in the eyes of an entrepreneur. The review standards appear very loose, very discretionary, and do not provide a solid picture of success. The Planning Board "may" reduce parking requirements "on a case-by-case basis" by using its "reasonable discretion" and if the proposal is "appropriate." A series of considerations are listed, which are helpful. Some applicants may anticipate a public hearing regarding parking as an opportunity for "topic creep." An applicant may worry that while the agenda says "parking," the discussion will focus on the business type or type of resident. A vape store may be treated differently than a bank or a medical clinic. Housing for at-risk residents may be treated differently than market-rate housing. Whether these concerns are justified or not, discretionary public hearing processes with loose criteria increases the perceived risk for a developer which in turn can have a chilling effect on downtown investment.

Even if not concerned about topic creep, a developer must hedge against a negative outcome. We picture a developer of a downtown property having a public hearing regarding fundamental site planning and project programming after buying the property and after investing in engineering and architectural services. Uncertain of an outcome, a developer will assign significant risk to this review, possibly enough risk to avoid engaging in the project. Public review processes with ambiguous criteria represent obstacles to investment downtown. *We recommend Rochester narrow this perceived risk by codifying objective parking reductions.*

Do we have a parking problem?

Highly desirable areas, attractive destinations, are typically associated with “parking problems.” Places without “parking problems” are also typically places where people just don’t want to go. While having a parking problem is obviously not a goal of Rochester’s downtown effort, a side effect of a more successful and commercially vibrant downtown will be the need to manage parking.

Rochester’s existing inventory of public parking appears to be more than sufficient for the foreseeable future. Strategic parking management will improve the accessibility of downtown businesses. Long-term, Rochester may need to invest in a public parking garage. To the extent Rochester starts experiencing the need for a public parking garage, it is cause for celebration – it is a sign that downtown is thriving.

Section 2.04 Density Limitations

The City of Rochester recently amended the Zoning Ordinance removing a significant barrier to residential development downtown. The previous lot area per residence requirement limiting properties to one residence per 5,000 square feet of lot area represented a

virtual ban on any mixed-use or multi-family residential development in the downtown area. This standard limited a typical downtown building to one or two residences total. Many developers would see this as a complete non-starter and look elsewhere to develop.



Photo Caption

Case Study: 73/77 North Main Street

To illustrate density limits, the 73/77 North Main “Hartigan Block” building is used in the following example. [picture] The site is approximately 3,920 square feet with a 100+ year old building built lot line to lot line. There are no opportunities to add parking to the site. Public parking is readily available along the street and within a City lot north of the building. The ground floor is occupied with a commercial venture; the basement is assumed to be unfinished.

The upper two floors of this building could be developed into apartments.

The building has three exterior walls with a window pattern allowing multiple interior layout options. This re-use, rehabilitation of an historic building in downtown providing market-rate housing aligns with Rochester’s aspiration to reinvigorate downtown. The one unit per 500sf of lot area density limit allows a total of 7 residential units ($3,920 / 500 = 7.84$) on this property.

The two upper floors are approximately 3,450sf each. Reducing this gross number by roughly 20% for hallways, stairs, walls between units, and possibly an elevator leaves 2,750sf of net livable area available on each floor.

Four three-bedroom units, two on each floor averaging 1,375sf each could be developed. The square footage and exterior windows would allow for design flexibility for a full kitchen, living, dining, two or three bathrooms and three private bedrooms. These units would be attractive to young professionals and young families. This development program is allowed under the City’s revised density standards.

Six two-bedroom units, three on each floor averaging 915sf each is a reasonable development program for this property. The units would be attractive to young professionals looking for small town/urban living and with little concern for remote/unsecured parking. The units would be moderately sized, allowing a full-size eat-in kitchen, living room, one or two bathrooms, and two private bedrooms. This development program is allowed under the City’s revised density standards.

Ten one-bedroom units, five on each floor averaging 550sf, is also a reasonable development program for this property. These would be small to moderately sized for one-bedroom apartments. A small kitchen, living room, one bathroom, and a private bedroom. This development program is not allowed under the City’s revised density standards – the project is too dense.

We expect a developer would avoid the larger three-bedroom units. Minimizing the number of kitchens is a wise move, but young families may have higher expectations for on-site amenities and secure parking. The market for single professionals may be stronger for this location, leading a developer to a combination of one- and two-bedroom units. The one per 500 density limit presents a slight interference, causing an adjustment to a developer’s ideal program. However, the program adjustment is limited to one unit.

Case Study: 13 Hanson Street

The second example looks at a vacant lot, 13 Hanson Street. This parcel is approximately 10,450 square feet. Neighboring buildings support street-level commercial and this site could support professional offices or retail/restaurant use on the ground floor. The one per 500sf of lot area density allowance provides for a maximum density of just under 21 units ($10,450 / 500 = 20.9$). A mixed-use building built to the maximum five stories would hit the density limit. Parking is also a major factor on this property.



Photo Caption

Assuming development of 13 Hanson is allowed without parking.

From the 10,450sf site, a 9,000sf gross floor plate could be created. Reducing this gross number by roughly 20% for hallways, stairs, walls between units, and an elevator leaves 7,200sf of net livable area available on each of the upper floors. A building with three sides open for windows is possible, allowing for maximum design flexibility. Six to eight residences per floor, averaging 900sf to 1,200sf apiece is a reasonable development program for this property. These would be primarily two-bedroom units, with a possible one-bedroom and three-bedroom unit per floor.

A development program with four full floors above a commercial level, six units per floor represents 24 units total – four units over the density allowance. An eight-unit-per-floor program represents 32 units – twelve units over the density allowance.

For this property, the newly adopted 1/500 density limit may still present an obstacle. Limited to 20 units, a developer of the 13 Hanson Street property is unlikely to build to property's full potential. A building with ground floor commercial, two levels of residential above, with maybe a partial third level of residential is the likely scenario. Building units with more bedrooms – 3 and 4-bedroom units – avoids the density limits but may miss the target market. Building larger units – 1,500sf two-bedroom units – likely increases expenses without a corresponding return.

Assuming development of 13 Hanson must provide some parking.

The 13 Hanson Street property appears to share frontage with a common parcel along the side providing access to the rear of the property. If this can be used to access parking, 10 head-in spaces along the rear could be developed. Without cantilevering (i.e. creating a carport with living space above), the building footprint would shrink to approximately 7,500 square feet. Reducing this gross number by roughly 20% for hallways, stairs, walls between units, and an elevator leaves 6,000sf of net livable area available on each of the upper floors.

Six to eight residences per floor, averaging 750sf to 900sf apiece is a reasonable development program for this property. These would be a mix of one- and two-bedroom units.

A development program with four full floors above a commercial level, six units per floor represents 24 units total – four units over the density allowance with a parking space for only 40% of the units. An eight-unit-per-floor program represents 32 units – twelve units over the density allowance and with a parking space for only 30% of the units.

Development of 13 Hanson with one parking space per unit would limit the residential program to 10 units. Two levels of residential above one level of commercial would be the optimal program. Each unit would average 1,200sf with five units on each floor. These would be mostly two-bedroom units with one three-bedroom unit per floor.

Development of 13 Hanson with two parking spaces per unit limits the development to just 5 residential units. This would be just one level of residential development above the commercial ground floor. The program would include four two-bedroom units averaging 1,100sf and one three-bedroom unit of 1,600sf.

Case Study Findings

These examples demonstrate that moderate density projects are not hampered by the 1/500 density standard. But, parking standards are a limiting factor. Mixed-use projects of up to three stories are enabled by the 1/500 density standard, but prohibited by the parking requirements. Two-story mixed-use projects are allowed under the 1/500 density provision and may be able to meet the current parking requirements with the right site.

Projects attempting to develop a fourth and fifth floor will experience both parking and density limits as obstacles. We do not expect a developer to pursue structured parking in order to meet the on-site parking requirements. The development costs are too high to justify. If parking standards are eliminated or significantly relaxed, the 1/500 density standard will only present an obstacle to higher density projects attempting to utilize a fourth and fifth floor.

To promote projects with moderate residential density, we recommend a significant reduction in the residential parking requirement. Rochester will need to cope with off-property parking and synchronizing this step with enhancements to the downtown residential parking regulations is recommended. To the extent that Rochester wishes to enable four and five-story mixed-use development in its downtown, we also recommend eliminating the density limit.

Alternatively, Rochester could consider eliminating the density limitations just for historic buildings within the Historic Overlay District. This would focus investment interest towards these resources and function as a benefit to these properties that are subject to higher scrutiny and in need of costly repair.

Section 2.05 Mixed-Use Potential

Permitted and Conditional use lists provide a good indicator of a community's desired growth pattern.

In Rochester's Downtown Commercial (DC) District, development of a single-family home is a permitted use. This appears to run counter to Rochester's goal of bolstering the downtown commercial vitality and we recommend eliminating single-family and duplex uses from the DC Zone. To avoid creating non-conformities, pre-existing single-family and duplex units can be recognized as conforming with the same rights they currently enjoy.

Development of a mixed-use building (residential over commercial) is permitted while a multi-family building (as a single use) requires a conditional use review. Ground-floor commercial presence is important for maintaining a walkable commercial center.

Many areas of the DC District would be perfectly appropriate for a multi-family building. Properties not fronting Wakefield or Main Streets, for example, could be developed with 100% residential multi-family buildings without negatively impacting commercial vitality. *We recommend allowing multi-family buildings as a permitted use for DC properties that do not front a major commercial street.*

Development of a hotel is permitted. However, minimum lot size requirements effectively prohibit this use in the downtown. A hotel with 60 keys, for example, requires a two-acre site. This is appropriate for a suburban area on the fringe of downtown, not on a downtown property. It is not clear if a new hotel would qualify for the DC parking waiver.

To encourage a new hotel in the downtown, we suggest lessening or eliminating the minimum lot size require-



Photo Caption



Photo Caption



Photo Caption

A Special Note on Natural Market Limitations to High Density

It is important to note that market factors will drive a developer's density decision-making. Residential units of 400sf or 300sf apiece are physically possible. However, these units may not be financially optimal in Rochester's marketplace. Plus, a developer will need to provide many more bathrooms and kitchens – expensive items in a development program.

We expect a market-based developer to pitch towards a young, single professional audience with high expectations for a location downtown, high expectations for downtown vibrancy (bars, restaurants, coffee shops), moderate to high expectations for quality finishes (exposed brick, high ceilings, gas range, etc.), low to moderate expectations for one-site amenities (fitness room, common areas), and low expectations for on-site secure parking.

We expect demand for units in the 600-800sf range for a one-bedroom unit; 800-1,200sf for a two-bedroom unit and 1,000-1,400sf for a three-bedroom unit. We expect the sweet spot to be a 900sf two-bedroom unit with a developer having 50% or more of their program dedicated to this type of unit – minimizing the number of kitchens and bathrooms while staying comfortably within the target audience.

Section 3.01 General

The purpose of this section of the report is to identify process obstacles that may re-route investment away from downtown Rochester. The findings in this section are based on the comments provided by the persons whom we interviewed in one-on-one and small group sessions along with a review of the Zoning Ordinance (Chapter 42) and the Site Plan Regulations.

Section 3.02 Site Plan Regulations

Rochester's Site Plan Regulations apply to virtually all development other than a single-family or duplex home. All multi-family, mixed use, commercial, and lodging projects are subject to Site Plan Review. The regulations cover a wide range of development issues from high-level site planning and architectural character to construction hours and where to pile tree stumps. Actual practice may differ, but it appears that the Planning Board's review of a site plan application covers all aspects – big conceptual issues, and parking lot striping, in one comprehensive review. An applicant heading to a public hearing must be prepared to discuss overarching project goals, density, layout, and very detailed discrete items such as landscape species.

We recommend separating the standards within the Site Plan Regulations into four categories - conceptual review, final review, documents review, and operational requirements. The Planning Board should focus on the basic parameters of a project first – uses, layout, and massing. A conceptual approval on these items will provide a developer with confidence to spend money preparing architectural plans, civil engineering specifications, etc. Appeal procedures and any call-up or notice of approval to City Council should occur at the conclusion of this conceptual phase.

A final review with the Planning Board to review detailed designs is the last public hearing step. Items in the Site Plan Regulations oriented to the legal coordination of documenting an approval – development agreements, sureties, platting or filing official approved plans – should be handled by staff. This is also an opportunity for technical detailed plans - grading plans, street profiles, utility sizing - to be reviewed by Rochester staff. This can occur prior to or as a component of building permit review. Finally, operational standards and technical design standards that require codification should become a reference section.

Public safety and responsible development practices should never be short-cut in the name of "removing

development obstacles" or "being development friendly." Our site review of a development project under construction, while brief, revealed significant drainage issues. Active construction sites had no storm water management, no soil stabilization, and no erosion control. The sites appeared to have no best management practices in place. Rough grading showed signs of significant offsite impacts, slope failure, mud flowing down the street with no obvious attempt to mitigate impacts on adjoining, completed and occupied sites.

In one instance sheet flow from the street was directed onto a single-family home site. The development included a drainage basin which, after being overwhelmed due to being under-sized, was rebuilt but not up-sized to accommodate reasonable event flows. The City of Rochester should do a better job of requiring and enforcing Civil engineering plans, storm water management plans with drainage profiles and flow calculations, best management practices for construction sites, certified post-construction as-built drawings, and multi-year warrantee periods.

In talking with various community members, drainage plans and landscape plans are reported to be less important during Site Plan Review. Routine applicants have learned they can "skimp" on these details. This may be an opportunity to utilize a "documents review" step in the process. Applicants are right to be reluctant to invest in technical plans during an entitlement stage of a project. And, the Planning Board's review time is probably not well spent reviewing drainage plans. These details are best left for Rochester's technical staff, post-approval in either a technical documents review or as part of the building permitting process.

The Site Plan Review processes would be more effective with better definition. A full Planning Board review is needed if a proposed use is "intensive." This does not provide much certainty regarding a project's review trajectory. Projects that remain at an administrative review level can still be "called-up" by an individual member of the Planning Board and subjected to a full review. This can be for substantive reasons or because the project is interesting. Process ambiguity, while seemingly subtle, can manifest into an obstacle to downtown development – most of which will be intensive and/or interesting. Developers are sensitive to entitlement process risk and may shy away from downtown fearing a sticky process. *We recommend clearer process boundaries and greater reliance on Rochester's professional planning staff to make decisions.*

Section 3.03 Downtown Projects Review

Multiple groups appear to have review authority over downtown development. When little development is occurring, this may not surface as an issue. When a big redevelopment comes in, however, a jumbled set of responsibilities can be problematic.

Individual review boards can have different positions, different approaches, different philosophies, and can find themselves at odds. This is a natural occurrence in all communities. If some review items of a project are with one board and other items are with another review board, an applicant can be in the impossible situation of trying to resolve the disparate philosophies of the two boards. Projects can end up “ping-ponging” between boards.

We recommend the Historic Districts Commission (HDC) be granted the same set of authorities as the Planning Board for projects within the Downtown Commercial District. Some topics may require additional training for HDC members. But, allowing an applicant to deal with just one board avoids the ping-pong scenario and simplifies the project review conversation and speeds-up review process timing.

Section 3.04 Review Discretion

The review of downtown projects, especially large projects that redirect the trajectory of the downtown, can be a hand-wringing experience. There’s a higher feeling of ownership and responsibility for guiding downtown development as opposed to a project with a limited context.

There appears to be a high reliance on the word “appropriate” throughout the Site Plan review criteria. Granted, success for some planning topics is not easy to define and must be left as “we know when we see it.” But overuse of the “appropriate” criterion can leave an applicant with a “pin the tail on the donkey” feeling – a sense that nothing is concrete, nothing is reliable. This can be equally problematic for board members, many of whom are citizen volunteers with a passion for the community.

We recommend the Site Plan Regulations be screened for this term “appropriate”, minimizing its use to situations where no better guidance can be provided. Providing a clear standard with “alternative compliance” options can be very effective.



Section 4.01 General

While the focus of this study is the zoning and process barriers to downtown development, there are multiple obstacles to downtown investment. Many of the conversations conducted for this report included commentary on these “non-regulatory” barriers. These barriers are just as much of a threat to aspirations for a downtown resurgence as a mis-guided zoning standard. This chapter attempts to relay these “non-regulatory” barriers for ongoing community discussion. While these are arguably outside of the scope of this zoning analysis, Rochester’s discussion of these barriers may be instrumental to the long-term trajectory of the downtown.

Section 4.02 Focus on Downtown

Rochester has a lot going on, and lots of topics that remove attention from the downtown. Many people we spoke with noted the City Council’s desire to focus on downtown commercial health but also mentioned the multitude of other topics pulling at Council’s energy. Economic development efforts over the past several years have been focused elsewhere, not geared to downtown investment. The Rochester Fair property has consumed a lot of community airtime. The Riverwalk concept competes for attention. All these efforts are worthwhile ... and also reduce Council’s bandwidth.

We recommend a group be officially tasked with improving the economic health of downtown and encouraging investment in downtown development and building rehabilitation. This could be a combination of members from the HDC, the Planning Board, the Economic Development Commission as well as downtown business owners. Staff from the Planning and the Economic Development Departments should staff the effort, provide professional guidance, and maintain momentum. This committee could provide important “ownership” of downtown, continuity to the efforts, and a sounding board for business owners with concerns or ideas about improving downtown vitality.

Rochester should also explore a redevelopment authority. An entity with taxing powers and the ability to acquire and either directly develop or reposition properties for private investment can move the ball forward. Provision of market-rate workforce housing and viable commercial space downtown is a natural fit for a redevelopment authority. Low-interest and preferred financing, leveraging of “79e” opportunities, and partnerships with private developers are best suited for a redevelopment authority. This could also relieve City Council from functioning as real estate acquisition and disposition specialists.

Section 4.03 Focus on Downtown

Many of Rochester’s grand buildings downtown are in significant disrepair. Talking with community members, we gather some property owners are “waiting it out” – purposely not investing in their asset as a means of saving money or as a means of eventually applying pressure to the City. This has apparently been happening for decades.

Adding insult is the sense that many of these building owners live outside the area, leaving some with the feeling that properties in Rochester are forgotten assets buried deep in remote balance sheet somewhere. Reasons and suspicions aside, Rochester does have an issue with neglected buildings. Eventually, buildings are in such a state of disrepair that the costs to upgrade the building outweigh the income the building could generate. This is a point of departure for a property owner and can lead to “walking away” from the building to avoid paying taxes. Buildings in this state, in many communities, experience a higher rate of arson.

We recommend Rochester strengthen regulations and be more forceful regarding dilapidated buildings. Get into the game, push back, stop making it easy to neglect downtown buildings. Allowing buildings to fall into this level of disrepair should not be allowed in any community. Decrepit buildings can draw-down an entire commercial district, lowering patron’s sense of safety, decreasing commercial activity, pushing down lease rates, damaging the image of the community. The detrimental effects of multiple dilapidated buildings in a downtown can be disastrous on an entire community’s economic enterprise.

Allowing occupancy in portions of a dilapidated building is a potential life/safety risk to the public. Instituting an annual inspection whereby an entire building must pass a building code inspection will prohibit a property owner from continuing to neglect the building. This may be perceived as an “aggressive move” and Rochester should be prepared for some “political heat” in taking this route. Revoking occupancy of a building due to upper floor or structural envelope issues could impact a business occupying the ground floor. The building’s owner shouldn’t be expected to be content with such a move and Rochester would be well advised to fully understand this pathway. Long-term, we believe increasing the pressure on building neglect is in the best interests of the community.

Rochester may also brace for a property owner simply “walking away” from a building. If the needed repairs are too impactful to the bottom line, too troublesome to withstand, combined with a revoked Certificate of Occu-

pancy and an inability to rent any portion of the building, a property may have a value less than the property taxes.

Rochester should also explore any and all property tax mechanisms that discourage buildings from sitting fallow. Downtown buildings should generate jobs, sponsor opportunity, multiply investment, and contribute to that hum and buzz of a vital commercial district. The economic multiplier of a successful commercial building should not be downplayed. Multiple successful mixed-use commercial buildings in a historic district can generate a wave of prosperity. Dormant, neglected buildings function as memorials, reminding all of the great vitality that used to be while providing the community with very little current benefit. Vacant buildings take more from the community than they contribute, and Rochester should account for this imbalance.

Section 4.04 Perception of Safety

The negative perception of safety downtown was a common theme in discussions with citizens. Several people noted downtown having a high level of vagrancy and suspected drug use. People noted a general feeling of anxiety about what they might see or experience when going downtown. By way of example, one business person we talked with likes eating at the Revolution restaurant. He goes there a few times a week. His wife, however, has never been to Revolution as she is anxious about going downtown.

Perceptions are very relative. Two people can have very different perceptions of the same experience. Perceptions are also very difficult to quantify and not reflected in police reports or official statistics.

These safety perceptions can have a profound effect on investment in a downtown. Successful developers have large “radar” and are inherently timid around any question of safety – even if they themselves don’t personally experience an issue. They will see this as hampering their ability to attract and retain bankable commercial tenants.

The commercial environment downtown is already weakened by peripheral commercial developments and internet retailing. So, the impacts of safety perceptions can be magnified for an already skittish investor. To the extent safety perceptions linger within the downtown, investment in downtown buildings will continue to be challenged.

Safety perceptions are less of a barrier for residential development downtown. The strong regional market assists a developer’s confidence in the product. The skew towards young, single professionals also helps in this scenario. Safety issues are much more impactful on family-oriented residential. A wait-list for units at One Wakefield is a confidence-building data point.

A few community members we interviewed suggested Rochester is taking on a larger at-risk community than it should – that other communities transport their at-risk community members to Rochester. The words “regional center” and “magnet” were used by a few during outreach sessions.

Safety issues and larger regional at-risk population issues are not the focus of this zoning analysis. However, investment in downtown buildings is affected by more than just zoning parameters. We recognize a need for Rochester to consider the “safety factor” that we heard

Section 4.05 Traffic Speeds

One of the first things we noticed about downtown is the traffic speeds. Many people we spoke with also noted traffic speeds as an issue downtown. The downtown “triangle” has a race course feel and is possibly a hidden barrier to downtown investment. Slower traffic can be a significant benefit to commercial establishments. Drivers are better able to look around, see in a store window, see people enjoying themselves at a coffee shop. Pedestrians also feel a little safer, crossing the street is easier, and traffic noise goes down dramatically.

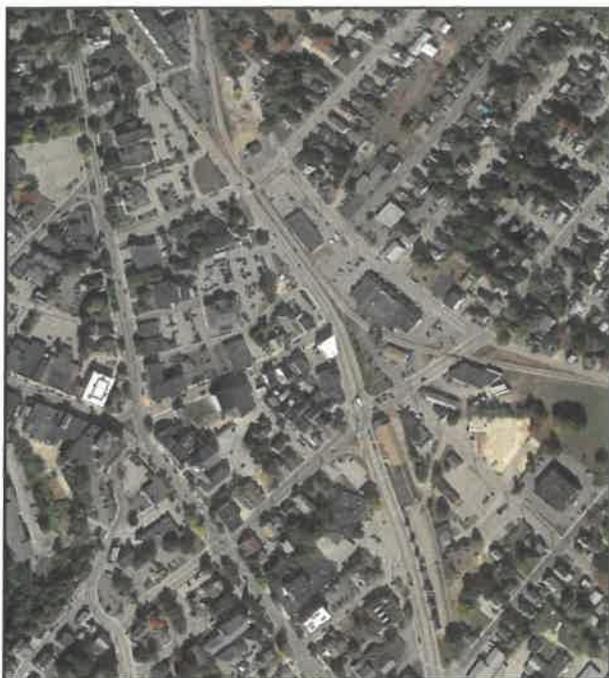
We understand Rochester is exploring traffic, parking, and wayfinding. *We suggest a lower “natural speed” downtown be a goal of this traffic and wayfinding effort.* The natural speed is the speed at which a driver feels safe considering physical surroundings – the narrowness of the drive lanes, the potential for a car door to open, someone to suddenly back out of a parking space. Lower speeds downtown will help the commercial atmosphere and we recommend pursuing traffic calming measures:

- Reverting back to two-way streets
- Creating areas of head-in parking
- Create pedestrian bulb-outs
- Bring back street trees and the tree canopy

Section 4.06 Downtown Parking Management

Lack of parking or availability of parking was raised as a concern by several of the interviewees. Our cursory review of downtown indicates an adequate supply of parking. On-Street parking is free and appeared to be readily available. Parking in City-owned lots is also free and the lots were never at capacity.

A lack of parking during large events was reported. Scarcity of parking during a sold-out event at the Op-



Aerial of surface parking downtown

era House was mentioned several times. The availability of public parking does not appear as a barrier to downtown investment. There appears to be some ambiguity regarding access and wayfinding for public parking and little to no overall downtown parking strategy.

Enforcement of the “two-hour rule” is managed by one part-time employee. Special events with a known, ticketed number of attendees are not required to address parking. Our quick take suggests a parking supply problem does not exist, but that a parking management problem may. *We suggest Rochester explore parking management strategies to heighten accessibility to downtown and better deal with special events.*

Section 4.07 City Project Process

The “clarity” and “transparency” of City land use decisions came up several times from several sources. People we spoke with reported a concern that decisions regarding important topics are made “in a back room.” We are cognizant that municipalities need to make tough decisions and how disappointment over the decision can be voiced as a “process problem.” If only the process were different, their idea would have prevailed.

However, if a tune-up is in order now is a perfect time. When interest in downtown picks-up, Rochester will routinely be in the position of deciding what to do with significant downtown parcels, buildings with legacy, and institutional followers holding strong opinions about the trajectory of downtown. Having a public that understands and trusts the process, knowing what steps are taken, when input is taken, what happens with the input, and feeling part of the decision making will be beneficial to all concerned.

Rochester is likely exempt and possibly prevented from applying as an applicant through it’s own review process. This does not prohibit Rochester from codifying a process and structure for public projects. We have worked in communities that have instituted such a system, and process animosity has subsided. Folks still may not agree with a decision, but believing the process was fair and measured creates a basis of informed consent, a helpful antiseptic for any civic discord.



Seacoast landlords: Incentivize affordable housing

By Kyle Stucker kstucker@seacoastonline.com

Posted Sep 30, 2018 at 3:01 AM

Updated Sep 30, 2018 at 9:17 PM

PORTSMOUTH -- At a special forum for Seacoast landlords this week, attendees said they support the creation of a model that would allow locals to invest in targeted affordable housing projects in exchange for financial returns on their investments.

To Kittery, Maine, resident Steve Goddard, a viable 401(k)-like option could dramatically reverse the region's housing shortage and rising homelessness because it would allow individual citizens to get more involved than ever before.

Land acquisition and construction financing are significant challenges for nonprofits looking to build affordable housing in the area. Goddard said most individual citizens and property managers also can't assume the sole risk for a multi-unit project, don't know where such projects are needed, and don't know how to ensure they're successful.

Goddard said he believes the region would make major leaps if a coalition, housing agency or other entity could serve as sort of an investment manager that identifies the need, obtains approvals, finds developers and sources the funding from numerous private citizens in order to spread out the financial burden.

"I'd serve as a volunteer and go to business to business" to tell everyone about such an opportunity, said Goddard, who has owned rental property in California with his wife Karen. "I think that's an avenue for growth where it's very much needed."

The Goddards were among the dozen property managers and residents who attended an informational forum Tuesday hosted by the Greater Seacoast Coalition to End Homelessness, New Hampshire Housing and Maine Housing at

Tuscan Kitchen in Portsmouth. Another dozen or so individuals representing local shelters, social service providers and nonprofit organizations were also in attendance.

The session was designed as a way for the coalition and state housing authorities to speak directly with local property managers about the Housing Choice voucher program, a rental assistance program also referred to as Section 8. The goal, according to coalition director Paige Farmer, was to rally more property managers to accept the vouchers in order to increase the region's limited Housing Choice stock.

Across communities in Rockingham and Strafford counties and parts of southern Maine, the vacancy rate for all rental properties averages around or less than 1 percent while the median cost of rent is also rising, according to local and state housing experts.

Experts say that's a problematic combination that has created long subsidized housing waitlists that average between one and nine years across New Hampshire's 19 independent housing authorities, in addition to pricing individuals out of booming communities like Portsmouth and Dover.

In some of the Seacoast's larger cities and towns, housing authorities report the number of landlords who accept Housing Choice vouchers has decreased as the demand for housing has allowed those individuals to increase their rents. Somersworth is among the communities who reported its stable of participating landlords has remained constant.

Exact figures for each community wasn't available before this article was published.

New Hampshire Housing works with the municipalities and property managers who aren't covered by the state's 19 housing authorities. As of Tuesday, it had 1,900 property managers statewide who accept Housing Choice vouchers, 1,500 of whom have just a single voucher tenant, according Assisted Housing Division Managing Director Dee Pouliot.

Pouliot said New Hampshire Housing's program wouldn't have the success it does without the participation of those single landlords. Like the local housing authorities, though, Pouliot said more participation is needed.

Goddard and other property managers in attendance Tuesday said they believe more widespread knowledge of the program's various resources, oversight and safeguards would increase participation.

Goddard admitted some of the onus is on local property managers. However, he believes an investment model like the one he pitched Tuesday night would make an even bigger impact, given it would also appeal to the general public, not just people who own properties that could be rented or developed.

"That's how you take 1,900 units and turn it into 5,000 units," said Goddard, who also said the public needs to realize most homeless individuals and people in need of housing assistance don't fit the stigmatized stereotypes society attaches to those labels.

Barbara Jenny, a Portsmouth property owner who attended Tuesday's session, agreed with Goddard while expressing support for his proposed investment model.

"We have a lot of resources, but not a lot of cash," said Jenny, who said she's interested in creating affordable "live-work housing" for artists and creatives who can't afford Portsmouth's luxury condominiums.

Time could be a potential challenge for a model like Goddard's. Farmer said it can sometimes take up to five years to complete a project through the existing affordable housing tax incentive programs, which could be a long wait for investors looking for quick returns.

Farmer said the Greater Seacoast Coalition to End Homelessness "would do what it could to support" Goddard's hypothetical investment model if it's something locals are interested in. She said her next step would be to speak in more detail with Goddard and to contact the New Hampshire Housing Finance Authority to determine how to begin such a process in the Granite State, as she's heard of similar models in other parts of the country.

The Greater Seacoast Coalition to End Homelessness and its work groups, which include individuals like Goddard, are currently developing a number of new strategies to encourage more affordable housing development and reduce

homelessness.

The proposed strategies include new tax incentive programs and grants, as well as a reassurance fund that participating landlords could tap into if there was damage to the unit beyond the security deposit amount or if a tenant fell behind in rent.

Dover property manager Phyllis Woods, a member of the Tri-City Mayors' Task Force on Homelessness, was among the attendees who expressed concerns about damages and landlord protections at Tuesday's forum.

Officials told attendees New Hampshire Housing, Maine Housing and the independent housing authorities in communities like Dover, Portsmouth and Rochester do have safeguards for landlords who accept Housing Choice vouchers.

Individuals looking for Housing Choice vouchers have to individually apply to each housing authority. The program is overseen nationwide by the U.S. Department of Housing and Urban Development. More information about the program and other assistance programs can be found by contacting a local housing authority, calling the state's 211 system, and visiting hud.gov/states/new_hampshire/renting.

Officials recommend anyone seeking immediate housing and sheltering assistance contact the state's Coordinated Entry hotline, (603) 435-2448, or their local welfare and public safety departments.

FINANCE COMMITTEE

Agenda Item

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

For the full detail report, click here: [September 30, 2018 Financials](#)

Revenues Summary – General Fund, Enterprise & Special Revenue Funds

ACCOUNT DESCRIPTION	REVISED REV	ACTUAL YTD REV	REMAIN REVENUE	% COLL
11011 ECONOMIC DEVELOPMENT REV	0	165.00	-165	100.0
11031 CITY CLERK REVENUE	113,210	29,621.45	83,589	26.2
11051 ASSESSORS REVENUES	0	75.50	-76	100.0
11061 BUSINESS OFFICE REVENUE	100,000	105,845.59	-5,846	105.8
11062 BUSINESS OFFICE REVENUE	1,000	0.00	1,000	0.0
11071 TAX COLLECTOR REVENUE	31,147,131	14,300,185.62	16,846,945	45.9
11081 GENERAL OVERHEAD REVENUE	3,826,605	811,922.61	3,014,682	21.2
11082 GENERAL OVERHEAD REVENUE	1,547,810	0.00	1,547,810	0.0
11101 PLANNING	16,250	7,412.69	8,837	45.6
11201 REV LEGAL OFFICE	50,000	12,508.00	37,492	25.0
12011 POLICE CITY REVENUE	277,850	93,005.47	184,845	33.5
12021 FIRE CITY REVENUE	23,000	21,677.00	1,323	94.2
12022 FIRE STATE REVENUE	52,668	0.00	52,668	0.0
12031 DISPATCH CENTER	60,290	59,354.91	935	98.4
12041 CODE ENFORCEMENT REVENUE	394,025	121,980.60	272,044	31.0
13011 PUBLIC WORKS REVENUE	33,700	10,225.30	23,475	30.3
13012 STATE HIGHWAY SUBSIDY	610,000	190,383.51	419,616	31.2
14011 WELFARE REVENUE	5,000	662.18	4,338	13.2
14021 RECREATION REVENUE	122,000	76,666.79	45,333	62.8
14031 LIBRARY REVENUE	16,050	2,760.57	13,289	17.2
1000 GENERAL FUND	38,396,589	15,844,453	22,552,136	37.6
ACCOUNT DESCRIPTION	REVISED REV	ACTUAL YTD REV	REMAIN REVENUE	% COLL
5001 WATER ENTERPRISE FUND	7,119,368	1,295,570.31	5,823,798	18.2
5002 SEWER ENTERPRISE FUND	8,819,805	1,401,644.50	7,418,161	15.9
5003 ARENA SPECIAL REVENUE	393,979	70,202.26	323,777	17.8
6000 COMMUNITY CENTER	841,000	145,028	695,972	17.2

Expense Summary – General Fund, Enterprise & Special Revenue Funds

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAIL BUDGET	% USED
11000051 CITY MANAGER	438,369	115,753.93	55,447.81	267,167	39.10
11012351 ECONOMIC DEVELOPMENT	480,918	166,929.23	70,770.39	243,218	49.40
11020050 MUNICIPAL INFORMATION	634,414	148,419.54	32,397.89	453,597	28.50
11030051 CITY CLERK	314,946	72,348.98	13,997.22	228,600	27.40
11040050 ELECTIONS	49,277	19,692.11	3,611.50	25,973	47.30
11050070 ASSESSORS	438,675	97,206.70	24,067.39	317,401	27.60
11060051 BUSINESS OFFICE	532,313	118,130.23	7,316.18	406,867	23.60
11063151 HUMAN RESOURCES	179,129	39,492.36	18,385.08	121,252	32.30
11070070 TAX COLLECTOR	352,603	89,337.97	3,828.63	259,436	26.40
11080050 GENERAL OVERHEAD	900,352	184,492.93	50,781.20	665,078	26.10
11090050 PB CITY WIDE 50	655,952	157,780.16	4,114.58	494,057	24.70
11090051 PB CITY HALL 51	60,635	14,377.93	24,697.95	21,559	64.40
11090052 PB OPERA HOUSE 52	44,815	10,465.88	11,116.97	23,232	48.20
11090054 PB CENTRAL FIRE 54	10,959	2,754.50	3,744.50	4,460	59.30
11090055 PB GONIC FIRE 55	10,544	3,255.81	4,026.10	3,262	69.10
11090056 PB LIBRARY 56	18,920	8,630.98	8,745.74	1,543	91.80
11090057 PB DPW GARAGE 57	11,874	4,903.95	5,229.50	1,741	85.30
11090059 PB ER FIRE STATION 59	750	80.96	142.75	526	29.80
11090061 PB HISTORICAL MUSEUM	1,440	120.50	1,119.50	200	86.10
11090063 PB HANSON POOL 63	5,005	955.00	-262.36	4,312	13.80
11090064 PB GONIC POOL 64	7,380	510.18	-115.03	6,985	5.40
11090065 PB EAST ROCHESTER POOL	2,650	447.79	-76.78	2,279	14.00
11090068 PB GROUNDS 68	9,285	2,095.32	878.84	6,311	32.00
11090069 PB DOWNTOWN 69	17,000	4,089.00	527.80	12,383	27.20
11090070 PB REVENUE BUILDING 7	22,170	5,648.21	7,047.12	9,475	57.30
11090071 PB PLAYGROUNDS 71	1,000	0.00	0.00	1,000	0.00
11090075 PB NEW POLICE STATION	21,160	6,421.44	7,864.65	6,874	67.50
11090077 PB OLD POLICE STATION	29,022	778.50	1,250.30	26,993	7.00
11102051 PLANNING	388,048	87,920.57	8,412.49	291,715	24.80
11200051 LEGAL OFFICE	562,815	121,909.66	3,786.25	437,119	22.30
12010053 PD ADMINISTRATIVE SER	1,906,242	654,706.52	106,514.57	1,145,021	39.90
12012453 PD PATROL SERVICES	4,825,062	979,620.15	11.00	3,845,431	20.30
12012553 PD SUPPORT SERVICES	413,351	89,137.74	0.00	324,213	21.60
12020054 FIRE DEPARTMENT	4,552,980	1,066,853.22	56,054.96	3,430,072	24.70
12020055 FIRE DEPT 55 GONIC SU	28,735	3,293.02	14,537.04	10,905	62.00
12020754 CALL FIRE	31,207	2,222.00	0.00	28,985	7.10
12023354 EMERGENCY MANAGEMENT	56,168	0.00	0.00	56,168	0.00
12030153 DISPATCH CENTER	746,982	185,567.32	3,195.48	558,219	25.30
12040051 CODE ENFORCEMENT	580,962	155,197.87	8,310.08	417,454	28.10
12050050 AMBULANCE	59,874	0.00	59,874.00	0	100.00
13010057 PUBLIC WORKS	2,131,690	485,713.80	559,019.78	1,086,956	49.00
13010957 WINTER MAINTENANCE	507,413	3,610.00	7,245.26	496,558	2.10
13020050 CITY LIGHTS	243,000	34,620.62	39,832.95	168,546	30.60
14010051 WELFARE	483,357	114,841.46	9,292.47	359,223	25.70
14022072 RECREATION ADMINISTRA	620,637	146,102.33	3,826.09	470,709	24.20
14022150 RECREATION PLAYGROUND	96,665	78,761.68	-1,047.78	18,951	80.40
14022250 RECREATION POOLS	81,025	67,366.48	-824.00	14,483	82.10
14030056 LIBRARY	1,233,378	317,301.88	72,680.08	843,396	31.60
15000051 COUNTY TAX	6,551,172	0.00	0.00	6,551,172	0.00
17010051 TRANSFERS/PAYMENTS DE	4,295,199	1,324,858.80	0.00	2,970,340	30.80
17030050 OVERLAY	92,256	38,412.16	0.00	53,844	41.60
17040051 TRANSFER TO CIP & OTH	2,656,814	2,656,814.06	0.00	0	100.00
1000 GENERAL FUND	38,396,589	9,889,951.43	1,311,376.14	27,195,261	29.20

Expense Summary – General Fund, Enterprise & Special Revenue Funds

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAIL BUDGET	% USED
5001 WATER ENTERPRISE FUND	7,119,368	1,582,297.59	172,844.90	5,364,226	24.70
5002 SEWER ENTERPRISE FUND	8,819,805	2,604,380.93	258,054.59	5,957,369	32.50
5003 ARENA SPECIAL REVENUE	393,979	83,643.09	91,062.86	219,273	44.30
6000 COMMUNITY CENTER	841,000	178,481.55	70,514.70	592,005	29.60

*Intentionally
left blank...*

City Clerk's Office



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

Planning Board
 Conservation Commission
 Historic District Commission
 Arts & Culture Commission

PLANNING & DEVELOPMENT DEPARTMENT MONTHLY REPORT FOR SEPTEMBER 2018

The Planning Board, Conservation Commission, and Historic District Commission (HDC) held their regular meetings in September. The Arts & Culture Commission did not meet in September. The discussions/agenda items from the regular meetings of the Planning Board, Conservation Commission, and HDC are summarized below. The Planning Board also held a workshop in September. The Board received an update on surety and the inspections reports. They also discussed the possibility of having someone from the Fire Department present at the October workshop to discuss fire codes and discussed switching their regular meeting and workshop meeting in April 2019 to allow a nation speaker to come to the workshop from the “Strong Towns” organization. Rochester will be one of two municipalities in the State of New Hampshire to host the speaker.

In addition to the meetings listed within this report, the Planning Staff attended a variety of other meetings throughout the month. These include, but are not limited to the following: City Council; the Strafford Metropolitan Planning Organization’s Technical Advisory Committee; the City’s Technical Review Group; Life Safety Committee; Rotary; a conference call with the consultants working on the Downtown Density and Design Guidelines; various webinars; and various meetings with consultants, developers, citizens, and other City staff. The Planning Board agenda for the October regular meeting will have one new application and several continued applications. The Workshop meeting will have a public hearing for Site Plan and Subdivision Regulation amendments and the Board will also discuss amendments for density in the Downtown Commercial District and possible amendments to the Historic District Ordinance. We continue to process quite a few project narratives and new applications. As always, we continue to work on applications that are currently before the Planning Board.

APPLICATIONS REVIEWED BY THE PLANNING BOARD

RAMA, Richard & Ruth Young, Michael Spurling, 72 Lafayette Street, 19 Haig Street & 19 Hoover Street (by Norway Plains Associates) Lot line revision.

Case # 123-37 & 124-67 – OC/R2 – 18 **CONTINUED TO 10/1/2018**

Lily Rose Rev Trust of 2017, 63 Highland Street (by Berry Surveying & Engineering) Lot line revision. Case # 107-23 & 104-51 – NMU/R1 – 18 **APPROVED**

Norman Vetter Rev Trust & Stacia Vetter Rev Trust, 53 Allen Street (by Norway Plains Associates) Site plan for a contractors storage yard. Case # 117 – 2-8 – 1 – 18 **APPROVED**

Groen Construction, 122 Meaderboro Road (by Berry Surveying & Engineering) 2-Lot subdivision. Case # 232 – 13 – A – 18 **CONTINUED TO 10/1/2018**

Groen Construction, 122 Meaderboro Road (by Berry Surveying & Engineering) Conditional use permit and 6-Lot subdivision. Case # 232 – 13 – A – 18 **CONTINUED TO 10/1/2018**

SDJ Development of Rochester, LLC, Fillmore Boulevard (by Hillside Design Group) 24-Lot subdivision. Case # 237 – 3&8 – PUD – 18 **CONTINUED TO 10/1/2018**

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

In addition to the regular meeting, two members attended a Drinking Water Source Water Protection seminar, and another member distributed flyers highlighting the perils of pesticides to local groups.

The Conservation Commission met on September 26 and discussion the following:

3. NHDES Local Advisory Committee:

Tracie Sales from NHDES Rivers & Lakes Programs Manager talked about the NH Rivers Management and Protection Program the river-specific Local Rivers Management Advisory Committees (LACs). She said the purpose of the LACs is to let local residents speak about their local resources, review permits, and allow for collaboration. The Cocheco Rivers LAC currently needs members. This is a regional group because it is for the entire river from New Durham to Dover. Jay Aube, chair of the Cocheco River LAC said the group meets the third Monday of the month at Strafford Regional Planning Commission at 5:30pm.

Ms. Sales explained the area of jurisdiction all lands within ¼ mile of the River and the associated 100-year flood plain. Mr. Aube and Ms. Sales said the LAC group would review projects proposed within the area. The also said that a long-term goal is the development of a river management plan.

b) Ward 1 meeting

During the last Ward 1 meeting residents from Tara Estates vocalized concerns regarding gunfire from the abutting property, the Gauthier Farm. Many of the concerned vocalized their frustration that City money was used to help put the Gauthier Farm into a conservation easement. A Conservation Commission in attendance reminded the group that money was spent for land conservation (the purchase of development rights) and that the shooting had been reviewed by the Police and Zoning and found to be legal.

Staff encouraged the members to educate the public about what the City funds were used for, and to remind all that the disgruntlement about the gunfire on Gauthier Farm is a civil matter.

c) Other

Staff informed the Commission of the NH Association of Conservation Commissions upcoming annual meeting scheduled for November 3, 2018 and about the Moose Mountain Regional Greenway's free Conservation Commission Mixer scheduled in Milton, NH on September 27.

4. NH DES Wetland Impact Application: None.**5. Notice of Intent to Cut Wood or Timber / Intent to Excavate:**

a) Notice of Intent to Cut: Allen Street, Tax Map 117 Lot 2-8

The Commission had no concern with this.

b) Notice of Intent to Cut: 828 Portland Street, Tax Map 108 Lot 53

The Commission asked Staff if there were any development proposals submitted for this parcel; Staff said there is none.

c) Notice of Intent to Excavate: 106 Brock Street, Tax Map 129 Lot 15

The Commission asked Staff to investigate this further because this property was excavated and timbered within the last year and it is unclear if this Notice is for an expansion.

6. New Business:

a) Staff reminded the Commission members about submittal deadlines and agenda posting requirements that must be adhered to.

b) There was mention that Monarch School received permits to create horticulture areas at their new school on Monarch Way.

7. Old Business:

a) Community garden discussion: Members have been in contact with the Chamberlain St School and continue working with them to reinvigorate the Franklin St community gardens (located on the school's property).

b) Other: A member is willing to donate a granite bench in memory of a Conservation Commission member who passed away. The Commission talked about where it could be located, several public property locations were suggested. Staff encouraged the member to agree upon a location or two, and once they had, he could approach the City Manager for permission.

8. Reports:

a) Technical Review Group: Staff provided a summary of recent, not yet approved, Planning Board applications.

b) Planning Board: Staff provided a summary of recently approved Planning Board applications.

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

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission met on September 12, 2018. The Commission approved three applications this month. The Commission did discuss the changes to the Historic Overlay District Ordinance. Planner Michelle Mears gave an overview of why this design guidelines project is

important to the HDC. In particular for infill development within the Downtown Commercial Zone.

- **Seacoast Learning Center 29 Hanson Street**, Certificate of Approval for two-vinyl letter window signs Case# HDC 120 – 385 – DTC – 18
- **Debra Donaldson 81 Wakefield Street**, Certificate of Approval for two-car garage Case# HDC 116-201-DTC-18
- **Richard Bedrosian, Governors Inn, 78 Wakefield Street, Certificate of Approval for projecting sign** Case# HDC 116-157-DTC-18

ARTS AND CULTURE COMMISSION ACTIVITIES

The Arts and Culture Commission did not meet this month.

Respectfully submitted,

James B. Campbell,
Director of Planning & Development



MEMORANDUM

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

From: Lauren Krans, Recreation & Arena
Date: October 9, 2018
Re: September Department Report

September 2018 Program #'s	
Adult Open Gym 30+	2
Adult Recreation Ice Hockey League	100
Adult Volleyball	77
Circle of Moms	35
Community Coffee	9
Learn To Skate	6
Parent/Child (Adult) Stick	15
Parent/Child Open Gym	31
Public Ice Skating	39
Restorative Meditation	16
Senior Art	24
Senior Breakfast/Cookout	97
Senior Dance Lessons	19
Senior Pickleball	68
Senior Power Hour	114
Senior Table Tennis	2
Senior Trips	30
Senior Yoga Chair	20
Senior Yoga Gentle	51
SHS/BCA open Gym	173
Coach Smart Classes	10
September Total	903

Rochester Arena Updates

The Rochester Arena officially opened its doors for the 2018-2019 ice season! The rink was quickly abuzz with some of our biggest user groups. Rochester Youth Hockey hosted their Intro to Hockey weekend, getting 40 young children onto the ice to try out hockey. Members of the Spaulding Varsity Hockey Team and UNH Women's Hockey Team assisted the dedicated volunteer coaches of Rochester Youth Hockey in making this weekend a success. There was even a visit from UNH's Wild E Cat! The Rochester Arena continues to serve as a hub for youth sports and community engagement across the region. Visitors to the rink were excited to see the facility upgrades, as reflected in Foster's September 15 article "Hockey Community 'ecstatic' About Rochester Arena".

Community Center Updates

After taking a break over the summer months, Rochester Community Center's Community Coffee started back up in September. Representatives from many of the RCC organizations were in attendance as well as DPW Director Nourse, Community Policing Officer Danie and Sergeant Babine. The group discussed agency updates, as well as their excitement over the improvements to the front lobby area. Some of the concerns brought forward by the group were speeding in front of the building and confusion during fire alarms. Both RPD and RFD have been made aware of these concerns. RFD will send a representative to our October meeting to discuss improving fire drills and preparedness within the Community Center.

The role of Community Center Ambassador has been serving the facility well. Based out of the new office in the corner of the RCC front lobby, team member Bob tracked over 200 interactions with customers in the month of September. Interactions included giving directions to various agencies within the building, assisting customers with calling taxis, calling RPD when necessary and answering questions like "How do I register my child for school?" or "Where is City Hall located?". This role has also been a large help with maintaining building safety. One example of this is calling the police department to check on a patron who had been in the men's bathroom for an abnormal amount of time. While details are unknown, this patron was arrested when officers arrived. This occurred in the same rest room utilized by students on the second floor of the building. Thankfully, our RCC Ambassador was monitoring hallway activity; otherwise, this unsafe behavior would have gone unnoticed and unaddressed.

Senior Trip

Recreation Supervisor Art took a group of seniors on a trip to Moultonborough's Castle in the Clouds. Typically, we use the Rochester Housing Authority's passenger van for such trips, but we quickly realized that this trip was in high demand for our seniors. Forty seniors signed up for the trip, and 30 ended up attending due to the rainy weather. Utilizing our program funds to pay for a school bus, we were able to accommodate all 30 participants. Everyone had a great day learning about the Castle's history, making new friends and enjoying lunch. Many of our seniors commented on how they love getting out and exploring area attractions without the stress or anxiety of going alone.



*Intentionally
left blank...*

City Clerk's Office



ROCHESTER FIRE DEPARTMENT

MARK E. KLOSE
CHIEF OF DEPARTMENT



37 Wakefield Street

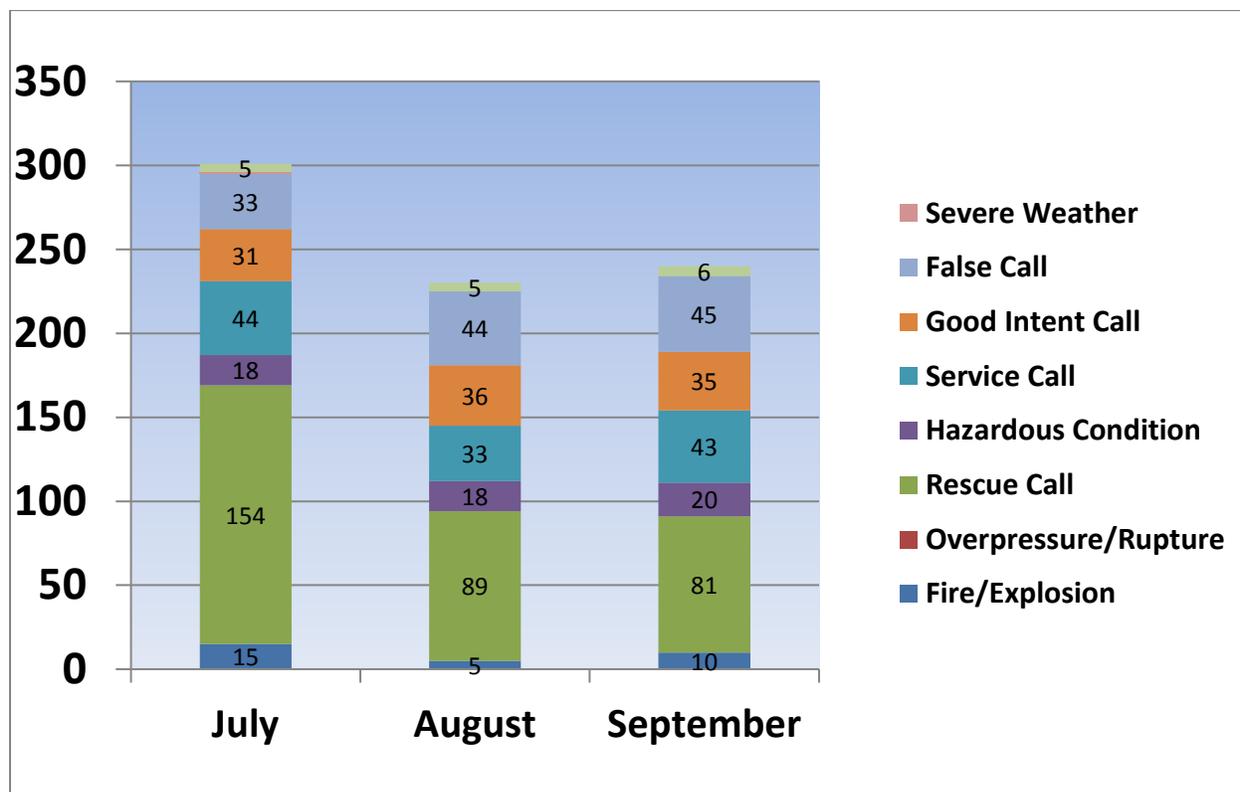
Rochester NH, 03867
www.rochfd.org

Tel (603) 335-7545

To: Blaine Cox, City Manager
From: Mark E. Klose, Fire Chief
Date: October 5, 2018
Ref: Monthly Report for September 2018

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

ADMINISTRATIVE STAFF:



The above graph shows our runs for Fiscal Year 2019 with September’s data shown individually with their respective totals. For the month of September there were 240 calls for service. There were a total of 771 calls for Fiscal Year 2019.

FIRE DEPARTMENT OPERATIONS

Managed shift coverage assignments

Managed and organized equipment and supply purchases as needed

Finalized design, sizing and ordering of 18 sets of Turnout Gear

Attended FEMA Course on Flooding Hazards: Science and Preparedness

Researched and Purchased 6 new Cardiac Defibrillators for smaller vehicles

Spent 1.5 hours each Friday mentoring a student from the Monarch School

Worked to finalize Cancer Prevention policy and acquired gross decontamination kits for apparatus

Responded off duty to a 2 alarm building fire on Washington Street in Barrington, assigned as Safety Officer

TRAINING DIVISION

Planned and conducted practical assessment and task evaluations for employees in training

Developed and established training curriculums for department

Organized and managed new hire firefighters training and deployment

Continued to develop and reorganize the training division

Implemented a new digital platform (subscription based) for tracking and delivery of mandatory department training

DEPARTMENT INFORMATION:

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

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

Fire Apparatus Committee is working diligently on new specifications for new Fire Engine/Pumper. The order and securing a "build" spot occurred for the new engine

All department Apparatus have had their yearly state inspections completed. Utility 1 did not pass inspection due to rust and corrosion.

PERSONNEL:

Chief Klose made a conditional job offer to a firefighter candidate. Start date of September 10, 2018. FF Rye Morrill joined the Rochester Fire Department

Members of the Fire Department have been awarded the NH Committee of Merit Unit Citation Award for their actions in Dover rescuing a person in distress on the General Sullivan Bridge. Award night was Monday, September 24th in Concord

Congratulations to Chief Mark Klose, Deputy Chief Dennis Dube, Captain Joe Burns, FF Micah Ruel, FF Sam Morrill, FF Josh Biron and retired Assistant Chief Mark Dupuis

FF Micah Ruel was honored with a Class 2 Medal of Valor for his performance during the technical rescue

Personnel covered fire watch details at the Rochester Fair

RESPONSE ACTIVITY:

September 13th, Rochester Engine 3, Chief 2, and Chief 3 responded as part of the Seacoast Mutual Aid Task Force to Lawrence, MA for a natural gas leak throughout Lawrence, North Andover and Andover. Due to the nature and size of the incident, the remainder of Rochester firefighters covered the north part of the Seacoast Mutual Aid District along with Portsmouth FD

September 16th, Engine 5, Rescue 1, and Engine 3 responded to the area behind the city pool/Spaulding High School for a water rescue. A male subject evading police jumped into the river. The boat was deployed, but not needed

September 20th, RFD responded to the City of Dover for a station coverage with an Engine

September 28th, RFD responded to the Town of Barrington for a structure fire with 2 Engines and 2 Chief Officers

EMERGENCY MANAGEMENT

Tropical Storm Florence hit NH on 9/18/2018. Heavy rains and some local flooding

Julian Long JD, Sonja Gonzalez, and Chief Klose submitted the 2016-2018 EMPG Grant

No other Emergency Management issue to report

FIRE PREVENTION

The month of September was busy with the return of the Rochester Fair. This year's fair coverage was expanded due to non-compliant places of assembly within their two large buildings. We added additional fire watch personnel to oversee the safety of the fairgoers within these buildings this year. A comprehensive inspection of the buildings was completed after the fair and we will now work with the Rochester Agricultural and Mechanical Association to make life safety improvements to the buildings ahead of next year's fair. Fire Prevention has also started yearly school inspections and will continue them until complete. We had no fire investigations in the month of September.

Respectfully submitted,

Mark E. Klose

Mark E. Klose, Fire Chief

*Intentionally
left blank...*

City Clerk's Office



PAUL R. TOUSSAINT
Chief of Police

ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127
FAX (603) 330-7159
www.rochesterpd.org

"Dedication, Pride, Integrity"

POLICE COMMISSION

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



October 9, 2018

TO: City Manager Blaine Cox

RE: Monthly Report – September 2018

OPERATIONS: All wards met this period following the quarterly meeting schedule. Not all meetings had good attendance. Some of the matters discussed included target shooting on private property in Ward 1; which has been looked into several times. The property owners are complying with all applicable laws. There was another concern raised in Ward 5 about target shooting in an area that backs up to the boat launch. This was reported to fish and game, and at this meeting to police. There was positive feedback on the upgraded look of the crosswalks. There were overviews of the evidence team training, comp stat information, on workforce housing and community development block grants. Traffic safety issues related to speeding reported on Whitehall Road and Four Rod Road.

The investigations bureau had 31 cases sent up from patrol for review or investigation. There are currently 48 cases assigned. There were 16 cases presented to the Grand Jury all with true bills. Compliance checks completed at six pawnshops. There were 325 pieces of evidence logged in and 88 pieces returned to owners. An additional 357 items destroyed.

The Rochester Fair was open September 6-9 and 13-16. We staffed several positions, and received assistance on the final weekend from the Sheriff's Department to fill four open slots. From a police perspective, the fair was a success. There were no safety issues or incidents. Only one arrest and that was for a bench warrant, unrelated to anything occurring at the Fair.

BRIDGING THE GAPS: The grant expired on September 29. The sustainability meetings are continuing. The no-cost extension pays only for the coordinator salary and benefit package was approved. This will take the position out until the end of March 2019. Bridging the Gaps was awarded \$9,500.00. from the Strafford County Region 6 Integrated Delivery Network for partial programming funding. .Once official notification is received we will process acceptance of the funds through the City.

COMMUNICATIONS: There were two resignations this period, both specialists taking other jobs, which may generate overtime. Both have requested consideration for per diem hours.

CEO/ COMMUNITY ENGAGEMENT OFFICER: Officer Danie has been assisting patrol with calls

as needed. He has worked with downtown businesses to turn off Wi-Fi after hours to prevent loitering. He is working with Code Enforcement on a rental property owners meeting. He has been working with the Cove Court neighborhood to address concerns there, as well as addressing overgrowth in the Union Street parking lot. He has also spent time in the downtown as part of the mountain bike patrol.

COMP STAT: There was been a decrease in traffic stops attributed to staffing and a focus on downtown. We have been active using bicycle patrols. Accidents are still occurring on the main corridors into town, as well as at shopping areas. While thefts from motor vehicles are down, we are still seeing the majority being from unlocked cars. Reports of burglaries decreased this period. There was one robbery reported. The suspect and victim knew each other. An arrest was made. We continue to offer support to those struggling with opiate abuse.

DIVERSION: We are gearing up for a new season of Teen Night, held the first Saturday of each month. Staff worked with the NH Juvenile Court Diversion Network hosting a statewide Diversion and prevention Summit. This was a day of planning and collaborative efforts to improve diversion in the state and work on mental health and substance misuse. There were more than 130 attendees including other partners, Judges, Prosecutors, and other Departments. Rochester Head Start teachers and staff held training on local drug trends, and what to look for on signs, symptoms and paraphernalia for home visits was completed. Staff hosted a Ukrainian delegation interested in learning what youth services look like in the US. They met with jurors from Teen Drug Court to learn how we engage youth in the intervention of peer substance use. Staff worked with Bridging the Gaps and the School District hosting an anti-bullying-motivational-speaker who presented at the Middle and High School with a follow up session for community members in the evening.

FINANCIAL/PURCHASING: We do not yet have a delivery date for the new cruisers. The new handguns ordered are in. IT installed the new security keypads for the doors.

There have been three meetings with 2-Way Communication regarding the CIP project for radio equipment replacement. A request has been submitted to finance to waive the city purchasing policy regarding going out to bid on the project, and using state bid pricing.

HONOR GUARD: The Honor Guard assisted at the September 11 ceremony at the Fire Department.

HOUSING: There were forty-four police related calls at housing complexes; two were untimely deaths. Housing officers completed seven backgrounds for prospective new tenants. Officer Blair attended a resident meeting at Cold Spring regarding a parking issue.

K9: There were eight calls for service - five tracks and three drug searches. All of the tracks were in Rochester and one of the drug searches was in Somersworth.

PROSECUTION: In adult court this period, there were 207 new cases with 314 charges. Of the cases that went before the court there were 90 guilty pleas, 56 not guilty pleas and 75 failed to appear. 46 charges nol prossed as part of plea agreements and five cases were dismissed by the Court. 40 cases were continued and 7 were placed on file.

Juvenile prosecution had five emergency placement hearings, 4 arraignments, 4 trials resolved by pleas, three violation hearings, four review hearings and 2 trials found True.

RENTAL PROPERTY OWNERS ASSOCIATION: Lt. Bossi attended the meeting but did not present. Federal and state lead inspectors provided information on laws and rules for lead testing in rental properties. Lt. Bossi has facilitated having the Rochester Code Officer attend the November meeting.

SCHOOL RESOURCE OFFICERS: Officer Jackson held an open house for the Explorer Program. Officer Jackson also worked with students at the high school to coordinate interviews of law enforcement as part of the Thank a Police Officer campaign. The students painted windows in the downtown. Officer Porfido is attending LEAD certification training this period.

TRAINING: Two recruits at the Academy are through five weeks and doing well. We have re-hired a recruit who failed the academy entrance exam. He, along with our intern, will start on November 18.

Eight Rochester and three Somersworth officers are attending a three-week certification evidence training in crime scene processing hosted at the Police Department. Funding is from a Justice Assistance Grant.

The Deputy Chief conducted two active attack/shooter civilian response classes for para educators from the elementary, middle and high schools.

FORFEITURE SPENDING: There was no forfeiture spending this period.

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

Respectfully Submitted,

Paul R. Toussaint
 Chief of Police

Rochester Police Department August 2018 Comp Stat Report

10/11/2018



DV COMPSTAT

August 2018

Dates	4/1/18 – 4/30/18	5/1/18 – 5/31/18	6/1/18 - 6/30/18	7/1/18- 7/31/18	8/1/18- 8/31/18	Prior Verbal (PV)	YTD 2018	PV YTD	YTD 2017
Misdemeanor Arrests	13	23	17	23	18	2	141	13	122
Felony Arrests	2	5	0	3	4	0	21	4	11
Verbal Cases	19	26	21	30	15		169		180
Total Cases	34	54	38	56	39	2	333	17	313

2018 FJC Clients

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

2017 FJC Clients

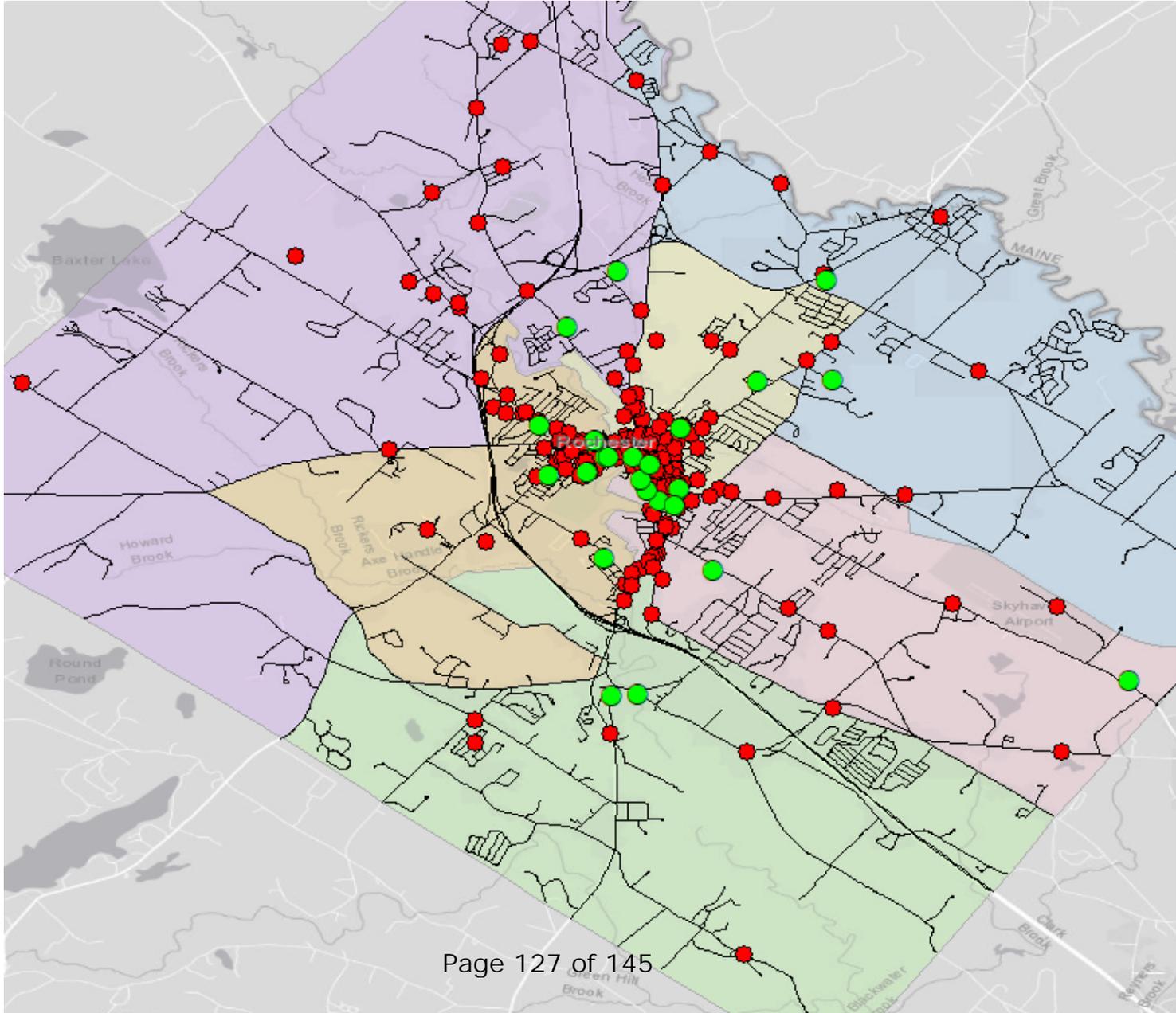
Month	Jan	Feb	March	April	May	June
New Clients	13 (19)	6 (17)	7 (17)	6 (16)	5 (20)	10 (18)
	July	August	September	October	November	December
New Clients	8 (18)	7 (26)	11 (13)	10 (33)	5 (16)	2(16)

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

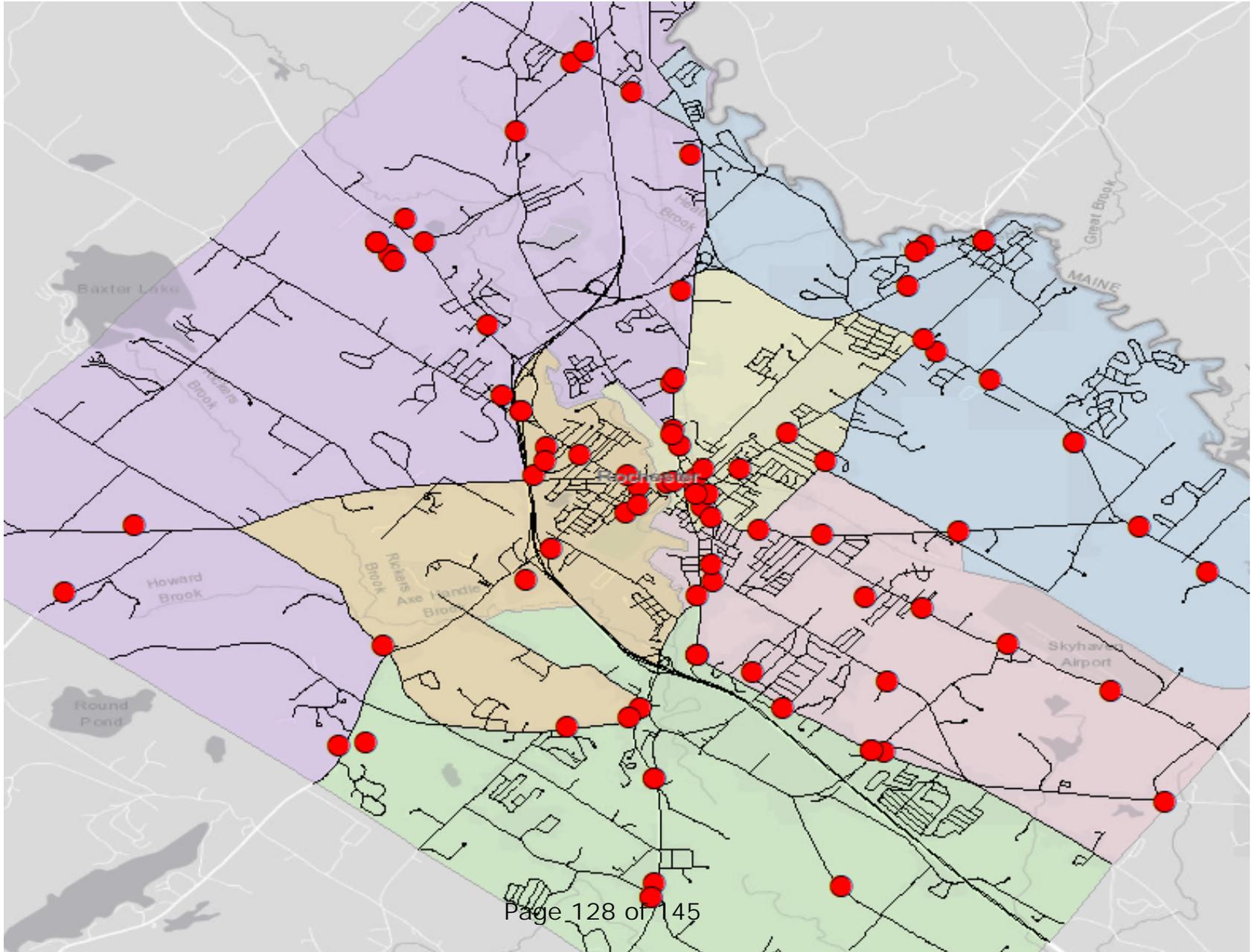
August 2018 Field Activities

	Aug-18	Aug-17	% Change	Jul-18	% Change	Jun-18	YTD 18	YTD 17	% Change	YTD 16
Traffic Stops	491	317	55%	737	-33%	752	6659	4618	44%	9259
Arrests from Stops	29	17	71%	41	-29%	26	263	180	46%	306
Summons	29	16	81%	52	-44%	53	427	286	49%	794
Warnings	404	273	48%	618	-35%	639	5747	4031	43%	7969
No Action	22	7	214%	20	10%	25	182	113	61%	212
Accidents	80	82	-2%	100	-20%	92	689	750	-8%	661
Summons from Accidents	4	2	100%	4	0%	2	23	21	10%	48
Arrests from Accidents	2	5	-60%	6	-67%	2	39	49	-20%	25
Field Interviews	16	9	78%	15	7%	19	75	113	-34%	162
DWI	4	6	-33%	7	-43%	9	52	64	-19%	54
Narcotics	0	1	-100%	3	-100%	4	12	25	-52%	14
Alcohol	4	5	-20%	4	0%	5	40	39	3%	40
DWI from Accidents	1	3	-67%	3	-67%	1	14	22	-36%	23

August 2018 Traffic Stops and Drug Locations



August 2018 Accidents

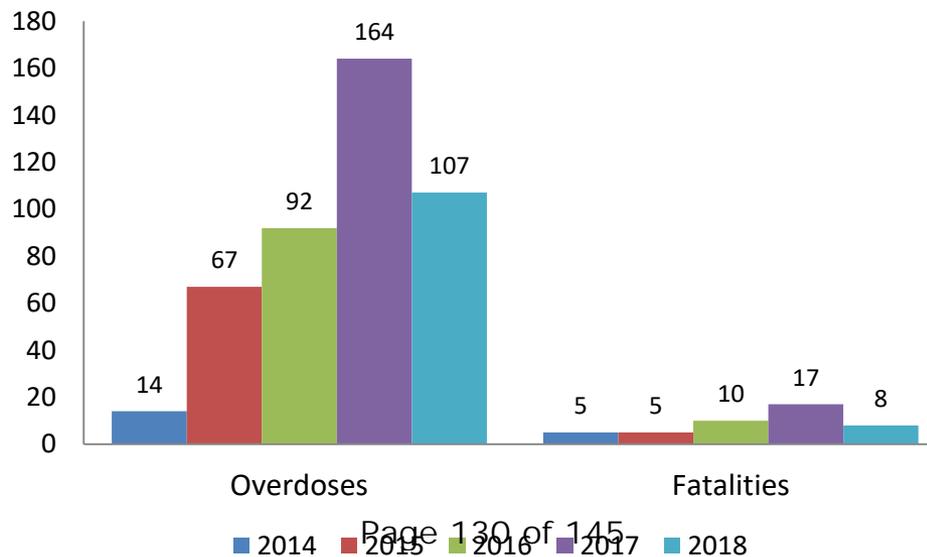


August 2018 Property Crimes

All Incident Reports												
Specific Crimes	Aug-18	Aug-17	% Change	Jul-18	% Change	Jun-18	YTD 18	YTD 17	% Change	YTD 2018 Closure Rate	YTD 2017 Closure Rate	YTD 16
Shoplifting	21	23	-9%	17	24%	23	156	193	-19%	87%	58%	206
Theft from M/V	19	28	-32%	12	58%	3	70	150	-53%	4%	5%	81
All Other Theft	46	45	2%	38	21%	34	284	307	-7%	22%	19%	307
M/V Theft	4	1	300%	3	33%	4	21	20	5%	19%	15%	29
Vandalism	39	39	0%	43	-9%	28	270	294	-8%	32%	30%	326
Burglary	4	18	-78%	5	-20%	6	50	73	-32%	20%	16%	95
Total Property	133	154	-14%	118	13%	98	851	1037	-18%	31%	24%	1044
Arrests												
Specific Crimes	Aug-18	Aug-17	% Change	Jul-18	% Change	Jun-18	YTD 18	YTD 17	% Change			YTD 16
Shoplifting	14	10	40%	22	-36%	22	136	111	23%			164
Theft from M/V	1	2	-50%	1	0%	0	3	8	-63%			1
All Other Theft	12	10	20%	8	50%	11	63	57	11%			63
M/V Theft	1	0	0%	0	0%	0	4	3	33%			7
Vandalism	6	11	-45%	11	-45%	8	86	89	-3%			96
Burglary	0	3	-100%	3	-100%	2	10	12	-17%			12
Total Property	34	36	-6%	45	-24%	43	302	280	8%			343

August 2018 Drug Offenses

All Incident Reports												
Specific Crimes	Aug-18	Aug-17	% Change	Jul-18	% Change	Jun-18	YTD 18	YTD 17	% Change	YTD 2018 Closure Rate	YTD 2017 Closure Rate	YTD 16
Possession	23	13	77%	14	64%	9	107	141	-24%	93%	94%	147
Overdoses	7	28	-75%	24	-71%	16	107	164	-35%			92
<i>Fatal</i>	0	2	-100%	2	-100%	0	8	17	-53%			10
Total Drug	30	41	-27%	38	-21%	25	214	305	-30%			249
Arrests												
Specific Crimes	Aug-18	Aug-17	% Change	Jul-18	% Change	Jun-18	YTD 18	YTD 17	% Change			YTD 16
Possession	25	12	108%	8	213%	9	99	133	-26%			131



August 2018 Violent Crimes

All Incident Reports												
Specific Crimes	Aug-18	Aug-17	% Change	Jul-18	% Change	Jun-18	YTD 18	YTD 17	% Change	YTD 2018 Closure Rate	YTD 2017 Closure Rate	YTD 16
Homicide	1	0	N/A	0	N/A	1	2	0	N/A	0%	0%	1
Robbery	1	2	-50%	0	0%	2	12	21	-43%	50%	38%	11
Aggravated Assault	7	8	-13%	3	133%	3	47	50	-6%	53%	62%	45
<i>from DV*</i>	2	3	-33%	2	0%	1	21	14	50%			23
Simple Assault	33	36	-8%	42	-21%	44	320	328	-2%	49%	45%	353
<i>from DV*</i>	19	16	19%	28	-32%	22	169	151	12%			182
Total Violent	42	46	-9%	45	-7%	50	381	399	-5%	38%	36%	410
Arrests												
Specific Crimes	Aug-18	Aug-17	% Change	Jul-18	% Change	Jun-18	YTD 18	YTD 17	% Change			YTD 16
Homicide	0	0	0%	0	0%	0	0	0	0%			1
Robbery	1	1	0%	0	0%	1	6	8	-25%			10
Aggravated Assault	4	9	-56%	2	100%	1	25	31	-19%			29
Simple Assault	14	22	-36%	19	-26%	20	156	148	5%			185
Total Violent	19	32	-41%	21	-10%	22	187	187	0%			225

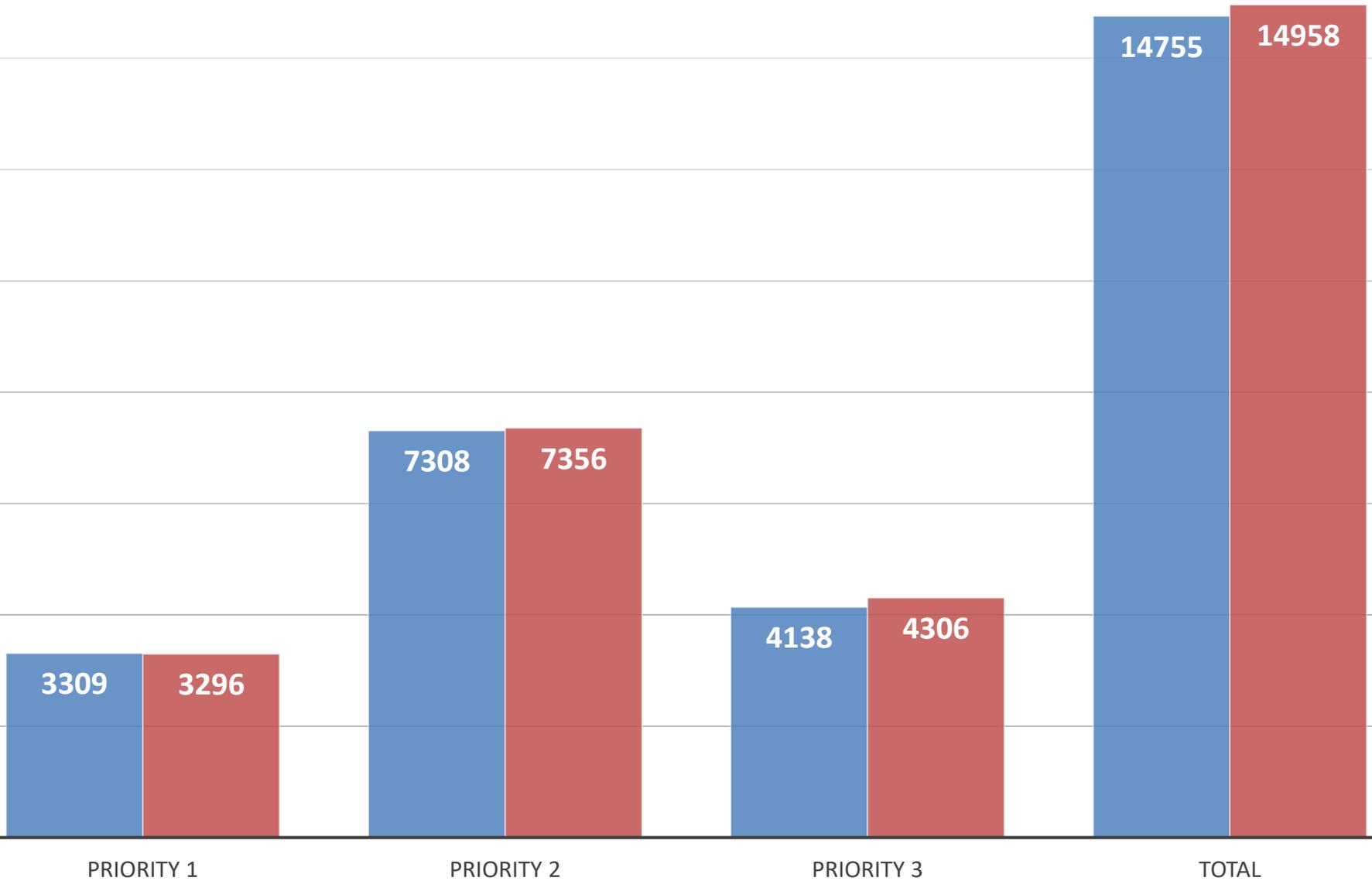
*No minor cases (suspect or victim) count as Domestic Violence

August 2018 Threshold

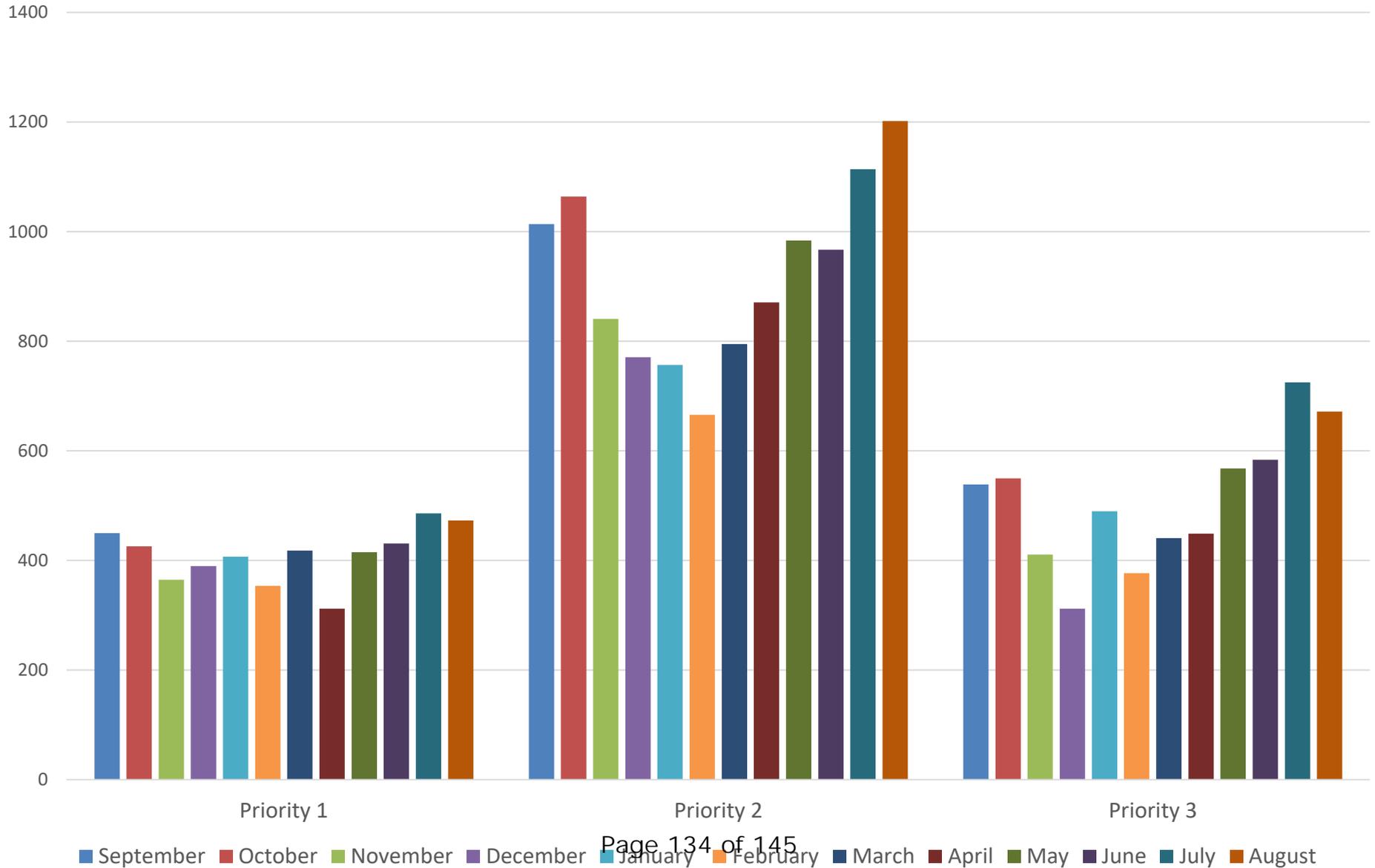
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	86	72-100	80	Normal
Traffic Stop	876	581-1171	491	Moderately Low
DWI	7	5-10	4	Moderately Low
Robbery	2	0-4	1	Normal
Aggravated Assault	6	3-9	8	Normal
Simple Assault	40	32-48	33	Normal
Sexual Assault	5	2-7	6	Normal
Burglary	9	6-13	6	Normal
Motor Vehicle Theft	2	0-4	4	Normal
Theft from MV	14	6-22	19	Normal
Vandalism	36	28-45	39	Normal
Shoplifting	24	17-31	21	Normal
Theft all Other	39	31-47	46	Normal
Possession	16	10-22	23	Moderately High
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	53	43-63	48	Normal
Property	125	96-154	135	Normal

Calls for Service 2017 v 2018

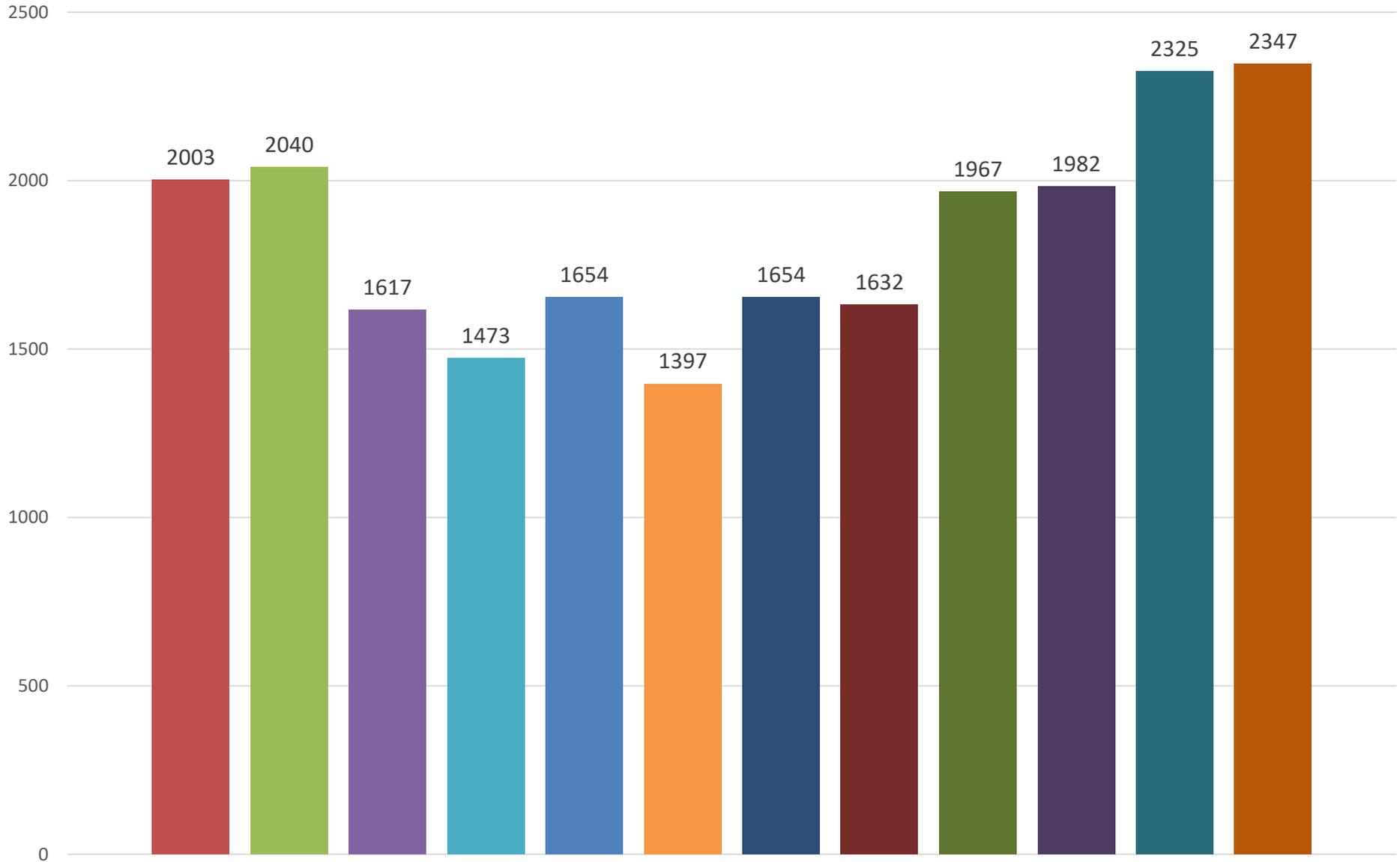
10/11/2018



YTD Calls for Service 2017 v 2018

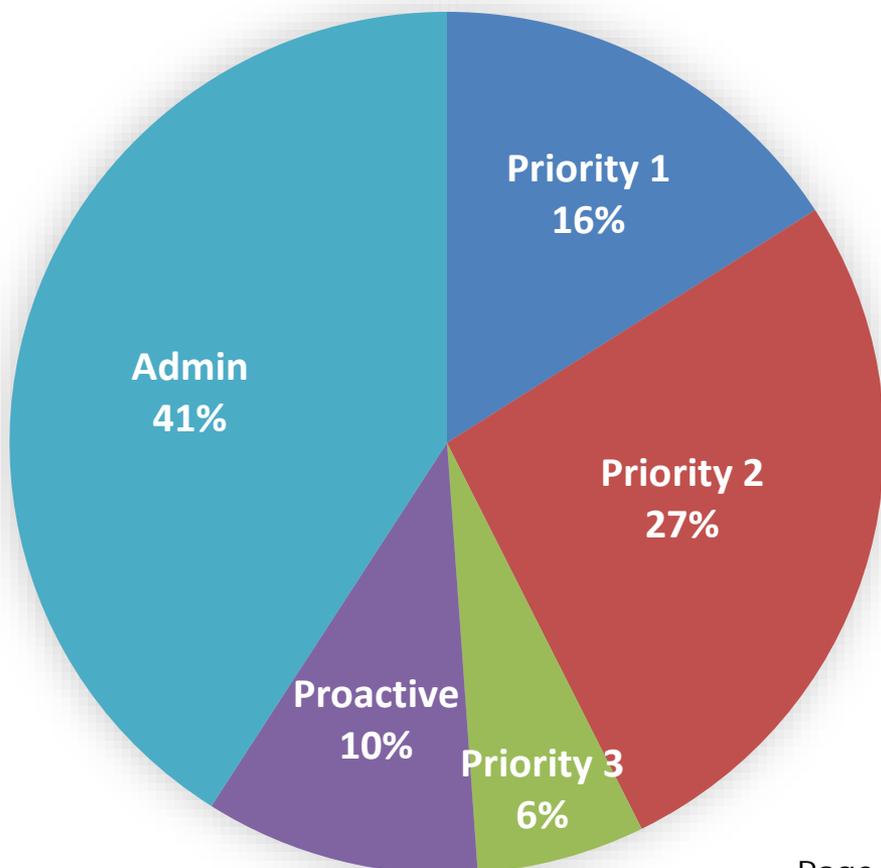


YTD Calls for Service Total 2017 v 2018

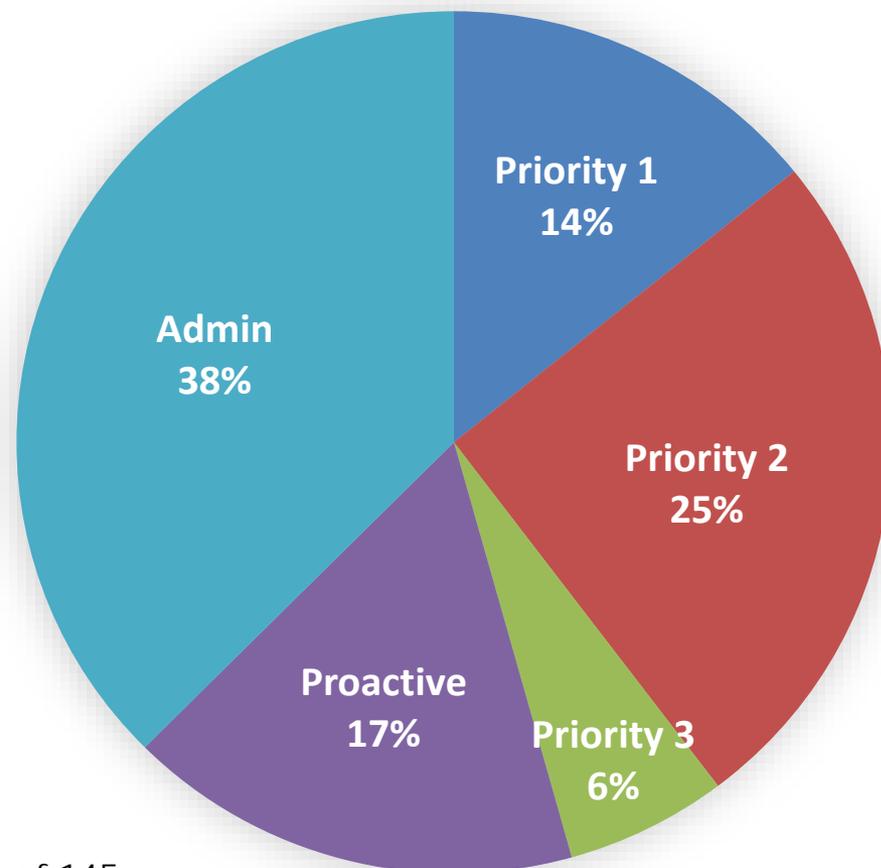


August 2018 Manpower Hours

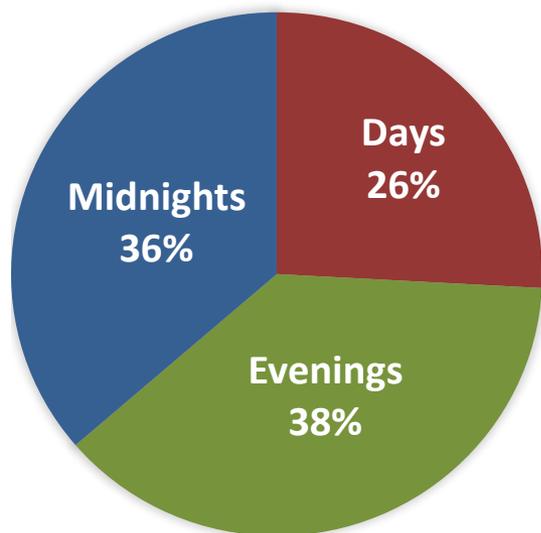
August 2017



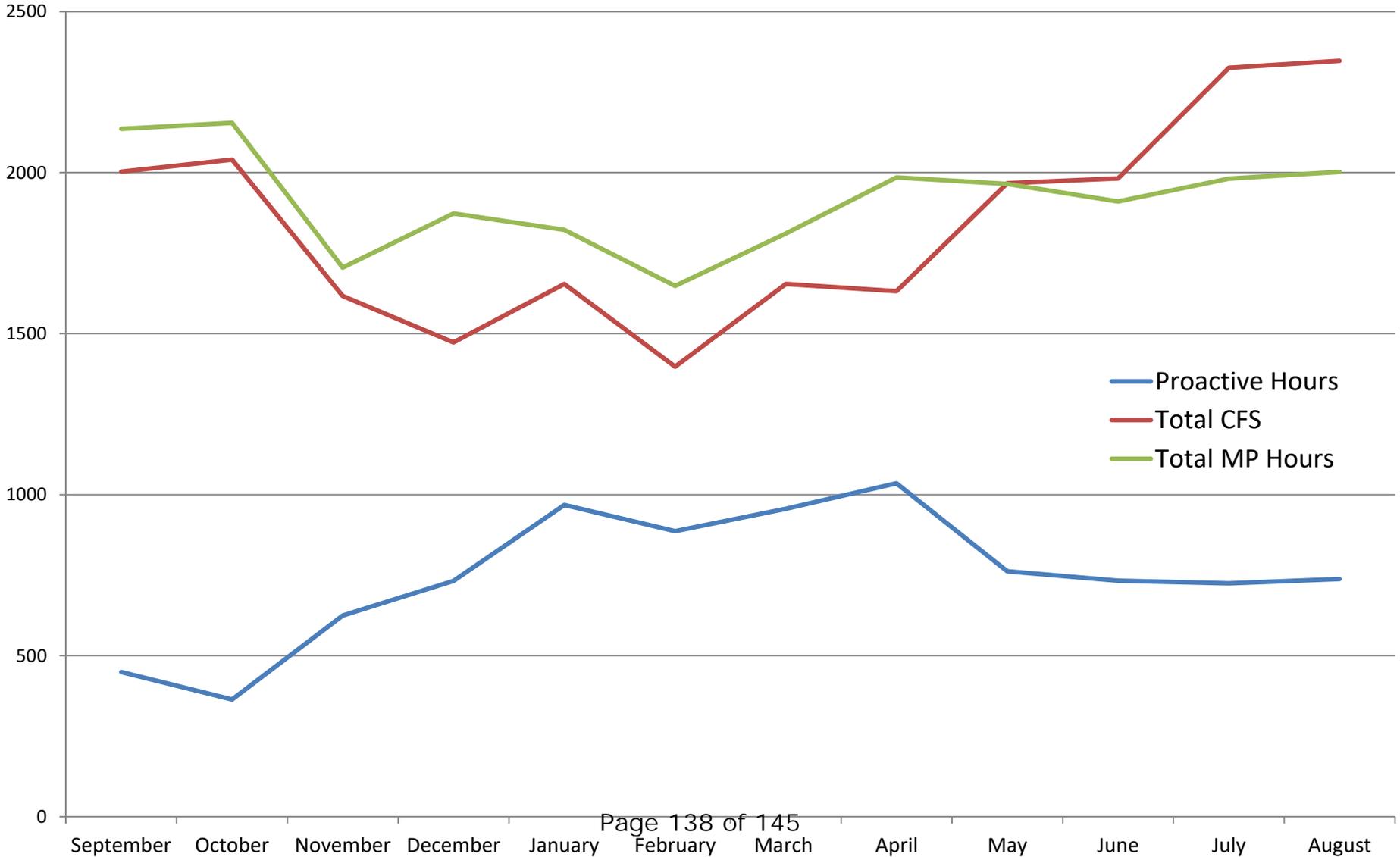
August 2018



August 2018 Proactive Hours

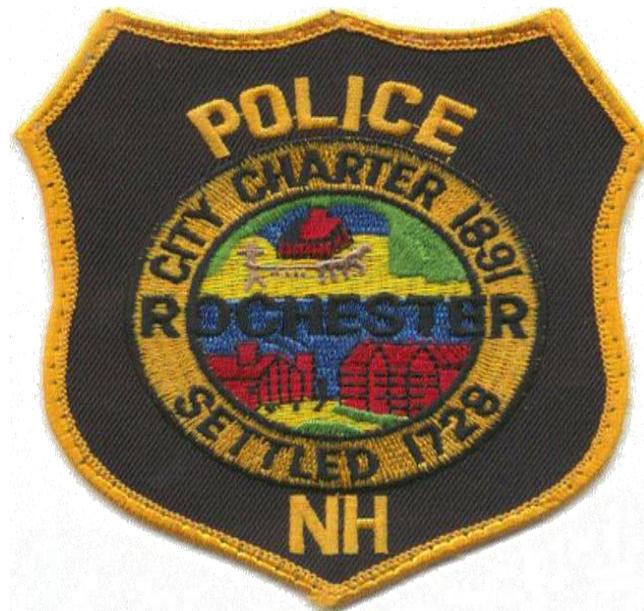


2017 v. 2018 CFS v. Manpower Hours



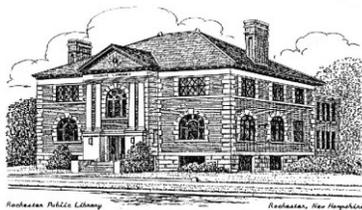
2018 Response Time

	2017 YTD	2018 YTD	Percent Change	2016 YTD	Percent Change
Priority 1	16.19	15.78	-3%	13.45	17%
Priority 2	56.64	48.47	-14%	44.87	8%
Priority 3	84.11	70.23	-17%	65.48	7%



**Optimism is the faith that leads
to achievement. Nothing can be
done without hope and
confidence.**

Helen Keller



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

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

MONTHLY REPORT

September 2018

There were a total of 14,367 items circulated with 13,098 people visiting the library in the month of September. One hundred ninety-four patrons used the library's Internet computers for 544 hours. Current number of patron registrations is 38,712. Interlibrary loan activity included 50 materials borrowed from other libraries and 159 loaned to other libraries.

Fall Story Times began September 24th in the Children's room. Each program has been created by Marie Kelly and her creative staff to be enjoyable for toddlers through kindergarten age children. Toddler programs have the children, along with their parent or caregiver; join the Librarian for stories, songs and finger plays, while the older Story Time groups enjoy stories, songs and a variety of crafts. This month four Story Times were provided for 47 children.

Monday, September 10th the library was proud to present an evening with author Ty Gagne for a discussion and signing of his book "Where You'll Find Me". Mr. Gagne uses his background and experience in risk management to address the decisions made through the course of Kate Matrosova's fatal hike through the Northern Presidential Range in NH's White Mountains. The lessons here and thought processes apply well beyond hiking and mountaineering and can provide valuable insights into decision processes in a variety of diverse fields.

Wednesday, September 19th the library was pleased to present an evening with Dan Szczesny for a discussion and signing of his book "The White Mountain". In the White Mountain, Mr. Szczesny turns a veteran journalist's eye toward exploring Mount Washington's place in the collective consciousness of the country and how this rugged landscape has reflected back a timeless history of our obsession and passion for exploration and discovery.

The library was pleased to host the artwork of Beth Wittenberg during the month of September. Ms. Wittenberg is a professional contemporary artist living and working in Rochester. Of the works on display Wittenberg says, "My work, in part, is about the process of creating. Painting for me is a cathartic experience. My works are intuitive. I believe I create not for myself but as a conduit for something greater, an energy, I am simply a medium."

Library patrons and staff collected 22 bags of food for Gerry's Food

Pantry in August.

In addition to the print versions of available books, 278 of our library patrons downloaded 1,365 e-books to media devices through the library's web site this month. The RPL website also enabled 124 patrons to access 317 digital downloads from Hoopla.

Trustees meet on October 16th in the Rose Room of the library at 6pm.

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

Tax Year	Annual Warrant	Collected		Uncollected		
		Amount	%	Amount	%	
2018	Semi Warrant	31,229,773	29,398,307.95	94.14%	1,831,465.05	5.86%
2017		60,524,791	59,735,489.40	98.70%	789,301.60	1.30%
2016		58,196,003	57,604,343.88	98.98%	591,659.12	1.02%
2015		56,938,119	56,651,243.03	99.50%	286,875.97	0.50%
2014		55,068,779	54,913,878.88	99.72%	154,900.12	0.28%
2013		53,324,262	53,214,889.76	99.79%	109,372.24	0.21%
2012		50,952,912	50,881,295.71	99.86%	71,616.29	0.14%
2011		48,856,892	48,804,676.82	99.89%	52,215.18	0.11%
2010		47,308,832	47,262,969.34	99.90%	45,862.66	0.10%
2009		46,898,827	46,860,401.41	99.92%	38,425.59	0.08%
2008		46,522,769	46,493,831.97	99.94%	28,937.03	0.06%
2007		42,964,450	42,944,000.72	99.95%	20,449.28	0.05%
2006		40,794,160	40,782,063.47	99.97%	12,096.53	0.03%
2005		38,024,453	38,017,087.20	99.98%	7,365.80	0.02%
2004		36,065,496	36,057,439.13	99.98%	8,056.87	0.02%
2003		33,310,579	33,304,598.44	99.98%	5,980.56	0.02%
2002		29,725,878	29,720,391.70	99.98%	5,486.30	0.02%
2001		26,943,136	26,937,802.91	99.98%	5,333.09	0.02%
2000		25,415,248	25,411,043.45	99.98%	4,204.55	0.02%
1999		22,973,308	22,969,992.33	99.99%	3,315.67	0.01%
1998		30,592,529	30,587,901.82	99.98%	4,627.18	0.02%
1997		29,835,914	29,831,457.52	99.99%	4,456.48	0.01%
1996		27,726,424	27,722,073.99	99.98%	4,350.01	0.02%
1995		27,712,029	27,709,191.61	99.99%	2,837.39	0.01%
1994		26,989,803	26,987,206.62	99.99%	2,596.38	0.01%
1993		25,611,050	25,608,622.48	99.99%	2,427.52	0.01%
1992		24,746,736	24,744,940.64	99.99%	1,795.36	0.01%
1991		24,296,285	24,294,507.32	99.99%	1,777.68	0.01%
					4,097,787.50	

Tax Collector
Doreen Jones, CTC



CITY OF ROCHESTER, NH
Tax Collectors's Office
 19 Wakefield Street
 Rochester, New Hampshire 03867-1915
 Phone (603) 332-1136
 Fax (603) 335-7580

Property Taxes Paid Online		
	CSS Totals FY 19	
Month	Total \$\$	Total # Payments
July	\$70,642.36	32
Aug	\$25,303.24	20
Sept	\$ 3,047.61	7

Doreen Jones, CTC
 Tax Collector

**Rochester, New Hampshire
Inter office Memorandum**

**TO: Blaine Cox
City Manager**

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

SUBJECT: Analysis of Direct Assistance for September, 2018.

DATE: October 11, 2018

This office reported 80 formal client notes for the month of July.

Voucher amounts issued for September, 2018 were as follows:

	25 <u>Families</u> 8 new	16 <u>Single</u> 6 new
Burial	650.00	.00
Dental.....	.00	.00
Electricity.....	481.75	238.41
Food.....	.00	.00
Fuel heating00	.00
Mortgage00	.00
Prescriptions.....	.00	.00
Rent.....	3,955.00	2,143.45
Temporary Housing.....	4,112.00	1,035.00
Transportation	<u>0.00</u>	<u>182.00</u>
TOTAL	\$9,198.75	\$3,598.86

This represents an average cost per case/family of \$367.95 and case/Individual of \$224.93 for this month.

Total vouchers issued: \$12,797.61

There was an increase of \$659.36 in assistance issued this month compared to September 2017. There was a decrease of \$1,369.56 in vouchers issued this month compared to last month.

We received reimbursements from Property Liens totaling \$0.00 for this month.