



**City Council Public Hearing  
March 21, 2023  
Council Chambers  
6:00 PM**

**Agenda**

1. **Call to Order**
  2. **FY24 CDBG Annual Action Plan P. 5**
  3. **Resolution Authorizing Supplemental Appropriation in the amount of \$450,000.00 for City Hall and Opera House Life Safety Building Upgrades P. 7**
  4. **Adjournment**
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**City Council Workshop  
March 21, 2023  
Council Chambers  
*Immediately following the public hearing***

**Agenda**

1. **Call to Order**
2. **Public Input**
3. **Communications from the City Manager**
4. **Communications from the Mayor**
5. **Update: Frisbie Memorial Hospital – Tim Jones, CEO P. 13**
6. **Roberts Rules of Order – Why and How P. 15**
7. **Department Reports P. 17**
8. **Non-public/non-meeting**
  - 8.1 **Non-Public Session – Personnel, RSA 91-A:3, II (a)**

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City Clerk's Office

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

**9. Adjournment**

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City Clerk's Office

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## City of Rochester Formal Council Meeting

### AGENDA BILL

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

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

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

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

LEGAL AUTHORITY
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**SUMMARY STATEMENT**

[Empty box for Summary Statement]

**RECOMMENDED ACTION**

[Empty box for Recommended Action]

**Resolution Authorizing Supplemental Appropriation in the amount of \$450,000.00 for City Hall and Opera House Life Safety Building Upgrades**

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

That the Mayor and City Council of the City of Rochester hereby authorized a supplemental appropriation in the amount of Four Hundred Fifty Thousand Dollars (\$450,000.00) to cover the costs associated with the City Hall and Opera House life safety building upgrades project. The supplemental appropriation will be derived in its entirety from the General Fund Unassigned Fund Balance.

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

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City Clerk's Office

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**City of Rochester Formal Council Meeting**

**AGENDA BILL**

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

<b>AGENDA SUBJECT</b> <b>Resolution Authorizing \$450,000 Supplemental Appropriation for Life Safety Building Upgrades</b>
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COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>
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FUNDING REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
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RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
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FUNDING RESOLUTION FORM? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
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AGENDA DATE	March 7, 2023		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED			
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

**COMMITTEE SIGN-OFF**

COMMITTEE	Finance Committee
CHAIR PERSON	Mayor Callaghan

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	
CITY MANAGER	

**FINANCE & BUDGET INFORMATION**

DIRECTOR OF FINANCE APPROVAL	Kathryn L. Ambrose
SOURCE OF FUNDS	General Fund Unassigned Fund Balance
ACCOUNT NUMBER	
AMOUNT	\$450,000.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

**LEGAL AUTHORITY**

City Council Resolution
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**SUMMARY STATEMENT**

Finance Committee voted at their February 14<sup>th</sup> meeting to recommend a \$450,000 supplemental appropriation from General Fund Unassigned Fund Balance for City Hall and Opera House life safety building upgrades.

The building repairs and upgrades are the result of a code evaluation and assessment report produced by Weston & Sampson Engineers on City Hall and the Opera House.

**RECOMMENDED ACTION**

Authorize resolution to appropriate the funds.

## AGENDA BILL - FUNDING RESOLUTION

### EXHIBIT

Project Name: City Hall & Opera House Life Safety Building Upgrades

Date: 03/07/2023

Fiscal Year: FY23

Fund (select):

GF       Water       Sewer       Arena   
 CIP       Water CIP       Sewer CIP       Arena CIP   
 Special Revenue

Fund Type:      Annual Lapsing       Multi-year 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	15011090	772000	235xx			450,000.00
2				-	-	-
3				-	-	-
4				-	-	-

**Revenue**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	150003	472000	235xx			450,000.00
2						
3				-	-	
4				-	-	-

DUNS # N/A

CFDA # N/A

Grant # N/A

Grant Period: From N/A  
 To

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

Reimbursement Request will be reduced

Funds will be returned

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City Clerk's Office

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### City of Rochester Formal Council Meeting

### AGENDA BILL

AGENDA SUBJECT **Frisbie Hospital Updates**

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	March 21, 2023		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	March 16, 2023		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" 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

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

#### LEGAL AUTHORITY

NA

**SUMMARY STATEMENT**

The CEO of Frisbie Hospital, Tim Jones, will provide the City Council with an update on the hospital.

**RECOMMENDED ACTION**

None.



### City of Rochester Formal Council Meeting

### AGENDA BILL

AGENDA SUBJECT	<b>Roberts Rules of Order Presentation</b>
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COUNCIL ACTION ITEM <input type="checkbox"/>
INFORMATION ONLY <input checked="" 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"/>
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FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
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AGENDA DATE	<b>March 21, 2023</b>		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	January 23, 2023		
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	<i>Blair Cox</i>

#### FINANCE & BUDGET INFORMATION

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

**LEGAL AUTHORITY**

NA

**SUMMARY STATEMENT**

**The City Council will be provided with an informative presentation regarding the use of Roberts Rules of Order. This presentation will be made by Daniel Fitzpatrick. Dan is a professional registered parliamentarian through the National Association of Parliamentarians.**

**RECOMMENDED ACTION**

None.

***February Department Reports:***

- 7.1 Assessor's Office P. 19**
- 7.2 Building and Licensing Services P. 21**
- 7.3 City Clerk's Office P. 23**
- 7.4 Department of Public Works P. 27**
- 7.5 Economic & Community Development P. 39**
- 7.6 Finance Office P. 41**
- 7.7 Planning & Development Department P. 45**
- 7.8 Recreation & Arena P. 49**
- 7.9 Rochester Fire Department P. 53**
- 7.10 Rochester Police Department P. 57**
- 7.11 Rochester Public Library P. 61**
- 7.12 Tax Collector's Office *Forthcoming***
- 7.13 Welfare Department P. 65**

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City Clerk's Office

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# ROCHESTER ASSESSING DEPARTMENT

## MONTHLY REPORT

To: Blaine Cox, City Manager

From: Hollis McMullen, Assessor I

Date: March 14, 2023

Ref: February's Monthly Report for Assessing Department

## OVERVIEW

### 1. Personnel Updates

*Hollis McMullen has completed his one-on-one field training and can now obtain his Certified Measurer-Lister designation from the Department of Revenue.*

### 2. Notable Items Related to Ongoing Operations

*Permit related inspections continue to occur.*

*Elderly, Disabled and Veteran credit applications continue to be accepted and processed for both new and renewal applicants. The deadline to apply is April 17, 2023.*

*A total of eight (8) property tax abatement applications were received by our office prior to the March 1, 2023 deadline.*

*We continue to accept and process applications for Religious, Charitable, Educational and RSA 75:11 exemptions.*

*Tax map changes that were approved after April 1, 2022 are now being entered into Vision CAMA software for the 2023 tax year.*

### 3. Notable Events Related to Office Operations

*The remaining furniture items ordered to complete the office have arrived and been put into place. The biggest of such is the file island located in the common area, with room to store all items currently spread across the office and a countertop designed to accommodate the City maps.*

*Work is being planned to increase the user friendliness of the public area to provide access to the GIS Online Mapping System, along with specialized accommodations for the hard copy City tax maps.*

### 4. Staff Kudos

*Theresa Hervey has hit a major milestone as she has been with the City of Rochester for 30 years. We would like to thank her for all of her hard work and contributions throughout her many years of dedicated service to the City and its residents.*

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City Clerk's Office

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## BUILDING AND LICENSING SERVICES

## MONTHLY REPORT

To: Blaine Cox, City Manager

From: February 1<sup>st</sup> through February 28<sup>th</sup>

Date: February 2023

Ref: Monthly Report for Building and Licensing Services

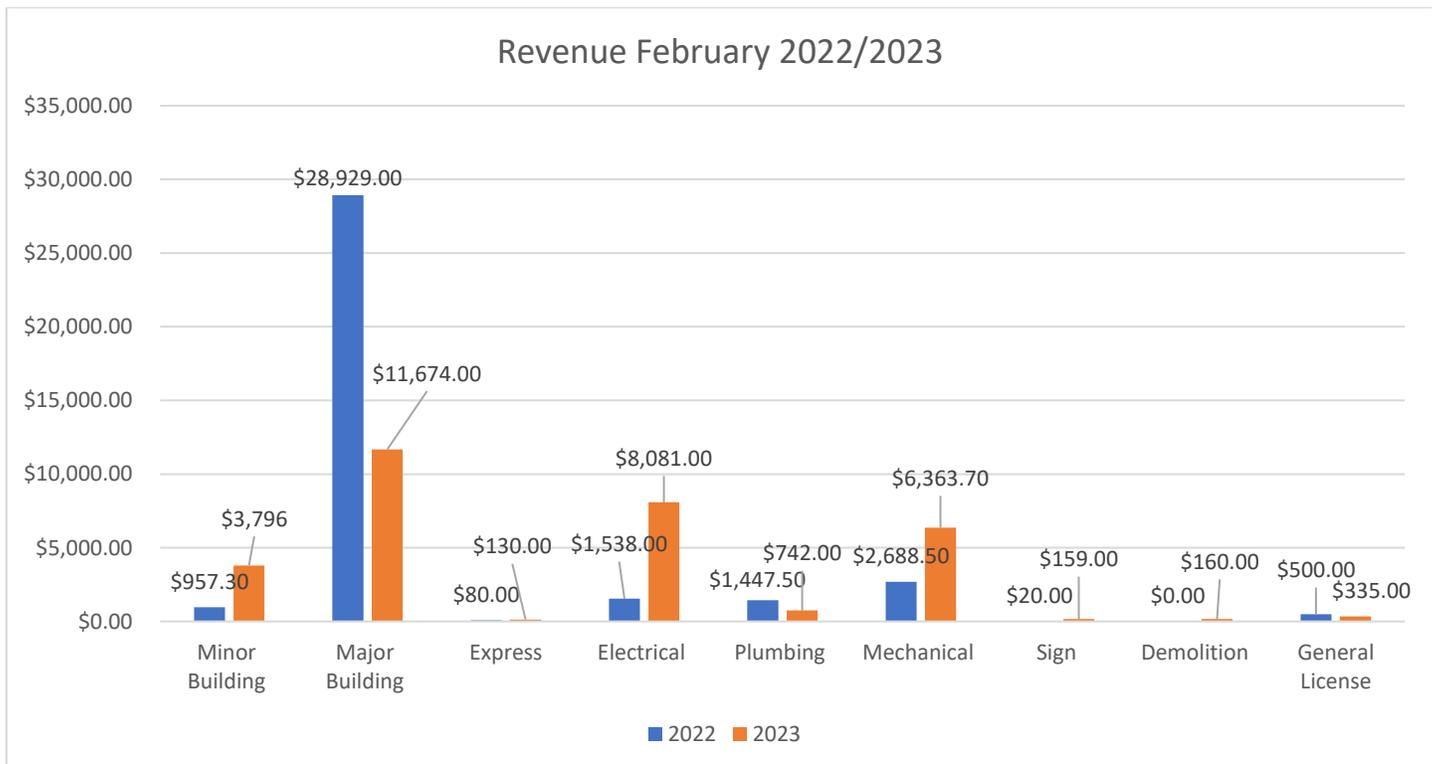
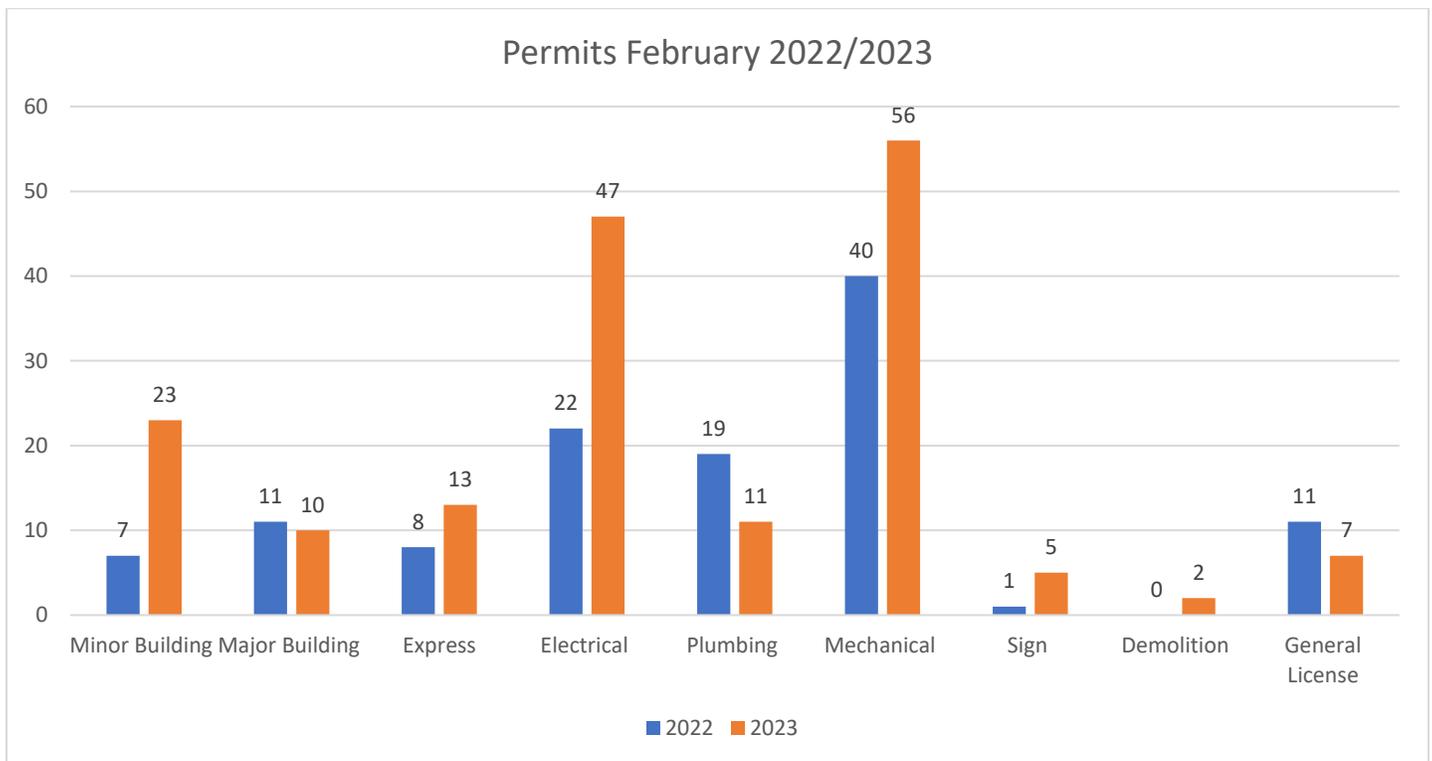
**OVERVIEW****1. Notable Items Related to Ongoing Operations**

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

**Department Revenue**

Permit Type	February 2023
Building Permits	\$15,924.00
Electrical Permits	\$8,081.00
Plumbing Permits	\$742.00
Fire Suppression Permits	\$0.00
Fire Alarm Permits	\$380.00
Sprinkler Permits	\$317.00
Mechanical Permits	\$6,363.70
Food Milk Licenses	\$85.00
Taxi Licenses	\$0.00
General Licenses	\$250.00
<b>Net Revenue</b>	<b>\$32,142.70</b>

2. Permit Break Down



# ROCHESTER CITY CLERK'S OFFICE

## MONTHLY REPORT

To: Blaine Cox, City Manager

From: February 1, 2023 – February 28, 2023

Date: 3/10/2023

Ref: Monthly Report for the City Clerk's Office

## OVERVIEW

### 1. Vital Statistics Updates

12 babies were born to Rochester residents in neighboring communities during the month of February.

20 resident deaths were reported in Rochester in the month of February.

4 couples celebrated their wedding ceremonies in Rochester during the month of February. Additionally, 2 Rochester couples married elsewhere in the State.

### 2. Vital Records Revenue

The City Clerk staff issued 223 initial copies of vital records (birth, death, marriage, or divorce) and 156 subsequent copies of vital records. There were 8 marriage licenses issued by staff in February.

The chart below shows a comparison between revenue collected in February of 2023 versus February of 2022

	2022		2023	
	State	City	State	City
Initial/Subsequent copies:	\$2,847	\$2,628	\$2,564	\$2,341
Marriage Licenses:	\$430	\$70	\$344	\$56
<b>Total:</b>	<b>\$2,933</b>	<b>\$2,698</b>	<b>\$2,908</b>	<b>\$2,397</b>

### 3. Dog Licensing

The City Clerk's Office licensed 77 dogs in the month of February. There were \$50 in civil forfeiture fees collected from dogs unlicensed from the prior licensing year.

The clerk's office has received the new dog tags in anticipation of our busy licensing season. They are available immediately and are valid through April 30, 2024. Dog licensing is due for all dogs by April 30 of each calendar year.

We plan on having one rabies vaccination clinic in late April or early May (likely April 29; date to be finalized and announced as we get closer). This year, the rabies clinic will be held at the Rochester Ice Arena on Lowell Street. This will give local dog owners an opportunity to get their dogs (and cats) up to date on rabies vaccinations and, if needed, to license their dogs with the City. This clinic is open to everyone, not only Rochester residents.

### 4. Election Updates

The Supervisors of the Checklist held a session on Wednesday, February 15 between 7:00 PM and 7:30 PM at City Hall. Although the Election was only held for a single race in a single ward, Supervisors from all 6 City wards met leading up to the election to approve new voter registrations and authorize any changes to the checklist.

There was a Moderator's session held on Saturday, February 18 at 1:00 PM in preparation for the Special Election. Officials from ward 4 tested the ballot counting machine as well as counted the ballot inventory in preparation for Election Day.

On February 21, District 8 (Ward 4) held their Special Election to decide the tied race for State representative resulting from the November 8, 2022 election. The Election was well attended, with 34% voter turnout for ward 4; a total of 1,019 ballots cast. There were 78 absentee ballots received for this election, and 15 new voters registered on Election Day.

The breakdown of registered voters in Rochester as of February 28, 2023 is shown below:

Ward	Democrats	Republicans	Undeclared	Totals
1	1031	1,098	1,267	3,396
2	965	1,047	1,245	3,257
3	888	1,091	1,144	3,123
4	864	780	1,317	2,961
5	888	1,080	1,251	3,219
6	942	817	1,049	2,808
<b>Totals:</b>	<b>5,578</b>	<b>5,913</b>	<b>7,273</b>	<b>18,764</b>

Following the build-up and anticipation of being the first Election in NH to fall under the affidavit ballot law, there were no affidavit ballots required for the February 21 Election. All

new registering voters either presented valid photo ID and/or had registered to vote in NH prior to registering in Rochester.

## **5. Personnel Updates**

Jada Burrows, Administrative Technician II, will be attending the NH City and Town Clerk's Association Academy this coming summer. This one-week program takes place over three summers in order for clerk staff to receive their certification.

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City Clerk's Office

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## **ROCHESTER DPW – HIGHWAY/FLEET DIVISION MONTHLY REPORT**

**To: Blaine Cox, City Manager**

**From: February 1, 2023-February 28, 2023**

**Date: March 8, 2023**

**Ref: Monthly Report for DPW –HIGHWAY/FLEET DIVISION**

### **OVERVIEW**

#### **1. Personnel Updates**

The Highway / Fleet Division is short staff of one Medium Equipment Operator.

#### **2. Notable Items Related to Ongoing Operations**

Fleet division worked on several break downs, repaired plows, wings, replaced two more sanders chains and did regular repairs and preventative maintenance. Highway staff repaired 1 storm water structure, pot holes, and roadside tree work throughout the city, installed and repaired several signs throughout the city. Staff responded to 6 winter events of total of 17” snow and removed 5000 yards of snow, also Highway staff completed 70 work orders and 58 service request.



### 3. Notable Events Related to Unusual Operations

Crew and staff have been very busy with winter maintenance, and cleaning up debris from snow storms that knocked down a lot of trees and limbs throughout the city.

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

Staff will be preparing for more winter maintenance and more snow removal thought out the city. Also staff will continue to work on brushing thought out the city.

### 5. Staff Kudos

I would like to say Kudos again to staff for getting many assignments completed while being short staff, and a lot of long hours. Crews did a great job dealing with the winter events and the heavy snow, rain and wind events.

### 6. Training

Staff has completed ten minute safety training tests and know B4 training. The staff also completed a chain saw safety training.

## **ROCHESTER DPW – UTILITIES DIVISION MONTHLY REPORT**

**To: Blaine Cox, City Manager**

**From: February 1, 2023-February 28, 2023**

**Date: March 8, 2023**

**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. Much of February was consumed with winter operations and multiple calls due to frigid cold temperatures. There were two water main breaks, one on Nola Ave and one on Wellsleep Circle that left area customers without water for several hours. Operators also provided contractor support for work being done to rehabilitate a 20" water transmission main running from the water treatment plant to Washington Street.

A new Stormwater Pump Station near the new water tower site went online February 4, 2023. Maintenance and operation of this station will be the responsibility of the Utilities Division.

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

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

### 3. Staff Kudos

Kudos to staff for enduring the weather and extended hours during a recent cold snap. Operators responded to dozens of emergency calls involving frozen and burst pipes, meters and fire hydrants.

### 4. Training

Chain Saw Safety

Safety Precautions for Working Alone

Storm Water Pump Station O&M



## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: February 1, 2023-February 28, 2023

Date: March 8, 2023

Ref: Monthly Report for DPW-BUILDING AND GROUNDS

### OVERVIEW

#### 1. Personnel Updates

Our department has lost 2 great custodians during the month of Feb. Kim Davis and Dawn Maskell they will be missed. We have filled one of the spots for the Police Department, they start on March 20, 2023.

2 new employees will also be trained to covering the opera house requirements.

#### 2. Notable Items Related to Ongoing Operations

The project of painting and replacing the flooring in DHHS is moving along with great results. We have completed phase 1,2 and 3 to date. We are currently working on phase 4 the second largest section in the phasing. I anticipate phase 4 to be completed on or before March 24, 2023.

We took delivery of our new boom lift this month and we look forward to tackling many projects this coming spring.

The project of remodeling the 5 restrooms in the public library we delayed for a couple of weeks as we worked through some issues. We are now scheduled to start on 3/13/23.

New doors on entrance A at the Community Center have been installed.



We are in the process of installing 2 doors into the café at the BCA this will give a secure restroom facility for the students at the school. The concrete cut and steel lintel has been installed. We are waiting for All Door to install the doors, this will be completed during spring break.

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

Keeping up with request from city departments while our large DHHS project is ongoing.

### **4. Staff Kudos**

Kudos to all the maintenance staff who are juggling a huge in-house painting project along with snow removal and keeping up with the city needs.

# ROCHESTER DEPARTMENT OF PUBLIC WORKS

## MONTHLY REPORT

To: Blaine Cox, City Manager

From: February 1, 2023-February 28, 2023

Date: March 8, 2023

Ref: February Monthly Report for DPW – ENGINEERING DIVISION

## OVERVIEW

### 1. Personnel Updates

An Assistant City Engineer position remains vacant and is posted. Temporary part-time engineering assistance began in January 2023.

### 2. Notable Items Related to Ongoing Operations

Strafford Square Roundabout: Construction of Phase 2, the actual roundabout construction project, was awarded in September 2022. The pre-construction meeting was held in November 2022. Phase 2 is now under construction and is expected to be completed by December 2023. Utility companies are progressing with moving aerial utility lines underground.

Colonial Pines Sewer Extension – Phase 3: Construction of mainline sewer and drainage infrastructure is now complete. Sewer service installation work remains throughout the project area. Construction is currently in a winter shutdown; and, project completion, including final paving of Old Dover Road, Birch Drive, and Tingley Street, is anticipated in spring 2023.

Route 202A Water Main Extension and Water Tank: Construction of the water tank will continue in spring 2023. Water main installation on Fiddlehead Lane has been completed and continues on Walnut Street (Route 202A). Water service connections will continue as the project progresses. Construction is anticipated to be substantially complete in fall 2023; final completion is expected in spring 2024.

Woodman Area Infrastructure Improvements: Construction is currently in a winter shutdown and is anticipated to resume in late winter/early spring. Construction is scheduled to continue until fall 2024.

WWTF Aeration Basin Sidewall Blower Tie-in (Iris Valve): This project is now complete pending final programming; an AOC compliance date extension was previously requested from EPA for aeration automation completion by 2/28/2023. This project is intended to enhance the WWTF's ability to treat for nitrogen.

WWTF Dewatering Facility: Construction was re-commenced on this facility in September 2022. Construction is progressing; and, it is anticipated that this facility will be ready for start-up by January 2024.

Route 11 Sewer Pump Station Upgrade: Construction was substantially completed in January 2023. Final completion, including final paving and new generator installation, is now expected by end of summer 2023.

Tara Estates Sewer Pump Station Upgrade: The construction contract agreement was signed in January 2023. The Notice To Proceed was issued and the contract time will commence to run on February 2, 2023. It is anticipated that construction will continue for approximately one year.

Annual Contracted Pavement Rehabilitation: FY22 paving work is completed with the exception of Jessica Drive which is anticipated to be paved in spring 2023. The FY23 paving rehabilitation assignments were approved by the City Council in November 2022; contracting of this FY23 paving is in process.

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

The Engineering Division is again experiencing an Assistant City Engineer position vacancy due to a resignation in December 2022.

#### 4. Affected Business Processes or Systems

*Engineering staff issued a total of 5 permits in February, 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 the Building Community Support For Sustainable Stormwater Funding workshop series training again in February.*



## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: February 1, 2023-February 28, 2023

Date: March 8, 2023

Ref: Monthly Report for-DPW Water Treatment Facility

### OVERVIEW

#### 1. Notable Items Related to Ongoing Operations

Treated water volume this month was 44.7 million gallons from the surface water facility and 11.2 million gallons from the groundwater plant for a total of 55.9 million gallons delivered to our customers.

All water quality testing and monitoring was completed in accordance with NHDES requirements. All analytes remained within compliance levels.

Watershed inspections were conducted at Tufts Pond, Rochester, and Round Pond reservoirs. No evidence of miscreants; plenty of snow and water remain.

Equipment and grounds maintenance was performed at the plant, well, and tanks/stations. Station maintenance included snow cleanup and inspection of the Chesley Hill altitude valve chamber.

Maintenance at the Cocheco Well included repairs to the fluoride analyzer and preparation of sample points for the Fe/Mn pilot study.

Maintenance at the Surface Water Treatment Facility included repairs to the flocculator drive and sludge scraping systems; repairs to the pre-chlorination colorimeter; repairs to chemical bulk tank control valves; and schmutzedecke removal on sections of the anthracite filter.

All treatment and pump stations facilities remained functional throughout the February 3-4 cold snap; manual operation of some remote equipment was required overnight due to third party communication failures.



A valve and hydrant were installed upstream of the Washington Street BPS on the 20" transmission main to facilitate the inspection and rehabilitation project.

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

TTHM residuals along Highland Street are within expected/compliance levels, but staff have configured system valving to reduce detention time and blend more well water along that corridor ahead of spring temperature and water use patterns.

A discharge pipe support bracket for the sand filter has been temporarily repaired, pending coordination for professional welding.

A kickoff meeting for the Isinglass River In-Stream Flow Rules program was held in Strafford for IRLAC and other interested parties/stakeholders. Superintendent Ian Rohrbacher attended.

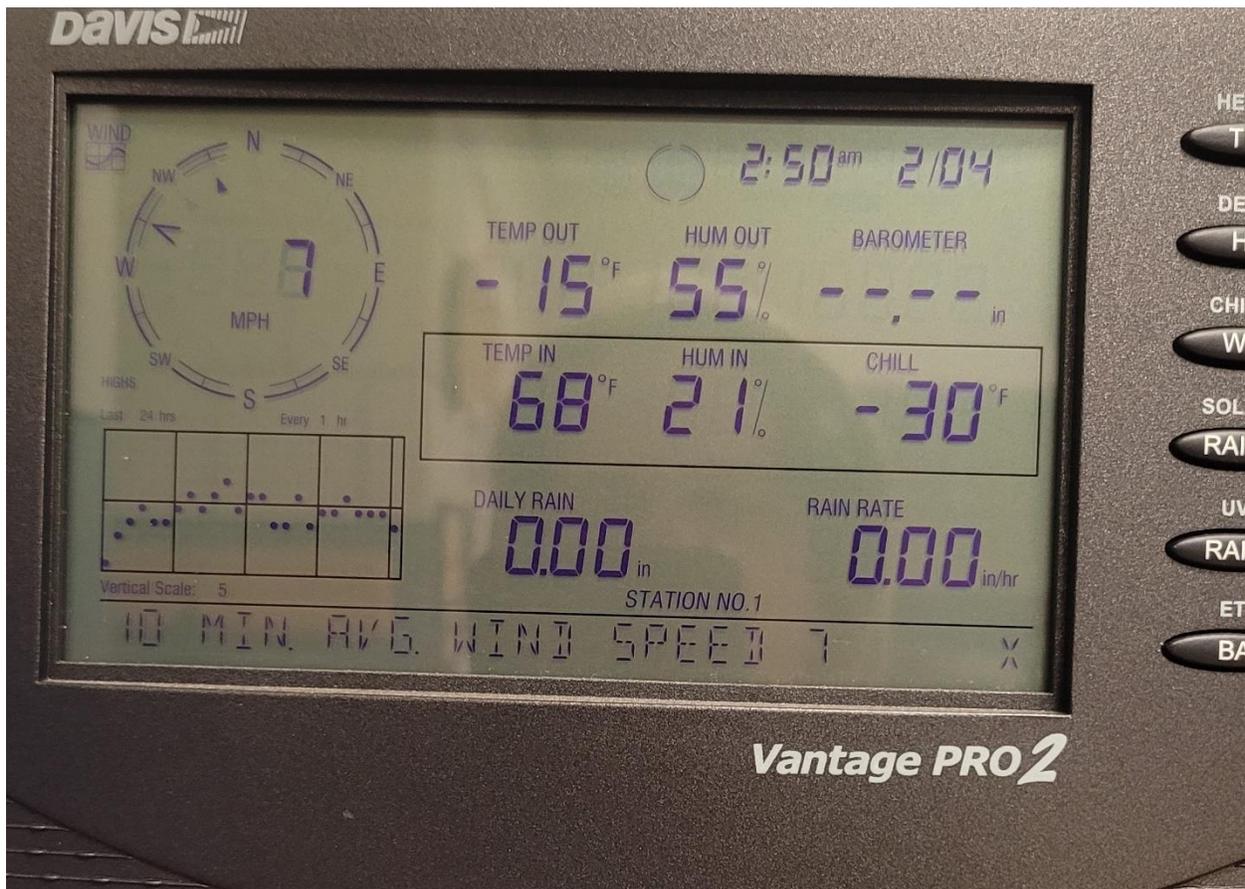
## 3. Staff Kudos

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



#### 4. Training

In-house training for treatment staff is ongoing.



Local instrumentation bottomed out at -30F wind chill during the February cold snap.

# **ROCHESTER ECONOMIC DEVELOPMENT DEPARTMENT**

## **MONTHLY REPORT**

To: Blaine Cox, City Manager

From: February 1, 2023 – February 28, 2023

Date: March 13, 2023

Ref: Monthly Report for Economic Development Department

### **OVERVIEW**

#### **1. New Projects & Project Updates**

- 55 N Main continues to install the steel skeleton of the structure – completion of frame now slated for June.
- Fownes Mill is fast approaching the issuance of CO's and may have tenants moving in sometime in May.
- The money for construction of the new Rochester District Courthouse was submitted as part of the Governor's Capital Budget – If approved, it would provide \$17.5MM to construct a new Courthouse along Rt 108.

#### **2. New Businesses and Business Updates**

- NEW - Bartlett Yarns – 28 North Main Street
- NEW - Bean Me Up Espresso and Boba Bar

#### **3. Community Development Project Updates**

- Community Development Committee met with several applicants during January and February to discuss CDBG and Municipal Funding- Municipal Funding recommendations sent to City Council.

- The Committee met with Shanna Saunders, the Planning Director for Rochester to discuss meeting with the Orton Foundation about their Heart and Soul program- Meeting will occur in April.
- Community Development Coordinator started the Annual Action Plan process and will have the Action Plan Draft available in mid-March.

#### 4. Boards & Commissions Updates

- Department staff are in discussions related to the 2023 Farmers' Market season.
- Main Street discussed their 2023 work plan.
- REDC meeting was postponed due to weather

#### 5. Training & Staff Development

- Department staff are working with IT in preparation for migration of files from the server to cloud-based storage.
- Jenn attended a conversation with the BEA on Affordable Housing and Broadband expansion.

# ROCHESTER FINANCE DEPARTMENT

## MONTHLY REPORT

To: Blaine Cox, City Manager

From: February 1, 2023 – February 28, 2023

Date: March 15, 2023

### OVERVIEW

#### 1. Personnel Updates

None

#### 2. Notable Items Related to Ongoing Operations

The independent auditors presented the FY22 financial statements at the February workshop with an unmodified opinion and no significant adjustments.

#### 3. Notable Events Related to Unusual Operations

None

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

None

#### 5. Staff Kudos

Kudos to Mark Sullivan, who has been recognized for 15 years of service to the City of Rochester!

## Rochester FINANCE Department

### 6. Affected Business Processes or Systems

None

### 7. Training

None

### 8. Other

#### *Monthly Financial Statements Summary – as of February 28, 2023*

**For the full detail report, click here: [February 28, 2023 Financial Detail Report](#)**

Below are the revenues & expense highlights through February 28, 2023, which represents approximately 67% completion of FY23.

#### **GENERAL FUND NON-PROPERTY TAX REVENUES**

**Motor Vehicle Registrations:** FY23 Adopted \$5,100,000: \$3,709,496 collected, 73%

**Waste Management Host Fees:** Three quarterly payments received, total \$3,456,693; **Note:** FY23 City Adopted Budget \$3,300,000, School Budget \$878,127-Total \$4,178,127.

**Building Permits:** FY23 Adopted \$350,000: \$613,952 collected, 175%

**Interest Income:** FY23 Adopted \$50,000: \$614,212 collected, 1,228%- Interest rates 3% on investment accounts, established a new Certificate Deposit at 4%.

**Interest on Delinquent Taxes:** FY23 Adopted \$360,000: \$336,643, collected, 94%.

**State of NH Rooms & Meals:** FY23 Adopted \$2,296,678: \$2,867,759, collected, 125%

**Municipal Aid:** Police & Fire NHRS reimbursement \$163,941 received.

## Rochester FINANCE Department

**Highway Block Subsidy:** FY23 Adopted \$617,000: \$508,315 collected, (three quarterly payments), 80%. State of NH DRA confirmed this revenue will increase to \$635,694.

**Cablevision:** FY23 Adopted \$235,000: \$141,376 collected, 60%.

**Recreation-Summer/Fall Programs:** FY23 Adopted \$115,550: \$129,576 collected, 112%.

**GENERAL FUND EXPENSES:** FY23 overall expenses are slightly above budget at 78%-Allocation 76% Expended, 2% Encumbered.

**Police Patrol Overtime:** FY23 Adopted \$108,546: Expended \$140,761, 130%.

**Dispatch Overtime:** FY23 Adopted \$34,000: Expended \$137,380, 404%.

**Fire Overtime:** FY23 Adopted \$240,000: Expended \$223,330, 93%.

**Public Works-Winter Maintenance:** FY23 Adopted \$535,782: Expended \$256,088, Encumbered \$73,576, total 62%.

**COUNTY TAX:** FY23 Adopted \$7,254,738: State of NH DRA confirmed \$7,785,827.

### **WATER-SEWER SPECIAL REVENUE FUNDS:**

#### **Summary Water-Sewer Funds:**

Water Fund FY23 Adopted Revenues/Expenses \$7,686,468: Revenues 38%, Expenses 58%.

Sewer FY23 Adopted Revenues/Expenses \$10,524,422: Revenues 39%, Expenses 58%.

**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:** FY23 Adopted Revenues/Expenses \$941,071:  
Revenues 60% collected, Expenses 66 %

**Arena Special Revenue:** FY23 Adopted Revenues/Expenses \$431,661:  
Revenues 76% collected Expenses 66%.

# ROCHESTER PLANNING DEPARTMENT

## MONTHLY REPORT

To: Blaine Cox, City Manager

From: February 1 to 28, 2023

Date: March 8, 2023

Ref: Monthly Report for Planning Department

### OVERVIEW

#### 1. Notable Items Related to Land Use Boards

##### APPLICATIONS REVIEWED BY THE PLANNING BOARD

Planning Board met February 6, 2023 for their Regular Meeting and February 27, 2023 for their Workshop Meeting.

**68 Hemingway, LLC; 68 Hemingway Drive** (By Holden Engineering & Surveying INC) Condominium Conversion Case # 258-63-R2-22 **APPROVED**

**Bright Spot Solar, LLC; 17 Sterling Drive** (By Norway Plains & Associates) Amendment to an Approved Site Plan. Case # 208-18-GRD-21 **APPROVED**

**Green & Company, Old Gonic Road Townhomes**, 19 Old Gonic Road (by Jones & Beach) Site Plan to construct 170 townhomes Case# 131 – 10 – R2 – 21 **CONTINUED to March 6, 2023.**

##### Other Items:

The Planning Board also discussed:

- a) the Capital Improvements Program,
- b) a new Solar Ordinance and
- c) a new Charitable Gaming Ordinance.

**APPLICATIONS REVIEWED BY THE ZONING BOARD OF ADJUSTMENT**

Zoning Board of Adjustment met on February 8, 2023

**Z-22-34 New Hampshire Signs** Seeks a Variance from Section 29.13.G(1), 29.14.B(1), and 29.14.B(2) to permit a second free standing sign where only one is allowed, to allow a free-standing sign of height of 50 feet where only 30 feet is allowed, to allow a sign of 252 square feet where only 75 square feet is allowed and to allow an Electric Message Center of 180 square feet where only 32 square feet is allowed. **Section 29.13.G(1) variance DENIED. Section 29.14.B(1) variance continued to March 8, 2023 meeting. Section 29.14.B(2) variance APPROVED.**

**Location:** 298 North Main St, Map 115 Lot 31 in the Highway Commercial Zone

**Z-23-03 Beth Wiggins** Seeks a Variance from Table 19-A to permit the creation of a new lot without the required frontage. **APPROVED**

**Location:** 6 Coleman Street, Map 128 Lot 88 in the Residential-1 Zone

**APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION**

Conservation Commission met on February 22, 2023

No applications were reviewed by the Conservation Commission in February.

**APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION**

The Historic District Commission met on February 15, 2023

**City of Rochester, 33 Wakefield Street** Certificate of Approval to install a mural located on the front of the City Hall Annex Building. Case # 120 – 408 – DC – 23 **CONTINUED TO 3/15/2023**

**Anthony Ejarque, 1 Wakefield Street** Certificate of Approval for a new sign. Case# 120 – 394 – DC – 23 **APPROVED**

## **ARTS AND CULTURE COMMISSION ACTIVITIES**

### **The Arts & Culture Commission met on February 15, 2023**

The Commission discussed future live performance events downtown as well as the Master Plan survey.

## **2. Notable Events Related to Land Use Board Workshop Items**

The draft Solar Ordinance is currently in a third-party review.

Natural Resources Master Plan and Historical and Cultural Resources Master Plans have started the update process.

The Planning Board and ZBA had a joint Retreat this year with Guest Speaker Stephen Buckley from NH Municipal Association to talk about Planning and Zoning Law.

## **3. Training**

S. Saunders participates monthly in NHPA/ OPD Legislative updates

#### 4. Ordinance/Regulation Highlight of the Month

##### **Chapter 275 Article 10 – Aquifer Protection Overlay District**

275-10.2 The purpose of this article is to preserve, maintain, and protect from contamination existing and potential groundwater supply areas that may be available for use as a current or future source of supply for Rochester's municipal water system. This article serves as a public education tool to provide residents and small businesses awareness on typically unrecognized hazards.

275-10.8 The following uses are prohibited in the Aquifer Protection Overlay District:

- A.** Development or operation of a solid waste facility.
- B.** Outdoor storage of road salt or other deicing chemicals in bulk.
- C.** Development or operation of a junkyard.
- D.** Development or operation of a snow dump.
- E.** Development or operation of a wastewater or septage lagoon.
- F.** Development or operation of a petroleum bulk plant or terminal.
- G.** Development or operation of gasoline stations.
- H.** Use of powdered ammonium nitrate fuel oil and explosives that contain perchlorate during blasting activities.

# ROCHESTER DEPARTMENT OF RECREATION AND ARENA

## MONTHLY REPORT

To: Blaine Cox, City Manager

From: Steve Trepanier, Assistant Director of Recreation and Arena

Date: March 5, 2023

Ref: January/February 2023 Monthly Report for Recreation and Arena

## OVERVIEW

### 1. Program Highlights

Toddler playgroup on Fridays has been added to our list of offerings. This takes place at the community center on Fridays from 9-12.

Rec Basketball season has begun. 343 players throughout grades 1-High School pack the gym on Saturdays through the month of February.

The Arena hosted out of district schools for Enrichment Skates in January. Gilmanton School, New Durham School, Crescent Lake School all participated in a 4 week skating program offered at their respective schools.

February Vacation camp was an added program offering this year. We had 12 families take advantage of this service for school break.

Northeast Passage hosted several adaptive learn to skate/sled sessions with surrounding schools with students with learning and motor skill disabilities.

Senior activity membership is at 350 members.

### 2. Monthly Program Numbers: January/February

Program	Count
Chair Yoga	19
Bingo	17
Kundalini Yoga	4
Adult Volleyball	40

Iyengar Yoga	20
Quilting & Crafting	8
Bingo	30
SHS/BCA open Gym	24
Senior Mobility Class	9
Chair Yoga	23
Chair Yoga	19
Toddler Play Group	30
SHS/BCA open Gym	24
Mah Jongg	2
FOG Reservation (Sunday)	49
Pop-up FOG	24
FOG Drop In (Sunday)	50
Adult Pickup Sports	27
Line Dancing	7
Senior Pickleball Weekday	80
Chair Yoga	19
Bingo	21
Table Tennis	4
Iyengar Yoga	14
Senior Tech Support	1
Senior Mobility Class	16
Adult Pickup Sports	24
Toddler Play Group	38
Table Tennis	4
Iyengar Yoga	16
Bingo	21
Public Ice Skating	1055
Cardio Fitness with Heidi	3
Cardio Fitness with Heidi	9
Senior Power Hour	14
Senior Power Hour	9
Senior Power Hour	14
Senior Power Hour	11
Senior Power Hour	7

Senior Power Hour	7
Senior Power Hour	6
Senior Power Hour	18
Senior Zumba Gold	7
Senior Zumba Gold	7
Adult Pickleball (Sundays)	10
Adult Pickup Sports	116
Adult Volleyball	50
Bingo	97
Cardio Fitness with Heidi	12
Chair Yoga	80
FOG Drop In (Sunday)	238
FOG Reservation (Sunday)	137
Iyengar Yoga	50
Kundalini Yoga	27
Line Dancing	32
Mah Jongg	3
Pop-up FOG	24
Public Ice Skating	1055
Quilting & Crafting	12
Senior Mobility Class	36
Senior Pickleball Weekday	439
Senior Power Hour	86
Senior Tech Support	5
Senior Zumba Gold	14
SHS/BCA open Gym	48
Table Tennis	16
Toddler Play Group	151
Winter Festival	200
<b>Grand Total</b>	<b>2938</b>

### 3. Community Events at Rec and Arena

Jan 9 NH Food bank used the Arena as a distribution location.

Winterfest was held on Jan21st. Good weather, Ice skating, hot chocolate, touch a truck and small fire pits to stay warm made this event a success. A big thank you to the RPBA and Commons Church for assisting with set up and activities throughout the event.

Feb 22 Arena played host to the Anctil Cup ice hockey game in honor of Dave Anctil , past Arena Commissioner. The game was between Dover and Spaulding. Dover won the game 7-1. The Anctil family Becky, Kristen, Kenney and Tucker (grandson) were present for puck drop and awarding the trophy to the winning team.

# ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: February 1 – February 28

Date: March 15, 2023

Ref: Monthly Report for Fire Department

## OVERVIEW

### 1. Personnel Updates

- Full Staffing – 10 personnel on-duty – **29% of shifts in February**
- One FF Short – 9 personnel on-duty – **46% of shifts in February**
- Two FF's Short – 8 personnel on-duty – **25% of shifts in February**

#### Anniversaries:

- Captain Michael George – 21 years

#### Staffing Updates:

Firefighter Pat Couch retired after 33 years with the City of Rochester. During his celebration lunch the department was toned out for a structure fire, below is a picture of FF Couch during his last fire.



## 2. Notable Items Related to Ongoing Operations

TYPE OF CALL	2/2022 – 1/2023 Previous Year (Calendar)	February 2022	February 2023
Building Fires	22	2	3
Cooking Fires	10	0	1
Vehicle Fire	17	1	0
Carbon Monoxide Present	19	4	6
Emergency Medical Calls	1167	85	67
Vehicle Accidents (Injury)	137	13	9
Vehicle Accidents (No Injury)	92	20	13
Alarms	1381	20	46
Service Calls	187	7	22
Other	972	54	64
<b>TOTAL CALLS</b>	<b>3182</b>	<b>206</b>	<b>231</b>

### Community Risk Reduction

- 1) The Prevention Division received a referral for an elderly woman suffering from medical related issue who was living in an extreme hoarding. DC Hughes collaborated with Adult and Elderly Services, Community Outreach Coordinator, Park Owner, and Neighbors to improve the individual's living situation while making the home safer when she returns. collaboration and work are still on going.
- 2) The Prevention Division installed 5 smoke alarms and 2 carbon monoxide in a home that had no detection or notification capability.
- 3) DC Hughes formed an encampment mapping committee comprised of FD, DPW, PD, Community Outreach, and IT personnel. The intent was to provide a solution to locate and GPS plot encampments into GIS. The mapping will include active, active with caution and inactive locations. This will allow emergency responders to have more accurate and relevant information when responding to encampments.

#### FY23 Year to Date

		<b>Inspections Completed</b>	<b>Car Seat Installations</b>		
		264	20		
<b>Blasting</b>	<b>Place of Assembly</b>	<b>Pyrotechnics</b>	<b>Fire &amp; Life Safety</b>	<b>Approvals &amp; Reviews</b>	
1	21	0	55	449	
\$25.00	No Fees Associated	0	No Fees Associated	Included in Permit Fees	
<b>Permits Issued</b>	<b>Sprinkler Systems</b>	<b>Fire Alarms</b>	<b>Hood Suppression</b>	<b>Tank Removal</b>	
127	26	17	4	1	
\$18,580.00	\$13,663.00	\$4,510.00	\$357.00	\$25.00	

On Sunday, February 5 at 10:09 AM, Rochester Fire Department was dispatched to 168 Four Rod Road for a reported building fire. Engine 4, Truck 6, Engine 5 and Tanker 7 arrived on scene to find a well involved working fire in a two-family home that was set well back from the road. The fire had already spread to most of the structure prior to the Fire Department's arrival. Multiple water tankers were utilized due to the location outside of the hydrant district. There were no injuries reported. The first engine arrived in 5 minutes (they were clearing a call on North Main) but the fire was well involved prior to our arrival as depicted in this pre-arrival photo.



On February 28, 2023 the Rochester Fire Department responded to a report of a structure fire at 8 Old Wakefield Street. The garage was fully involved and was extending into the breezeway attached to the 2-1/2 story single family home. Frisbie EMS was called to assess two patients who suffered from smoke inhalation while attempting to extinguish the fire with a fire extinguisher, neither patient was transported.

Due to the quick thinking of the homeowner who had closed the door between the occupied portion of the home and the breezeway before evacuating, firefighters were able to contain fire damage to only the unoccupied portions of the home. Even with the damage noted in this photo, the occupants were able to remain in their home after the fire was extinguished.





## ROCHESTER POLICE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Gary M. Boudreau, Chief of Police

Date: 03/16/2023

Ref: Monthly Report for February 2023

### OVERVIEW

#### 1. Personnel Updates

**Personnel:** Filling open Dispatch vacancies are still a critical need, with the center at roughly 50% staffing.

The last round of interviews by the Commission garnered three conditional offers. If all candidates successfully complete the background the Department will be at full staffing. It is important to note that full staff on paper doesn't mean fully on patrol, until training is completed.

#### 2. Notable Items Related to Ongoing Operations

##### **Comp Stat:**

As staffing levels have improved, we continue to emphasize proactive motor vehicle enforcement activity by officers. While February was a couple of days shorter, officers still conducted 611 traffic stops. Of those stops they issued 400 warnings, 123 summons and made 25 physical arrests; the remaining stops were cleared with no formal action by officers. This month we also saw a moderate decrease in traffic accidents with 72 reported for the month, 13 of which occurred in parking lots and 12 hit and run type accidents. Overall, for the month we had no accidents that resulted in serious injuries.

This month we had a slight increase in the number of property crimes reported as compared to previous months and in year-to-date totals. We observed our largest increase in shoplifting reports, as we received increased reports from loss prevention staff at our larger retailers. Most of these reports were made after the incident is over and we need to identify who the alleged suspects are. We also had increases in thefts from buildings and upon reviewing these reports closer, there were several reports of individuals stealing items from locations they were legally at.



While it was not an increase in overall numbers, we did have a spree of vandalism related to “tagging” incidents. These were all in a localized area over a couple of nights. While we have identified who the responsible parties are and it is believed they are responsible for all of these incidents, we are only able to prove a couple of the incidents at this point.

Overall, for the month we had 66 reported property crimes reported.

For February we saw an increase in reported violent crimes with 29 reported for the month. As with most months misdemeanor simple assaults attributed to the largest number with 26 reported incidents. Of the 26 reported 17 of these are related to domestic violence incidents. We continue to be aggressive with our investigations of incidents of domestic violence and look to bring charges whenever possible.

We will be rolling out the use of Body Worn Cameras following acceptance of the policy by the Police Commission.

Juvenile Division Coordinator Nicole Rodler helped to host a state-wide summit that pulled together all those that work on diversity and inclusivity to share resources to start to develop a unified resource list.

### **Community Engagement /Problem Oriented Policing.**

The Unit worked in various areas including investigation of a spree of graffiti, a spree of copper thefts from railroad crossings and also assisted various task forces with drug investigations.

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

We remain in need of qualified school crossing guards. There are eight (8) vacancies. The department will be moving a proposal forward in the FY24 budget process.

Staffing in the Communications Center is still at a critical shortage. They are currently down five positions.



#### 4. Training

Officer Jack Settele and Officer Rachel Hill started the 192<sup>nd</sup> NH Police Academy, and Officer Birmingham has completed 8 of his 16 weeks in the academy. New hire and certified Officer Katelyn Mills is now in field training. Officer Alexander Howardkoppes and Officer Steven McPherson have completed their training and have been released to solo patrol.

Other notable training attended by various officers this period included Basic Report Writing, Drug Identification, Paraphernalia, and the Motor Vehicle Stop, a Special Victim's mini conference, and the FBI's training course "Cellular Analysis Survey Team (CAST)" teaching participants what is available for data and phone records through US carriers of the internet for criminal investigations.

Sgt. Christopher Cost has been designated as our required point of contacted for Police Standards pertaining to curriculum and rule changes for upcoming academies. For the 192<sup>nd</sup> Academy, recruits report for physical fitness from 0800-0900, and then classroom from 0900-1800. The final exam has been eliminated and in its place recruits will be evaluated and graded on a series of scenario based exercises they must pass to receive certification.

#### 5. Other

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City Clerk's Office

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Library, March 14, 2023

## ROCHESTER LIBRARY DEPARTMENT

### MONTHLY REPORT

To: Blaine Cox, City Manager

From: February 1, 2023 - February 28, 2023

Date: March 14, 2023

Ref: Monthly Report for Library

## OVERVIEW

### 1. Notable Items Related to Ongoing Operations

There was a total of 10,514 items circulated with 9,223 people visiting the library in the month of February. Three hundred twenty-one patrons used the library's Internet computers. Interlibrary loan activity included 84 materials borrowed from other libraries and 178 loaned to other libraries.

Saturday, February 4<sup>th</sup> the Children's Room held a drop-in craft program from 10:00am to 12:00pm. This month participants used paint, glue, glitter, etc. to make creative works of art.

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.

The Friends of the Rochester Library Book Club met February 13<sup>th</sup> and featured *A Piece of the World* by Christina Baker Kline.

The True Crime Book Club met Tuesday, February 28<sup>th</sup> and featured *UNMASKED – My Life Solving America's Cold Cases* by Paul Holes.

February 7<sup>th</sup> a new podcast episode of *Off the Shelf with Marie & Katherine* was released featuring Rochester Public Library Programming Librarian, Abby Rosselli. Marie and Katherine talked with Abby about her background, how she fell in love with reading, and what made her want to become a librarian. There was also an impromptu appearance by Economic Development Director Michael Scala on this podcast.

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

The Teen Room continued to host drop-in activities after school during the week. Tuesdays featured writing activities, Wednesdays STEAM activities, and Thursdays feature board and card games.

## Library, March 14, 2023

Featured Adult Services Book Displays for the month of February included: *Learn a New Craft, Get Lost in a Good Book, and Love Stories* - book displays; *Love Songs* - music display; and *Love Stories* - DVDs display.

The Rochester Public Library was pleased to present the artwork of Eisabella Janis during the month of February. Janis is a former student of Pratt Institute in NYC. This series contained watercolor and gouache.

Three hundred-four of our library patrons downloaded 1,623 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 460 digital downloads from Hoopla.

## 2. Library Programming

In the month of February the Children's Room said goodbye to the Veterinary & Grooming Center, generously sponsored by Broadview Animal Hospital to make room for our new play space sponsored by Rochester Thank a Cop. The Emergency Responder Space has been a wonderful new adventure for our young patrons.

Friday, February 3<sup>rd</sup> the library was pleased to host S.E.A.T. the newest chair-based workout that provides a low impact, high-energy challenge for participants of all ages, skill and fitness levels.

Wednesday, February 8<sup>th</sup> the library hosted *Plan Your Own Funeral* with Morgan Edgerly. Morgan is the Funeral Director for Edgerly Funeral Home. He discussed the steps to take in order to plan your own or your loved-one's funeral.

Wednesday, February 22<sup>nd</sup> the children's room hosted an *Experience Art* program for children ages 6-12. Experience art (or process art) engages children in the experience and the process involved in creating, rather than the end result.

Monday, February 27<sup>th</sup> the library was pleased to present *African American Soldiers and Sailors of New Hampshire during the American Revolution* with Glenn Knoblock. Knoblock examined the history of African American soldier's service during the war, including how and why they enlisted, their interaction with white soldiers, service on the battlefields, how they were perceived by the enemy and the officers under whom they served, and their treatment after the war.

## 3. Other

Trustees will be meeting in the library on April 18<sup>th</sup> at 6pm.

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# TAX COLLECTOR'S REPORT

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Forthcoming

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City Clerk's Office

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## ROCHESTER WELFARE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Todd M. Marsh, Welfare Director *TM*

Date: March 07, 2023

Report Dates: February 01, 2023- February 28, 2023

Ref: Monthly Report for Welfare Department

### OVERVIEW

#### 1. Personnel Updates

*None*

#### 2. Notable Items Related to Ongoing Operations

State approved funds under the federal American Rescue Plan Act will continue Emergency Temporary Housing (ETH) assistance for motels/hotels for people without children through April 1st and for families through June 15th. Funds can pay for people already in motels/hotel rooms or people who applied for this assistance before what has been described as a pause of all new requests on October 21<sup>st</sup>.

In recent months, largely due to the phased ending of ERAP funding, there has been an increasing trend of sought assistance from renters.

February reports a notable, yet expected general assistance increase from February 2022.

On average, rental rates are higher throughout New Hampshire, including Rochester, than prior to the pandemic and ERAP funding.

An increasing number of residents report evictions due to owners/landlords remodeling buildings/apartments, with resulting limiting higher alternative rental cost options.

Residents with ongoing income during the pandemic years continue to acknowledge their ability to have saved funds while receiving ERAP assistance for rent, however, for various reasons, did not. They are in need of limited temporary assistance and budgeting assistance to reset their expense paying routines.

Cont.

Since the phasing out and pausing of new ERAP applications, the Welfare Department has experienced increased inquiries for motel assistance, including from people assisted by ERAP for an extended time. Under the ERAP program, the assisted were not required to seek traditional homeless shelters or self-pay portions of their motel, stay if able. The Welfare Department has been successful at offering local traditional homeless shelter space for people in need, including people residing in motels. Historically, for various reasons, about half of households refuse the prospect of traditional homeless shelter options. Single individuals are more likely to refuse shelter options than families.

### 3. Notable Events Related to Unusual Operations

*None.*

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

The Welfare Department is communicating and collaborating with multiple agencies and organizations to navigate the planned closing of the seasonal Willand Warming Center in Somersworth. Also, the April 1<sup>st</sup> ending of Emergency Temporary Housing (ETH) assistance for motels/hotels for people without children.

### 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 February 2023

General Assistance represents an average cost per case/family of \$515.27 and case/Individual of \$540.78 for this month.

Total voucher assistance issued: **\$19,557.94**

There was an increase of \$16,399.51 in assistance issued this month compared to February 2022. There was an increase of \$8,540.17 in vouchers issued this month compared to last month.

20 families units were financially assisted a minimum of once for this report month.

16 singles (w/o children) were financially assisted a minimum of once for this report month.

Reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaled \$189.95

The office reported 101 formal case notes for this period.

## 9. Other / In The News/Helpful Links

### **BILL AIMS TO RELIEVE HOMELESSNESS SERVICE BURDEN ON ‘REGIONAL HUB’ COMMUNITIES**

“Todd Marsh, Welfare Director for the City of Rochester, was pleased that the language in the bill built upon comparable guidance given by the [New Hampshire Local Welfare Administrators Association](#) and expanded upon it. He believed that the legislation was targeted enough to address the issue of supporting communities that serve as “hubs” of homeless services for neighboring communities while protecting the rights of those seeking support, who could have potentially lost rights for things such as voting in their home communities if the language was broader.”

<https://manchesterinklink.com/bill-aims-to-relieve-homelessness-service-burden-on-regional-hub-communities/>