



**City Council Public Hearing
October 18, 2022
Council Chambers
6:00 PM**

Agenda

- 1. Call to Order**
 - 2. Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding the Location and Boundaries of Zoning Districts P. 3**
 - 3. Adjournment**
-

**City Council Workshop
October 18, 2022
Council Chambers
*Immediately following the public hearing***

Agenda

- 1. Call to Order**
- 2. Public Input**
- 3. Communications from the City Manager**
 - 3.1 Adopt-a-Spot certificates P. 7**
- 4. Communications from the Mayor**
- 5. Parking Review Group Progress Report & Update P. 11**
- 6. Department Reports P. 15**
- 7. Adjournment**

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City Clerk's Office

Amendment to Chapter 275 of the General Ordinances of the City of Rochester
Regarding the Location and Boundaries of Zoning Districts

THE CITY OF ROCHESTER ORDAINS:

WHEREAS, Chapter 275-1.10 establishes that the location and boundaries of zoning districts within the City of Rochester are established as shown on a map titled, "City of Rochester Zoning Map."

WHEREAS, Chapter 275-1.10 further declares that the City of Rochester Zoning Map is incorporated by reference as party of Chapter 275 of the General Ordinances of Rochester regarding zoning.

WHEREAS, the Mayor and City Council of Rochester desire to amend the City of Rochester Zoning Map to convert certain properties from the Residential-2 Zone to the Downtown Commercial Zone.

THEREFORE, the Mayor and City Council of Rochester ordain that properties shall be converted to Downtown Commercial Zone in accordance with the Attached Exhibit. **(Exhibit A)**.

The effective date of these amendments shall be upon passage.



City of Rochester, New Hampshire
Office of Economic & Community Development
33 Wakefield Street, Rochester, NH 03867
(603) 335-7522, www.rochesterredc.com

July 6, 2022

Mr. Mark Collopy
Chair
City of Rochester Planning Board
31 Wakefield Street
Rochester, NH 03867

RE: Expansion of the Downtown Commercial Zone

Dear Chairman Collopy:

As part of the City's strategy for the redevelopment of the downtown area, the Department of Economic Development is seeking a change in classification for the properties listed below and outlined in Exhibit A.

These parcels are currently zoned Residential-2 (R2) and Econ Dev is requesting they be re-designated as Downtown Commercial (DC).

Parcel ID	Street Address
0121-0029-0000	6 Bridge Street
0121-0030-0000	16 Bridge Street
0121-0027-0000	17 Bridge Street
0120-0357-0000	0 Congress Street
0120-0356-0000	24 Congress Street
0121-0008-0000	39 Congress Street
0121-0007-0000	43-45 Congress Street
0121-0019-0000	24 River Street
0121-0020-0000	26 River Street
0121-0021-0000	28 River Street
0121-0022-0000	30-32 River Street
0121-0023-0000	34 River Street
0121-0024-0000	36 River Street
0121-0025-0000	38 River Street
0121-0026-0000	40 River Street

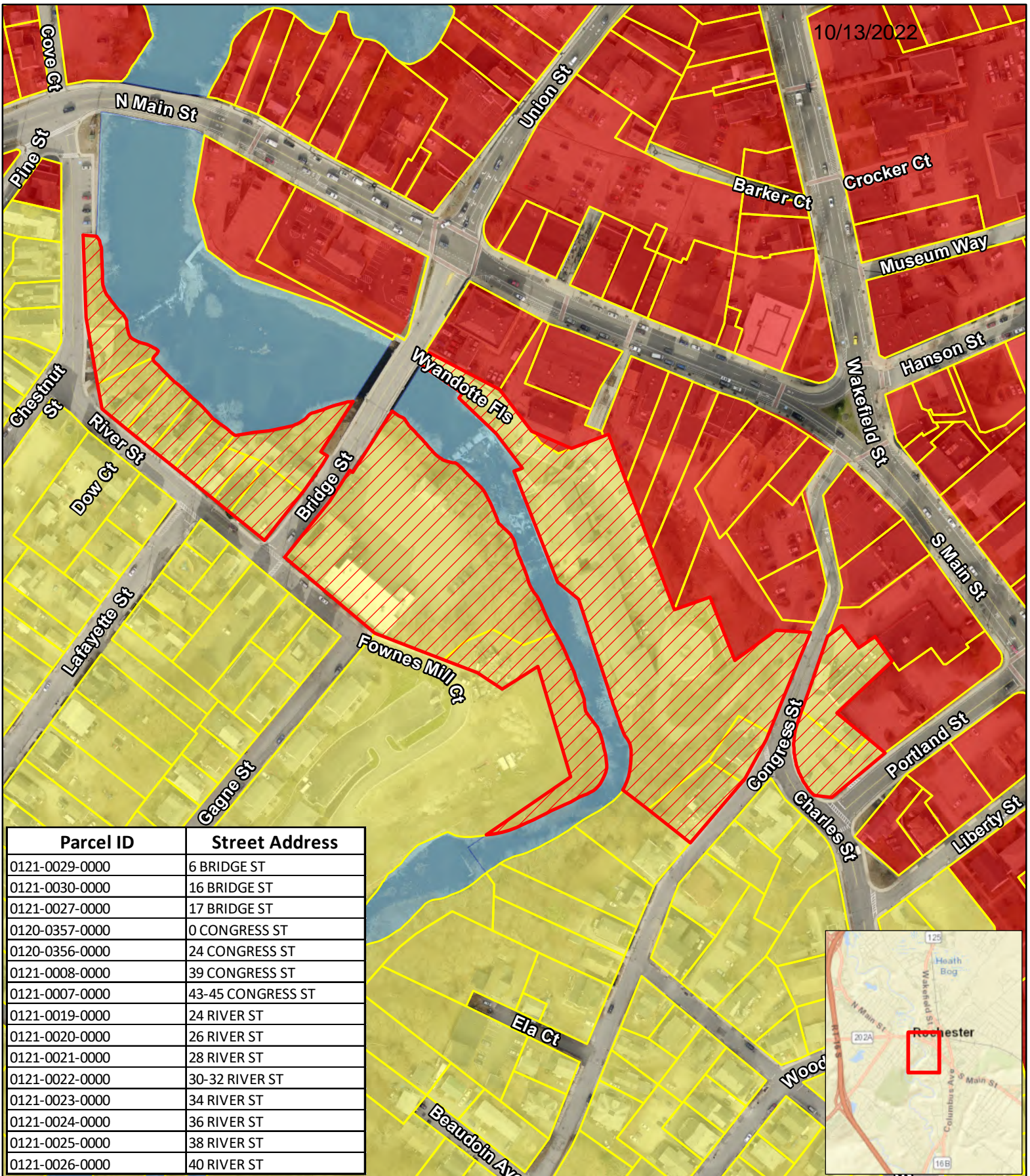
The rezoning of these parcels would allow for future development more in line with the DC redevelopment strategy of increased density within our urban center.

If the recent success of the City's downtown redevelopment efforts are to continue, we need to evaluate where future growth could and should go. Expanding the DC Zone to include these parcels will provide additional options for redevelopment and growth.

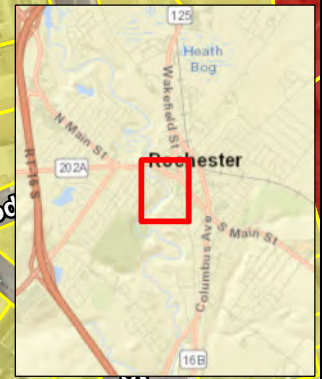
Sincerely,

Michael Scala
Director of Economic Development



10/13/2022






Parcel ID	Street Address
0121-0029-0000	6 BRIDGE ST
0121-0030-0000	16 BRIDGE ST
0121-0027-0000	17 BRIDGE ST
0120-0357-0000	0 CONGRESS ST
0120-0356-0000	24 CONGRESS ST
0121-0008-0000	39 CONGRESS ST
0121-0007-0000	43-45 CONGRESS ST
0121-0019-0000	24 RIVER ST
0121-0020-0000	26 RIVER ST
0121-0021-0000	28 RIVER ST
0121-0022-0000	30-32 RIVER ST
0121-0023-0000	34 RIVER ST
0121-0024-0000	36 RIVER ST
0121-0025-0000	38 RIVER ST
0121-0026-0000	40 RIVER ST



Legend

-  Proposed Downtown Commercial
-  Parcel Boundary

- #### Zoning Districts
-  Residential - 2
 -  Downtown Commercial
 -  Water

Data Sources:
 Rochester - Zoning (2022)
 CAI - Parcel Boundaries (2021)
 NHDOT - Roads (2021)
 Eagleview - Imagery (2020)
 Inset Map - Esri ArcGIS Online (2022)



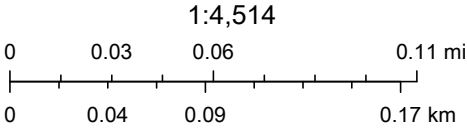
1 in = 200 ft
 0 100 200 ft

This map is intended for planning purposes only.
 All features shown should be considered approximate.
 Map created by: DC, City of Rochester, NH
 Date: 6/27/2022



7/6/2022, 12:22:24 PM

 Tax Parcels
Parcel Info



Esri, HERE, Garmin, GeoTechnologies, Inc., NGA, USGS, Esri Community Maps Contributors, Rochester GIS, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA



10/13/2022

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 Spots - Certificate Awards

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☐ NO ☒
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☐ NO ☒FUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	October 18, 2022		
DEPT. HEAD SIGNATURE	Peter C. Nourse, PE original on file City Clerk's Office		
DATE SUBMITTED	October 11, 2022		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* 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 in October. All of the present adopter's 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



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

209 Chestnut Hill Road • Rochester, NH 03867

(603) 332-4096

www.rochesternh.gov

INTEROFFICE MEMORANDUM

TO: Blain Cox, City Manager
Kelly Walters, City Clerk Office

FROM: Claire Blanchette, Admin. Assistant I *CB*

DATE: October 13, 2022

SUBJECT: Adopt-A-Spot Certificates of Appreciation Attendees

Please find the attached list of attendees that will be at the City Council Workshop Meeting on October 18, 2022. Mr. Cox will present these awards by reading the names on the Certificates.

Currently there are 25 Adopt-A-Spots maintained by volunteers.

The list attached are those not expected to be present to accept the certificates. I believe Mr. Cox reads the names out loud.

ADOPTERS SCHEDULED TO ATTEND	
CERTIFICATES	
Rochester NH Democratic Committee - Kathy McLoed and Sue Veal	
Walkways @ PD and City Hall Island - Becky Warburton	
OTHER ADOPTERS NOT ATTENDING	
Eastern Propane	
Rochester Elk's & Rochester Emblem	
Rochester Social Club	
Assessing Department	
SUR Construction & Salmon Falls Decorators	
First City Cars and Trucks	
John & Nancy Paradis (Volunteers)	
Rochester Grange #86	
Blue Seal Feeds & Needs	
Studley's	
Junior Troop #12005	
Albany Engineered Composites	
Plante's Landcare & Rochester Fire Department	
Daughters of the American Revolution	
Service Credit Union-Walmart Branch	
Rochester Main Street	
Brian & Jenny Brown (Volunteers)	
City of Rochester Planning Department	
Elf's Landscaping	
Community Partners	
The Dumont Family	
Service Credit Union-Rochester Branch	
LAARS Heating Systems	



City of Rochester, New Hampshire

Office of the City Manager

31 Wakefield Street • Rochester, NH 03867-1917

(603) 335-7506 Fax (603) 332-7589

February 17, 2022

Parking Review Group (PRG) Representatives:

1. City Councilor – Tim Fontneau (Chairperson)
2. Planning Board – Keith Fitts
3. Rochester Economic Development Commission – Kris Ebbeson
4. Planning Department – Shanna Saunders
5. Economic Development Department – Michael Scala
6. Department of Public Works – Peter Nourse
7. Police Department – Andrew Swanberry
8. Rochester Main – Todd Radict
9. Downtown Business Owners – Ralph DiBernardo

The group's mission statement includes the following:

1. Review the following chapters of the Master Plan-
 - a. Transportation (adopted February 2020)
 - b. Downtown (adopted August 2020)
2. Review the Parking Study conducted by Stantec (June 2021)
3. Review the City's Wayfinding Plan
4. Review the City's Site Plan Regulations pertaining to parking
5. Review the City's parking enforcement regulations and violations history data
6. Begin a "self-directed" review and information collection phase-
 - a. Follow up steps #1 and #2 with additional information gathering as deemed needed by PRG
 - b. Host an open public meeting to solicit input from other stakeholders and the greater community, additional meetings as deemed beneficial (employ the use of a trained facilitator for these, such as Rochester Listens)
 - c. Conduct any other activities and analysis deemed beneficial by the PRG
 - d. Develop a draft list of Action Items and Next Steps, with projected completion dates which PRG will then present to the City Council and City Manager

- e. Complete any financial analysis needed regarding funding or revenue that any action item may need/generate
 - f. Specifically address the issues of a publicly owned multilevel parking structure (“parking garage”) – need for, timing, financial viability
7. Although a specific time frame for the PRG’s work is not defined, it is directed that (1) a status update be provided to the City Council and City Manager at least every three months until the group completes its work and (2) summary meeting minutes are provided to the City Manager of every meeting of the group.



10/13/2022

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

RECOMMENDED ACTION

September Department Reports:

- 6.1 Assessor's Office P. 17**
- 6.2 Building and Licensing Services P. 19**
- 6.3 City Clerk's Office P. 21**
- 6.4 Department of Public Works P. 25**
- 6.5 Economic & Community Development P. 39**
- 6.6 Finance Office P. 41**
- 6.7 Planning & Development Department P. 45**
- 6.8 Recreation & Arena P. 51**
- 6.9 Rochester Fire Department P. 53**
- 6.10 Rochester Police Department P. 61**
- 6.11 Rochester Public Library P. 65**
- 6.12 Tax Collector's Office P. 67**
- 6.13 Welfare Department P. 69**

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City Clerk's Office

ROCHESTER ASSESSING DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Darcy Freer, Interim Chief Assessor

Date: October 12, 2022

Ref: September's Monthly Report for Assessing Department

OVERVIEW

1. Personnel Updates

Jonathan Rice, former Chief Assessor, departed from the City of Rochester on September 30.

Darcy Freer was named Interim Chief Assessor.

2. Notable Items Related to Ongoing Operations

The MS-1 form was finalized, signed by the Board of Assessors and submitted to the NH Department of Revenue.

Preliminary 2022 map changes were received and our office is continuing to work with the mapping company (CAI Technologies) in order to update the physical and GIS maps.

All Rochester sales continue to be validated in preparation of conducting a ratio study for equalization this fall.

3. Training

Theresa Hervey attended the 7-HR USPAP update course.

4. Staff Kudos

We would like to thank Hollis McMullen for representing our department in the wiffle ball tournament!

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City Clerk's Office

BUILDING AND LICENSING SERVICES

MONTHLY REPORT

To: Blaine Cox, City Manager

From: September 1st through September 30th

Date: September 2022

Ref: Monthly Report for Building and Licensing Services

OVERVIEW

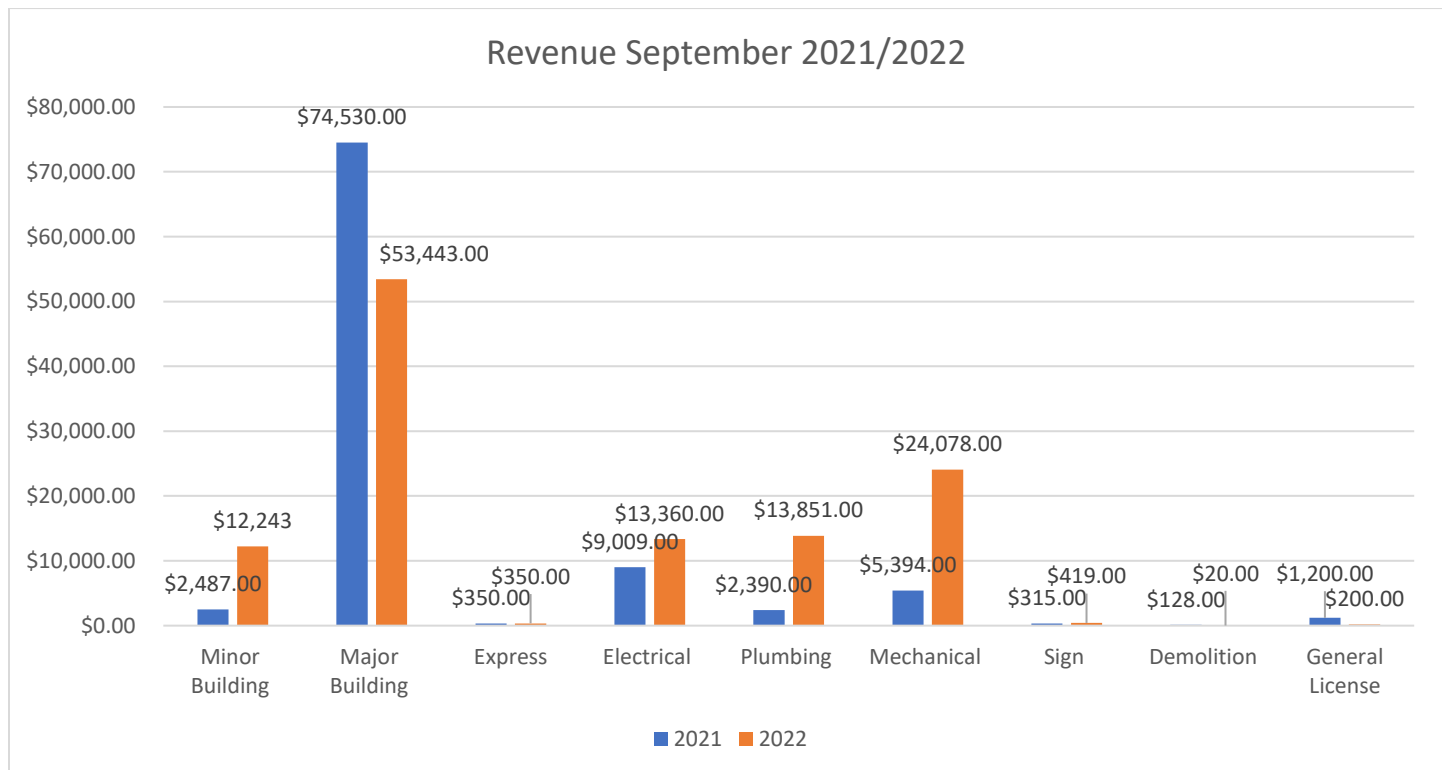
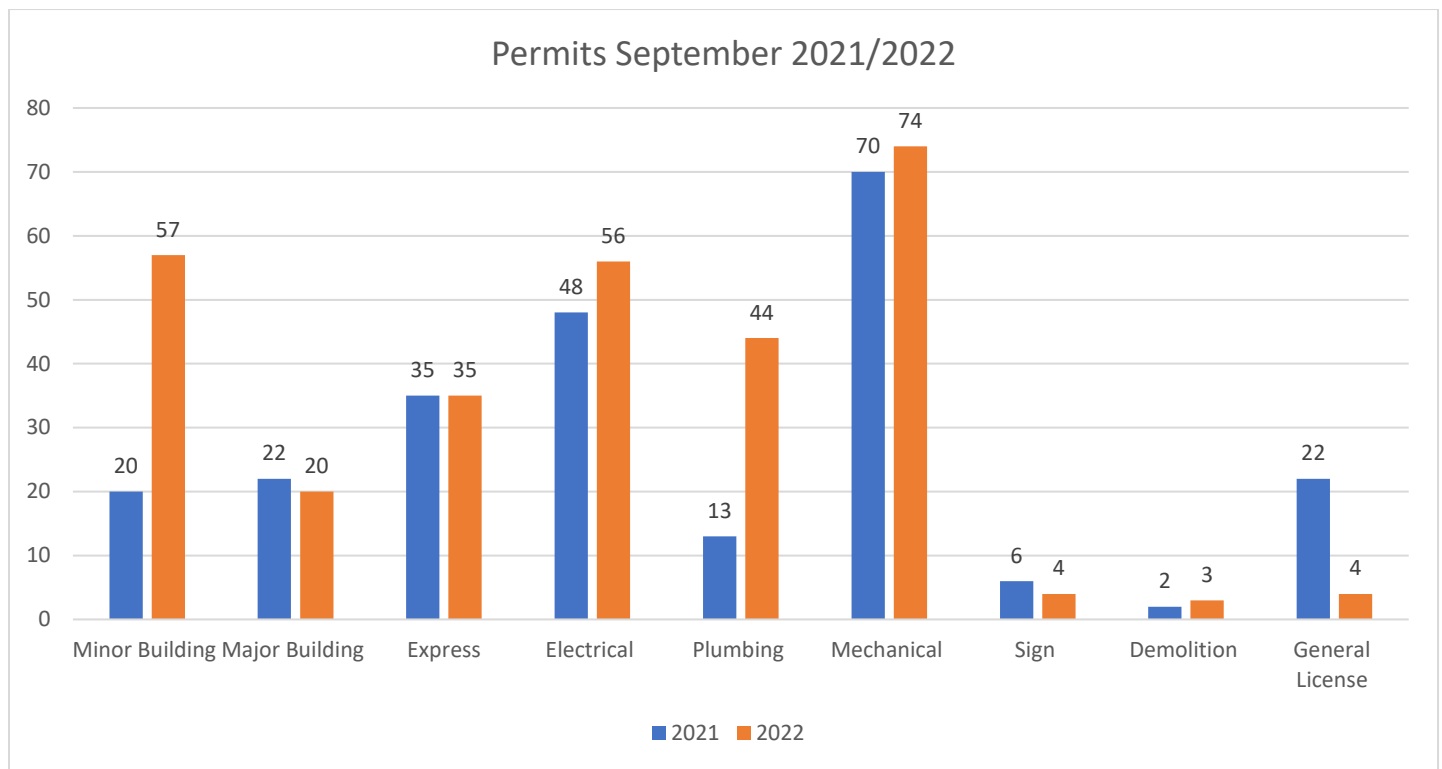
1. Notable Items Related to Ongoing Operations

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 2022
Building Permits	\$66,475.00
Electrical Permits	\$13,360.00
Plumbing Permits	\$13,851.00
Fire Suppression Permits	\$ 0.00
Fire Alarm Permits	\$190.00
Sprinkler Permits	\$127.00
Mechanical Permits	\$24,078.00
Food Milk Licenses	\$200.00
Taxi Licenses	\$.00
General Licenses	\$.00
Net Revenue	\$118,281.00

2. Permit Break Down



ROCHESTER CITY CLERK'S OFFICE

MONTHLY REPORT

To: Blaine Cox, City Manager

From: September 1, 2022 – September 30, 2022

Date: 10/11/2022

Ref: Monthly Report for the City Clerk's Office

OVERVIEW

1. Vital Statistics Updates

There were no births were reported in Rochester during the month of September; however, 14 babies were born to Rochester residents in neighboring communities.

32 resident deaths were reported in Rochester in the month of September

8 couples celebrated their wedding ceremonies in Rochester during the month of September. Additionally, 17 Rochester couples married elsewhere in the State.

2. Vital Records Revenue

The City Clerk staff issued 233 initial copies of vital records (birth, death, marriage, or divorce) and 144 subsequent copies of vital records. There were 27 marriage licenses issued by staff in September.

The chart below shows a comparison between revenue collected in September of 2022 versus September of 2021

	2021		2022	
	State	City	State	City
Initial/Subsequent copies:	\$2,557	\$2,319	\$2,284	\$2,351
Marriage Licenses:	\$1,591	\$259	\$1,161	\$189
Total:	\$4,148	\$2,578	\$3,445	\$2,540

3. Dog Licensing

The City Clerk's Office licensed 47 dogs in the month of September.

The City Clerk's office continued to collect the civil forfeiture fees issued by the Animal Control Officer at the end of July. There was an additional \$400 in civil forfeiture fees received in the City Clerk's office in the month of September. This fee is assessed to all dog owners whose dogs remained unlicensed three months past the deadline. The civil forfeiture is required by NH RSA 466:31.

The Animal Control officer started issuing court summonses in mid-August for all owners who did not respond to their Civil Forfeitures for unlicensed dogs.

4. Election Updates

The State Primary took place on September 13, 2022. The Election went relatively smoothly and uneventfully, with approximately 23% voter turnout. Unfortunately, the polling locations were unable to utilize the poll pads (electronic voter check-in tablets) as we had for the November 2021 Municipal Election. However, we anticipate everything will be in place to allow us to use the poll pads for the November 8 State General Election. We expect there to be a higher voter turnout for the November Election, and these poll pads will help keep the process moving smoothly and efficiently at the polls.

We anticipate we will have the absentee ballots received into the Clerk's office from the State by the beginning of October. We will start processing and mailing requests at that time. As of September 30, the Clerk's Office has received 312 requests for absentee ballots for the November 8 Election.

The breakdown of registered voters in Rochester as of September 30, 2022 is shown below:

Ward	Democrats	Republicans	Undeclared	Totals
1	1001	1,077	1,183	3,261
2	943	1,024	1,156	3,123
3	890	1,067	1,021	2,978
4	863	753	1,240	2,856
5	870	1,057	1,178	3,105
6	943	808	1,024	2,775
Totals:	5,510	5,786	6,802	18,098

There were 1,987 changes to the voter checklist in the month of September. This includes name changes, address changes, and party affiliation changes. Many of these changes occurred on Election Day. There were 244 new registrations throughout our six wards on Election Day.

The City Clerk's office initiated the 30-Day letter process to update our voter checklist at the beginning of September. Effective July 1, 2022 NH RSA 654:45, IV requires the Clerk's Office to at least once annually compare the voter checklist to records provided by the Postal Service

indicating registered voters who may have moved either out of their ward or out of the City. When received, the 30-day letter advises voters to respond to the Clerk's office, either confirming or denying that they have moved, so our records can be updated accordingly. The Supervisors of the Checklist will then authorize any relevant changes when they next meet on November 2, 2022.

5. Staff Updates

City Clerk Kelly Walters will be attending the annual NHCTCA conference from October 12-14. This conference has historically taken place at the Red Jacket Inn in North Conway, but due to the fire experienced at this location, the conference was moved a little closer to home and will take place in Manchester. This conference allows the Secretary of State, Attorney General, and the Clerk's Association to pass along changes to legislations affecting clerks as well as to allow an opportunity for clerks to network and compare experiences in anticipation of the upcoming election.

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City Clerk's Office



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: September 1, 2022-September 30, 2022

Date: October 4, 2022

Ref: Monthly Report for ADMINISTRATIVE DIVISION

OVERVIEW

1. Notable Items Related to Ongoing Operations

The phones have been busy with the end of the summer contractors trying to get their permits in and work completed. The Administrative Staff continues to write up service requests from residents and internal departments, greeting visitors, and making appointments for homeowner option paperwork with Colonial Pines residents with new sewer connections and Winkley Farm residents with new water Connections. Keys for the fuel system at Department of Public Works have been distributed and the new system is now up and running. Staff has processed several bids and fortunately for all we have gone back to pre- covid in person bid opening. The vendors are now able to attend bid openings. The Utility Billing staff completed 32 final bills, which are usually completed at the time of sale or property transfer. There were a total of 13 meter installs in September.



ROCHESTER DPW – HIGHWAY/FLEET DIVISION MONTHLY REPORT

To: Blaine Cox, City Manager

From: September 1, 2022-September 30, 2022

Date: October 4, 2022

Ref: Monthly Report for DPW – HIGHWAY/FLEET DIVISION

OVERVIEW

1. Personnel Updates

The Highway / Fleet Division is short staff again, we did sign a letter of offer on 9/29/22 with a start date of 10/11/22. This will still leave one position open. We did have one promotion this month Ken Nye was promoted from a Light Equipment Operator to a Medium Equipment Operator.

2. Notable Items Related to Ongoing Operations

Fleet division worked on several break downs, state inspections, repaired the water tanks on jet truck #45 once again and reinstalled them. Highway staff repaired 7 catch basins, repaired ditch lines on Hillcrest Drive and Estes Road, and replaced 150 feet of 15" drain line on Jessica Drive, replaced drain line on Columbus Avenue, repaired 10" drain line on Portland Street. Staff also painted crosswalks, arrows and stop bars, graded dirt roads, filled pot holes, street sweeping, tree work throughout the city, roadside trimming with the brush hog. And cleaned 105 catch basins. Staff also repaired bad spot with pavement on Tebbetts Road.



3. Notable Events Related to Unusual Operations

We had a few heavy rain storms late August and first of September that the crew had to go around and sweep and grave edge of roads.

4. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

Continued with Line striping thought out the city and staff will be looking to pave Spaulding Avenue, also repair bad spots on Lowell St. and Chestnut Hill Rd. Staff will be working on removal of stock and sanders from old building.

5. Staff Kudos

I would like to say Kudos to staff for getting many assignments completed while being short staff.



Columbus Avenue Drain Line



Jessica Drive Drain Line



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: September 1, 2022-September 30, 2022

Date: October 4, 2022

Ref: Monthly Report for DPW –UTILITIES DIVISION

OVERVIEW

1. Notable Items Related to Ongoing Operations

Operators responded to and completed hundreds of work orders and service requests. Operators provided contractor support at many locations. Most notably would be the Woodman project, Route 202A Water Main Project and smoke testing of our sewer collection system.

Semi Annual, nighttime water main flushing has begun and will continue for several weeks until all water mains have been cleared.

16 Sewer mains were jet rodded as a preventative maintenance effort.

2. Notable Events Related to Unusual Operations

A mystery substance continues to appear in the sewer mains along Gonic Road in the area of Loring Drive and caused a significant sewer main back up on September 21st. The source of this substance is under investigation.

Staffing shortages combined with almost daily emergency or unscheduled responses has delayed routine and necessary water distribution and sewer collection systems maintenance.

Kudos to Keith Hersom and Tyler Madore for being promoted within the Utilities Division.

Training on our new work orders and service requests data base continued.
Those in leadership roles received training in harassment prevention.



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: September 1, 2022-September 30, 2022

Date: October 4, 2022

Ref: Monthly Report for BUILDING AND GROUNDS

OVERVIEW

1. Personnel Updates

Our new weekend employee Danny Meldonado had to step down from his position as weekend custodian at the community center due to a health matter with a family member in NYC and had to return home.

We have hired a new part time ground employee that will be starting on Oct. 11

Interviews for part time custodian for the Community Center are being scheduled.

2. Notable Items Related to Ongoing Operations

Set up and take down of voting wards went well, the new voting booths supplied by the city clerk cut down on the time need to complete set up and take down.

All pools have been winterized including the new pool covers.

In the process of removing all outdoor summer items such as tables, chairs, flowers, hanging baskets etc.

Winterizing of irrigation systems in progress.

Fall clean up has begun and will continue for the next 6 weeks.



Squam gate will be completed in the first full week of oct. delay was waiting for the electricians to complete their work.

Fence at Hanson Pines Playground is scheduled to be completed the week of Oct. 12th

New flooring will be installed at the senior center the week of Oct. 12th

Winterized the old DPW Building

3. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

Filling the part time position at the Community Center will be a personnel challenge.

4. Staff Kudos

Kudos to Tony Nasuti- Tony who is assigned to the downtown clean up has been doing an outstanding job on keeping the city clean. Tony who is a retired plumber staunchly attacks the downtown to keep it great looking for the people of Rochester.

ROCHESTER DEPARTMENT OF PUBLIC WORKS

MONTHLY REPORT

To: Blaine Cox, City Manager

From: September 1, 2022-September 30, 2022

Date: October 4, 2022

Ref: September Monthly Report for DPW – ENGINEERING DIVISION

OVERVIEW

1. Personnel Updates

Three promotions became effective in the month of September:
David Green was promoted to Wastewater Superintendent
Ian Rohrbacher was promoted to Water Works Superintendent
Dan Camara was promoted to GIS/Asset Management Coordinator (With the establishment of this Coordinator position, Dan will commence monthly updates for the GIS/Asset Management Division separately from the Engineering Division monthly report.)
An applicant for the position of Assistant City Engineer has signed an offer of employment; start date has been set for October 2022.

2. Notable Items Related to Ongoing Operations

Strafford Square Roundabout: Phase 1, which included construction of underground conduits and vaults to facilitate relocating existing above-ground utilities, along with construction of other underground utility improvements, is now complete. Construction of Phase2, the actual roundabout construction project, was awarded to the low bid contractor in September. Construction of Phase 2 is anticipated to start in November 2022, and is expected to be completed by December 2023.

Colonial Pines Sewer Extension – Phase 3: Construction of sewer main and drainage infrastructure is now more than 80% complete. Sewer main work remains on Old Dover Road, as well as sewer service installation work throughout the project area. Construction completion is anticipated in spring 2023.



3. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

An Assistant City Engineer position remains vacant until a prospective candidate fills the position, which is anticipated in October 2022.

4. Affected Business Processes or Systems

Engineering staff issued a total of 16 permits in September, including right-of-way excavation, driveway (curb cut), water connection, sewer connection, sewer assessment, stormwater (drainage), sidewalk obstruction, and backflow prevention device permits.

5. Training

Staff attended a Harassment Prevention: What Managers Need to Know webinar in September.



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: September 1, 2022-September 30, 2022

Date: October 4, 2022

Ref: September Monthly Report for the GIS/ASSET MANAGEMENT DIVISION

OVERVIEW

1. Personnel Updates

The GIS/Asset Management Technician position was vacated in August and is currently open until filled. Interviews have begun with qualified candidates and will continue into October. It's anticipated that this position will be filled in October.

2. Notable Items Related to Ongoing Operations

DPW

Improvements to the GIS-based Computerized Maintenance Management System (CMMS) were completed and are on-going to better track service requests, work orders, and inspections.

GIS support for the Lead and Copper rule continued by further inventorying water service line data and creating a dashboard to track water service line statuses.

Coordination continued with our Stormwater, Wastewater, and Water consultants in our on-going efforts to advance DPW's Asset Management Program.

Discussions and on-site field visits with the Director and Buildings & Grounds Supervisor to begin planning for interments at the Haven Hill Cemetery.



Non-DPW

Assisted IT, Fire, and PD staff with configuring the map portion of the latest version of TrackStar.

Received Finance Committee approval to move forward with Pictometry for a Spring flyover. Awaiting draft contract from Eagleview which is expected in October.

Provided Pictometry training to various City staff.

Continued discussions with the Solutions Architect to develop methods of creating a Master Address Table for various city systems.



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: September 1, 2022-September 30, 2022

Date: October 4, 2022

Ref: Monthly Report for September 2022-WATER TREATMENT PLANT

OVERVIEW

1. Notable Items Related to Ongoing Operations

Treated water volume this month was 57.7 million gallons from the surface water facility and 7.1 million gallons from the groundwater plant for a total of 64.8 million gallons delivered to our customers.

All water quality testing and monitoring was completed in accordance with NHDES requirements. Third quarter disinfection byproducts are within compliance levels. Annual sampling for Inorganic, Volatile, and Synthetic contaminants was conducted this month; full results are available upon request.

Watershed inspections were throughout all reservoirs. A camper was spotted along Sheepboro Road but vacated within a day. Transfers from the diversion structure to Round Pond continue. Staff removed several widowmakers from the Round Pond access road caused by heavy winds. All upper ponds are full. Rochester Reservoir is full. The Dam Bureau conducted a routine inspection of Tufts Pond Dam; the report will be sent when completed.

Equipment and grounds maintenance was performed at the plant, well, and tanks/stations. Progress has been made on the third party upgrades to the cellular arrays being leased on Rochester Hill Tank and Salmons Falls Standpipe. Generator inspections were performed this month. Remaining lab instrumentation was independently calibrated and certified this month.

The Cocheco well was placed into production this month after repairs to the phosphate feed system; geotechnical investigations for the Fe/Mn upgrades were conducted on site. Maintenance at the surface water facility included



replacement of a sand filter communication module, repairs to the caustic and chlorine feed systems, and mechanical maintenance on both traveling bridge systems.

2. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

Fall flushing has commenced this month; valving and velocity has caused material release from distant areas of the distribution system which staff have been monitoring and addressing as needed.

Chemical procurement logistics have improved over the last several deliveries.

3. Staff Kudos

All staff continue to demonstrate excellence in operating a public drinking water system.

4. Training

Internal training for treatment personnel continued this month.

Joint training modules and schedules for all water utility staff are in development.

ROCHESTER ECONOMIC DEVELOPMENT DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: September 1 – September 30, 2022

Date: October 3, 2022

Ref: Monthly Report for Economic Development Department

OVERVIEW

1. New Projects & Project Updates

- 55 N. Main – Work continues on the foundation with a planned pour sometime in October
- 38 Hanson has been confirmed as clean – Transfer of property will commence after the new lot survey is completed
- Waterstone has begun the application process for Phase II and scheduled a presentation for the CC Workshop on 9/20

2. New Businesses and Business Updates

3. Community Development Project Updates

- CAPER Extended due to delays in IDIS
- Amendment for CDBG funds for Gafney Home approved by Governor's Council

4. Boards & Commissions Updates

- Rochester Main Street concluded the very successful Bigfoot Scavenger Hunt. Four winners were randomly chosen from the roughly 100 submissions received; each won a \$25 gift certificate to a downtown business of their choosing.
- RMS volunteers cleaned, pulled weeds, and hung Edison lights in Wyandotte Alley. Volunteers also planted crocus and daffodil bulbs in Central Square.
- RMS worked with the City to have four 12' vinyl murals depicting historic images installed in Shaw Park (on the side of the Fire Department). Images include old downtown, the Hanson Street Band, Rochester Common, and the Wallace Shoe Factory.

5. Training & Staff Development

- Mike and Jenn attended the IEDC conference in Oklahoma City.
- Mike and Jenn took part in Harassment training presented by the HR Department on 9/14

6. Other

- Rochester Farmers Market concluded another successful season. For the month of September, Vouchers for Veterans provided \$20 market vouchers to veterans as a thank you for serving.
- Econ Dev staff helped support the Chamber of Commerce's annual golf tournament.
- Department staff attended the State of the City event hosted by the Chamber of Commerce.
- The State's Business and Economic Affairs office and their public relations department visited Rochester to gather information on what the City is doing downtown revitalization, historic renovations and affordable housing.

ROCHESTER FINANCE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: September 1, 2022 – September 30, 2022

Date: October 12, 2022

OVERVIEW

1. Personnel Updates

Ava Scott has been hired as Accountant I in the Finance Department. We are excited to have her join the team and her first day is October 11th.

2. Notable Items Related to Ongoing Operations

The auditors completed the FY21 Single Audit on major federal programs. There was a finding regarding internal control over compliance in the School Department's Title I grants which is considered a significant deficiency. Specifically, semi-annual certifications were not provided for some salaried individuals charged to the grants which does not meet documentation requirements. The School Department has developed a corrective action plan which is included in the single audit report.

3. Notable Events Related to Unusual Operations

None

4. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

None

Rochester FINANCE Department

5. Staff Kudos

Kudos to Finance staff and Human Resources for their assistance with the hiring process for the Accountant I position.

6. Affected Business Processes or Systems

None

7. Training

Staff attended the “Harassment Prevention” training hosted by Human Resources.

8. Other

Monthly Financial Statements Summary – as of September 30, 2022

For the full detail report, click here: [September 30, 2022 Financial Detail Report](#)

Below are the revenues & expense highlights through September 30, 2022, which represents approximately 25% completion of FY23. A “Pending” designation means no revenues for that category were received by September 30, 2022.

GENERAL FUND NON-PROPERTY TAX REVENUES

Motor Vehicle Registrations: Revenues \$1,363,046- 27% collected.

Waste Management Host Fees: First payment received \$1,067,416;
Note: FY22 City Adopted Budget \$3,300,000, School Budget \$878,127-
 Total \$4,178,127.

Building Permits: Revenues \$201,812, 58% collected.

Interest Income: \$25,502, 51% collected.

Interest on Delinquent Taxes: \$70,774- Tax Year 2021 Tax Lien
 Notices deadline 9-30-22.

Rochester FINANCE Department

State of NH Rooms & Meals: Pending- Revenues typically received in December of each year.

Highway Block Subsidy: First payment received \$190,618- FY23
NHDOT award budget \$635,394.

Cablevision: Pending- First quarterly payments related to FY23 not received until October.

Recreation: Summer Playground/Camps revenue \$69,791, 115% collected.

GENERAL FUND EXPENSES: Overall expenses are slightly above budget at 26%-Allocation 22% Expended, 4% Encumbered.

Police Overtime: Trending above budget at 51%

Fire Overtime: Trending above budget at 39%

WATER-SEWER SPECIAL REVENUE FUNDS:

Water-Sewer Funds: Water: Revenues 8%, Expenses 15%. Sewer: Revenues 7%, Expenses 25%. **Note:** Water & Sewer revenues decreased approximately 4% from August-31, 2022 Financial Report. This was due to a fiscal year end accrual reclassification of revenues received in FY23 that belonged in FYE22.

Community Center: Revenues 25%, Expenses 32 %

Arena Special Revenue: Revenues 3%, Expenses 43%.

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City Clerk's Office

ROCHESTER PLANNING DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: September 1, 2022- September 30, 2022

Date: October 1, 2022

Ref: Monthly Report for Planning Department

OVERVIEW

1. Notable Items Related to Land Use Boards

APPLICATIONS REVIEWED BY THE PLANNING BOARD

Planning Board met September 12, 2022 for their Regular Meeting and
September 19, 2022 for their Workshop Meeting

Victoria Perez, Ko-Go, LLC, 0 Farmington Road (by Norway Plains) Extension Request
to meet precedent conditions Case# 208 – 16 – GRD – 22 **GRANTED**

Champlin Place, Easter Seals of NH, 215 Rochester Hill Road (by Norway Plains)
Modification to an approved Site Plan Case# 243 – 39 – A – 21 **APPROVED**

Elizabeth Dunnells, Tibetan Drive, 797 Portland Street (by Berry Surveying) Design
review for a proposed roadway with 16 lots for 16 Duplex buildings Case# 108 – 50 – A – 22
NO ACTION TAKEN FOR DESIGN REVIEWS

Anthony DiLorenzo, 400 North Main Street, LLC, 0 North Main Street (by TFMoran)
Site Plan to construct two buildings for automotive service and sales Case# 114 – 2 – HC –
22 **APPROVED**

APPLICATIONS REVIEWED BY THE ZONING BOARD OF ADJUSTMENT

Zoning Board of Adjustment met on September 14, 2022

Z-22-16 GNM Solar 17, LLC Seeks a *Variance* from Table 18-D to permit power generation utility in the agricultural zone. **GRANTED**

Location: 60 Shaw Drive, Tax Map 240 Lot 49 in the Agricultural Zone.

Z-22-23 86 Church Street, LLC Seeks a *Variance* from Section 30.3.A to permit an expansion of a previously approved non-conforming use to allow additional multi-family dwellings in the Agricultural District. **DENIED**

Location: 84 and 86 Church Street, Map 258 Lots 7 & 8 in the Agricultural Zone.

Z-22-26 Ian and Katherine Fogg Seeks a *Variance* from Table 19-A to permit construction of a deck within the side setback. **GRANTED**

Location: 15 Constitution Way, Map 256 Lot 61-20 in the Agricultural Zone.

Z-22-28 Macproperties Leonard Street, LLC Seeks a *Variance* from Table 19-A to permit a third unit with less than the required lot size. **GRANTED**

Location: 24-26 Leonard Street, Map 120 Lot 25 in the Residential-2 Zone.

Z-22-29 Jacob Moody Seeks a *Variance* from Table 18-A to permit a three-unit multifamily building in the R1 zone. **GRANTED**

Location: 101 Winter Street, Map 120 Lot 147 in the Residential-1 Zone.

Z-22-30 Jacob Moody Seeks a *Variance* from Table 19-A to permit a three-unit multifamily building with less than the required lot size. **GRANTED**

Location: 101 Winter Street, Map 120 Lot 147 in the Residential-1 Zone.

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

Conservation Commission met on September 28, 2022

Autumn Street Conservation Subdivision, 0 Autumn St, Map 104 Lot 10 (By Jones & Beach Engineering) Review of 23 lot Conservation Subdivision application. The proposal has no wetland buffer impacts but is within the shoreland protection area.

RECOMMENDATIONS MADE TO PLANNING BOARD

Portland Street Subdivision, 797 Portland Street, Map 108-50 (By Berry Surveying & Engineering) Review of wetland and wetland buffer impacts for a proposed 16 lot subdivision. 4,693 of permanent wetland impacts is proposed. **CONTINUED AND SITE WALK SCHEDULED**

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission did not meet for the month of September

2. Notable Events Related to Land Use Board Workshop Items

During the Planning Board Workshop meeting held on September 19, 2022, Manufactured/Affordable Housing was discussed.

- There are 21 Manufactured Housing Parks in Rochester
- There are 2,515 Manufactured Housing Units (MFH) in the City
- MFH is allowed in over 50% of the land area across the City.
- High density housing is allowed Downtown and in all 3 Density Rings across the City.
- Recommendations from the Board to address the Affordable housing Crisis included:
- *Work closer with the Community Loan Fund regarding Coop-parks.*
- *Look at updating the ADU Ordinance to allow larger units*

- *Amend the Conservation Subdivision Ordinance (has been talked about before)*
- *Incentivize inclusion of affordable units into more development proposals*
- *Complete a Housing Master Plan*

3. Training

Shanna B. Saunders and Ryan O'Connor went to a Development Finance training by the NH Housing Authority.

Ryan O'Connor virtually attended the Resiliency Roundtable – “Protecting Our Local Food Systems”

Shanna attended the Harassment Prevention training.

All Planning staff attended the NH Listens training to prep for the NH Listens Gonic Session.

4. Ordinance/Regulation Highlight of the Month

Special Exceptions are regulated through the Zoning Board of Adjustment. They are most often required for certain, more-intensive uses, in certain zoning districts. Below is the criteria for receiving a special exception. All 5 criteria must be met in order for the special exception to be granted.

275-22.2 **Base criteria.**

The Zoning Board of Adjustment shall approve a special exception if, and only if, it reasonably determines that all of the following criteria are met (in addition to those criteria/conditions articulated for specific uses in § 275-22.3 below, or in addition to those articulated elsewhere in this chapter for departures from standards):

A. Location. The specific site is an appropriate location for the proposed use or structure;

B. Neighborhood. The proposed use would not be detrimental, injurious, obnoxious, or offensive to the neighborhood;

C. Traffic. The proposed use would not create an undue hazard or nuisance to vehicular or pedestrian traffic;

D. Public facilities. Adequate and appropriate facilities and utilities would be provided to ensure the proper operation of the proposed use or structure; and

E. Master Plan. The proposed use or structure is consistent with the spirit of this chapter and the intent of the Master Plan

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City Clerk's Office

ROCHESTER DEPARTMENT OF RECREATION AND ARENA MONTHLY REPORT

To: Blaine Cox, City Manager

From: Lauren Krans, Director of Recreation and Arena

Date: October 12, 2022

Ref: September 2022 Monthly Report for Recreation and Arena

OVERVIEW

1. Monthly Program Numbers

September Program	Participation
Concert on the Common	55
Kundalini Yoga	12
Mah Jongg	22
Senior Mobility Class	23
Senior Power Hour	137
SHS/BCA open Gym	339
Iyengar Yoga	10
Quilting & Crafting	15
Senior Breakfast/Cookout	28
Chair Yoga	15
RSAC Drop In	16
Family Open Gym (Reservation)	18
Adult Pickup Sports	80
Table Tennis	4
Adult Volleyball	48
Senior Cardio Dance	18
Senior Arts & Crafts	2
Senior Trips	11
Senior Tech Support	2
September Total	856

2. Program Operations and Special Events

September marked the start of our department's Fall Program Season. The popular program SHS/BCA Open Gym began this month. This is a self-directed program where Rochester based high school students can use the gym or Rec hallway after school to shoot hoops, do homework or play in the gym. SHS BCA Open Gym had 339 participants this month!

As a response to the request for more adult open gym time, Recreation Supervisor Jeff extended 18+ Pick Up Sports from Sunday mornings to an additional session on Friday nights. We are excited to get

more adults into the gym and to extend our adult programming into high demand hours. We will be limited in what gym programs we can offer once high school basketball season officially starts.

Meetings have begun to start planning for our popular Youth Basketball Program. Registration for this program will open on November 1.

We continue to expand our partnership with Cornerstone VNA through offering their educational workshops and clinics at the Rochester Senior Activity Center. In September the hosted their monthly Foot Clinic as well as a workshop “Living With Anxiety”.

3. Facility Updates

The start of the school year brings Spaulding Physical Education Classes and ROTC back into the gym during the school day. Pre-season Spaulding High School Boys and Girls Basketball practices have also resumed in the Rec Center Gym.

The Rochester Farmers Market wrapped up in September. Our team has supported the market through assistance each week with equipment delivery, breakdown, and equipment storage at the Rochester Arena.

Rochester Main Street and the Riverwalk Committee hosted a Fall Clean Up Day that included a trash clean up in the Dominicus Hanson Pines. Recreation staff was present to educate volunteers on the Dominicus Hanson Pines, remove trash with our department truck and safely dispose of any hypodermic needles during litter clean up. Volunteers cleaned up 27 garbage bags full of trash along the trails of the forest! Our team continues to review the Forest Management Plan and will be connecting with forester Charlie Moreno to take next steps on inspecting for invasive species and treating beech sprouts. To continue strong communication, we have invited the Trustees of the Trust Fund to our October Commission meeting.

4. Staff Kudos

Late August/early September mark the start of what we call “Ice In”. This is the process in which we begin to gradually cool the refrigerated floor inside the rink and slowly build up ice to skateable levels. This is a very time-consuming process that includes multiple steps, such as painting the white surface, layering the ice levels by “flooding”, painting all of the lines, inserting the under-ice ads and slowly spraying a thin layer of water on top to “build up” the ice. This process is tedious and requires great attention to detail, as well as round the clock attention. Our full time and part time employees work hand in hand to make sure this process goes off without a hitch. Overseen by our facilities and Ops Supervisor Ryan and Asst. Director Steve, and with the support of multiple seasonal employees, our “ice in” went very smooth. Without the dedication of our part time seasonal arena employees, this smooth transition from concrete to ice would not be possible! Government channel coordinator Celeste captured this process with an impressive time lapse video available on our department Facebook page.



ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: September 1, 2022 – September 30, 2022

To: Blaine Cox, City Manager

Date: October 12, 2022

Ref: Monthly Report for Fire Department

1. On-Duty Staffing Levels

- Full Staffing – personnel on-duty – **30% of shifts in September**
- One FF Short- personnel on-duty – **40% of shifts in September**
- Two FF's Short – personnel on-duty – **30% of shifts in September**

2. Personnel Updates

Employment Info

Anniversaries:

- Captain Joe Burns – 34 years
- Firefighter Jason Laferte – 21 years
- Firefighter Jerry McKay – 14 years
- Lieutenant Devon Pageau – 8 years
- Firefighter Rye Morrill – 4 years



ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: September 1, 2022 – September 30, 2022

3. Emergency Response Statistics

TYPE OF CALL	Annual	Monthly	
	9/2021 – 8/2022 Previous Year (Calendar)	September 2021	September 2022
Building Fires	15	2	5
Cooking Fires	12	2	0
Vehicle Fire	23	2	0
Carbon Monoxide Present	20	0	1
Emergency Medical Calls	1274	122	107
Vehicle Accidents (Injury)	129	12	16
Vehicle Accidents (No Injury)	272	15	16
Alarms	321	31	35
Service Calls	187	24	15
Other	812	59	54
TOTAL CALLS	3065	269	249



ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: September 1, 2022 – September 30, 2022

4. Operations



Annual Pump Testing was completed. This ensures that all our fire pumps are ready for service and comply with NFPA and ISO regulations.

Firefighters Riley and Boodey force entry to complete searches at a mutual aid fire in Farmington.





ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: September 1, 2022 – September 30, 2022

5. Community Risk Reduction

Due to the increase in demand of construction and the lack of technicians, Fire Prevention is seeing a shift in the way contractors schedule rough inspections. In an effort to keep, work-moving contractors are working job sites in intervals and then requesting by unit rough inspections vs once a floor or once the building is completed. Resulting in multiple visits to job sites over multiple weeks.

We supported the Granite State Fair with Fire Prevention inspections, permitting, fire watch details, medical details, and fire and rescue details thought-out their two weeks.

DC Hughes has been working with the elementary schools to improve their emergency egress plans. It was observed that the closest means of egress were being passed during evacuations and that their assembly locations were too close to the building and often in the location of where the responding apparatus would stage once on scene to conduct operations.

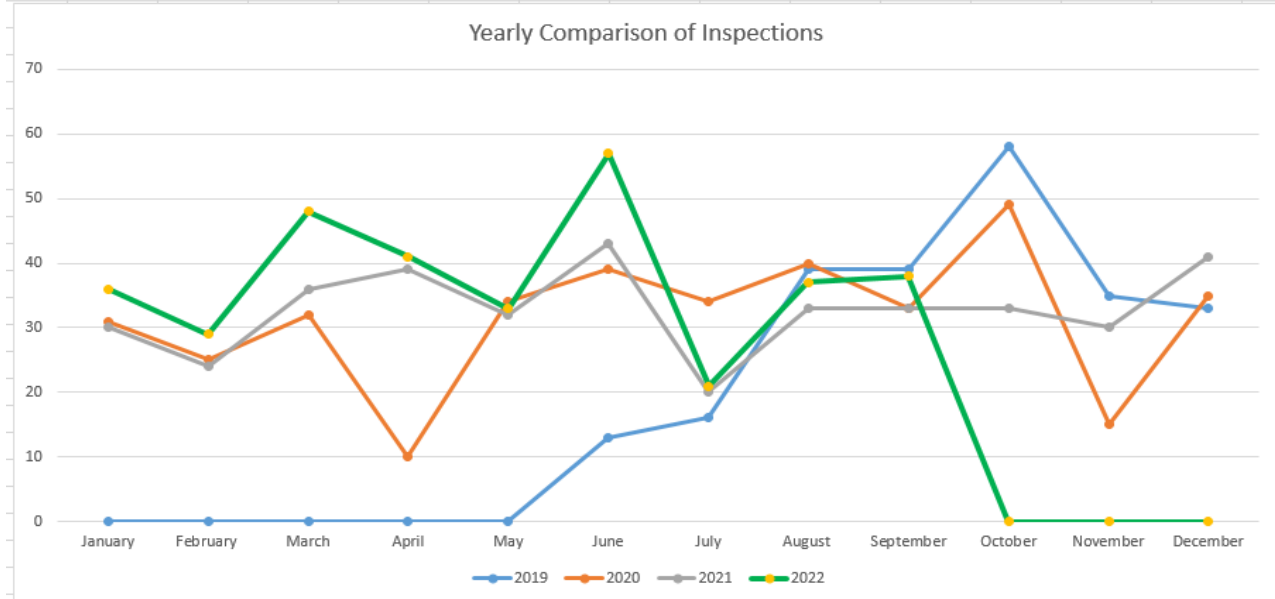
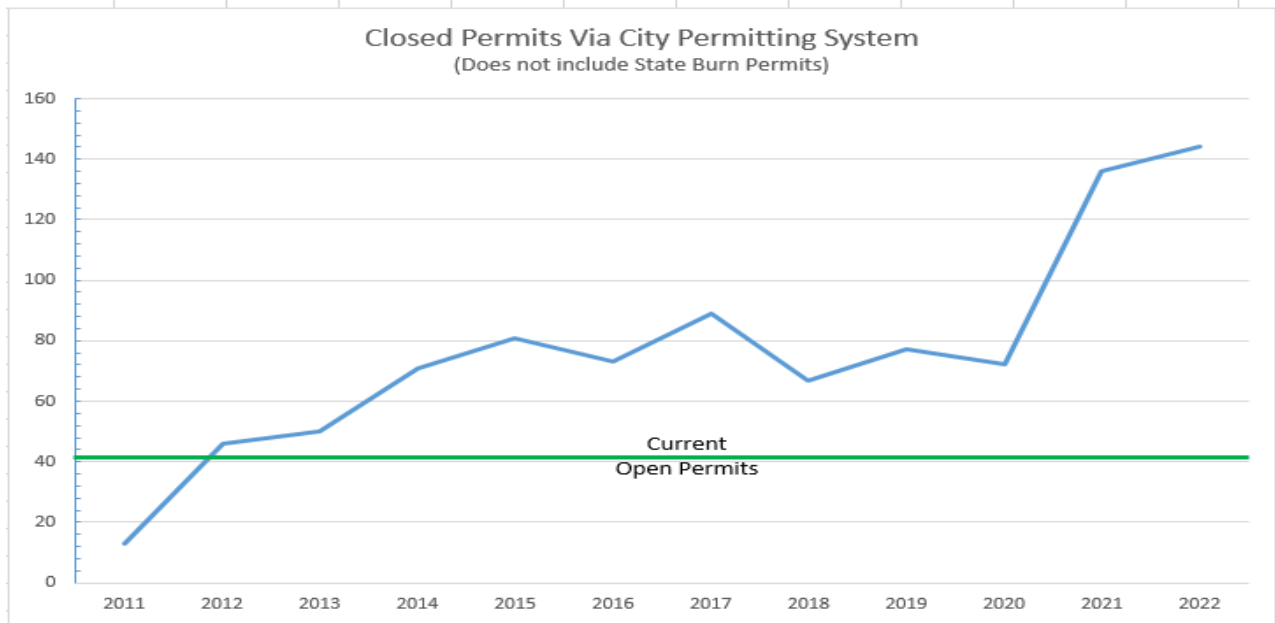
DC Hughes also resolved a long-standing issue at one of the largest facilities in the City. He was able to arrange with the management and security staff a policy in which security personnel respond to the main entrance of the facility and either provide direction to an emergency or escort fire personnel if the situation is in a manner that is safe for an escort. Prior to this Firefighters would have to rely on a map in a facility that is continuously under construction and changing floor plans.

A Knox Box inspection and maintenance program was initiated during the month of September. Each shift has been given a list of addresses to inspect the functionality of the Knox Box and to check that all provided keys are current. We have already identified many property and business owners have changed their lock and not contacted the Fire Department to change the keys. This program also provides the shifts the opportunity to build familiarity prior to having to respond for an emergency.



ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: September 1, 2022 – September 30, 2022





10/13/2022

ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: September 1, 2022 – September 30, 2022

6. Training



Firefighters prepared for possible emergencies during the fair with unique amusement park rides in the city.



10/13/2022

ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: September 1, 2022 – September 30, 2022

Team Fire – Red won 1st place in our 1st Annual Wiffle Ball Tournament!



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City Clerk's Office



ROCHESTER POLICE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Gary M. Boudreau, Chief of Police

Date: 10/12/22

Ref: Monthly Report for September 2022

OVERVIEW

1. Personnel Updates

Personnel: As of the end of September we are still down five dispatch positions. However background investigations are nearing completion for at least two of the positions. We are filling vacancies are previously stated in a combination of the supervisor, per diem dispatchers, firefighters, patrol officers and overtime.

The Police Commission has been aggressively interviewing potential police candidates. There are three conditional offers and backgrounds underway, leaving four full time open positions at this time.

We have a fully New Hampshire certified officer set to begin on October 18th after completing the background process.

In September one officer was assigned to the FBI Major Offender Task Force. This task force is made up of both federal and local officers and they target major offenders, specifically targeting drug dealers, violent felons and crimes involving firearms. Partaking in the task force means they are more likely dedicate resources to investigating these types of crimes in our city.

2. Notable Items Related to Ongoing Operations

Comp Stat:

We continue to push the importance of self-initiated field activities, specifically motor vehicle enforcement. During September officers conducted 519 traffic stops (18 on Salmon Falls Rd). While we issued 455 warnings with a goal to correct driving behavior, officers made 27 arrests from these traffic stops for various reasons. We responded to 82 motor vehicle crashes throughout the month, 19 of which occurred in parking lots and 13 hit & run accidents. We also made 7 arrests during these accident investigations, with 3 being for Driving While Intoxicated.



We continue to see record lows in property crimes year to date, down 110 reported crimes compared to 2021, a 16% reduction.

Violent crimes continue with a slight increase year to date over 2021. 269 (2022) to 264 (2021) a 2% increase. While these crimes are increased slightly, our arrests for violent crimes has increased 13% over 2021; 142 arrests in 2022 compared to 126 in 2021.

The greatest increases continue to be domestic violence crimes. Officers continue to be aggressive in developing evidence in order to make arrests in these cases. We have had an 32% increase of misdemeanor domestic violence arrests, while only having a 16% increase in these reported incidents. We make arrests in 71% of all reported domestic violence cases.

Year to date over the last three years we have seen a slow, but steady increase of non-fatal overdose cases, 2020=75, 2021=86, 2022=92, while fatal overdoses have remained relatively consistent 2020=11, 2021=13, and 2022=12. These incidents often take considerable resources to address and investigate when they are fatal.

Adopt a School

We rolled out a program for our schools this year having officers “adopt a school” as we have not been able to designate a school resource officer to our elementary schools due to staffing. Officer are assigned to schools as the point of contact and to attend events, conduct patrols and check ins. So far it has been well-received.

Community Engagement

We are continuing to work with the City life safe committee, as well as with the new Community Outreach Coordinator. We have been visiting homeless camps to offer resource information and services to those unsheltered.

Events were held this period for Rochester Thank a Cop in recognition of National Thank a Police Officer Day. All members of the Department are thankful for the community support and the work put in by the committee to make that happen.

3. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

There was a plethora of comments on social media this period from the public regarding school crossing guards. Despite those comments and some noted interest no applications have been received for the eight (8) vacancies.



4. Training

Four of our recruits graduated the NH Police Academy this period. One took two first place awards in academics and physical fitness out of more than 50 recruits. These four recruits have now moved to the field training program. Our remaining Academy recruits are set to graduate in November. We have one new hire heading to the Academy in January.

5. Other

The Deputy Chief and I met with City Clerk Kelly Walters concerning the November 8 elections and the polling locations. Concerns were brought forward to her about potential problems and in effort to defuse potential problems and make polling workers feel safer we will have officers working on overtime assignments at each of the polling locations. Deputy City Manager Katie Ambrose was also brought into the meeting to make her aware of the plan, as this will result in approximately 66 hours of overtime. While the department should be able to absorb the cost within a salary line due to open positions, this was not originally budgeted for.

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City Clerk's Office

ROCHESTER LIBRARY DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: September 1, 2022- September 30, 2022

Date: October 12, 2022

Ref: Monthly Report for Library

OVERVIEW

1. Notable Items Related to Ongoing Operations

There was a total of 10,510 items circulated with 6,826 people visiting the library in the month of September. Two hundred seventy-eight patrons used the library's Internet computers. Interlibrary loan activity included 132 materials borrowed from other libraries and 113 loaned to other libraries.

Saturday, September 10th the in person Make It & Take It craft returned to the library. Children were welcomed to drop in anytime between 10:00am and 12:00pm to stamp a small cotton bag with paint and handmade stamps to create their own custom-made bag. Also, on Saturday September 10th, Take It & Make It craft kits were available for adults to create a custom tassel keychain in a variety of colors.

The Friends of the Rochester Library Book Club met September 12th and featured *The Grapes of Wrath* by John Steinbeck.

The Teen Advisory Board (TAB) meeting was held Tuesday, September 20th at 6pm. Teens are encouraged to come hang out, eat snacks, and share ideas library programs, groups, and activities.

The True Crime Book Club met September 27th and featured *If I am Missing or Dead* by Janine Latus.

The *Write-In Group* continued to meet the first and third Thursday of the month. Participants focus on works-in-progress surrounded by other aspiring writers.

Wednesday, September 24th and Friday, September 28th the Children's Room held Pop-up Story Times in the morning outside on the lawn for stories, movement, and the Play Cart was available directly after for play-based learning.

Featured Adult Services Book Displays for the month of September included: *Shelf-Reading*, *Queen Elizabeth II*, and *Self Care*. Also featured were *The September Issue* a DVDs display on Fashion and a *Cozy Music* CD display.

The library was proud to present the traveling exhibit "*Culture Keepers, Culture Makers*": works by students in race & equity workshops from 3S Artspace. In the fall of 2021, 3S Artspace selected and welcomed 14 adult participants for a series of art workshops led by artist Richard Haynes. The group represented a wide range of professional and personal backgrounds, with express interest in the experience of creating two-dimensional pieces.

Three hundred-sixteen of our library patrons downloaded 1,559 e-books to media devices through the library's web site this month. The RPL website also enabled patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 434 digital downloads from Hoopla.

2. Library Programming

The library participated in the City of Rochester's "Painting the City Blue" for *Thank a Police Officer Day* by creating a display in the Children's Room with postcards to color and write messages to Thank Rochester Police Officers. A mailbox was provided, and library staff delivered the postcards to the RPD. Also, in coordination with officers from the RPD, the Children's Room held Ice Cream with an Officer and Story Time with an Officer on September 14th and 15th.

Tuesday, September 13th the library was proud to host an educational presentation on suicide prevention. This program included guest speakers sharing messages of hope and healing from suicide loss.

Wednesday, September 14th the library, in collaboration with the UNH Early Childhood Education Coaching Initiative was pleased to present *Exploring Play-Based Learning in the Home Environment*. This was an educational opportunity for caregivers of children birth to age six. The program explored the benefits of play-based learning and explored strategies to actively engage children in their play.

On September 16th the library was happy to be included in celebrating "Dot Day" with the Rochester School District! Our Children's Librarian Christina had the opportunity to read to a 1st-grade class at The East Rochester School.

Saturday, September 17th, Children's Room staff held a Fairy House Building Program on the outside lawn using all natural materials. Children were provided with many materials including sticks, shells & greenery. Participants used their imaginations to make creative fairy houses that are on display at the library for all our visitors (fairy & non-fairy) to enjoy.

Saturday, September 17th the library was pleased to present local author Brittany Eldridge to discuss her book that focuses on mental health and finding a light in the darkness.

ROCHESTER TAX COLLECTOR'S OFFICE MONTHLY REPORT

To: Blaine Cox, City Manager

From: Doreen Jones, Tax Collector

Date: October 12, 2022

Ref: Monthly Report for Sept, 2022

OVERVIEW

1. Other

City of Rochester Tax Collector's Office

September 30, 2022

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2022	Semi Annual Warrant	35,214,857	33,959,961.81	96.44%	1,254,895.19	3.56%
2021		69,388,398	68,709,029.21	99.02%	679,368.79	0.98%
2020		68,438,739	68,008,559.35	99.37%	430,179.65	0.63%
2019		66,169,796	65,831,362.54	99.49%	338,433.46	0.51%
2018		63,834,824	63,684,384.64	99.76%	150,439.36	0.24%
2017		60,524,791	60,412,194.73	99.81%	112,596.27	0.19%
2016		58,196,003	58,118,466.72	99.87%	77,536.28	0.13%
2015		56,938,119	56,896,389.56	99.93%	41,729.44	0.07%
2014		55,068,779	55,032,658.95	99.93%	36,120.05	0.07%
2013		53,324,262	53,293,493.53	99.94%	30,768.47	0.06%
2012		50,952,912	50,950,404.45	100.00%	2,507.55	0.00%
2011		48,856,892	48,835,613.51	99.96%	21,278.49	0.04%
2010		47,308,832	47,292,563.49	99.97%	16,268.51	0.03%
2009		46,898,827	46,888,951.62	99.98%	9,875.38	0.02%
2008		46,522,769	46,517,163.61	99.99%	5,605.39	0.01%
2007		42,964,450	42,960,468.01	99.99%	3,981.99	0.01%
2006		40,794,160	40,791,889.12	99.99%	2,270.88	0.01%
2005		38,024,453	38,023,111.86	100.00%	1,341.14	0.00%
2004		36,065,496	36,063,969.69	100.00%	1,526.31	0.00%
2003		33,310,579	33,309,167.95	100.00%	1,411.05	0.00%
2002		29,725,878	29,724,928.84	100.00%	949.16	0.00%
2001		26,943,136	26,942,673.85	100.00%	462.15	0.00%
				Total Uncoll:	3,219,544.96	6.58%

Online Credit Card Payments (Citizen Self Service)		
CSS Count FY 23		
Month	Total \$\$	# of Payments
July	\$ 1,204,564.72	1248
Aug	\$ 389,050.60	861
Sept	\$ 258,721.73	781
Oct		
Nov		
Dec		
Jan		
Feb		
Mar		
Apr		
May		
June		
Totals	\$ 1,852,337.05	2890

Auto Registration Totals FY 23		
Month	Total \$\$	# of Transactions
July	\$ 467,444.60	3193
Aug	\$ 526,654.45	3512
Sept	\$ 513,443.36	3413
Oct		
Nov		
Dec		
Jan		
Feb		
March		
April		
May		
June		
Totals	\$ 1,507,542.41	10118



ROCHESTER WELFARE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Todd M. Marsh, Welfare Director

Date: October 10, 2022

Report Dates: September 01, 2022- September 30, 2022

Ref: Monthly Report for Welfare Department

OVERVIEW

1. Personnel Updates

The Welfare Department Community Outreach Facilitator continues to meet with outside provider agencies and organizations to share the position's role and collaborate. The position has increased resident engagement efforts.

2. Notable Items Related to Ongoing Operations

Welfare Department operations continue to be effected by the temporary Federal Emergency Rental Assistance Program (ERAP) funding available to assist. This temporary influx of flexible funding for assistance continues to reduce local welfare general assistance expenditures throughout the state, including Rochester. The Welfare Department refers residents to federal funding when timing and the overall situation reasonably warrants the referral.

There has been a notable increase of residents reporting their over yearlong ERAP funding has ended and they are in need of assistance. Some report confusion regarding the end of their ERAP funding, as they believed it would continue longer, resulting in unpaid rents and/or utilities and owing multiple months. Most report regret for not saving their own cash sources while receiving ERAP funding and others report the inability to have saved due to expenses and/or limited income.

Available ERAP Funds used by Community Action to assist many individuals experiencing homelessness with motel accommodations are depleting. Most greater seacoast area motels are full due to these efforts, which challenges emergency housing options. NH Housing Finance Authority has indicated a tentative end date for ERAP funding is end of calendar year. This office is in communications with NH Housing Finance Authority, Community Action and other greater seacoast area local welfare departments to plan, collaborate and coordinate the end of ERAP funding efforts.

3. Notable Events Related to Unusual Operations

No unusual notable events.

4. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

None

5. Staff Kudos

Welfare Department team members continue to use professional, thoughtful, humane and cost effective practices to meet legal obligations and the department's mission.

6. Affected Business Processes or Systems

None

7. Training

Welfare Department team members continue to seek and practice continuous improvement with department functions, including webinars and readings.

8. Analysis of Direct Assistance for September 2022

General Assistance above represents an average cost per case/family of \$441.72 and case/individual of \$330.00 for this month.

Total vouchers issued: **\$6,520.00**

There was a decrease of \$4,604.13 in assistance issued this month compared to September 2021. There was an increase of \$3,134.20 in vouchers issued this month compared to last month.

Reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaled \$0.00

This office reported 56 formal case notes for this period.

9. Other / In The News

New Hampshire Town and City magazine, a publication of the New Hampshire Municipal Association, regarding the value of municipal local welfare, including the recently approved ethics resolution, to increase municipal liability financial fairness and foster increased emergency housing throughout the state. The city of Rochester is mentioned for its collaborative efforts with the Tri-Cities.

[The Value of Municipal Local Welfare / New Hampshire Municipal Association \(nhmunicipal.org\)](http://nhmunicipal.org)