



**City Council Public Hearing  
April 19, 2022  
Council Chambers  
31 Wakefield Street  
6:00 PM**

**Agenda**

- 1. Call to Order**
- 2. Resolution Pursuant to RSA 34:1 Establishing a Fire Apparatus Replacement Capital Reserve Fund and Supplemental Appropriation of \$500,000.00 in Connection Therewith P. 5**
- 3. Resolution Pursuant to RSA 34:1 Establishing a City Buildings Renovations Capital Reserve Fund and Supplemental Appropriation of \$500,000.00 in Connection Therewith P. 7**
- 4. Resolution Pursuant to RSA 34:1 Establishing a Public Works Apparatus Replacement Capital Reserve Fund and Supplemental Appropriation of \$500,000.00 in Connection Therewith P. 9**
- 5. Resolution Authorizing \$50,000.00 Appropriation from the General Fund Unassigned Fund Balance for the Creation of a History of Rochester P. 11**
- 6. Resolution Authorizing Supplemental Appropriation to the Sewer Capital Improvements Plan (CIP) Fund in the amount of \$990,000.00 for the Wastewater Treatment Facility (WWTF) Secondary Clarifier Project P. 13**
- 7. Resolution Authorizing Supplemental Appropriation to the Department of Public Works Sewer Capital Improvements Plan (CIP) Fund in the amount of \$1,265,000.00 for the Ledgeview Drive Pump Station Upgrade Project P. 19**
- 8. Resolution Adopting an FY 2023 Rochester CDBG “Action Plan for the City of Rochester, NH” and Approving and Appropriating the FY 2023 Community Development Budget for the City of Rochester P. 25**
- 9. Adjournment**

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City Clerk's Office

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**City Council Workshop  
April 19, 2022  
Council Chambers  
31 Wakefield Street  
*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. City Manager's Proposed Budget for Fiscal Year 2023**
- 6. Department Reports P. 31**
- 7. Non-Meeting/Non-Public**
  - 7.1 Non-Public Session – Land, RSA 91-A:3, II (d)**
- 8. Adjournment**

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City Clerk's Office

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**Resolution Pursuant to RSA 34:1 Establishing a Fire Apparatus Replacement Capital Reserve Fund and Supplemental Appropriation of \$500,000.00 in Connection Therewith**

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

By adoption of this Resolution, the City Council establishes a Capital Reserve Fund pursuant to RSA 34:1 for the purpose of replacing large fire apparatus. The name of such fund shall be the Fire Apparatus Replacement Capital Reserve Fund.

Further, the City Council hereby appropriates Five Hundred Thousand Dollars (\$500,000.00) to said Fund with the entirety of the said appropriation being derived from the General Fund Unassigned Fund Balance.

Pursuant to RSA 34:6, the Trustees of Trust Funds shall have custody of all capital reserves transferred to the Fire Apparatus Replacement Capital Reserve Fund until such time as the City Council names an agent(s) to carry out the purpose of said Fund. The Trustees of the Trust Fund will hold the monies appropriated to the Fire Apparatus Replacement Capital Reserve Fund in a separate investment account. Appropriations made to the Fire Apparatus Replacement Capital Reserve Fund will be submitted to the Trustees of the Trust Fund after July 1 but prior to June 30 of the fiscal year of the appropriation.

The City Council may dissolve the Fire Apparatus Replacement Capital Reserve Fund at its sole discretion. Upon dissolution of any portion of said fund any surplus shall be returned to the General Fund as unanticipated revenue.

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

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City Clerk's Office

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**Resolution Pursuant to RSA 34:1 Establishing a City Buildings Renovations Capital Reserve Fund and Supplemental Appropriation of \$500,000.00 in Connection Therewith**

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

By adoption of this Resolution, the City Council establishes a Capital Reserve Fund pursuant to RSA 34:1 for the purpose of renovating, enlarging, rehabilitating, relocating and/or constructing City buildings and facilities. The name of such fund shall be the City Buildings Renovations Capital Reserve Fund.

Further, the City Council hereby appropriates Five Hundred Thousand Dollars (\$500,000.00) to said Fund with the entirety of the said appropriation being derived from the General Fund Unassigned Fund Balance.

Pursuant to RSA 34:6, the Trustees of Trust Funds shall have custody of all capital reserves transferred to the City Buildings Renovations Capital Reserve Fund until such time as the City Council names an agent(s) to carry out the purpose of said Fund. The Trustees of the Trust Fund will hold the monies appropriated to the City Buildings Renovations Capital Reserve Fund in a separate investment account. Appropriations made to the City Buildings Renovations Capital Reserve Fund will be submitted to the Trustees of the Trust Fund after July 1 but prior to June 30 of the fiscal year of the appropriation.

The City Council may dissolve the City Buildings Renovations Capital Reserve Fund at its sole discretion. Upon dissolution of any portion of said fund any surplus shall be returned to the General Fund as unanticipated revenue.

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

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City Clerk's Office

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**Resolution Pursuant to RSA 34:1 Establishing a Public Works Apparatus Replacement  
Capital Reserve Fund and Supplemental Appropriation of \$500,000.00 in Connection  
Therewith**

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

By adoption of this Resolution, the City Council establishes a Capital Reserve Fund pursuant to RSA 34:1 for the purpose of replacing large Public Works vehicles and equipment. The name of such fund shall be the Public Works Apparatus Replacement Capital Reserve Fund.

Further, the City Council hereby appropriates Five Hundred Thousand Dollars (\$500,000.00) to said Fund with the entirety of the said appropriation being derived from the General Fund Unassigned Fund Balance.

Pursuant to RSA 34:6, the Trustees of Trust Funds shall have custody of all capital reserves transferred to the Public Works Apparatus Replacement Capital Reserve Fund until such time as the City Council names an agent(s) to carry out the purpose of said Fund. The Trustees of the Trust Fund will hold the monies appropriated to the Public Works Apparatus Replacement Capital Reserve Fund in a separate investment account. Appropriations made to the Public Works Apparatus Replacement Capital Reserve Fund will be submitted to the Trustees of the Trust Fund after July 1 but prior to June 30 of the fiscal year of the appropriation.

The City Council may dissolve the Public Works Apparatus Replacement Capital Reserve Fund at its sole discretion. Upon dissolution of any portion of said fund any surplus shall be returned to the General Fund as unanticipated revenue.

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

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City Clerk's Office

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**Resolution Authorizing \$50,000.00 Appropriation from the General Fund Unassigned  
Fund Balance for the Creation of a History of Rochester**

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

That the amount of Fifty Thousand Dollars (\$50,000.00) is hereby appropriated from the General Fund Unassigned Fund Balance to pay for the costs associated with for the creation of a History of the Town of Rochester.

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. All projects will be assigned a unique account number for tracking and reported purposes.

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City Clerk's Office

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**Resolution Authorizing Supplemental Appropriation to the Sewer Capital Improvements Plan (CIP) Fund in the amount of \$990,000.00 for the Wastewater Treatment Facility (WWTF) Secondary Clarifier Project**

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 to the Sewer Capital Improvements Plan Fund in the amount of Nine Hundred Ninety Thousand Dollars (\$990,000.00) for the WWTF Secondary Clarifier project with the funding for said appropriation to be derived as follows: Six Hundred Thousand Dollars (\$600,000.00) from a New Hampshire Department of Environmental Services (NHDES) Clean Water State Revolving Fund (CWSRF) Loan and Three Hundred Ninety Thousand Dollars (\$390,000.00) from State of New Hampshire ARPA Grant funds.

Further, by adoption of this Resolution, the City of Rochester hereby accepts Three Hundred Ninety Thousand Dollars (\$390,000.00) in ARPA Grant funds from the State of New Hampshire.

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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04/14/2022

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

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**



## AGENDA BILL - FUNDING RESOLUTION

## EXHIBIT

Project Name: Date: Fiscal Year: 

Fund (select):

GF Water Sewer Arena CIP Water CIP Sewer CIP Arena CIP Special Revenue Fund Type: Lapsing Non-Lapsing 

## Deauthorization

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

## Appropriation

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

## Revenue

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

DUNS # CFDA # Grant # Grant Period: From   
To 

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

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

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**Resolution Authorizing Supplemental Appropriation to the Department of Public Works  
Sewer Capital Improvements Plan (CIP) Fund in the amount of \$1,265,000.00 for the  
Ledgeview Drive Pump Station Upgrade Project**

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 to the Sewer Capital Improvements Fund in the amount of One Million Two Hundred Sixty Five Thousand Dollars (\$1,265,000.00) with the funding for said appropriation to be derived as follows: Eight Hundred Eighty Five Thousand Five Hundred Dollars (\$885,000.00) from a New Hampshire Department of Environmental Services (NHDES) Clean Water State Revolving Fund (CWSRF) Loan and Three Hundred Seventy Nine Thousand Five Hundred Dollars (\$379,500.00) from State of New Hampshire ARPA Grant funds.

Further, by adoption of this Resolution, the City of Rochester hereby accepts Three Hundred Seventy Nine Thousand Five Hundred Dollars (\$379,500.00) in ARPA Grant funds from the State of New Hampshire.

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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04/14/2022

## 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 ☐  
INFORMATION ONLY ☐

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

RESOLUTION REQUIRED? YES ☐ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☐

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

## AGENDA BILL - FUNDING RESOLUTION

## EXHIBIT

Project Name: Date: Fiscal Year: 

Fund (select):

GF Water Sewer Arena CIP Water CIP Sewer CIP Arena CIP Special Revenue Fund Type: Lapsing Non-Lapsing 

## Deauthorization

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

## Appropriation

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

## Revenue

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

DUNS # CFDA # Grant # Grant Period: From   
To 

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

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

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**RESOLUTION ADOPTING AN FY 2023 ROCHESTER CDBG**  
**“ACTION PLAN FOR THE CITY OF ROCHESTER, N.H.” AND**  
**APPROVING AND APPROPRIATING THE FY 2023 COMMUNITY DEVELOPMENT**  
**BUDGET FOR THE CITY OF ROCHESTER**

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

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the one-year FY 2023 (July 1, 2022—June 30, 2023) “Action Plan for the Community Development Block Grant (CDBG) Program for the City of Rochester, N.H.,” as prepared and presented to the Mayor and City Council by the City of Rochester Office of Economic and Community Development, in connection with the City’s CDBG program, including the goals, objectives, and concepts set forth therein;

II. Further, that a twelve (12) month Community Development Block Grant budget for the Office of Economic and Community Development for the City of Rochester in the total amount of Two Hundred Twenty Eight Thousand Five Hundred Sixty Three Dollars (\$228,563.00) be, and hereby is, approved and appropriated for fiscal year 2023 (July 1, 2022—June 30, 2023). Included in said approval and appropriation are expenditures set forth in the one-year action plan of the Office of Economic & Community Development for the City of Rochester for the Community Development Block Grant program, in the following categories and amounts:

Administration and Planning	\$ 45,712.60
Public Service Agencies	\$ 34,284.45
Housing/Public Facilities/Infrastructure	\$ 148,565.95
<b>Total</b>	<b>\$ 228,563.00</b>

III. Further, that Twenty Five Thousand Dollars (\$25,000.00) in prior year unexpended CDBG funds be reallocated to FY 2023 Housing/Public Facilities/Infrastructure activities outlined in the FY 2023 Annual Action Plan

IV. Further, that One Hundred Seventy Six Thousand Two Hundred Sixty Two Dollars and Sixty Six Cents (\$176,262.66) in the Job Opportunity Benefit revolving loan fund loan fund, plus the principal and interest received monthly from existing loans’ repayments, be appropriated for continued use in the FY 2023 Action Plan year in granting loans to qualified small businesses that commit to the creation and/or retention of jobs made available to low to moderate-income Rochester residents.

This budget and the one-year action plan for FY 2023 may be reconsidered if federal funding is changed or if it is inconsistent with the total FY 2023 budget adopted for the Office of Economic and Community Development.

The sums necessary to fund the above appropriation in the amount of Two Hundred Twenty Eight Thousand Five Hundred Sixty Three Dollars (\$228,563.00) shall be drawn in their entirety from the above-mentioned FY 2023 Community Development Block Grant from the federal government to the City of Rochester. The Finance Director is hereby authorized to create such line item accounts as shall be necessary to implement this Resolution.

Furthermore, in the event that federal funding for the above Community Development Block Grant budget is less than the total appropriation amount provided for in this Resolution, then, and in such event, the City Manager, or the City Manager's designee in the Office of Economic and Community Development, is authorized to adjust the amounts for the budgetary categories stated above, as well as for any planned grants and/or other expenditures made from within such budgetary categories.



04/14/2022

## City of Rochester Formal Council Meeting

### AGENDA BILL

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AGENDA SUBJECT

COUNCIL ACTION ITEM ☐  
INFORMATION ONLY ☐

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

RESOLUTION REQUIRED? YES ☐ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☐

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

## AGENDA BILL - FUNDING RESOLUTION

## EXHIBIT

Project Name: Date: Fiscal Year: 

Fund (select):

GF Water Sewer Arena CIP Water CIP Sewer CIP Arena CIP Special Revenue Fund Type: Lapsing Non-Lapsing 

## Deauthorization

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
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3				-	-	-
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## Appropriation

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

## Revenue

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

DUNS # CFDA # Grant # Grant Period: From   
To 

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

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

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# 2022

***March Department Reports:***

- 6.1 Assessor's Office P. 33**
- 6.2 Building and Licensing Services P. 35**
- 6.3 City Clerk's Office P. 37**
- 6.4 Department of Public Works P. 41**
- 6.5 Economic & Community Development P.49**
- 6.6 Finance Office P. 51**
- 6.7 Planning & Development Department Forthcoming**
- 6.8 Recreation & Arena P. 57**
- 6.9 Rochester Fire Department P. 59**
- 6.10 Rochester Police Department P. 65**
- 6.11 Rochester Public Library P. 67**
- 6.12 Tax Collector's Office P. 69**
- 6.13 Welfare Department P. 73**

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City Clerk's Office

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## ROCHESTER ASSESSING DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Darcy Freer, Deputy Assessor

Date: April 13, 2022

Ref: March's Monthly Report

### OVERVIEW

#### 1. Personnel Updates

*Hollis McMullen started on March 7, 2022 in the position of Assessor I.*

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

*The City's GIS system is continuing to be updated nightly with current assessment data from the Vision CAMA system. PDF copies of year end 2021 property record cards were obtained from Vision by Rochester's IT and the IT team released a public database on March 4, 2022.*

*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 15, 2022.*

*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, 2021 are now being entered into Vision CAMA software for the 2022 tax year.*

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

*Our office operations are still being conducted in the basement of the Revenue Building as renovations continue upstairs, with a much anticipated opening date of April 18, 2022.*

*Due to the renovations, we have posted public (walk-in) hours Monday 9:00am to 12:00pm and Thursday 2:30pm to 4:30pm in the Council Chambers or by appointment.*

#### 4. Staff Kudos

*Kudos to the dedicated City Facilities team, led by Mike Riley, that have been working diligently to renovate the first floor of the Revenue Building. There is an anticipated opening date of April 18, 2022.*

## 5. Training

*Deputy Assessor, Darcy Freer attended her final course at the University of NH and has now completed and obtained her certificate for the Supervisory Skills Certificate program.*

## BUILDING AND LICENSING SERVICES

## MONTHLY REPORT

To: Blaine Cox, City Manager

From: March 1<sup>st</sup>- March 31<sup>st</sup> 2022

Date: March 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	March 2022
Building Permits	\$20,632.00
Electrical Permits	\$3,118.00
Plumbing Permits	\$1,777.50
Fire Suppression Permits	\$0.00
Fire Alarm Permits	\$146.00
Sprinkler Permits	\$336.00
Mechanical Permits	\$7,557.00
Food Milk Licenses	\$75.00
Taxi Licenses	\$0.00
General Licenses	\$550.00
<b>Net Revenue</b>	<b>\$34,191.50</b>

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City Clerk's Office

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## ROCHESTER CITY CLERK'S OFFICE MONTHLY REPORT

To: Blaine Cox, City Manager

From: March 1, 2022 – March 31, 2022

Date: 4/11/22

Ref: Monthly Report for the City Clerk's Office

### OVERVIEW

#### 1. Vital Statistics Updates

16 births were reported in Rochester during the month of March; 7 of these children were born to Rochester residents. Additionally, 9 Rochester residents gave birth in neighboring communities.

29 resident deaths were reported in Rochester in the month of March.

3 couples celebrated their wedding ceremonies in Rochester during the month of March. Additionally, 2 Rochester residents married elsewhere in the State.

#### 2. Vital Records Revenue

The City Clerk staff issued 286 initial copies of vital records (birth, death, marriage, or divorce) and 141 subsequent copies of vital records. There were 13 marriage licenses issued by staff in March.

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

	2021		2022	
	State	City	State	City
Initial/Subsequent copies:	\$2,839	\$2,576	\$2,993	\$2,707
Marriage Licenses:	\$387	\$63	\$559	\$91
<b>Total:</b>	<b>\$3,226</b>	<b>\$2,639</b>	<b>\$3,552</b>	<b>\$2,798</b>

### 3. Dog Licensing

The City Clerk's Office licensed 241 dogs in the month of March.

The City Clerk's Office and the Animal Control Officer have chosen a date for the spring rabies clinic. It will take place on Saturday, May 14<sup>th</sup> from 12:00 – 2:00 PM at the old Department of Public Works building, 45 Old Dover Road. Cost of vaccination will be \$15, cash only. City Clerk staff will be on hand to license residents' dogs if needed (cash, check, or charge).

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

The City Clerk's office is gearing up to send out the first of our dog licensing email reminders leading up to the April 30<sup>th</sup> licensing deadline. Our online licensing system will open at the start of April as well, and we anticipate a large number of online licenses within the first 48-hours following the reminder email. Although the financial portion of the licensing is handled online, it is still necessary for the Clerk staff to do manual data entry for each dog licensed; assigning a tag number, recording the payment, and mailing the license and tag. In the past, this process has taken the entire following week to complete in between the regular daily work. This year, in an attempt to be more efficient and to better serve our early bird clients, the clerk's staff is going to hold Saturday morning hours to complete the initial online licensing rush without the normal daily interruptions.

### 5. Election Updates

We are in the brief "slow period" leading up to our next election; the State Primary to be held on Tuesday, September 13. There were no new voter registrations in the month of March and only 4 changes to the voter checklist.

The last day to change party affiliations prior to this election will be May 31<sup>st</sup>, 2022.

The breakdown of registered voters in Rochester as of March 31, 2022 is shown below:

Ward	Democrats	Republicans	Undeclared	Totals
1	992	1,047	1,193	3,232
2	936	1,002	1,206	3,144
3	882	1,040	1,055	2,977
4	864	722	1,277	2,863
5	881	1,028	1,196	3,105
6	944	778	1,071	2,793
<b>Totals:</b>	<b>5,499</b>	<b>5,617</b>	<b>6,998</b>	<b>18,114</b>

## 6. Personnel Updates

The City Clerk's office was anticipating a return to pre-COVID normalcy by allowing customers to come into the office once again and offer assistance at our counter instead of through a door in the hall. Unfortunately, it was discovered that state regulations have changed since we were last open to the public, and there is the need for additional safety measures to be put in place before we are able to help customers inside the office.

We are currently in the process of discussing possible solutions and we hope to come up with a plan in order to help our customers more efficiently

## 7. Training

City Clerk Kelly Walters has been attending weekly zoom meetings with other City Clerks throughout the State. These meetings are intended to give city clerks an opportunity to discuss changes in legislation, election law, and bounce ideas off each other regarding issues which affect the Cities. With only 13 cities throughout the State versus over 200 towns, it can be challenging to find city-specific information. It has been helpful to have the other city clerks as a support system to help us navigate through our ever-evolving processes.

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City Clerk's Office

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## **ROCHESTER PUBLIC WORKS DEPARTMENT MONTHLY REPORT**

**To: Blaine Cox, City Manager**

**From: March 1, 2022-March 31, 2022**

**Date: March 31, 2022**

**Ref: Monthly Report for ADMINISTRATIVE DIVISION**

### **OVERVIEW**

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

The Administration Division continues to work with all divisions of DPW to outfit all work spaces at the new building. This is to ensure all divisions have the necessary tools & equipment to work efficiently.

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

Staff continue to greet and assist residents on the phone and in person who have questions or concerns. Service requests and supply request for the City are inputted daily and dispatched to the correct division as they come in.

The DPW is continuing to work on the Entry Level Driver Training (ELD) with trainers and supervisors.

Staff is preparing for the open house event that will take place on May 20, 2022, by creating flyers and planning a "touch a truck" for the children.

Utility Billing continued working with commercial property owners for the noncompliance with Backflow Inspection requirements.

## **ROCHESTER PUBLIC WORKS DEPARTMENT MONTHLY REPORT**

**To: Blaine Cox, City Manager**

**From: March 1, 2022-March 30, 2022**

**Date: 3/31/2022**

**Ref: Monthly Report for DPW – UTILITIES DIVISION**

### **OVERVIEW**

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

The Utilities Division filled its vacant Medium Equipment Operator position. Filling this vacancy was critical in keeping up with the growing demands of the community's fast growing water distribution and sewer collection systems.

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

Operators began a sewer infiltration investigation and found several points where ground water is entering the City's sewer collection system. These points of infiltration are costly to the operation of the sewer collection system and the wastewater treatment process.

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

Operators responded to multiple water and sewer emergencies in March 2022. Most notable would be the Milton Road at the Spaulding Turnpike Exchange. This lengthy repair left area customers without water for nearly 10 hours.

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

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

Ground frost is quickly retreating and the frequency of these weather-related events began to slow during the last full week in March.

#### **5. Staff Kudos**

Kudos to system operators for their exhausting efforts to restore service after the Route 125 – Spaulding Turnpike Exchange water break. This work required the crew to work for over 25 hours straight and without sleep during a challenging and labor-intensive repair.

#### **6. Training**

Operators received training in excavation safety, digsafes laws and procedures. Several operators registered with DigSafe and received their own identification number.



## **ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT**

**To: Blaine Cox, City Manager**

**From: March 1, 2022-March 31, 2022**

**Date: 3/31/22**

**Ref: Monthly Report for BUILDINGS AND GRUNDS**

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

Renovations at 19 Wakefield are almost complete. Sheetrock, painting, hvac, fire alarms, cabinets, countertops ceiling grid are all done. Carpeting is being installed on 4/8/22.

Spring clean up has begun, received bark mulch and staff will be applying the week of 4/4/22

Continued work orders for repairs ongoing.

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

We will be stating the process of prepping the pools for summer operations later in the month of April.

### **3. Staff Kudos**

Shane Tuft has updated his certified flagger certificate.



#### 4. Training

Personal were trained on operating the new floor scrubbing machine.



## **ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT**

**To: Blaine Cox, City Manager**

**From: March 1, 2022-March 31, 2022**

**Date: March 31, 2022**

**Ref: Monthly Report for WATER TREATMENT FACILITY**

### **OVERVIEW**

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

Treated water volume this month was 49.4MG from the surface water facility and 12.7MG from the groundwater plant, for a total of 62.1MG delivered to our customers.

All water quality testing and monitoring was completed in accordance with NHDES requirements. We are pleased to report that the City of Rochester again met all State and Federal standards for drinking water.

Watershed inspections were conducted at Crown Point Crossing, Berry Pond, Tufts Pond, Berry River Diversion Dam, Round Pond, and the Rochester Reservoir. All reservoirs are at capacity. We are commencing our seasonal sourcewater management and monitoring program now that ice is out. Internal inspections were performed at Tufts Pond Dam and the Rochester Reservoir.

Equipment and grounds maintenance was performed at the plant, well, and tanks/stations. Telemetry cabling was replaced at Richardson Street BPS; the bicarbonate instrument/fluidization air supply system was repaired; NHDES conducted a routine sanitary inspection of the consecutive system this month – all is well. The cross connection annual report for NHDES was completed this month.



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

Disinfection byproducts for the Gonic area have continued to improve this month. The locational running annual average will be calculated by April 10<sup>th</sup> for the quarterly report to NHDES.

## 3. Staff Kudos

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

## 4. Training

The Chief Operator attending the March NH Public Works Association Meeting as NHWWA board representative. Staff attended the NHWWA Annual Meeting (virtual). Lead Operator Zeke Lapierre completed his Backflow Inspection and Testing recertification.

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City Clerk's Office

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## **ROCHESTER ECONOMIC DEVELOPMENT DEPARTMENT MONTHLY REPORT**

To: Blaine Cox, City Manager

From: March 1, 2022- March 31, 2022

Date: April 11, 2022

Ref: Monthly Report for Economic Development Department

### **OVERVIEW**

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

- Director Scala continued his work on the GRDD rezoning. The Planning Board recommended the Granite Ridge Rezoning Ordinance go to full City Council with recommendations. This will be on the May agenda for City Council.
- The City received and approved two outdoor dining applications for Mitchell Hill BBQ and Fallen Leaf Bistro. Barriers will be set up the beginning of April.
- The Scenic Salinger received their C/O for the residential units. Residents start moving in April 1<sup>st</sup> while Chinburg Properties continue to work on the commercial and façade renovations. [Scenic Salinger | Rochester Economic Development \(rochesterredc.com\)](https://rochesterredc.com)

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

- Circle K and Convenience Store located at 201 Gonic Road

### 3. Community Development Project Updates

- FY 2023 CDBG funding recommendations are with the City Council for review and final approval. A public hearing is scheduled for April 19<sup>th</sup>.

### 4. Boards & Commissions Updates

- Riverwalk Committee and Rochester Main Street submitted an AARP Community Challenge grant application for outdoor seating (Hanson Pines outdoor classroom and downtown) and an outdoor chess table (downtown).

### 5. Training & Staff Development

- Continued training on BluDot business platform
- Training on zoning's impact on fair housing

### 6. Other

- Upgraded technology in the Annex Conference rooms by adding webcams and speakers.

## ROCHESTER FINANCE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: March 1, 2022 - March 31, 2022

Date: April 7, 2022

### OVERVIEW

#### 1. Personnel Updates

None

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

The city will be submitting an application to participate in the June 2022 NH Municipal Bond Bank sale.

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

The Municipal Alliance for Adaptive Management (MAAM) submitted a FY22 Congressionally Directed Spending Request to Senator Shaheen's office to help fund adaptive management efforts in the Great Bay (relative to the NPDES Total Nitrogen General Permit). \$1,000,000 was included for this project in the final FY22 federal spending legislation.

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

The Finance Department is challenged to maintain operations and unable to advance many planned initiatives while short staffed. The Deputy City Manager/Finance Director is developing a new adaptive approach to meet the current needs of the department and the city while promoting growth and succession planning.

## Rochester FINANCE Department

### 5. Staff Kudos

Kudos to City Attorney O'Rourke and Deputy Finance Director Sullivan for developing a recommendation on an improved approach to the Economic Development Fund.

### 6. Affected Business Processes or Systems

None

### 7. Training

None

### 8. Other

#### *Monthly Financial Statements Summary – as of March 31, 2022*

*For the full detail report, click here: [March 31, 2022 Financial Detail Report](#)*

Below are the revenues & expense highlights through March 31, 2022, which represents approximately 75% completion of FY22.

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

**Motor Vehicle Registrations:** Revenues remain strong at \$4,262,193, 87% collected.

**Waste Management Host Fees:** FY22 third quarterly payment received, total received \$3,611,720. City allocation \$2,733,593 School Department allocation of \$878,127. Quarter 4 payment due April-22.

**Building Permits:** Revenues remain strong at \$393,019, 131% collected.

**Interest Income:** Remains very soft at \$25,942, interest rates remain low.

**Interest on Delinquent Taxes:** Collections at \$430,584, 144% collected.

**Rochester FINANCE Department**

**State of NH Rooms & Meals:** \$2,296,678 received, \$728,399 over budget. The surplus of \$728,399 was used to offset the DRA 2021 final property tax rate.

**Highway Block Subsidy:** FY22 third payment received, total received \$493,672, 82% collected.

**Cablevision:** Three payments received from Comcast & Atlantic Broadband, total \$141,076, 60% collected.

**Current Use Taxes:** Current Use tax revenues are strong at \$112,728. There are a (51) new Current Use Warrants pending bookkeeping set up which will add another \$310,000 to the total.

**GENERAL FUND EXPENSES:** Overall expenses are slightly above budget at 74%. Expense details are 71% actually expended and 3% encumbered to spend. Salary, OT & Benefits are trending slightly below budget at 61%

**Fire & Police Over Time:** Fire Department Overtime trending high at 145% expended, Police Overtime trending at 137% expended.

**Welfare Direct Assistance:** Continues to trend low at 33% expended.

**WATER-SEWER SPECIAL REVENUE FUNDS:**

**Water-Sewer Funds:** Water-Sewer User Fee revenues remain strong on each fund, with low delinquencies, and collections both at 54%. FY22 Water Fund expenses are trending below budget at 63%, Sewer Fund expenses are trending below budget at 71%.

**Community Center:** Expenses trending to budget at 78%, and Revenues are at 65% collected.

**Arena Special Revenue:** Expenses at 82% Revenues are at 100% collected, which includes a \$129,815 contribution from ARPA grant funds.

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City Clerk's Office

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# PLANNING REPORT

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FORTHCOMING

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City Clerk's Office

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## RECREATION & ARENA DEPARTMENT - MONTHLY REPORT

**To:** Blaine Cox, City Manager  
**From:** Chris Bowlen  
**Date:** April 13, 2022  
**Ref:** Monthly Report for Recreation & Arena Department

### OVERVIEW

#### 1. Personnel Updates

**Recreation Supervisor:**

Art Jacobs final day was March 18<sup>th</sup>. Art left the city to begin a new career with the York, ME Parks and Rec Department as the Program Director of their Center for Active Living. As many of you know, Art worked for the city of Rochester for over 22 years and has established a lasting legacy as an advocate and champion for so many in our community. Whether he is known as “Art” the Rec Supervisor, or “Coach” to so many for more than 30yrs, or “Jake” to many of his family and friends, everyone will agree that he has left quite an indelible mark in Rochester.

**Summer Program Staffing:**

The process of soliciting, interviewing and hiring candidates for the annual Rec Summer Camp and Pool Lifeguards began in March. This is a lengthy process and will continue throughout the spring.

#### 2. Monthly Programming Numbers

Program	Participation
Co-Ed 30+ Basketball League	52
18+ Pick Up Sports	74
18+ Volleyball	63
Adult Pickle-ball (Sundays)	25
Youth Basketball 1 <sup>st</sup> grade - HS	236
Family Open Gym	65
Public Skate	297
Public Stick Practice	130
Senior Breakfast	45
Senior Cardio Drumming	42
Senior Dance Lessons	4
Senior Pickle-ball Weekday	189
Senior Power Hour	97
Senior Table Tennis	10
Senior Zumba Gold	65
Senior Trips	13
<b>March Total</b>	<b>1,407</b>

### 3. Facilities, Operations and Special Events

**East Rochester Outdoor Skating Rink:** The outdoor rink was decommissioned for the season.

**Annual Seacoast Hockey League Tournament at Rochester Arena:** This annual youth hockey tournament is held over three weekends in March and is the ending point of the season for many teams. This year the Rochester Arena hosted 43 games which included bringing teams to Rochester from as far away as Berlin, NH and Lewiston, ME.

**Park and Outdoor Area Signage:** Staff worked with Econ Development Department to request signage using the standard wayfinding signage throughout the city. Areas include the Kayak Launch, Squamanagonic Park and The Trails at Pickering Ponds.



**Senior Activity Center:** Important projects were completed with the installation of a fire suppression system above the stove as well as installation of an automatic door opener for the main front door.

**Youth Basketball Championships:** The annual youth Rec Basketball program concluded on March 8<sup>th</sup> with championships for all age divisions taking place. A very exciting buzzer beater concluded the high school division!

### 4. Upcoming Seasons – Spring/Summer 2022

**Summer Camp and Swim Lesson Registrations Open:** The department opened up the registration process for the annual summer camp and swim lessons. This year a new software management system allowed for families to register and pay online. This is a great new program and things have gone smoothly thus far!

### 5. Other Info and Department Tidbits

Unfortunately we are still waiting on the VAN. As with many things, shipping and supply chain items have caused a delay. We are hopeful this will be on site by the end of April. Stay tuned!

# ROCHESTER FIRE DEPARTMENT

## MONTHLY REPORT

From: March 1, 2022 – March 31, 2022

To: Blaine Cox, City Manager

Date: April 13, 2022

Ref: Monthly Report for Fire Department

### 1. On-Duty Staffing Levels

- Full Staffing – personnel on-duty – **55% of shifts in February**
- One FF Short- personnel on-duty – **32% of shifts in February**
- Two FF's Short – personnel on-duty – **13% of shifts in February**

### 2. Personnel Updates

#### Deployments

**The Rochester Fire Department is happy to announce the safe return of our last member who has been deployed. We can't thank her enough for her service to our country.**

- Firefighter Lilah Cherim – US Marine Corp -Deployed 04/01/2021 – Returned to Duty on March 29, 2022

#### Employment Info

- Firefighter Jeremy Poder completed his probationary year as a Rochester firefighter on 3/1/2022



- Captain Mike George completed his 20<sup>th</sup> year here at Rochester Fire Department.
- All positions are filled with the exception of the Deputy Chief of Training position, which is vacant due to the retirement of D/C Darryl Jeffers on January 31, 2022.

# ROCHESTER FIRE DEPARTMENT

## MONTHLY REPORT

From: March 1, 2022 – March 31, 2022

### 3. Emergency Response Statistics

Call Type	Mar-2021	Mar-2022	% Change	21 Fiscal YTD July 1 - March 31	22 Fiscal YTD July 1 - March 31	% Change
Fire Calls/ Explosion	14	9	-56%	115	52	-55%
Overpressure/Rupture	0	0	0%	1	2	100%
Emergency Medical Services	72	93	29%	721	1051	46%
Rescue	25	19	-24%	270	185	-31%
Hazardous Conditions	10	12	20%	169	121	-28%
Service Calls	45	33	-27%	353	326	-8%
Good Intent Calls	27	27	0%	195	263	35%
False Calls	20	26	30%	221	261	18%
Severe Weather/Natural Disaster	1	0	-100%	9	1	-89%
Special Type/Complaint	0	0	0%	0	2	200%
Undetermined	0	1	100%	1	1	0%
<b>TOTALS</b>	<b>214</b>	<b>220</b>	<b>3%</b>	<b>2055</b>	<b>2265</b>	<b>10%</b>
*Call numbers as of 4/6/2022, they are subject to change						

# ROCHESTER FIRE DEPARTMENT

## MONTHLY REPORT

From: March 1, 2022 – March 31, 2022

### 4. Operations

The Department responded mutual aid to Strafford for a large multi alarm brush fire. Due to the size of the blaze early Stafford requested numerous piece of apparatus including Engine 5, Tanker 7 and Forestry 1 along with Chief 2 (Wilder). Kudos to D shift for a job well done!

Great News!

The department's new fire engine will be ready a month ahead of schedule. Department personnel will be headed to Toyne Fire Apparatus in Breda, Iowa for a final inspection. Final inspections conducted at the factories ensure that Rochester specifications compliance and eliminate future problems in ensuring the city gets what it paid for. Please find the following picture of the new pumper being tested.



The department personnel will be combining the new engines final inspection with the mid build inspection of the new Sutphen Tower truck. Combining these trips expedited the progress as well as saved on travel costs. Once again, a mid-build inspection ensures specifications compliance. Please find a picture of the tower's chassis.



# ROCHESTER FIRE DEPARTMENT

## MONTHLY REPORT

From: March 1, 2022 – March 31, 2022

### 5. Community Risk Reduction

DC Hughes was requested to assist PD at a two dwelling residential homes. DC Hughes installed four new smoke detectors in the home and updated the site file to indicated hoarding conditions. DC Hughes also provided and installed the second dwelling resident with two new detectors to replace two broken ones. Six detectors were installed between the two units, providing detection and notification to four adults and an infant.

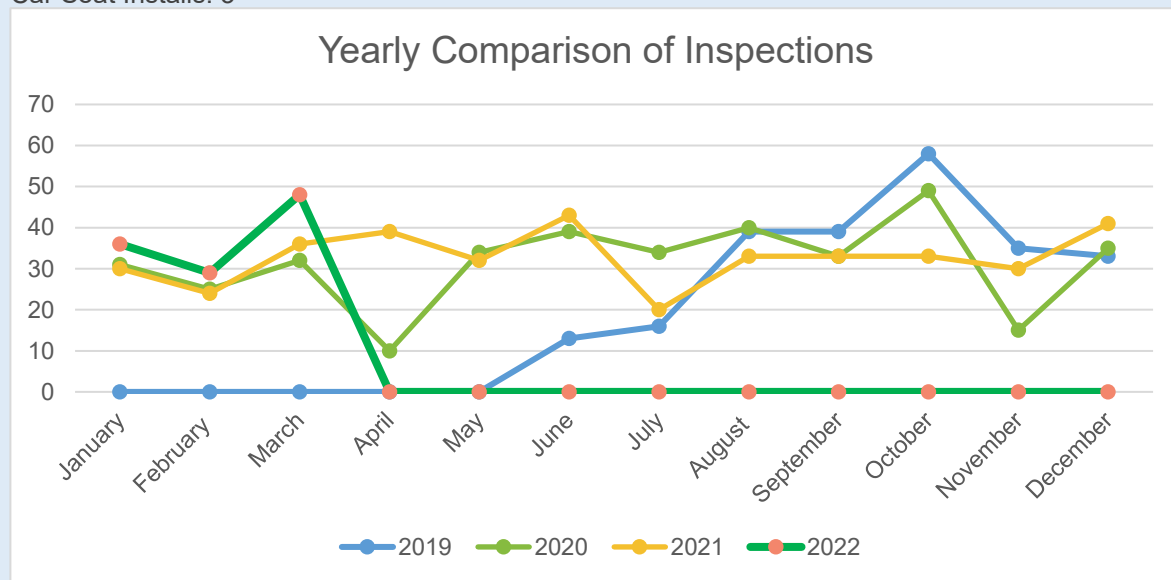
Annual school inspections have been completed for the 2021/2022 school year. Reports have been sent to the School Districts Director of Facilities and the State of New Hampshire.

Local businesses are now submitting their general license renewal requests. The Fire Prevention Division as part of their approval process inspects the applicable facilities to ensure the life safety features are in place and operational.

DC Hughes worked with Art Jacobs and Ryan Trepanier to improve the hood suppression system in the Senior Center. These improvements will allow the Recreation Department to provide more meal options in the future. Final testing and acceptance of the system has been completed.

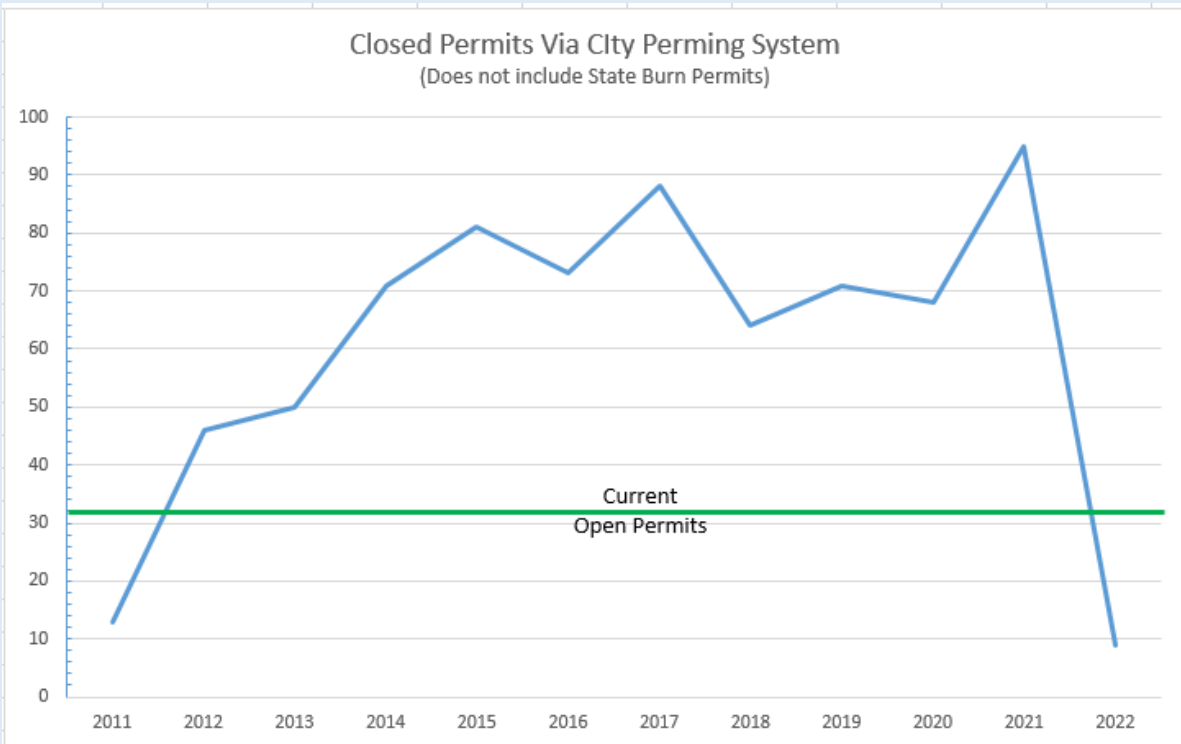
Burn Permits are now required. Recently an individual obtained a valid permit for 2022 has had their privileges revoked the next day for the 2022 season. The individual was burning unauthorized items after authorized burning hours in a six foot pit (permitted for Category II 4' or less) and left the fire unattended. DC Hughes and the State Forest Ranger worked to resolve the issue peacefully. This individual has a history of violating NH fire permit laws and administrative rules. In 2021, 1376 permits were issued.

Car Seat Installs: 3



# ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: March 1, 2022 – March 31, 2022



# **ROCHESTER FIRE DEPARTMENT**

## **MONTHLY REPORT**

**From: March 1, 2022 – March 31, 2022**

### **6. Training**

D/C Wheeler, FF's Thurber, Levesque, Moralas, Blake and Haggenmiller attended a seminar in Bedford with a national speaker on building and scene size up. This training is incredibly important to establishing a safe operation and identify hazards.

Capt. Plante and Lt. Ruel attended a 3-day national conference in Kentucky where they gained valuable knowledge to share with the entire department.





## ROCHESTER POLICE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Gary M. Boudreau, Chief of Police

Date: 04/12/2022

Ref: Monthly Report for March 2022

### OVERVIEW

#### 1. Personnel Updates

**Personnel:** We accepted resignations and retirement intents from 2 full time and one part-time position this period. There are four new officers starting in April and one in May, all five are registered for the June police academy class. Currently we have four more individuals in background investigations for hiring. Three of those are certified officers, two NH certified and one out of state certified. We have filled both the part time Admin Tech and Evidence Technician positions.

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

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

Our proactive field activities are still below where we would like to see them, while we doubled our traffic stops from 266 in February to 540 in March we still would like to see more proactive enforcement activities and this will be a an area of emphasis monthly.

In March, property crimes were down 36% year to date as compared to March 2021. Violent crimes decreased 1% year to date (77 incidents in 2022 from 78 in 2021) most violent crimes are down, but simple assaults from domestic violence incidents has increased 7 cases compared to 2021 year to date.

Overall calls for service (calls initiated by the public requesting police response) continues to trend downward in 2022. We are down 769 calls year to date from 4762 in 2021 to 3993 in 2022. As this is still very early in the year, we do not want to over react to this decrease as service demands tend to increase as the weather gets warmer.



### Vehicle Updates

The mobile dispatch trailer is substantially complete and only awaiting one part from Motorola.

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

At present we are approximately 137% spent in our patrol overtime account. This has been driven by the need to post overtime to maintain safe minimum staffing levels in the patrol division. Dispatch overtime is 151% spent and again driven by the need to post overtime to maintain coverage levels in the center.

In patrol we have six open positions. Additional hiring processes have been set.

We are still working on filling vacancies in the dispatch center. We have two in field training and three open slots, two with conditional offers and backgrounds underway. Current dispatchers, the supervisor and some officers have been filling in open shifts.

### **4. Training**

Our four recruits who are in the police academy have been doing well. They are at the halfway point of the 16 weeks. We are set to send five additional recruits to the June Academy.

The three officers in field training have all been released to solo patrol.

Other training attended included Interview and Interrogation, Instructor Development and in dispatch “when high profile calls have a high impact.”

### **5. Other**

The body camera contract has been signed and we are set to place the order. We do not yet know if our application for grant funds from the state will be approved at that level. We have been told departments should receive notices by the first part of May.

We filled four vacancies on the Honor Guard

Staff at the Police Department, High School and Waypoint participated in the WayPoint Sleep Out 2022, helping to raise funds for the Rochester Teen Drop In Center scheduled to open in May.

## ROCHESTER LIBRARY DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: March 1, 2022- March 31, 2022

Date: April 12, 2022

Ref: Monthly Report for Library

### OVERVIEW

#### 1. Personnel Updates

Library Director, Marie Lejeune and Patron Services Supervisor, Katherine Parker-Wright began interviews for an open part-time library assistant position.

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

There was a total of 11,769 items circulated with 4,124 people visiting the library in the month of March. Two hundred eighty patrons used the library's Internet computers. Interlibrary loan activity included 98 materials borrowed from other libraries and 185 loaned to other libraries.

"RPL to Go" continued throughout the month. Patrons selected items online, through email or over the phone and staff members checked-out these items and called with a designated pick-up time. Over 29 appointments for pick-up were made throughout the month of March.

The Children's Room was proud to begin hosting student artwork from all eight Rochester Elementary Schools. The exhibit started March 1<sup>st</sup> and will be running through late May. The first exhibit was a sampling of art from: William Allen, School Street, Nancy Loud and Maple Street Magnet Schools, grades K-5.

The library was pleased to host the work of Maura Sullivan during the month of March. Sullivan was diagnosed with neurofibromatosis Type 2 in her thirties and is deaf and sight impaired as a result. She paints with acrylics and finds the process of creating art to be therapeutic and enjoyable. Her work was found in the display case on the main level of the library.

The Lazy Gardener is back, just in time for Spring! Her latest column features creating a *Themed Garden*. Many popular themed gardens are discussed including the *Three Sisters*, *Pizza Garden*, *a Night Garden*, and a *Butterfly Garden*. The Lazy Gardener's columns are available on the library website, <https://rpl.lib.nh.us/lazy-gardener>.

Featured Adult Services Displays for the month of March included: *Stabbed in the Back*, *Deaf Awareness*, *Woman's History* and *Ukrainian Solidarity*.

Two hundred ninety-nine of our library patrons downloaded 1,615 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 441 digital downloads from Hoopla.

### 3. Library Programming

The Children's Room hosted 18 Story Times and 18 Stay & Play programs with 167 children and 98 adults in attendance though out the month of March.

March 5th-12th children were welcomed to pick-up "Little Lamb" kits and adults were welcome to "Mug Cake" kits for Take It & Make It at home craft projects. The kits were available during Library business hours on a cart at the Children's Room entrance.

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 March 14<sup>th</sup> and featured *Beautiful Ruins* by Jess Walter.

The True Crime Book Club met March 29<sup>th</sup> and featured *True Crime Addict* by James Renner.

The library was pleased to host *Songs of Emigration*, sponsored by the New Hampshire Humanities Council. Presenter Jordan Tirrell-Wysocki relayed some adventures, misadventures, and emotions experienced by Irish emigrants. Jordan discussed the historical context of traditional songs, interspersing emigrant's stories with tunes from Ireland that made their way into New England's musical repertoire, played on his fiddle or guitar.

Young Adult Librarian, Sarah Hart began inviting teen patrons to join our new Teen Advisory Board. Teens will be encouraged to share their ideas, help plan events and make suggestions for new teen books, materials, and activities. The board will meet monthly starting in April.

AARP Tax-Aide volunteers continued working at the library Tuesday, Thursday, and Saturday mornings through the month of March. This service is available by appointment only.

### 4. Other

Trustees will be meeting in the library on March 19<sup>th</sup> at 6pm.

## ROCHESTER TAX COLLECTOR'S OFFICE MONTHLY REPORT

To: Blaine Cox, City Manager

From: Doreen Jones, Tax Collector

Date: April 7<sup>th</sup>, 2022

Ref: Monthly Report for March 31<sup>st</sup>, 2022

### OVERVIEW

#### 1. Other

Online Credit Card Payments (Citizen Self Service)		
CSS Count FY 22		
Month	Total \$\$	# of Payments
	\$	
July	1,305,628.13	1039
	\$	
Aug	220,363.71	728
	\$	
Sept	180,800.32	647
	\$	
Oct	171,014.03	630
	\$	
Nov	171,461.28	754
	\$	
Dec	996,034.92	1102
	\$	
Jan	1,371,230.13	1149
	\$	
Feb	343,488.87	839
Mar	346,623.81	912
Apr		
May		
June		
Totals	\$ 5,106,645.20	7800

Auto Registration Totals FY 22		
Month	Total \$\$	# of Transactions
July	\$ 503,573.94	3397
<b>Aug</b>	<b>\$ 524,877.90</b>	<b>3530</b>
Sept	\$ 492,488.99	3211
<b>Oct</b>	<b>\$ 561,576.55</b>	<b>3191</b>
Nov	\$ 427,117.22	<b>2817</b>
Dec	\$ 404,606.65	2525
Jan	\$ 478,638.50	2857
Feb	\$ 440,067.40	2731
<b>March</b>	<b>\$ 565,946.91</b>	<b>3808</b>
April		
May		
June		
<b>Totals</b>	<b>\$ 4,398,894.06</b>	<b>28067</b>

**City of Rochester Tax Collector's Office**  
**March 31, 2022**

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
<b>2021</b>	<b>Warrant</b>	<b>69,388,398</b>	67,989,055.83	97.98%	1,399,342.17	2.02%
2020		68,438,739	67,770,758.85	99.02%	667,980.15	0.98%
2019		66,169,796	65,773,969.82	99.40%	395,826.18	0.60%
2018		63,834,824	63,626,704.59	99.67%	208,119.41	0.33%
2017		60,524,791	60,393,031.85	99.78%	131,759.15	0.22%
2016		58,196,003	58,102,408.80	99.84%	93,594.20	0.16%
2015		56,938,119	56,885,625.29	99.91%	52,493.71	0.09%
2014		55,068,779	55,023,835.95	99.92%	44,943.05	0.08%
2013		53,324,262	53,288,892.86	99.93%	35,369.14	0.07%
2012		50,952,912	50,924,828.80	99.94%	28,083.20	0.06%
2011		48,856,892	48,834,261.41	99.95%	22,630.59	0.05%
2010		47,308,832	47,289,061.59	99.96%	19,770.41	0.04%
2009		46,898,827	46,885,692.44	99.97%	13,134.56	0.03%
2008		46,522,769	46,515,550.97	99.98%	7,218.03	0.02%
2007		42,964,450	42,958,773.45	99.99%	5,676.55	0.01%
2006		40,794,160	40,791,488.55	99.99%	2,671.45	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%
				<b>Total Uncoll:</b>	<b>3,134,301.76</b>	

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left blank...*

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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 

Date: April 04, 2022

Report Dates: March 01, 2022- March 31, 2022

Ref: Monthly Report for Welfare Department

### OVERVIEW

#### 1. Personnel Updates

Intake Worker, Jodi Carnes, accepted a promotion in title and pay with the Dover City Welfare office. We wish her the best and will now collaborate as municipal welfare neighbors.

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

On March 25<sup>th</sup>, the welfare director was present at the Warming Center for Strafford County in Somersworth for closing preparation triage. On April 1<sup>st</sup>, the seasonal warming center closed. No guests from the warming center approached the Welfare Department.

Welfare Department operations continue to be effected by the pandemic and federal funding available to assist. This influx of flexible federal funding for assistance anomaly 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. Some situations require more immediate assistance than federal funds applications provide and are managed within the Welfare Department.

### 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 March 2022

General Assistance above represents an average cost per case/family of \$650.00 and case/Individual of \$450.00 for this month.

Total vouchers issued: \$2,650.00

There was a decrease of \$2,445.00 in assistance issued this month compared to March 2021. There was a decrease of \$1,008.43 in vouchers issued this month compared to last month.

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

This office reported 51 formal case notes for the month of March.

# ROCHESTER PLANNING DEPARTMENT

## MONTHLY REPORT

To: Blaine Cox, City Manager

From: March 1, 2022- March 31, 2022

Date: April 1, 2022

Ref: Monthly Report for Planning Department

## OVERVIEW

### 1. Personnel Updates

Planning Department is still seeking a full time Senior Planner.

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

#### APPLICATIONS REVIEWED BY THE PLANNING BOARD

Planning Board met March 7, 2022 for a Regular Meeting

**Groen Construction, 29 Wadleigh Road** (by Jones & Beach Engineers, Inc.) Site plan and conditional use permit to construct a 52-unit 17,455 s.f. apartment building. Case# 137 – 35-1 – HC -21 **CONTINUED TO 4/7/2022**

**Victoria Perez, Ko-Go, LLC, 0 Farmington Road** (by Norway Plains Associates, Inc.) Site plan for a proposed electric vehicle charging facility. Case# 208 – 16 – GRD – 22 **APPROVED**

**Michael Hagan, Hagan's Motor Pool, Inc., 152 Farmington Road** (by Norway Plains Associates, Inc.) Site plan for a 3,300 square foot addition off an existing office and service building. Case# 208 – 6-1 – GRD – 22 **APPROVED**

## APPLICATIONS REVIEWED BY THE ZONING BOARD OF ADJUSTMENT

Zoning Board of Adjustment met on March 9, 2022

**Z-22-05 James Covey** Seeks a *Variance* from Section 24.7.F to permit a home occupation to assemble food trucks. **CONTINUED TO 4/13/2022**

**Location:** 6 Stacy Drive, Rochester, Map 205 Lot 42 in the Agricultural Zone.

**Z-22-06 Sofield Apartments, LLC** Seeks a *Variance* from Section 30.3.A to permit an expansion of a non-conforming use to allow additional multifamily dwellings in the agricultural zone. **CONTINUED TO 4/13/2022**

**Location:** 287 Rochester Hill Road, Rochester, Map 254 Lot 18 in the Agricultural Zone.

**Z-21-30 Tri City Consumers' Action Co-Op d/b/a Infinity Peer Support** Request to rehear a *Variance* from Table 18-A to permit a Community Residence-1 **CONTINUED TO 4/13/2022**

**Location:** 55 Summer Street, Rochester, Map 117 Lot 55 in the Neighborhood Mixed Use Zone.

**Z-22-07 Restoration Church** Seek a *Special Exception* from Sections 22.2 and 22.3 to permit a residential facility as defined in the Zoning Ordinance. **GRANTED**

**Location:** 117 Walnut Street, Rochester, Map 122 Lot 90 in the Agricultural Zone.

**Z-22-08 Rochester Agricultural and Mechanical Association** Seeks an *Appeal of Administrative Decision* to permit motor vehicle racing. **DENIED**

**Location:** 72 Lafayette Street, Rochester, Map 124 Lot 67 in the Office Commercial Zone.

## APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

Conservation Commission met on March 23, 2022

**18 Sampson Rd, Tax Map 231 Lot 18.** Standard Dredge and Fill Wetlands Permit. Permit # 2022- 00465. Permanent wetland impacts of 2,235 square feet – **Supported**

**29 Wadleigh Rd, Tax Map 137 Lot 35-1.** Standard Dredge and Fill Wetlands Permit. Permit # 2022- 00563. Permanent wetland impacts of 3,750 square feet. – **Supported**

**60 Shaw Drive, Tax Map 240 Lot 49.** Statutory Permit by Notification. Permit # 2022-00571. Forestry Notification 4. Notice of Intent – ***Supported***

**Tax Map 108 Lot 33;** Intent to Cut; 10 acres to be cut. Permit # 21-389-17-T 5. – ***Supported with conditions addressed with State Forester***

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

**The Historic District Commission met on March 16, 2022**

**First Seacoast Bank, 17 Wakefield Street** Certificate of Approval to install an emergency generator to the rear of the building. Case# 120 – 406 – DTC – 22 **APPROVED**

**Stone Arch Development Corp., 38 Hanson Street** Conceptual design and discussion for the construction of a new 16-unit mixed use building. Case# 120 – 395 – DTC – 22 **CONCEPTUAL**

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

The Planning Board did not meet for their Workshop meeting for the month of March.

### **4. Training**

- Attended the EPA virtual workshop for the new Construction General Permit
- Attended the NHDES information session on the Culvert Flood Risk Assistance Program
- Attended Office of Planning and Development webinar on new Floodplain rules.
- Attended EPA webinar on new Brownfields Grants

## 5. Ordinance/Regulation Highlight of the Month

In Rochester swimming pool setbacks are regulated by the Zoning Code, Chapter 275.23.2 (25) Swimming pool. The minimum rear setback for swimming pools that are used in connection with any dwelling with four or fewer units shall be 25 feet in the AG District and 10 feet in all other districts. Any building used in connection with a pool shall be subject to the rear setback ordinarily applicable. All swimming pools need a permit through the Building & Licensing Department. Any questions, let us know!