



**City Council Public Hearing
November 15, 2022
Council Chambers
6:00 PM**

Agenda

- 1. Call to Order**
- 2. Resolution Authorizing Supplemental Appropriation of \$43,000 to the Recreation Special Events Fund-Lilac Family Fun Festival P. 5**
- 3. Amendment to Chapter 275-21.4 and table 18-C of the General Ordinances of the City of Rochester regarding indoor recreation in Industrial Zones P. 9**
- 4. Adjournment**

**** FINANCE COMMITTEE MEETING ****

**City Council Special Meeting
November 15, 2022
Council Chambers
*Immediately following the Finance Committee meeting***

Agenda

- 1. Call to Order**
- 2. Lot Restoration of 556 Salmon Falls Road *first reading and consideration for adoption* P. 17**
- 3. Adjournment**

*Intentionally
left blank...*

City Clerk's Office

City Council Workshop
November 15, 2022
Council Chambers
Immediately following the Special Meeting

Agenda

- 1. Call to Order**
- 2. Public Input**
- 3. Communications from the City Manager**
- 4. Communications from the Mayor**
- 5. Department Reports P. 29**
- 6. Non-public/non-meeting**
- 7. Adjournment**

*Intentionally
left blank...*

City Clerk's Office

Resolution Authorizing Supplemental Appropriation of \$43,000 to the Recreation Special Events Fund-Lilac Family Fun Festival

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

That the sum of Forty-Three Thousand Dollars (\$43,000.00) is hereby appropriated to the Recreation Special Events Fund for the purpose of paying costs associated with the annual Lilac Family Fun Festival. Advanced appropriation is needed in order to prepay costs associated with the event. The entirety of the supplemental appropriation shall be derived from the General Fund Unassigned Fund Balance.

The City of Rochester Recreation Department shall manage the use of funds under the City's established purchasing policies. Funds shall be expended solely on the annual Lilac Family Fun Festival event. Eligible uses of funds shall be for fireworks, various entertainment activities, and other miscellaneous expense pertinent to assuring a safe and successful community event.

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 and to establish special revenue, non-lapsing, multi-year fund account(s) as necessary to which said sums shall be recorded.

*Intentionally
left blank...*

City Clerk's Office



11/10/2022

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****Resolution Authorizing \$43,000 Supplemental Appropriation to the Recreation Special Events Fund**COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☒ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	November 1, 2022	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

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	\$43,000
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Council Resolution

SUMMARY STATEMENT

Finance Committee voted at their October 11th meeting to recommend a \$43,000 supplemental appropriation to the Recreation Special Events Fund for the Lilac Family Fun Festival.

The funding for this event has historically crossed fiscal years and presented funding challenges. The recent practice has been to maintain a level of funding in a non-lapsing multi-year fund. The advantage to this approach is Council can decide on the level of funding for the event, and control annual expenditure draws from the fund. If funds are not utilized or are in a surplus position, they carry over to the next fiscal year and beyond. Future appropriations will be presented through the budget cycle.

RECOMMENDED ACTION

Authorize resolution to appropriate the funds.

**Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding
Table 18-C**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 275 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

Within Table 18-C, Recreation, Indoor shall be designated as a Permitted Use within the General Industrial (GI) District.

These amendments shall take effect upon passage.

ZONING

275 Attachment 3

City of Rochester

Table 18-C Food-Lodging-Public Recreation Uses
[Amended 5-7-2019]

LEGEND

P = Permitted Use

C = Conditional Use

E = Use Allowed by Special Exception

Food-Lodging-Public Recreation Uses	Residential Districts				Commercial Districts				Industrial Districts		Special		Criteria/Conditions Reference
	R1	R2	NMU	AG	DC	OC	GR	HC	GI	RI	HS	AS	
Cafe	—	—	P	C	P	P	P	P	—	—	—	P	Article 21
Campground	—	—	—	E	—	—	—	—	—	E	—	—	Article 22
Caterer	—	—	P	—	P	P	—	P	P	P	—	—	—
Club	—	—	C	—	P	P	—	P	—	—	—	—	Article 21
Community center	—	—	P	—	P	P	P	P	—	—	—	—	—
Conference center	—	—	C	—	P	P	P	P	—	—	P	P	Article 21
Country club	—	—	—	C	—	—	P	E	—	C	—	—	Article 21
Food stand	—	—	E	—	E	E	P	E	E	E	E	E	Article 22
Function hall	—	—	—	—	P	P	P	P	—	—	—	—	—
Golf course	—	—	—	P	—	—	P	—	—	P	—	—	Article 22
Health club	—	—	C	C	P	P	P	P	—	—	—	—	Article 21
Lodging, bed-and-breakfast	—	C	P	—	P	P	—	P	—	—	—	—	Article 21
Lodging, hotel	—	—	C	—	P	C	P	P	—	—	C	C	Article 21
Lodging, motel	—	—	—	—	—	—	P	P	—	—	—	C	Articles 20 and 21
Nightclub	—	—	—	—	P	—	P	P	—	—	—	—	—
Recreation, indoor	—	—	C	—	P	C	P	P	—	C	—	—	Article 21
Recreation, outdoor	—	—	—	C	—	C	P	P	—	C	—	—	Article 21
Recreation, park	P	P	P	P	P	P	—	P	—	C	—	—	Article 21
Restaurant	—	—	P	—	P	C	P	P	—	—	—	P	Article 21
Restaurant, drive-through	—	—	—	—	P	—	P	P	—	—	—	—	—
Tavern	—	—	C	—	P	—	P	P	—	—	—	—	—
Theater/cinema (5,000 square feet or less)	—	—	P	—	P	P	P	P	—	—	—	P	Article 21
Theater/cinema (over 5,000 square feet)	—	—	—	—	C	—	P	P	—	—	—	—	Article 21

275 Attachment 3:1

Supp 2, May 2019



11/10/2022

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

--

SUMMARY STATEMENT

RECOMMENDED ACTION

Petition for Zoning Ordinance Amendment

Date: April 26, 2022

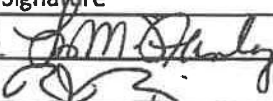
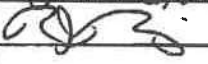
The filings of this petition and payment of the required fees, hereby propose a change in Chapter 42, Table 18-C, of the General Ordinances of the City of Rochester.

It is respectfully requested that the Honorable Mayor and City Council amend the above as follows:

That "Recreation, Indoor" as defined in 275-2.2 of the Zoning Ordinance of the City of Rochester be made a permitted use in the Industrial Districts.

Indoor Recreation is currently allowed by *Conditional Use* in the *Recycling Industrial* zone but is not permitted in the other Industrial Districts. The petitioners feel that Indoor Recreation should be an allowed use, **by right**, in the Industrial Zone.

There are at least three examples of Indoor Recreation facilities currently operating in the Industrial Districts of the City. All were required to seek, and were granted, variances for their operation. (Red Alert Skate Park in the Gerrity Industrial Park, the YMCA in the Ten Rod Road Industrial Park, and Deeproot Crossfit on Amarosa Drive). The petitioners believe these uses operate without conflict in their respective locations and demonstrate the appropriateness of this proposed amendment.

	Printed Name	Signature	Street Address	Map & Lot Number
1	LISA STANLEY LTR PROPERTIES LLC		54 ALLEN ST.	0117-0002-0011
2	Robb Riley YMCA Executive Director		35 Industrial Way	0230-0021-0000
3				
4				
5				
6				
7				
8				
9				
10				

*Intentionally
left blank...*

City Clerk's Office

**Excerpt from September 19, 2022 Planning
Board Minutes:**

VI. Draft Rezoning Indoor Recreation in Industrial Zones

Shanna Saunders discussed the draft rezoning for Indoor Recreation in the industrial zone. Ms. Saunders explained that multiple variances have been granted for indoor recreation uses in the industrial zone in the past. Ms. Saunders discussed the staff recommendation to allow indoor recreation by conditional use permit. Ms. Saunders explained Article 21 of the Zoning Ordinance to allow additional criteria for the conditional use permit for indoor recreation which includes no vehicle parking directly be allowed to back directly into public drive aisle and on roadways where freight and other large vehicle movements are occurring, sidewalks shall be required and be designed with curbing, and any outside play areas shall be located such that players, errant balls and equipment shall not need to cross public ways or roads. Mr. Saunders explained that staff is looking for a recommendation to City Council.

Mr. Walker made a motion to recommend the zoning change request to City Council. Mr. Hamann seconded the motion.

Mr. Sullivan asked if there are no sidewalks where they are proposing their project and if the applicant would have to install the sidewalks. Ms. Saunders explained that the thought process is having a sidewalk from the parking area into the facility, which would be considered internal sidewalks.

Mr. Bruckner discussed having paved pathways rather than sidewalks. Ms. Saunders explained the safety reasoning for the curbed sidewalks.

Mr. Walker asked if a sidewalk around the building would meet that criteria. Ms. Saunders said it would be case specific.

Mr. Collopy expressed his concern with preventing a particular use from being able to attain a CUP because of the sidewalk requirement.

*Intentionally
left blank...*

City Clerk's Office



11/10/2022

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: Vote to Restore two tracts/lots that were involuntarily merged to form the parcel currently know as 556 Salmon Falls Rd (Map-Lot: 109-133).	
COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

AGENDA DATE	November 15, 2022		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED			
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	11 (eleven)	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

NH RSA 674:39-aa ("Restoration of Involuntarily Merged Lots")

SUMMARY STATEMENT

NH RSA 674:39-aa requires that any "involuntarily merged" lots be returned to their non-merged status if requested by the property owner. The property owner of 556 Salmon Falls Rd, Tax Map-Lot 109-133, have submitted such a request.

RECOMMENDED ACTION

Please see attached Recommendation.



PLANNING & DEVELOPMENT DEPARTMENT
City Hall Annex
33 Wakefield Street,
Rochester, New Hampshire 03867-1917
(603) 335-1338 - Fax (603) 330-0023
Web Site: www.rochesternh.net

Planning Board
Conservation Commission
Historic District Commission
Arts and Culture Commission

MEMO

To: Blaine Cox, City Manager
From: Shanna B. Saunders, Planning Director
Date: November 15, 2022
Re: 556 Salmon Falls Rd. Lot Restoration

The purpose of the Lot Restoration method under 674:39aa is stated as follows in the RSA:

"Lots or parcels that were involuntarily merged prior to September 18, 2010 by a city, town, county, village district, or any other municipality, shall at the request of the owner, be restored to their premerger status and all zoning and tax maps shall be updated to identify the premerger boundaries of said lots or parcels as recorded at the appropriate registry of deeds, provided:

(a) The request is submitted to the governing body.

(b) No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title voluntarily merged his or her lots, then all subsequent owners shall be estopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots."

Involuntarily merged is defined as *"Involuntary merger" and "involuntarily merged" mean lots merged by municipal action for zoning, assessing, or taxation purposes without the consent of the owner."*

The City is having a hard time reconciling a point in time to restore to, as it appears that additional land was sold off of Tract II many decades ago. This also bring into question whether by selling land off of Tract II the property owner essentially voluntarily merged the lots. Finally, by restoring the lots to the plan provided by the applicant it creates 2 non-conforming lots as neither lot has the 150 ft of lot frontage required by ordinance and Tract 1 does not meet the minimum lot size of 20,000 sf. Tract 1 will need Special Exceptions to build in the future because of its non-conforming status.

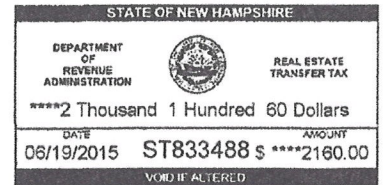
For those reasons the City's opinion is that 674:39aa may not be applicable and that the proper way to create the 2 lots the applicant is asking for is a subdivision.

If the Council chooses to approve the restoration, we recommend the following conditions:

1. Setbacks from the existing house to the restored lot line should also be confirmed (they are not on the plan. Minimum setback is 10 feet).
2. New deeds be created for the two tracts in order to rectify the inconsistencies in the current deed due to the sale of some of Tract II.

*Intentionally
left blank...*

City Clerk's Office



FIDUCIARY DEED

KNOW EVERYONE BY THESE PRESENTS THAT I, **JEFFREY S. GARVIN**,
Executor of the Estate of Doris C. MacKay, of 392 First Crown Point Road, Strafford,
Strafford County, New Hampshire 03884, by the power conferred by the 7th Circuit
Court, Probate Division – Dover (Case No. 319-2014-ET-00711) and every other power,
hereinafter referred to as Grantor, for consideration paid, grant to **MARGARET O.**
KONDRUP, Trustee of the Margaret O. Kondrup Revocable Trust of 2001, of 1545
White Mountain Highway, Milton, Strafford County, New Hampshire 03851, hereinafter
referred to as Grantee,
with QUITCLAIM COVENANTS,

Two (2) certain tracts or parcels of land, with the buildings thereon, situate in
Rochester, Strafford County, New Hampshire, and more particularly described as
follows:

TRACT I:

A certain tract or parcel of land situate on the northeasterly side of the Salmon
Falls Road in said City of Rochester, and bounded and described as follows, to wit:

Beginning on the northeasterly side of Salmon Falls Road, in Rochester, New
Hampshire, at the southwesterly corner of land now or formerly of Philip E. and Evelyn
C. Racicot; thence running in a northeasterly direction by land of said Racicot for a
distance of one hundred twenty-five (125) feet more or less, to an iron stake set in the
ground at land now or formerly of Burton L. and Mildred M. Spiller; thence turning and
running in a northwesterly direction by land of said Spiller for a distance of eighty-three
(83) feet to other land of said Spiller; thence turning and running in a southwesterly

11/10/2022

direction by land of said Spiller for a distance of one hundred twenty-five (125) feet to said Salmon Falls Road; thence turning and running in a southeasterly direction by said Salmon Falls Road for a distance of eighty-three (83) feet to the point begun at.

This conveyance is made subject to the restriction that no house or structure shall be erected on said premises costing less than Two Thousand Dollars (\$2,000.00).

Meaning and intending to describe and convey the same premises conveyed to Alden J. MacKay and Doris K. MacKay (also known as Doris C. MacKay) by Warranty Deed of Ralph H. Harrison, dated August 1, 1956, and recorded in the Strafford County Registry of Deeds at Book 664, Page 251.

TRACT II:

A certain tract or parcel of land situate on the Northeasterly side of the Salmon Falls Road in said City of Rochester, bounded and described as follows:

Beginning on the Northeasterly side of Salmon Falls Road at the Southwesterly corner of land of the late Alden J. and Doris C. MacKay (described above), thence running in a Northeasterly direction by land of said MacKay for a distance of one hundred (100) feet, more or less, thence turning and running in a Southeasterly direction by land of said MacKay and land now or formerly of Leon Blaisdell for a distance of one hundred eighty-seven (187) feet, more or less, to land now or formerly of Thomas Nesbit; thence turning and running in a Northeasterly direction by land of said Nesbit for a distance of one hundred (100) feet, more or less, to land now or formerly of Harley Day; thence turning and running in a Northeasterly direction by land of said Day for a distance of three hundred eighty (380) feet, more or less, to a stone wall and other land of said Day; thence turning and running in a Northwesterly direction by land of said Day for a distance of four hundred sixty (460) feet, more or less, to land now or formerly of Donald LaChance; thence turning and running in a Southwesterly direction by land of said Donald LaChance for a distance of five hundred eighty (580) feet, more or less, to said Salmon Falls Road; thence turning and running in a Southwesterly direction by said Salmon Falls Road for a distance of one hundred seventy-four (174) feet, more or less, to the point of beginning.

Said land is subject to the following restriction that no house or structure for dwelling shall be erected upon said premises costing less than \$2,000.00.

EXCEPTING AND RESERVING from the above described property a certain tract or parcel of land situate on the Northeasterly side of the Salmon Falls Road in said City of Rochester, bounded and described as follows:

Beginning on the northeasterly side of Salmon Falls Road in Rochester, New Hampshire, at the southwesterly corner of other land of the late Alden J. MacKay and Doris C. MacKay, thence running in a northeasterly direction by land of the said MacKays for a distance of five hundred eighty (580) feet, more or less, to land now or

formerly of Harley Day; thence turning and running in a northwesterly direction by land of said Day for a distance of one hundred (100) feet to land now or formerly of Donald Lachance; thence turning and running in a southwesterly direction by land of said Lachance for a distance of five hundred eighty (580) feet, more or less, to the Salmon Falls Road; thence turning and running in a southwesterly direction by said Salmon Falls Road for a distance of one hundred (100) feet to the point begun at. For further reference see Warranty Deed of Alden J. MacKay and Doris C. MacKay to Alden R. MacKay and Sandra L. MacKay, dated February 25, 1963, and recorded in the Strafford County Registry of Deeds at Book 760, Page 37.

Meaning and intending to describe and convey a portion of the premises conveyed to Alden J. MacKay and Doris C. MacKay by Warranty Deed of Burton L. Spiller, dated January 9, 1963, and recorded in the Strafford County Registry of Deeds at Book 759, Page 106.

The land being conveyed is merged into a single lot, and is identified by the City of Rochester as Tax Map 109, Lot 133.

Alden J. MacKay died April 17, 1990, leaving Doris C. MacKay as the sole surviving joint tenant. For further reference see 7th Circuit Court - Probate Division - Dover, Case Number 319-2014-ET-00711.

THIS IS NOT HOMESTEAD PROPERTY.

ESTATE OF DORIS C. MacKAY

May 28, 2015 By: Jeffrey S. Garvin, Executor

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

On the 28th day of May, 2015, personally appeared Jeffrey S. Garvin, Executor of the Estate of Doris C. MacKay, known to me, or satisfactorily proven, to be the person described in the foregoing instrument, and acknowledged that he executed the same in the capacity therein stated and for the purposes therein contained.

Nancy Labrecque
Justice of the Peace/Notary Public
My Commission Expires: _____



*Intentionally
left blank...*

City Clerk's Office



11/10/2022

City of Rochester
LOT RESTORATION APPLICATION

In accordance with RSA 674:39aa, lots or parcels that were involuntarily merged by municipal action for zoning, assessing, or taxation purposes prior to September 18, 2010 shall be restored to their premerger status provided that the request is submitted to the City Council and no owner in the chain of title voluntarily merged his/her lots.

Date: 7/8/22

Property information

Tax map #: 109; Lot #(s): 133; Zoning district: _____

Property address/location: 556 Salmon Falls Rd, Rochester NH 03868

Please provide:

- A copy of the deed for the parcel(s)/lot(s)
- A copy of any recorded plans or survey which may depict the premerger configuration of any lots.
- If the applicant is someone other than the property owner, a letter from the property owner authorizing the applicant to submit this application and make the request to restore the property owner's lot(s) to pre-merger status.

Property owner

Name (include name of individual): Margaret O. Kondrup Revocable Trust of 2001 (Margaret Kondrup)

Mailing address: 570 Salmon Falls Rd, Rochester NH 03868

Telephone #: 603-944-5869 Email: DamonK@Metrocast.net

Applicant (if different from property owner)

Name (include name of individual): Damon Kondrup

Mailing address: 570 Salmon Falls Rd, Rochester NH 03868

Telephone #: 603-944-5869 Email: DamonK@Metrocast.net

Submission of application

This application must be signed by the property owner, applicant/developer (if different from property owner), and/or the agent.

I/we hereby verify by signing this application that I/we understand that the restoration of the lots to their premerger status shall not cure any non-conformity with existing land use ordinances. It is further understood that the above described lot(s) shall no longer be assessed as one lot for property tax evaluation purposes.

Signature of property owner: Darren Kondrup
Date: 10/30/22

Signature of applicant/developer: _____
Date: _____

Authorization to enter subject property

I hereby authorize members of the Rochester Planning Board, Zoning Board of Adjustment, Conservation Commission, Planning Department, and other pertinent City departments, boards and agencies to enter my property for the purpose of evaluating this application including performing any appropriate inspections during the application phase, review phase, post-approval phase, construction phase, and occupancy phase. This authorization applies specifically to those particular individuals legitimately involved in evaluating, reviewing, or inspecting this specific application/project. It is understood that these individuals must use all reasonable care, courtesy, and diligence when entering the property.

Signature of property owner: Darren Kondrup
Date: 10/30/22

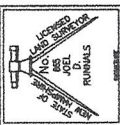
CIVIL ENGINEERS

LAND SURVEYORS

- REFERENCE PLANS:
- 1. SCD PLAN 101
 - 2. SCD PLAN 102
 - 3. SCD PLAN 103
 - 4. SCD PLAN 104
 - 5. SCD PLAN 105

TAX MAP 201, LOT 1
KONDRUP FAMILY REVOCABLE TRUST
SCD BOOK 4742, PAGE 371

RESERVED REGISTER OF DEEDS
I HEREBY CERTIFY THAT THE ABOVE IS A TRUE AND CORRECT COPY OF THE ORIGINAL RECORD AS FILED IN THE REGISTER OF DEEDS OFFICE OF THE CLERK OF COURTS, ALTON, NEW HAMPSHIRE, ON OCTOBER 10, 2022.



JOEL D. BARNARD, L.S. NO. 862
ON BEHALF OF NORWAY PLAINS ASSOCIATES, INC.

TAX MAP 109, LOT 133
TRACT II
150,093 SF / 3.44 ACRES

TAX MAP 109, LOT 132
TRACT I
150,093 SF / 3.44 ACRES

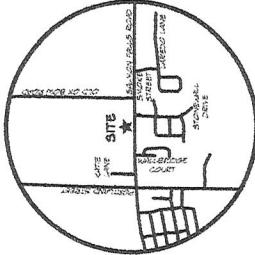
TAX MAP 109, LOT 134
TRACT I
150,093 SF / 3.44 ACRES

TAX MAP 109, LOT 135
TRACT I
150,093 SF / 3.44 ACRES

TAX MAP 109, LOT 133
TRACTS I & II
OWNER OF RECORD:
MARGARET O. KONDRUP
REVOCABLE TRUST OF 2001
150 WHITE MOUNTAIN AVENUE
ALTON, NH 03821-1055
S.C.R.D. BOOK 4801, PAGE 703

PLAN OF LAND
556 SALMON FALLS ROAD
ROCHESTER
STRAFFORD COUNTY
NEW HAMPSHIRE

PREPARED FOR:
MARGARET O. KONDRUP
REVOCABLE TRUST OF 2001
SCALE: 1" = 40' OCTOBER 2022



LOCUS
N.T.S.

FILE NO. 109
PLAN NO. C-3335-POL
DWG. NO. 22281-LDD POL-1
P.C. TURN

31 MOONEY STREET, ALTON, NH 03821-3948

NORWAY PLAINS ASSOCIATES, INC.

2 CONTINENTAL BLVD., ROCHESTER, NH 03063-3948

*Intentionally
left blank...*

City Clerk's Office

October Department Reports:

- 5.1 Assessor's Office P. 31**
- 5.2 Building and Licensing Services P. 33**
- 5.3 City Clerk's Office P. 35**
- 5.4 Department of Public Works P. 39**
- 5.5 Economic & Community Development P. 51**
- 5.6 Finance Office P. 54**
- 5.7 Planning & Development Department forthcoming**
- 5.8 Recreation & Arena P. 59**
- 5.9 Rochester Fire Department P. 61**
- 5.10 Rochester Police Department P. 69**
- 5.11 Rochester Public Library P. 73**
- 5.12 Tax Collector's Office P. 77**
- 5.13 Welfare Department P. 79**

*Intentionally
left blank...*

City Clerk's Office

ROCHESTER ASSESSING DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Darcy Freer, Interim Chief Assessor

Date: November 8, 2022

Ref: October's Monthly Report for Assessing Department

OVERVIEW

1. Notable Items Related to Ongoing Operations

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

Preliminary 2022 map changes were received, reviewed and corrections were sent from our office to work with the mapping company (CAI Technologies) in order to update the physical and GIS maps.

We are beginning preparations to start building permit related inspections.

2. Training

Hollis McMullen and Ashlynn Marshall both attended the NH State Statutes Part II course

Theresa Hervey and Darcy Freer attended an educational session on a BTLA ordered revaluation at the NHAAO monthly meeting.

3. Staff Kudos

We would like to give a shout out to Erin Nasino for going above and beyond to assist a community member in need outside of City Hall. Our office witnessed her extreme compassion and helpfulness to this individual first hand.

*Intentionally
left blank...*

City Clerk's Office

BUILDING AND LICENSING SERVICES

MONTHLY REPORT

To: Blaine Cox, City Manager

From: October 1st through October 31st

Date: October 2022

Ref: Monthly Report for Building and Licensing Services

OVERVIEW

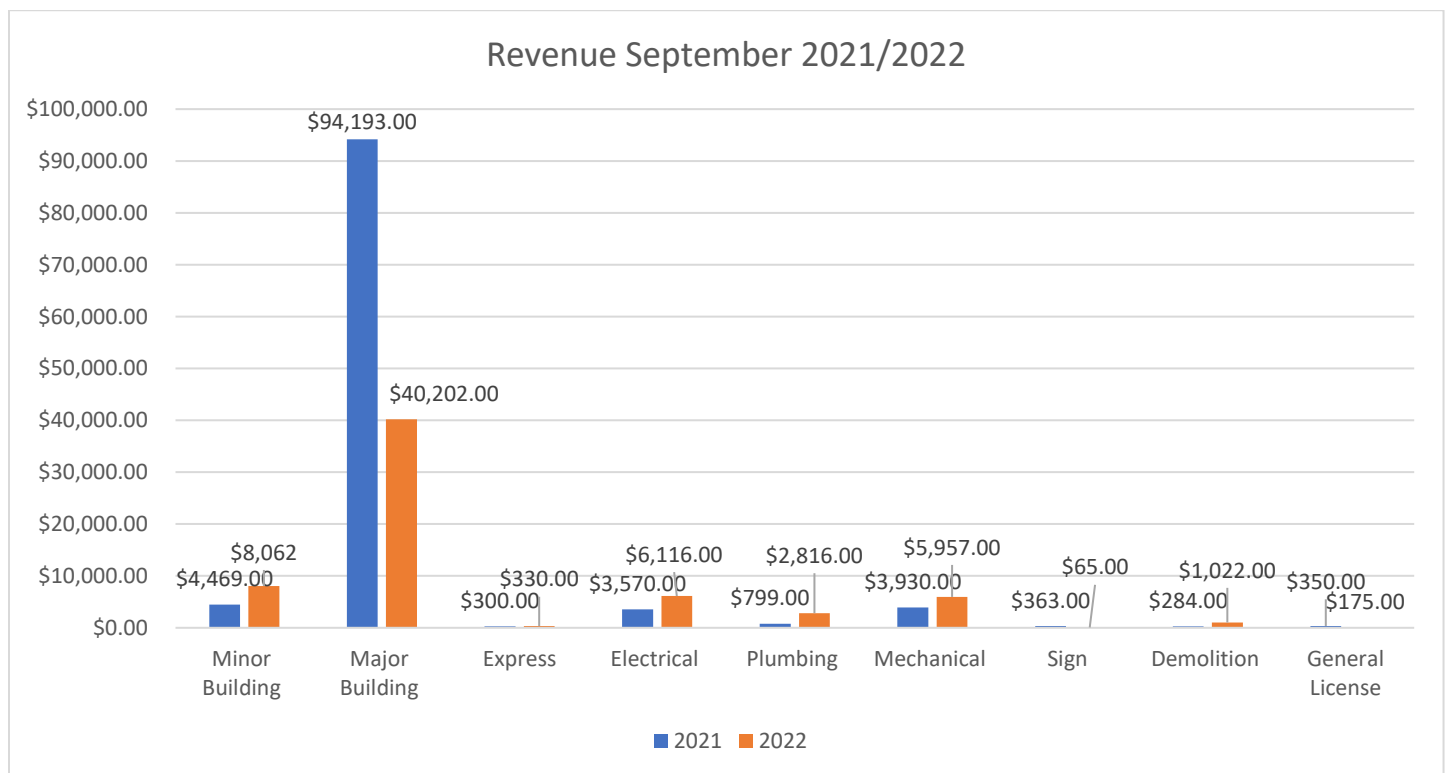
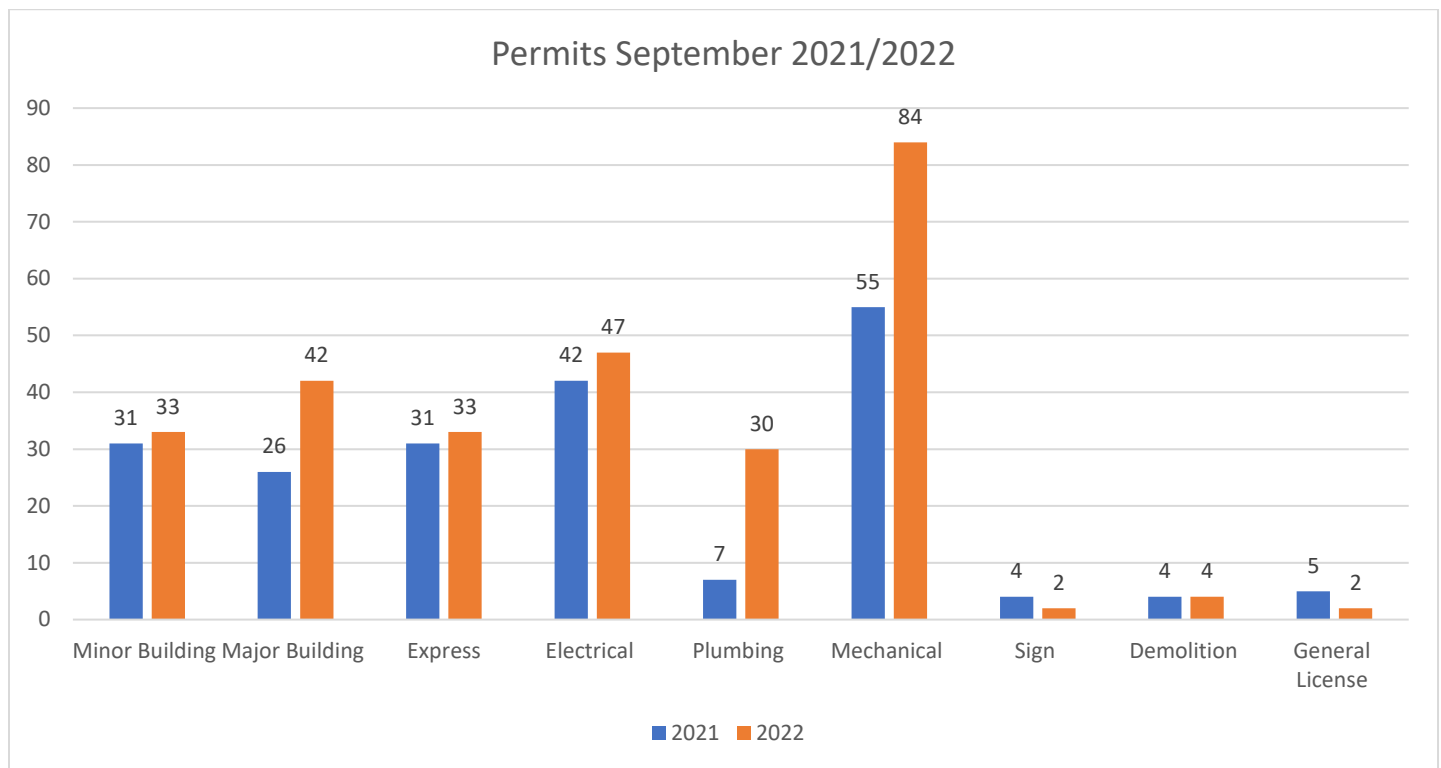
1. Notable Items Related to Ongoing Operations

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

Department Revenue

Permit Type	October 2022
Building Permits	\$49,681.00
Electrical Permits	\$6,116.00
Plumbing Permits	\$2,816.00
Fire Suppression Permits	\$ 0.00
Fire Alarm Permits	\$453.00
Sprinkler Permits	\$1,048.00
Mechanical Permits	\$5,957.00
Food Milk Licenses	\$175.00
Taxi Licenses	\$.00
General Licenses	\$.00
Net Revenue	\$66,246.00

2. Permit Break Down



ROCHESTER CITY CLERK'S OFFICE

MONTHLY REPORT

To: Blaine Cox, City Manager

From: October 1, 2022 – October 31, 2022

Date: 11/9/2022

Ref: Monthly Report for the City Clerk's Office

OVERVIEW

1. Vital Statistics Updates

There were 18 babies born to Rochester residents in neighboring communities during the month of October.

24 resident deaths were reported in Rochester in the month of October.

3 couples celebrated their wedding ceremonies in Rochester during the month of October. Additionally, 13 Rochester couples married elsewhere in the State.

2. Vital Records Revenue

The City Clerk staff issued 217 initial copies of vital records (birth, death, marriage, or divorce) and 131 subsequent copies of vital records. There were 24 marriage licenses issued by staff in October.

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

	2021		2022	
	State	City	State	City
Initial/Subsequent copies:	\$3,108	\$2,273	\$2,391	\$2,174
Marriage Licenses:	\$1,032	\$77	\$1,039	\$168
Total:	\$4,140	\$2,980	\$3,430	\$2,342

3. Dog Licensing

The City Clerk's Office licensed 50 dogs in the month of October and collected \$250 in civil forfeiture fees.

The Animal Control officer continues in October to issue court summonses for all owners who did not respond to their Civil Forfeitures for unlicensed dogs. Dog licensing is due in all communities throughout NH by April 30 of each year.

4. Election Updates

The City Clerk's office has been receiving a high volume of both new voter registrations and requests for absentee ballots in anticipation for the upcoming November 8 State General Election. Between the September Primary Election and the end of October, our office has already received 640 requests for absentee ballots. We have begun processing and mailing these requests and have received hundreds back.

We expect there to be a high voter turnout at the polls and we are hoping that the poll pads will keep the lines moving and cut down on check-in times at this busy election.

In October, the Clerk's office held several Moderators sessions. These sessions allow the officials of each ward to properly test their ballot counting devices, count their ballot inventory leading up the election, and to test the AVS (Accessible Voting System) tablet, which is used at every State election.

We also hosted a training session on October 25 to demonstrate the poll pads and get our ballot clerks and election staff comfortable with the check in process. Amanda Velazquez from LHS was on hand to answer questions and guide everyone through the use of the poll pads from start to finish. Unfortunately, our equipment had not yet been received and we were not able to do a hands-on training. Moving forward toward future elections, we plan on doing a more comprehensive training for ballot clerks to get them accustomed to the poll pad process.

Our Supervisors of the Checklist will next meet on November 2, 2022. They will authorize all new registrations received into our office since the September primary as well as party affiliation changes, address changes, and removals from the checklist.

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

Ward	Democrats	Republicans	Undeclared	Totals
1	997	1,057	1,162	3,216
2	922	1,007	1,165	3,094
3	877	1,045	1,022	2,944
4	835	736	1,218	2,789
5	873	1,046	1,181	3,100
6	915	786	1,005	2,706
Totals:	5,419	5,677	6,753	17,849

There were 672 changes to the voter checklist in the month of October. This includes name changes, address changes, and party affiliation changes, as well as 163 new voter registrations (all these changes are pending approval by the supervisors of the checklist at their November session)

*Intentionally
left blank...*

City Clerk's Office



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: October-1, 2022-October 31, 2022

Date: November 2, 2022

Ref: Monthly Report for ADMINISTRATIVE DIVISION

OVERVIEW

1. Notable Items Related to Ongoing Operations

The phones and lobby are very busy with contractors trying to get their permits in and work completed prior to winter shutdowns. The Administrative Staff is in the process of completing the documentation for 20-30 homeowner finance agreements with the Colonial Pines residents for new sewer connections and the Bickford Road and Winkley Farm Road residents with new water Connections. The new DPW fuel dispensing pumps are up and running and the old pumps at 45 Old Dover Road have been retired and decommissioned. The Utility Billing staff is working with the Meter Technicians on the meter replacement project for all 1" to 4' meters that are older than 10 years. There are approximately 110 meters to be replaced and they have changed out 40 to date. The goal is to have all completed prior to June 30, 2022. Meter and meter installation parts have been difficult to acquire due the shortage of electronic chips, but after a 4-6 month lead time they have all been delivered. The Utility Billing Office processed a 39 final bills for property sales and transfers.

ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: October 1, 2022-October 31, 2022

Date: November 2, 2022

Ref: Monthly Report for DPW – UTILITIES DIVISION

OVERVIEW

1. Notable Items Related to Ongoing Operations

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

Semi Annual, nighttime water main flushing has been completed. The next round will begin in the Spring of 2023.

2. Notable Events Related to Unusual Operations

A mystery substance continues to appear in the sewer mains along Gonic Road in the area of Loring Drive. The source of this substance is under investigation.

3. 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.

4. Staff Kudos

Kudos to staff for putting in all the long hours that are necessary to flush the City's 160 miles + water mains.

5. Training

"Hydrants Mains and Meters" presented by McWane Ductile, FW Webb and Eddy Clow.



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: October 1, 2022 through October 31, 2022

Date: 11/2/2022

Ref: Monthly Report for DPW-BUILDINGS AND GROUNDS DIVISION

OVERVIEW

1. Personnel Updates

Our new weekend employee Jacob Jordan started his position on 10/30 as custodian at the James Foley Memorial Community Center. Jacob will be working Saturday and Sundays from 8am to 430pm.

Joe Robidoux started employment in our department on the 11th of October. Joe is on the ground section of our department, he has a strong mechanical background as he was a mechanic in the automotive industry for the past 9 years, along with a strong landscaping background Joe will be a great addition to the team.

Ray Dashnaw, maintenance technician is scheduled to retire this month after 18 years of service to the City of Rochester.

2. Notable Items Related to Ongoing Operations

Our department is gearing up for voting this coming month. This will require full staffing to come in after hours of November 7 to set up 4 wards after the school closes and after-hours daycare ends. Then on Nov 8th after poles close, we will need to have full staffing come in to disassemble the voting wards so the schools can go back to normal operations on November 9th.

Work on the gate for Squam disk golf range should be completed early this month. Incorrect control parts were supplied with the package. We are obtaining the correct parts to complete this project.



Windscreens on the tennis courts have been removed, we will be leaving the nets up as late as possible to promote use of the courts for both tennis and pickleball. The nets will be removed prior to any prolonged freezing temperatures or frozen precipitation.

The fencing project to promote safety and help protect young children from wondering out into the street has been completed at Hanson Pines Playground.

Scarecrow decorations went up for the Halloween season and now have been removed. We put back in place the American flags and they will be removed for the season after veterans' day.

Our 3 basketball courts at the James Foley Memorial Community Center have been refinished this year, this consisted of a screening and fresh application of polyurethane. Along with the court maintenance we also completed the maintenance on the mechanical operations of the 6 basketball hoop systems and 2 divider curtain systems. I have scheduled the preventive maintenance on the bleacher systems.

3. Staff Kudos

Grounds staff have been working very hard daily through some very rainy weather this past month trying to keep up with the falling leaves and keeping the city good looking for all.

ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: October 1, 2022 through October 31, 2022

Date: 11/2/2022

Ref: October Monthly Report for DPW – ENGINEERING DIVISION

OVERVIEW

1. Personnel Updates

Jarrold Norris began employment with the City as an Assistant City Engineer for DPW on October 24, 2022.

2. Notable Items Related to Ongoing Operations

Strafford Square Roundabout: Construction of Phase 2, the actual roundabout construction project, was awarded to the low bid contractor in September. Construction of Phase 2 is anticipated to start in November 2022, and is expected to be completed by December 2023. A pre-construction meeting is being scheduled for early November 2022.

Colonial Pines Sewer Extension – Phase 3: Construction of sewer main and drainage infrastructure is now more than 90% complete. Sewer main work remains on Old Dover Road, as well as sewer service installation work throughout the project area. Construction completion is anticipated in spring 2023.

Route 202A Water Main Extension and Water Tank: Construction of the water tank continues and water main installation continues on Walnut Street (Route 202A). Water service connections continue on Bickford Road and Winkley Farm Lane.

Woodman Area Infrastructure Improvements: Construction continues in the Woodman Street/Myrtle Street area; base paving of Davyanne Locke Lane, Myrtle Street, and Woodman Street is scheduled for November. Next

construction will commence on stormwater outfalls in two areas off Congress Street. Construction is anticipated to continue for two years.

WWTF Carbon Storage and Feed Building: Construction of this building was completed in October 2022, meeting Rochester's AOC compliance date of 10/31/2022 for project completion. Optimization of the carbon feed rate into the treatment process for nitrogen removal has begun.

WWTF Aeration Basin Sidewall Blower Tie-in (Iris Valve): Completion of this project is now anticipated by December 2022; an AOC compliance date extension has been granted by EPA for aeration automation completion, from 10/31/2022 to 12/31/2022. Construction of 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. It is anticipated that this facility will be ready for start-up in August 2023.

Route 11 Sewer Pump Station Upgrade: Construction continues on this upgrade project and is *anticipated to be substantially completed before the end of November 2022.*

Tara Estates Sewer Pump Station Upgrade: *Contractor pre-qualification process was completed in June 2022. Pre-qualified contractor bids for construction of this project were received in October 2022. It is anticipated that the construction contract will be awarded in November 2022.*

Annual Contracted Pavement Rehabilitation: *As of October 2022, paving work has now been completed on Howard Brook Drive, a portion of Estes Road, McNeil Drive, Sandina Drive, and Marcy Drive. Paving work is anticipated on Jessica Drive in spring 2023.*

Betts Rd/Cross Rd Intersection Improvements: *Construction of this project was substantially completed in September 2022; final completion was achieved in October 2022.*

3.



4. Affected Business Processes or Systems

Engineering staff issued a total of **16 permits in October**, 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 An Introduction to Diversity, Equity, and Inclusion in the Workplace; and, 2022 Kevin Mitnick Security Awareness webinars, as well as a Building Community Support For Sustainable Stormwater Funding workshop series in October.



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: October 1, 2022-October 31, 2022

Date: 11/2/2022

Ref: Monthly Report for the GIS/ASSET MANAGEMENT DIVISION

OVERVIEW

1. Personnel Updates

Interviews for the open GIS/Asset Management Technician position concluded in October. A candidate was selected and has accepted the offer. Their first day is scheduled for November 7th.

2. Notable Items Related to Ongoing Operations

DPW

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

GIS support for the Lead and Copper rule continued by further refining the City's water service line data inventory to exclude service lines that do not fall under the purview of the City.

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

GPS data collection occurred at the Haven Hill Cemetery to capture the locations of potentially unmarked graves and buried headstones as identified by the City's consultant.

Non-DPW



Assisted the legal department in developing boundary descriptions for the City's "Orphaned Properties".

Attended the City's kickoff meeting for the new Water Pollution & Flood Reduction Workgroup.

Prepared the "Winter Parking Snow Emergency Exceptions" GIS app and dashboard for Dispatch's use this winter.

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



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: October 1, 2011-October 31, 2022

Date: November 2, 2022

Ref: Monthly Report for DPW-WATER TREATMENT FACILITY

OVERVIEW

1. Notable Items Related to Ongoing Operations

Treated water volume this month was 55.2 million gallons from the surface water facility and 9.7 million gallons from the groundwater plant for a total of 64.9 million gallons delivered to our customers.

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

Watershed inspections were throughout all reservoirs. A 4' beaver dam at Berry Pond was deconstructed. The NH Drought monitor reports that our watershed has returned to normal precipitation conditions. All upper ponds remain full. We are balancing storage between Rochester and Round Pond Reservoirs. Estimated capacity is 92%

Equipment and grounds maintenance was performed at the plant, well, and tanks/stations. Seasonal maintenance and cleanup is ongoing.

Cocheco wellhead inspections were conducted inside the sanitary protective area. Maintenance at the surface water facility included repairs to the raw water and auto sampler systems, alum feed manifold, and activated carbon system.



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

Fall flushing concluded this month. Conventional and directional techniques were utilized as needed throughout the distribution system. Estimated water usage for this effort is being tabulated

We received notification of 5-12% cost escalations from a primary instrument and reagent vendor.

The diversion intake channel cover has seen better days. We will be assessing the extent of repairs and whether to coordinate other structural updates simultaneously.

Chemical washing for the sand filter is scheduled for next month; we have seen advanced mud balling and schmutzedecke buildup this season.

3. Staff Kudos

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

4. Training

Two treatment staff attended the NH Water Works Association fall expo and seminar which included presentations on operational cyber security, disinfection byproducts mitigation, and pump station/clearwell upgrades.

Utility staff attended the internal water system training program being offered by the superintendent. Topics included water system regulation and distribution hydraulics.

ROCHESTER ECONOMIC DEVELOPMENT DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: October 1 – October 31, 2022

Date: November 9, 2022

Ref: Monthly Report for Economic Development Department

OVERVIEW

1. New Projects & Project Updates

- Econ Dev continues to work with Catholic Charities to find an alternative site for 100+ Attainable Housing units
- 55 N Main began the construction of two buttress walls on either side of the building to help solidify the foundations of both neighboring buildings
- 38 Hanson has been deemed “clean” by the state and is now clear to transfer to the buyer
- Discussions continue between DPW and Waterstone’s engineers to finalize the city’s portion of the road build for Phase II at the Ridge.

2. New Businesses and Business Updates

- Coordinated a Grand Opening/Welcome event with Governor Sununu at three newer Granite State Business Park companies- LDI Solutions, Pella Windows and Prep Partners. In addition to Gov. Sununu, guests included members of the NH Business Finance Authority, Business Economic Affairs, REDC, City staff and Councilors attended the event.

3. Community Development Project Updates

- CAPER (Consolidated Annual Performance Evaluation Report) for CDBG Grant was submitted for review to HUD on October 28th
- Applications were opened for both CDBG funding and General Municipal Funding
- Community Development Coordinator worked with some programs to determine CDBG eligibility

4. Boards & Commissions Updates

- At its monthly meeting, REDC created a sub-committee to create the framework for the document governing the new Economic Development Reserve Fund. Once a draft is approved by the Commission, it will be submitted to the City Council for review.
- The GRDD and GSBP TIF Advisory Boards met in October.

5. Training & Staff Development

- Department staff completed the mandatory Sexual Harassment training webinars.

6. Other

- Purchased media backdrop with the Choose Rochester logo for use at various City events.
- Director Scala has officially joined the Board of Directors of the NH Housing Finance Authority
- The City collaborated with UNH Cooperative Extension to host a discussion on the "Access to Nature and the Economy." The event was well attended and included a tour of the downtown, Riverwalk and Hanson Pines.
- The City partnered with the Chamber of Commerce for "Operation Thank You"

*Intentionally
left blank...*

City Clerk's Office

ROCHESTER FINANCE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: October 1, 2022 – October 31, 2022

Date: November 10, 2022

OVERVIEW

1. Personnel Updates

None

2. Notable Items Related to Ongoing Operations

The city submitted an application to participate in the January 2023 NH Municipal Bond Bank sale.

3. Notable Events Related to Unusual Operations

None

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

None

Rochester FINANCE Department

5. Staff Kudos

Kudos to Mark Sullivan for his work on the bonding analysis and application.

6. Affected Business Processes or Systems

None

7. Training

Staff have taken IT's October Cybersecurity training.

Internal training has been occurring in Finance on tax bill production in preparation for the second issue tax bill.

8. Other

Monthly Financial Statements Summary – as of October 31, 2022

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

Below are the revenues & expense highlights through October 31, 2022, which represents approximately 33% completion of FY23. A “Pending” designation means no revenues for that category were received by October 31, 2022.

GENERAL FUND NON-PROPERTY TAX REVENUES

Motor Vehicle Registrations: FY23 Adopted \$5,100,000: \$1,990,851 collected, 39%.

Waste Management Host Fees: First & Second payments received, total \$2,379,807; **Note:** FY23 City Adopted Budget \$3,300,000, School Budget \$878,127-Total \$4,178,127.

Building Permits: FY23 Adopted \$350,000: \$293,823 collected, 84%.

Rochester FINANCE Department

Interest Income: FY23 Adopted \$50,000: \$190,742 collected, 382%- Interest rates increased to almost 2% on investment accounts.

Interest on Delinquent Taxes: FY23 Adopted \$360,000: \$233,547 collected, 65%- Tax Year 2021 Tax Lien Notices submitted 9-30-22.

State of NH Rooms & Meals: FY23 Adopted \$2,296,678: Pending- Revenues typically received in December of each year.

Highway Block Subsidy: FY23 Adopted \$617,000: \$381,236 collected, (two quarterly payments), 62%.

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

Recreation-Summer/Fall Programs: FY23 Adopted \$115,550: \$94,432 collected, 82%.

GENERAL FUND EXPENSES: FY23 overall expenses are slightly below budget at 30%-Allocation 26% Expended, 4% Encumbered.

Police Patrol Overtime: FY23 Adopted \$108, 546: Expended \$72,546, 67%

Fire Overtime: FY23 Adopted \$240,000: Expended \$118,215, 49%

WATER-SEWER SPECIAL REVENUE FUNDS:

Water Fund FY23 Adopted Revenues/Expenses \$7,686,468: Revenues 14%, Expenses 15%.

Sewer FY23 Adopted Revenues/Expenses \$10,524,422: Revenues 11%, Expenses 34%.

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 \$941,071,66: Revenues 30% collected, Expenses 33 %

Arena Special Revenue: FY23 Adopted Revenues/Expenses \$431,66: Revenues 11% collected Expenses 47%.

PLANNING

forthcoming

*Intentionally
left blank...*

City Clerk's Office

ROCHESTER DEPARTMENT OF RECREATION AND ARENA MONTHLY REPORT

To: Blaine Cox, City Manager

From: Lauren Krans, Director of Recreation and Arena

Date: November 10, 2022

Ref: October 2022 Department Report

OVERVIEW

1. Monthly Programs

Program	Sum of Count
Adult Pickup Sports	82
Adult Volleyball	39
Chair Yoga	18
FOG Reservation (Sunday)	36
Haunted Halloween Walk	146
Iyengar Yoga	32
Kundalini Yoga	11
Line Dancing	41
Littles Halloween	50
Intro to Mah Jongg	13
Public Ice Skating	183
Senior Quilting	11
RSAC Drop In Hours	28
RSAC Presentations/Tech Support	3
Senior Arts & Crafts	6
Senior Breakfast/Cookout	33
Senior Cardio Drumming	28
Senior Mobility Class	30
Senior Pickleball Weekday	242
Senior Power Hour	52
Senior Trips	10
Senior Yoga Chair	31
Senior Zumba Gold	13
High School Open Gym	188
Table Tennis	9
Teen Night	101
October Dept. Program Total	1436

2. Building a Volunteer Network

Our department continues to work towards developing a strong network of volunteers, specifically within the Rochester Senior Activity Center (RSAC). The addition of RSAC to our department's facilities presented an exciting opportunity to develop a network of program volunteers outside of our traditional volunteer basketball coaches. Currently volunteers are staffing our RSAC drop-in hours Monday-Friday as well as select programs like Bingo, Line Dancing, Quilting, and Arts and Crafts. Our department Secretary Sarah manages all of the background checks for each volunteer using the same company, Protect Youth Sports, that we use for our youth basketball volunteer coaches. At present we have 13 volunteers supporting the senior activity center.

3. Community Events at Rec & Arena

In addition to our department sponsored programs listed in item 1, our team members staffed our facilities for multiple large, community events at our during the month of October:

- [Cocheco Quilt Show](#): Rec Center Gym, 900+ attendees
- [8th Annual James Foley Freedom Run](#): JWF Community Center, 700+ Runners
- Rochester Chamber of Commerce Seacoast Job Fair: Rec Center Gym, 60+ employers
- Northeast Passages Midwest Sled Hockey League Tournament: Rochester Arena, 8 games with teams from UNH, Chicago, Colorado and Nashville

4. Facility Updates

Assistant Director Steve and Facilities/Ops Supervisor Ryan partnered with team members from DPW to remove the Kayak Launch in late October. Unfortunately the day scheduled for launch removal was pouring rain, but this crew persevered! Recreation staff coordinated with school facilities to have the launch stored in the soccer field adjacent to the Community Center. The launch will be re-installed in late May. The outdoor ice rink for the Common has been ordered and delivered. It is currently sitting in the rear corner inside the rink, as it's the only location we have enough space to store it. We're hopeful the winter weather will cooperate and be cold enough to make some good outdoor ice. The warm November temps doh have us a bit concerned. Here's hoping for COLD! Buildings and Grounds has installed the automatic gate at Squamanagonic, but still waiting on completion of electrical work from Eversource so the gate can be functional. All new 18 baskets have been ordered for Spring!



ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: October 1, 2022 – October 31, 2022

To: Blaine Cox, City Manager

Date: November 9, 2022

Ref: Monthly Report for Fire Department

1. On-Duty Staffing Levels

- Full Staffing – personnel on-duty – **29% of shifts in October**
- One FF Short- personnel on-duty – **39% of shifts in October**
- Two FF's Short – personnel on-duty – **32% of shifts in October**

2. Personnel Updates

Employment Info

- Firefighter Jackson Schramm has joined RFD on October 10th and is assigned to B shift.

Anniversaries:

- Captain Steve Plante – 24 years



ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: October 1, 2022 – October 31, 2022

3. Emergency Response Statistics

TYPE OF CALL	10/2021 – 9/2022 Previous Year (Calendar)	October 2021	October 2022
Building Fires	18	0	3
Cooking Fires	10	1	0
Vehicle Fire	21	2	1
Carbon Monoxide Present	21	0	2
Emergency Medical Calls	1259	102	79
Vehicle Accidents (Injury)	133	9	7
Vehicle Accidents (No Injury)	273	21	28
Alarms	325	34	25
Service Calls	178	15	15
Other	807	48	70
TOTAL CALLS	3045	232	230



ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: October 1, 2022 – October 31, 2022

4. Operations / Training

Rochester Fire responded to 3 building fires this month:

43 North Main Street, Moes Italian Sandwiches

On 10/4, fire crews were alerted to smoke in the building at Moes by an Eversource employee on scene. RFD arrived to find smoke in the building, and after an approximately 30 minute search, found a hidden fire in the basement that was extending to the flooring on the ground level. The fire was extinguished and investigated, which revealed the cause to be electrical in nature. The restaurant remains closed, but at last check with the owners, they plan to reopen at the location as soon as possible.

17 Norway Plains Road

On 10/26, fire crews responded for a stove fire with extension to the microwave above. The sprinkler system controlled the fire while residents were evacuated, keeping the injuries to zero and the damage minimal. 37 residents were vacated for one night due to issues with the fire alarm and sprinkler being put back in service. Most found a place to go and the rest received assistance from the Red Cross.

Steele Road, Waste Management MERF Building

In the early morning hours of 10/28, An employee arrived at work to find the building full of smoke. The large metal building contained over 100 tractor trailer loads of recycleables (mostly cardboard with plastic mixed in) piled inside with a portion on fire. Rochester Fire controlled the fire while Waste Management employees removed all burning material to the paved area outside for final extinguishment. There was minimal damage to the structure, which was planned for demolition in the future, as it is being relocated and updated with a new building. There were failures of the alarm system that allowed the alarms to be sent as "supervisory alarms". This means that the fire department was not notified for almost 2 hours after the sprinkler system activated. The sprinkler system ran until the cystem ran dry, and even with that occurring, it kept the fire from growing out of control and creating a dangerous and difficult situation for firefighters.

These last two fires are reminders that **SPRINKLERS SAVE LIVES!!!**



ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: October 1, 2022 – October 31, 2022

Yearly multiple company operations training began this month with C-Shift completing a full day of live fire exercises. Crews focused on teamwork and communication while performing their tasks in a zero visibility environment with high heat and smoke. The other three shifts will complete their training in November. The following evolutions were completed, each multiple times with rotation:

- Locate and extinguish basement fire, search & rescue victims
- First floor victim search & rescue off hose line
- Control Chimney Fire with interior and exterior crews
- Rescue downed firefighter from second floor with compromised stairwell





ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: October 1, 2022 – October 31, 2022

Rochester Fire Department, Department of Homeland Security and Emergency Management and FEMA all participated in a Seabrook Station graded exercise event.





ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: October 1, 2022 – October 31, 2022

5. Community Risk Reduction

Investigative, permitting and inspection services continue. The Division continues to see steady growth in permits, plan reviews and inspection request. Two fires of particular interest were Norway Plains apartments and Waste Management. Both these fires had sprinkler head activations prior to the fire department being called for service. The Norway Plains fire was completely extinguished while the Waste Management fire was kept from growing for approximately two hours prior to the 911 call. **This is the third fire in four months in which sprinkler systems have reduced risk to lives and reduced damage to property!**

Fire Prevention Week

October was focused on providing community engagement and education programs, as part of Fire Prevention Week goal was to have direct educational contact with as many youth as possible to promote fire safety. Over a four-day period the division visited public and private school, provided station tours, community visits, a storybook walk and a vehicle extrication demonstration. This resulted in direct interaction with 1,688 children plus the unquantifiable number of parents, program leaders, school employees, visitors to the station and the Storybook walk. We also participated in Trunk or Treat as part of our community involvement and outreach.

What did we do and where did we go?

- Visited all public schools within the district
- Monarch School
- Rochester Learning Academy
- Jack and Jill School
- Monarch School
- Saint Charles School Station tour
- Boy Scouts Station tour
- Roger Allen Flag Football Station tour
- Story book walk
- Station 1 Open House/Station tours
- Rochester Public Library Visit (next week)
- Vehicle extrication demonstration
- Touch a Truck events
- Letting people get hands on contact with tools, equipment and apparatus
- Handed out over 5000 documents related to escape plans, fire alarm testing, Halloween safety and service information outside of regular operations that we offer.
- Social media posts



Collaborated with:

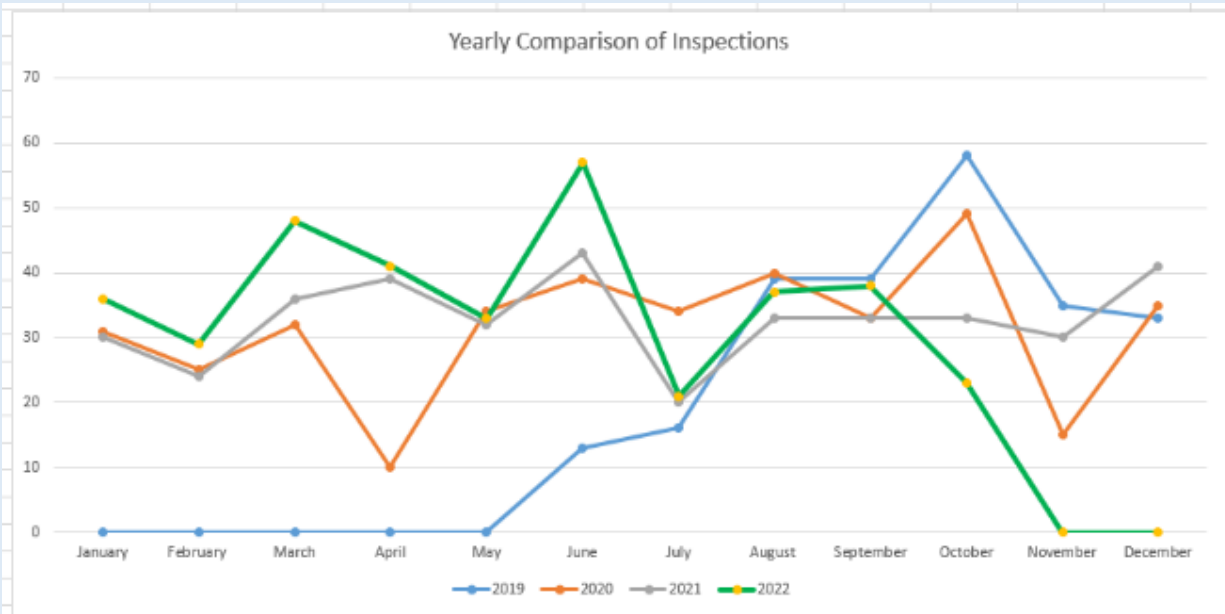
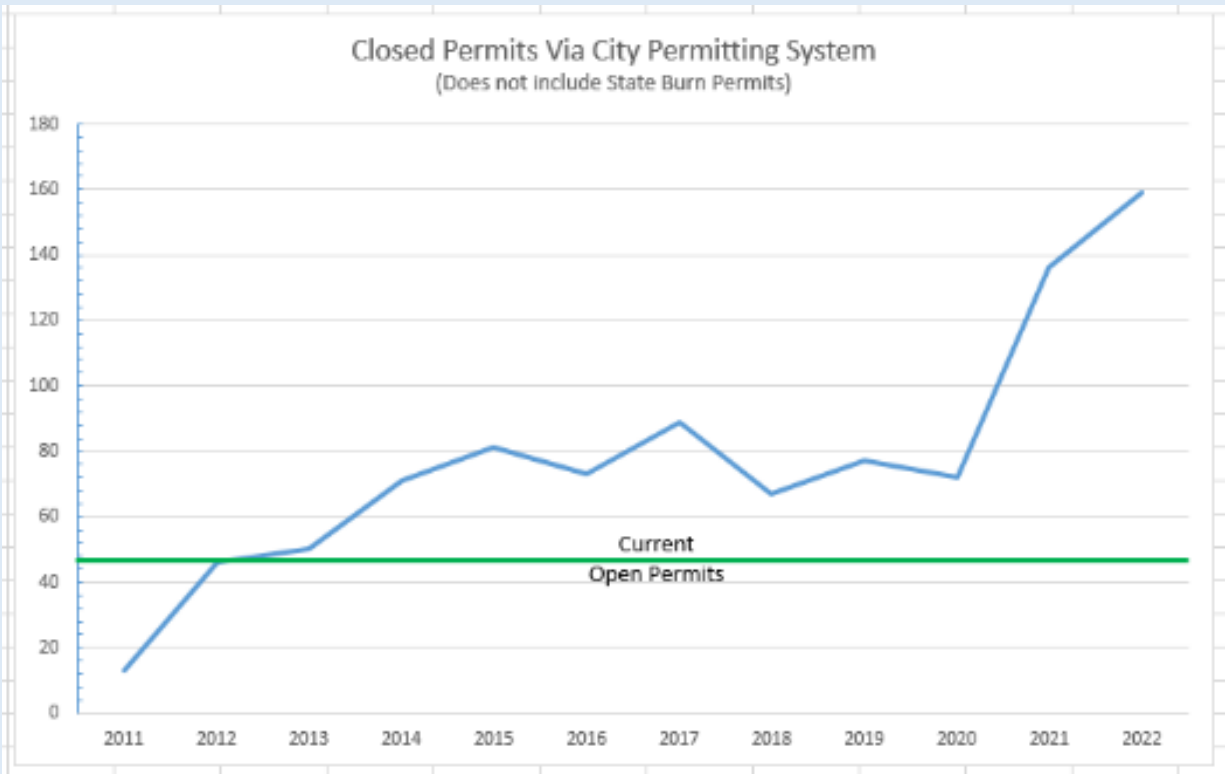
- Rochester PD
- Rochester Dispatch
- Frisbie EMS
- Rochester Schools
- American Auto
- Life Safety
- Burns Security





ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: October 1, 2022 – October 31, 2022



*Intentionally
left blank...*

City Clerk's Office



ROCHESTER POLICE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Gary M. Boudreau, Chief of Police

Date: 11/10/2022

Ref: Monthly Report for October 2022

OVERVIEW

1. Personnel Updates

Personnel: As of the end of October we are still seeking to fill four open dispatch positions. We are filling vacancies as previously stated in a combination of the supervisor, per diem dispatchers, firefighters, patrol officers and overtime.

The Police Commission has been aggressively interviewing potential police candidates. There are three conditional offers and backgrounds underway. If those positions are filled we will have four full time open positions at this time.

2. Notable Items Related to Ongoing Operations

Comp Stat:

We continue to push the importance of self-initiated field activities, specifically motor vehicle enforcement. During October officers conducted 411 traffic stops. While we issued 351 warnings with a goal to correct driving behavior, officers made 22 arrests from these traffic stops for various reasons. We responded to 91 motor vehicle crashes throughout the month, 13 of which occurred in parking lots and 21 hit & run accidents. We also made 4 arrests during these accident investigations, with 2 being for Driving While Intoxicated.

We continue to see record lows in property crimes year to date, down 61 reported crimes compared to 2021, a 16% reduction.

Violent crimes has leveled out as compared to 2021. 292(2022) to 293(2021). While these crimes are increased slightly, our arrests for violent crimes has increased 17% over 2021; 161 arrests in 2022 compared to 138 in 2021.

Community Engagement

After a nearly two-year hiatus Teen Night at the Rec Center has resumed. We participated in Rochester Main Street Trunk or Treat and Zombie Walk. We also participated in the DEA



Drug Take Back Day, collecting 8 boxes, weighing in at roughly 200 pounds of unwanted or expired medications. We are working with the Chamber of Commerce on the tree lighting and Christmas parade coming up next month.

Police Explorers

An open house was held this period to generate interest in students exploring a career in law enforcement. The application period is still open and we are looking forward to working with these youth.

Diversion

Coordinator Nicole Rodler continues planning for November's National Runaway Prevention Month with Waypoint. She has helped open the new Teen Resource Center that will be utilized for many of the diversion youth and their families and provide a prevention resource for those at risk or facing homelessness and provided a summary sheet of services offered for Patrol to be aware of.

3. 13Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

We remain in need of qualified school crossing guards. There are now nine (9) vacancies.

There is going to be a significant increase in the base cost of police cruisers for 2023. We will be working diligently on this to get the best price for the vehicles that we can. There are still supply chain issues in getting cars that is affecting police agencies across the country.

4. Training

We have two recruits scheduled to graduate the academy in November. There was other training completed this period including "Basic Digital Forensic Analysis: Windows Acquisition" for computer related evidence; K9 training in Appomattox Virginia, a Gang investigators conference we presented at in Virginia; Stevens Advanced Driver Court in Epping; physical fitness administrators/instructors for two officers; field training officer programs for



two officers and a “leading with confidence course for the Dispatch Supervisor and Dispatch Lead.

5. Other

*Intentionally
left blank...*

City Clerk's Office

ROCHESTER LIBRARY DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: October 1, 2022- October 31, 2022

Date: November 9, 2022

Ref: Monthly Report for Library

OVERVIEW

1. Notable Items Related to Ongoing Operations

There was a total of 10,514 items circulated with 8,666 people visiting the library in the month of October. Three hundred-three patrons used the library's Internet computers. Interlibrary loan activity included 101 materials borrowed from other libraries and 181 loaned to other libraries.

Saturday, October 1st the Children's Room held a Make It & Take It craft program from 10:00am to 12:00pm. This month participants created paper "Monsters" using supplies provided by the library. Also, on Saturday, October 1st, Take It & Make It craft kits with adult coloring pages were available for patrons to enjoy.

The Friends of the Rochester Library Book Club met October 3rd and featured *The Alice Network* by Kate Quinn.

October 24th a new podcast episode of *Off the Shelf with Marie & Katherine* was released featuring Fire Chief Dennis Dube. Marie and Katherine talk with Chief Dube about what he's reading, why he wanted to become a firefighter, and the importance of fire safety & prevention.

The True Crime Book Club met October 25th and featured *Member of the Family* by Diane Lake.

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.

Tuesday & Wednesday mornings, weather permitting during the month of October, the Children's Room held Pop-up Story Times on the lawn for stories, movement, and the Play Cart was available directly after for play-based learning.

Featured Adult Services Book Displays for the month of October included: *Horrors!*, *Fall into a New Book*, and *Ghosts, Ghouls, and Ghastly Goodies: a cook-book display*. Also featured was a *Horror Movies* DVDs display.

Library, November 9, 2022

The library was proud to present Beth Wittenberg, a local artist who has exhibited at RPL for the last 6 years in October. The title of this year's exhibit is called FACES. This includes works created during the Covid epidemic entitled "Pandemic Faces" and a tangential series called "Faces: Family of 6."

Two hundred ninety-three of our library patrons downloaded 1,567 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 446 digital downloads from Hoopla.

2. Notable Events Related to Unusual Operations

The Library Children's Room was excited to offer a fire prevention STORYWALK® on the lawn between the Fire Station and City Hall while the Fire Station was open for tours on October 11th – 14th.

The play space in the Children's Room was transformed for fall. Changing from an "Ice Cream Shoppe" to "Farmer's Market". The crafty Children's librarians showed families that it's not necessary to spend exorbitant amounts of money when planning a play space. A hot glue gun and paper was used to create the new look with bits and pieces from existing play sets to finish things off for a fun new experience.

The library was pleased to set aside space for families to show off their fall creativity. Potters House Bakery and Café donated coupons for a free cookie for every patron that brought in a decorated pumpkin for display in the library windows during the month of October.

Tuesday, October 11th the library was pleased to present *Intro to Tarot* workshop for anyone interested in learning more about tarot cards using the classic Smith-Rider-Waite deck as a guide. An explanation of basic tarot theory, along with a bird's eye view of all 78 cards and how they work together was explored.

October 13th, Children's Librarian Christina Paquette met with a group of young library patrons and their caregivers at Butternut Farm. Participants heard a story, learned how plants prepare for winter, hiked into the pumpkin patch, picked a pumpkin to take home, and visited the farm animals.

On October 25th the library hosted Lynne and Willy of Spirit Chasers Paranormal for "Local Ghost Stories and a Mirror Portal." The presentation was two-tiered: Lynne's focus was on the intriguing results from their recent investigations of the City Hall Annex, The Rochester Opera House, and the Rochester Public Library. Then, Willy discussed portals and his eerie, unexplainable experience with one.

Library, November 9, 2022

October 28th, the Rochester Public Library joined the Rochester NH Recreation & Arena for their Littles Halloween Event. Children 5 and under were invited to wear a costume or PJ's and join the fun in the Arena parking lot. The Children's Room librarian's home-made playdough was enjoyed by all.

Saturday, October 29th Library Director, Marie Lejeune and Children's Librarian, Christina Paquette participated in Rochester Main Street's Zombie Bash & Trunk or Treat. The theme of the creatively decorated library "Trunk" was *If you give a Mouse a Cookie* with librarians dressed as friendly mice to hand out the treats.

3. Staff Kudos

On October 17th Children's Librarian, Christina Paquette received a Rochester Arts Awards Certificate of Achievement for her significant contribution to the ARTS and Culture of the City of Rochester.

Library Director, Marie Lejeune and Patron Services Supervisor, Katherine Parker-Wright were also honored with an Achievement award from the Arts & Culture Commission this October for their *Library Podcast: Off the Shelf with Marie and Katherine*.

*Intentionally
left blank...*

City Clerk's Office

ROCHESTER TAX COLLECTOR'S OFFICE MONTHLY REPORT

To: Blaine Cox, City Manager

From: Doreen Jones, Tax Collector

Date: October 12, 2022

Ref: Monthly Report for Sept, 2022

OVERVIEW

1. Other

City of Rochester Tax Collector's Office

October 31, 2022

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2022	Semi Annual Warrant	35,214,857	34,034,749.81	96.65%	1,180,107.19	3.35%
2021		69,388,398	68,724,905.24	99.04%	663,492.76	0.96%
2020		68,438,739	68,018,129.06	99.39%	420,609.94	0.61%
2019		66,169,796	65,849,010.94	99.52%	320,785.06	0.48%
2018		63,834,824	63,684,755.77	99.76%	150,068.23	0.24%
2017		60,524,791	60,412,194.73	99.81%	112,596.27	0.19%
2016		58,196,003	58,120,941.65	99.87%	75,061.35	0.13%
2015		56,938,119	56,896,536.19	99.93%	41,582.81	0.07%
2014		55,068,779	55,033,125.95	99.94%	35,653.05	0.06%
2013		53,324,262	53,293,942.30	99.94%	30,319.70	0.06%
2012		50,952,912	50,927,904.45	99.95%	25,007.55	0.05%
2011		48,856,892	48,835,613.51	99.96%	21,278.49	0.04%
2010		47,308,832	47,292,761.23	99.97%	16,070.77	0.03%
2009		46,898,827	46,888,997.95	99.98%	9,829.05	0.02%
2008		46,522,769	46,517,163.61	99.99%	5,605.39	0.01%
2007		42,964,450	42,960,468.01	99.99%	3,981.99	0.01%
2006		40,794,160	40,791,889.12	99.99%	2,270.88	0.01%
2005		38,024,453	38,023,111.86	100.00%	1,341.14	0.00%
2004		36,065,496	36,063,969.69	100.00%	1,526.31	0.00%
2003		33,310,579	33,309,167.95	100.00%	1,411.05	0.00%
2002		29,725,878	29,724,928.84	100.00%	949.16	0.00%
2001		26,943,136	26,943,047.59	100.00%	88.41	0.00%
				Total Uncoll:	3,119,636.55	6.34%

Online Credit Card Payments (Citizen Self Service)		
CSS Count FY 23		
Month	Total \$\$	# of Payments
July	\$ 1,204,564.72	1248
Aug	\$ 389,050.60	861
Sept	\$ 258,721.73	781
Oct	\$ 214,015.14	753
Nov		
Dec		
Jan		
Feb		
Mar		
Apr		
May		
June		
Totals	\$ 2,066,352.19	3643

	Autos FY23	
Month	Total	# of Transactions
July	\$ 467,444.60	3193
Aug	\$ 526,654.45	3512
Sept	\$ 513,443.36	3413
Oct	\$ 546,911.58	3166
Nov		
Dec		
Jan		
Feb		
March		
April		
May		
June		
Totals	\$ 2,054,453.99	13284



ROCHESTER WELFARE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Todd M. Marsh, Welfare Director 

Date: November 08, 2022

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

Ref: Monthly Report for Welfare Department

OVERVIEW

1. Personnel Updates

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

The City Manager approved the Welfare Director's proposal to discontinue the vacated Welfare Intake Worker position and increase the full time hours from 35 to 37.5 for the remaining team members. This will provide more sufficient and safe office hours staffing in the absence of the Intake Worker, at a lower cost to taxpayers. Also, the decision fosters increased decision options for the position of Community Outreach Facilitator to potentially transition into the Welfare Department budget next fiscal year, with less financial impact.

2. Notable Items Related to Ongoing Operations

On October 21st New Hampshire Housing announced a pause to incoming applications under the New Hampshire Emergency Rental Assistance Program (NHERAP). "Effective immediately, new applications will not be accepted pending a review of the existing pipeline of applications, the level of federal funding available, and the status of existing state requests to U.S. Treasury for additional funding." [New Hampshire Emergency Rental Assistance - New Hampshire Housing \(nhhfa.org\)](https://nhhfa.org)

New Hampshire Housing personally informing the Welfare Director, as president of the New Hampshire Local Welfare Administrators Association, prior to the press release. It is testament to their collaborative relationships and acknowledgment to [The Value of Municipal Local Welfare | New Hampshire Municipal Association \(nhmunicipal.org\)](https://nhmunicipal.org)

Prior and after the announcement, there has been a notable increase of residents reporting their over yearlong ERAP funding has ended and they are in need of assistance.

[Cont.] Since the ending 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. The Welfare Department has been successful at offering local traditional homeless shelter space for people in need, including people residing in motels. About half of households offered traditional homeless shelters accept shelter.

The Welfare Department continues to provide case management to assist people with resetting their budget situation.

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 October 2022

General Assistance above represents an average cost per case/family of \$453.31 and case/Individual of \$397.00 for this month.

Total vouchers issued: **\$6,008.00**

There was a decrease of \$2,949.50 in assistance issued this month compared to October 2021. There was a decrease of \$1,261.50 in vouchers issued this month compared to last month.

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

This office reported 59 formal case notes for this period.

9. Other / In The News

TRI-CITY MAYORS TALK ABOUT COMMUNITY APPROACHES TO WINTER SHELTERING

“According to Marsh, there was agreement throughout the summit that people serving within government and people working outside of government can acknowledge that different dynamics exist between each entity while recognizing the need to collaborate for the betterment of people in need.

“We should not let the pursuit of perfect solutions prevent actionable progress,” Marsh added.

[Tri-City Mayors talk about community approaches to winter sheltering - The Rochester Post \(rochesternh.gov\)](https://www.rockesternh.gov)