



**City Council Public Hearing
June 21, 2022
Council Chambers
31 Wakefield Street
6:00 PM**

Agenda

- 1. Call to Order**
 - 2. Resolution Pursuant to RSA 34:1-a Establishing an Economic Development Reserve Fund P. 7**
 - 3. Resolution Authorizing Supplemental Appropriation to the FY 2022 Sewer Fund Capital Improvement Plan (CIP) Project Fund in Connection with Wastewater Treatment Plant (WWTP) Biosolids Dewatering Facility Project in the Amount of \$2,500,000.00 and Borrowing Authority pursuant to RSA 33:9 P. 11**
 - 4. Adjournment**
-

**City Council Special Meeting
June 21, 2022
Council Chambers
31 Wakefield Street
*Immediately following the Public Hearing***

Agenda

- 1. Call To Order**
- 2. Resolution Authorizing Supplemental Appropriation in the amount of \$289,000.00 for the Purchase of 181 Highland Street, Rochester, New Hampshire P. 17**

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City Clerk's Office

3. Election: City Council Ward 5, Seat A P. 19

3.1 Candidate Statements:

- a. Alexander de Geofroy
- b. Karen Stokes
- c. Susan J. Rice

3.2 Oath of Office: City Council Ward 5, Seat A

4. Adjournment

**City Council Workshop
June 21, 2022
Council Chambers
31 Wakefield Street
*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. Update on current Strafford Regional Planning Commission projects**
- 6. Presentation: TIF District**
- 7. Department Reports P. 33**
- 8. Non-Meeting/Non-Public**

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City Clerk's Office

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

9. Adjournment

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City Clerk's Office

Resolution Pursuant to RSA 34:1-a Establishing an Economic Development Reserve Fund

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 Non-Capital Reserve Fund pursuant to RSA 34:1-a for the purpose of encouraging economic development within the City, encouraging the development of industrial and commercial sites, promoting the City as an attractive location for businesses and residents, and acquisition of land related to the same. The name of such fund shall be the Economic Development Reserve Fund.

The City Council, at its sole discretion, may appropriate funds into said Economic Development Reserve Fund through supplemental appropriations or the annual budgeting process, however, in no case shall said annual appropriation be less than One Hundred Thousand Dollars (\$100,000.00). Revenue sources can be Waste Management Host Fee Revenues, or General Fund Unassigned Fund Balance. In addition, other unanticipated revenue sources, and proceeds from transactions that were originally derived from the Economic Development Reserve Fund, may also be appropriated into the fund upon a majority vote of the City Council.

Pursuant to RSA 34:6, the Trustees of Trust Funds shall have custody of all non-capital reserves transferred to the Economic Development Reserve Fund. The Trustees of the Trust Fund will hold the monies appropriated to the Economic Development Reserve Fund in a separate liquid investment account. Appropriations made to the Economic Development Reserve Fund will be submitted to the Trustees of the Trust Fund within the same fiscal year of the appropriation.

Pursuant to RSA 34:10, the City Council names the Economic Development Commission as its agent to carry out the objects of the Economic Development Reserve Fund. All expenditures made by the Economic Development Commission shall be made only for or in connection with the purposes for which said Fund was established and only in accordance with §7-38-40 of the City Code. All requests for expenditures shall be approved by the 2/3rds vote of the Economic Development Commission prior to being presented to City Council for final approval. Upon said 2/3rds vote expenditure requests may then be presented to City Council. Expenditure requests shall identify expense categories, or specific project scope detail. General administrative, travel and conference activities shall be ineligible expense activities. Expenditure requests can be presented as part of the annual budget process, or through supplemental appropriations. All approved expenditures shall follow the City's Purchasing Policy.

The City Council may dissolve the Economic Development Reserve Fund at its sole discretion. Upon dissolution of any portion of said fund appropriated from the General Fund said funds will lapse to surplus (General Fund Unassigned Fund balance) and cannot be repurposed directly to a different capital fund or project.

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



06/16/2022

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 Pursuant to RSA 34:1-a Establishing an Economic Development Reserve Fund

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 type="checkbox"/>
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AGENDA DATE	June 7, 2022		
DEPT. HEAD SIGNATURE	Katie Ambrose, on file		
DATE SUBMITTED			
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	9	

COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee
CHAIR PERSON	Mayor Callaghan

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

NH RSA 34:1-a

SUMMARY STATEMENT

Finance Committee voted at their May 10th meeting to recommend to full Council the establishment of a Non-Capital Economic Development Reserve Fund. This would ultimately replace the Economic Development Special Reserve Fund; and following establishment further action would be recommended to effectively transfer the funds from the Special Revenue Fund and discontinue the Special Revenue Fund.

The proposed resolution reflects amendments made by the Finance Committee and reviewed by the City Attorney.

RECOMMENDED ACTION

Establish a Non-Capital Economic Development Reserve Fund.

Resolution Authorizing Supplemental Appropriation to the FY 2022 Sewer Fund Capital Improvement Plan (CIP) Project Fund in Connection with Wastewater Treatment Plant (WWTP) Biosolids Dewatering Facility Project in the Amount of \$2,500,000.00 and Borrowing Authority pursuant to RSA 33:9

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

That the amount of Two Million Five Hundred Thousand Dollars (\$2,500,000.00) is hereby appropriated as a supplemental appropriation to the Department of Public Works FY2022 Sewer CIP fund for the purpose of paying costs associated with the WWTP Dewatering Facility Project.

In accordance with the provisions of RSA 33:9 and in conjunction with this supplemental appropriation, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Two Million Five Hundred Thousand Dollars (\$2,500,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate.

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

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City Clerk's Office



06/16/2022

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

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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

**Resolution Authorizing Supplemental Appropriation in the amount of \$299,000.00 for the
Purchase of 181 Highland Street, Rochester, New Hampshire**

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

That the Mayor and City Council of the City of Rochester hereby authorized a supplemental appropriation in the amount of Two Hundred Ninety Nine Thousand Dollars (\$299,000.00) to cover the costs associated with the purchase of 181 Highland Street, Rochester, New Hampshire. The supplemental appropriation will be derived in its entirety from the General Fund Unassigned Fund Balance.

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

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City Clerk's Office

3. City Council Ward 5, Seat A Vacancy

Candidate statements of Interest

- a. Alexander de Geofroy P. 21
- b. Karen Stokes P. 25
- c. Susan J. Rice P. 29

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City Clerk's Office



06/16/2022

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MAY 16 2022

CITY CLERK'S OFFICE
ROCHESTER, NH

City of Rochester, New Hampshire
OFFICE OF THE CITY CLERK
31 Wakefield Street • Rochester, NH 03867
FAX (603) 509-1915 PHONE (603) 332-2130

**STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP**

POSITION DESIRED: City Council Ward 5A Vacancy

NEW X RE-APPOINTMENT _____ REGULAR _____ ALTERNATE _____

NAME: Alexander de Geofroy

STREET ADDRESS: 18 Sheepboro Rd.

ZIP 03867

TELEPHONE: (H) 508 680 6320 (W) same **E-MAIL** adegeofroy@gmail.com

REGISTERED VOTER: (CIRCLE ONE) (YES) NO _____ **WARD** 5

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

I have a long record of experience serving my country and communities, including volunteering at our elections. My commitment to leadership excellence would be an asset to the city, which I would be honored to share. See attached resume for more.

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position.

N/A

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older:

Alexander de Geofroy

ALEXANDER M. DE GEOFFROY

Rochester, NH – (508) 680-6320 – adegeofroy@gmail.com

- SUMMARY:** Accomplished civilian and military leader, experienced at building and motivating diverse teams to execute on bold data strategies and digital transformations in manufacturing and R&D environments
- EXPERIENCE:**
- Nov '20 – Present** **AGILYX CORPORATION**, Portsmouth, NH
Director of Information Technology (pending promotion to VP of IT & Analytics)
- Developed and executed an IT sourcing strategy to address the needs of a rapid-growth, multi-subsiary plastics recycling business with over 100 employees worldwide (IT budget > \$2MM)
 - Led implementation of a SaaS ERP (NetSuite), including finance & accounting, manufacturing, inventory management, CRM, and supply chain management
 - Selected and directs an IT Managed Services Provider to ensure delivery of quality help desk, procurement, infrastructure ops, and security services for a blend of on-premises and remote employees
 - Created and executing an Enterprise Architecture and Digital Transformation roadmap
 - Responsible for ensuring the security of all corporate systems and data
 - Built an internal team of analysts, project managers, and data professionals to create and integrate advanced statistical models and machine learning algorithms into manufacturing and supply chain business processes
 - Launched IT Governance & Data Governance Executive Steering Committees
 - Currently leading design & implementation of an IT Governance Framework (COBIT)
- June '19 – Nov '20** **PHILLIPS EXETER ACADEMY**, Exeter, NH
Manager of Integrations & Business Intelligence
- Managed a team of database administrators, data scientists, integration specialists, and software developers at an elite college preparatory school
 - Developed data strategy to support the organization's goal of a cloud-forward systems architecture
 - Developed a modular, scalable integrations and warehouse architecture which enables the achievement of real-time (< 1 min) data integrations and reporting, down from 24 hours
 - Led the selection and implementation of an Integration Platform (SnapLogic), as well as the conversion of existing data pipelines from SSIS to SnapLogic
 - Selected and purchased a cloud-based data warehouse solution (Snowflake) to replace an on-premises warehouse; reduction to total cost of ownership was projected to be >85% at completion
 - Established and managed relationships with consulting agencies for project and operations support
 - Overhauled the Academy's Data Governance program and took ownership of the steering committee, consisting of business and technology leaders across the organization
 - Championed the democratization of business intelligence, providing tools and training to line-of-business users and analysts; resulted in ~90% adoption by departments, up from ~40%
- May '16 – Present** **SAFRAN AEROSPACE COMPOSITES**, Rochester, NH
Lead Engineer – Data Analytics
- Managed a multi-disciplinary team of engineers, data scientists, and developers supporting cutting-edge, data-heavy aerospace mfg. operations in the US, France, and Mexico
 - Conceived and executed the data strategy, which included creating a DevOps architecture, implementing CI/CD pipelines, centralized logging, codifying standards & best practices, and more
 - Led complex, multi-year digital transformation projects touching every aspect of the business, including a new Product Lifecycle Management platform and deployment of a new Manufacturing Execution System
 - Developed web & desktop apps and scripts (Python, C#) for process analysis, shopfloor interfaces and interactive data dashboards, business intelligence tools, and process automation
 - Employed machine learning and other data science techniques to provide analytical support for investigations into process anomalies, and to improve efficiency & yield, and lower costs
 - Established standard processes and workflows to align the data supply chain; notably, led a project with Albany Engineered Composites to build robust data sharing and collaboration capabilities
- Aug. '14 – May '16** **PP SYSTEMS, INC.**, Amesbury, MA
Senior Product Design Engineer
- Led development of new products and accessories for life sciences markets, including infrared gas analyzers, plant & soil respiration chambers, and environmental monitoring systems
 - Managed entire product life cycle from conception & rapid prototyping of mechanical and electrical systems to assembly, test, and final validation

- Developed a fully automated calibration system for gas analyzers consisting of test chambers, control software (C#), sensors, heating elements, and solenoid valves. Reduced cycle time more than 50%
- Worked closely with manufacturers to create machined, molded, and 3D printed parts, as well as sheet metal assemblies

Nov. '11 – Sept. '13 **LONGWAVE PHOTONICS, LLC.**, Newton, MA

Senior R&D Engineer (Electrical & Mechanical)

- Involved in all aspects of a startup business focused on the development and commercialization of Terahertz Quantum Cascade Laser (QCL) systems and accessories
- Interfaced with domestic and international customers translate needs into design specifications
- Designed power supplies, optical assemblies, motorized translation & rotation stages, and control hardware including analog & digital circuits, PCB layout, and microprocessor and FPGA programming
- Used MATLAB and C++ to develop Windows GUIs and touch-screen interfaces for user control of laser systems and support hardware
- Worked extensively in SolidWorks to design mechanical components including vacuum chambers, enclosures & translation stages for imaging, non-destructive testing, and gas spectroscopy applications
- Invented a new MEMS (Microelectromechanical System) assembly process and created the first all-electronically tunable Terahertz QCL, which resulted in a publication (in collaboration with MIT)
- Wrote and edited grant proposals including successful Round I & II National Science Foundation Small Business Innovation Research proposals, worth a combined \$1.5M

Oct. '10 – Sept. '11 **SYNQOR, INC.**, Boxborough, MA

Product Engineer, New Product Introduction Team

- Supported the transition from design to production of new analog & digital power converter products, including characterization, stress testing, burn-in, and development of test programs & procedures
- Performed component-level failure analysis of both released products and products in development
- Conceived of and developed database-mining software that improved production yield and rework efficiency by comparing failure modes to historical data

Feb. '09 – Sept. '10 **LOCKHEED MARTIN SPACE SYSTEMS COMPANY**, Silverdale, WA

Missile Systems & Test Engineer, Trident D5 Missile Program

- Analyzed electrical & mechanical hardware defects and dispositioned non-conforming material
- Directed troubleshooting of electrical support equipment and flight electronics packages
- Developed/edited operating procedures to meet program goals and hardware specifications
- Interfaced with the customer, including government inspectors, engineers, and US Navy personnel

EDUCATION: **UNIVERSITY OF MASSACHUSETTS AMHERST**

Masters in Business Administration, Isenberg School of Management, May 2017

Focus: Operations & Business Development

Bachelor of Science, Electrical & Computer Engineering, May 2008

Focused Coursework: Communications & Signal Processing, Microelectronic Fabrication, Analog & Digital Electronics, Embedded Systems, Sensors & Controls

Completed graduate coursework in both Electrical Engineering and Neurobiology

NATIONAL OUTDOOR LEADERSHIP SCHOOL, Lander, WY

Wind River Mountaineering, 2004

Intensive month-long leadership & mountaineering school in an alpine wilderness setting

RESEARCH POSITIONS:

UMASS ELECTRICAL & COMPUTER ENGINEERING DEPT., Amherst, MA

Graduate Researcher, Microwave Remote Sensing Lab – Atmospheric Technology Group

- Led the planning & execution of meteorology experiments, including a two-week field experiment at NOAA's Boulder Atmospheric Observatory in Colorado
 - Developed data collection systems for infrasonic & acoustic tomography arrays
 - Analyzed experimental data using spectral analysis and signal processing techniques
- Undergraduate Research Assistant, Terahertz Laboratory; Teaching Assistant, Circuit Analysis*
- Developed & fabricated carbon nanotube-based semiconductor devices for terahertz detection
 - Operated Class IV lasers and other optical equipment for terahertz & microwave experiments

**MILITARY
EXPERIENCE:****UNITED STATES ARMY/MASS. ARMY NATIONAL GUARD, 1st Lieutenant (11A)***Company Commander, F Co, 3/126th Aviation Regt., Air Traffic Control, Camp Edwards, MA*

- Ultimately responsible for mission accomplishment of approximately 40 aviation support soldiers, as well as their health, well-being, professional development, and safety
- Planning and execution of training and readiness to support federal and state emergency missions
- Responsible for maintenance & security of >\$4M of weapons, real estate, equipment, and vehicles
- Served as a liaison to federal and state emergency management personnel

Platoon Leader, B Co, 1/181st Infantry Regt., Gardner, MA

- Led 40 soldiers in field environments while assuming responsibility for their health & well-being, mission accomplishment, and over \$500K of military hardware
- Graduated top of class from Officer Candidate School (Fort McClellan, Alabama)

**CIVIC
EXPERIENCE:****ROCHESTER, NEW HAMPSHIRE***Selectman (Ward 5), Elected Nov. 2, 2021**Ward Clerk (Appointment), 2020 & 2021 Elections***PUBLICATIONS:**

Han, N., de Geofroy, A., Burghoff, D. P., Chan, C. I., Lee, A. W., Reno, J. L., et al. (2014). Broadband all-electronically tunable MEMS quantum cascade lasers. *Optics Letters*, 3480-3483

Yngvesson, S., Fu, K., Zannoni, R., Rodriguez-Morales, F., Nicholson, J., Adams, S., et al. (2007). New Results on Microwave and Terahertz Detection Using Metallic Single-Walled Carbon Nanotubes. *18th International Symposium on Space Terahertz Technology* (pp. 272-277). Pasadena, CA: California Institute of Technology

INTERESTS:

Civics, continuous learning, reading, mountaineering, motorcycle restoration, snowboarding, travel, home renovations, hobby electronics, and the Oxford comma



06/16/2022

City of Rochester, New Hampshire
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JUN 10 2022

CITY CLERK'S OFFICE
ROCHESTER, NH

STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP

POSITION DESIRED: Ward 5 City Council

NEW ☒ RE-APPOINTMENT ☐ REGULAR ☐ ALTERNATE ☐

NAME: Karen Stokes

STREET ADDRESS: 34 Wildflower Way

ZIP 03868

TELEPHONE: (H) (603) 781-3782 (W) E-MAIL JStokes@metrocast.net

REGISTERED VOTER: (CIRCLE ONE) YES ☒ NO ☐ WARD 5

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

See attached letter of interest and resume

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position.

N/A

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older: Karen Stokes

June 9th, 2022

To the Rochester City Council:

Please consider this as my official request for consideration of the Rochester Ward 5 City Council seat. I have been a Rochester School Board member for the past 10 years. My kids have graduated and I am ready to take the next step in helping Rochester to be the best City it can possibly be. I was raised in Rochester, graduated from Spaulding High School in 1989, and have 3 kids who have been raised and graduated from Rochester. I am proud of all that this City has helped to make my kids strong individuals with a great sense of community.

I have been an active community member and have volunteered in many areas of this City. I was very involved in Roger Allen Park, Spaulding Athletics, and my schools PTA. Currently, I have been nominated to serve on the State Advisory Board on Special Education. I am excited to work with Governor Sununu and Commissioner Edelblut on how the City can best serve our most vulnerable community as well as the Rochester community at large. This includes helping to re-establish our workforce, helping with housing, assisting with mental health, dealing with food security, and the drug addiction problems facing not only Rochester, but the State as a whole.

If selected to serve on the City Council, I am hoping to be an active participant in all areas of the City. I feel that a large part of that is fiscal responsibility. As a taxpayer, I am hoping to help the council be fiscally responsible with taxpayers money while making sure that we continue to help the City grow to its fullest potential. My goal is to serve as a team and assist where needed. I look forward to speaking with you in the near future. Please feel free to reach out to me with any questions you may have. Thank you so much for your consideration.

Karen Stokes
34 Wildflower Way
Rochester, NH 03868
(603) 781-3782

Karen Stokes

34 Wildflower Way
Rochester, NH 03868
(603) 781-3782
jstokes@metrocast.net

Skills

I am an elected Rochester School Board Member and have served on the board for the last 10 years. I have been a resident of Rochester for 50 years. I am experienced in dealing with the public on issues/concerns that have happened on the School Board. I have been an advocate for students and parents throughout the City and have always volunteered when needed throughout the years

Experience

January 2012 - PRESENT

Rochester School District – *School Board Member*

- Primary job is being the policy maker for the Rochester School District
- Member of the Special Services, Instruction, and Policy committee
- Chaired the 5 year committee
- Vice Chair of the Special Services Committee

2016-present

Farmington School District – *Paraeducator*

- Work with classroom teachers to support students in class
- Assist students in academic knowledge in specific classrooms
- Monitor students in non-academic settings when needed
- Continue professional development to ensure up-to-date expectations
- Advocate for the best interest of my students

Education

2010-2011

UNH Leadership on Disabilities – *Graduate*

Worked with like minded individuals to learn how to advocate for students with disabilities. Worked on public speaking, NH Laws, inclusion, and other areas on disabilities.

June, 1991

Hesser College Portsmouth, NH – *Graduate*

Associates in Business Administration

June, 1989

Spaulding High School, Rochester, NH – *Graduate*

General education diploma with a focus on business

Awards/Recognitions

2021-2022 Farmington High School Freshman Advisor

2016-2018 - Fundraiser Chairperson for Spaulding High School Football

2017-2018 - Concession Coordinator for Roger Allen Football

2019 - Rochester School Board of the Year

2015 - President of Roger Allen Baseball

2015 - Formed the Rochester Rebels baseball Cooperstown Team

2012 - Advocate training through the Parent Information Center

2013 - Helped form the Rochester Middle School Baseball team (Timberwolves)

2006-2018 - Volunteer of Roger Allen Park including baseball and football



06/16/2022

City of Rochester, New Hampshire
OFFICE OF THE CITY CLERK
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JUN 14 2022
CITY CLERK'S OFFICE
ROCHESTER, NH

**STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP**

POSITION DESIRED: City Councilor Ward 5 Seat A

NEW ☒ RE-APPOINTMENT _____ REGULAR _____ ALTERNATE _____

NAME: Susan J Rice

STREET ADDRESS: 159 Ten Rod Road

ZIP 03867

TELEPHONE:(H) _____ (W) _____ E-MAIL ricesusanj@yahoo.com

REGISTERED VOTER: (CIRCLE ONE) YES ☒ NO _____ **WARD** 5

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

Please accept this form, resume and associated pages
as my application for the open seat of City Councilor, Ward 5.

Thank you for your time and consideration.

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position.

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older: Yes

June 14, 2022

To Whom It May Concern:

My name is Susan Rice, a resident of Rochester for 10+ years. I am applying for the Ward 5 City Council seat. Please find attached my resume, overview of Ward 5 and my personal overall goals.

I would bring the following if selected for Ward 5, Seat A:

- Knowledge, experience, and skillset:
 - NH Revised Statutes Annotated (RSA's)
 - Agricultural, forestry, and residential communities
 - Commercial, industrial, and retail communities
 - Planning and zoning experience both public and private sectors
 - Master Plans, Capitol Improvement Plans, Impact Fee Development/Implementation, Growth Management Development/Implementation, Zoning Ordinance Development,
 - Community "Charrette"
 - Integrity, Ethics, Transparency, Diversity, Equality, Equity
- Business skills such as employment, budgeting (municipal and private business); marketing; project management; business management, negotiation, publishing, trademark/copyright
- Prior elective and appointed public service
- Experience with wetland issues, road construction, fire suppression, recreation, and library

The following issues are of concern, both at the municipal, business, and personal levels:

- | | | |
|--|---|-----------------------------------|
| • Housing costs (rental and homeownership) | * | Food and Medical Insecurity |
| • Utilities (electric, propane, oil, gas) | * | Transportation Costs |
| • Ability to pay taxes/daily bills (making hard choices) | * | Mental Health, Drugs, Immigration |

I recognize the following--the completion of major capital improvement projects:

- Water/sewer projects; * new DPW facilities; * The municipal annex

During elections, I have served as a ballot clerk in Ward 5. My volunteer service continued during Covid in the fall of 2020 election volunteering at the City Clerk's Office. I am active with 4-H volunteer activities and currently volunteered to make fleece blankets for the Ukrainians. I am an avid walker and can be found at The Commons almost every morning doing "laps".

Living in one of the most rural wards, but by the same token one of the most interesting and diverse, my roots run deep in the agricultural, forestry and business worlds. Our ward is home to many active farming businesses, hobby farms and professional agricultural services. However, we are one of the most diverse with two business parks, commercial development along our State Routes of 11, 16, 125 and 202, and enjoy a diverse selection of housing, making our ward a great place to work and live.

I have been married to my husband, Lindsey, a retired Lt. Salem, NH Fire Dept for almost 38 years and have two children. I am a proud Marine Corp wife, Army daughter and Army mother.

I hope that my involvement will make a difference, especially for the future generations to come.

Thank you for your time and consideration. Susan J. Rice

Education:

- Sanborn Regional High School, Kingston, NH -National Honor Society -Business Honor Society
- Northern Essex Community College-Haverhill, MA -Degree in Accounting
- Continuing Education Credits-NH Bar Association and NHMA -Focus Land Use and 91:A
- Former Licensed NH Real Estate Agent

Employment:

- Town of Atkinson, NH -Planning Board -Zoning Board of Adjustment
- Town of Newton, NH -Planning Board
- Town of Sandown, NH -Planning Board -Zoning Board of Adjustment
- Town of East Kingston, NH -Planning Board -Zoning Board of Adjustment
- Self-Employment -Property Management/Development -3 Non-Residential Developments
- NH Farm and Forest Expo -Coordinator and manager of educational meetings/tradeshows 10+ years
Based in NH Dept. of Agriculture, Concord, NH

Business Ownership:

- Have Ewe Any Wool? -Newton, NH - Focus on sheep and wool production
- Crooked Log Sawmill-Newton, NH -Focus on lumber manufacturing
- Nick's Meadow Farm, Newton, NH and Barrington, NH -Focus on 40 acres of cut flowers, vegetables, sheep
Wholesale to Chelsea Market-Boston, MA and Retail thru 3 farmers markets per week in Seacoast, Farmstand
- Bartlettyarns, Inc., Harmony, ME -1st Woman President/Owner of 202-year-old business.
 - Honored by President Trump in the "Made in America" Product Showcase 2018,
East Room, White House, Washington, D.C.
 - Writer and Recipient of 1 National NSIC Grant; 1 State of Maine Grant.
- Bartlett Fiber Washing, LLC, Athens, ME -Principal Owner

Civic Involvement:

- Newton, NH -Elected Offices: Supervisor of the Checklist, Auditor, Library Trustee, Cemetery Trustee
- Newton, NH -Appointed Office: Conservation Commission
- Kingston, NH -Sanborn Seminary Trustee-Subgroup-Finance

Community Involvement:

- Rockingham County 4-H -Member -Junior Leader -Leader 20+ years -2 National Award Trips
- UNH Cooperative Extension -Rockingham County Advisory Committee -Treasurer
- Seacoast Growers Association -President -Member
- Rochester, NH -Ballot Clerk -Volunteer City Clerk's Office 2020 Election

- To help guide our city as it continues to grow and evolve.
- To lend my knowledge to achieve a better place for all to live and work.
- To guide growth in a positive and meaningful direction.
- To listen intently to all constituents of this community.
- To make fair choices and decisions, after all information is generated.
- To protect land uses and our environment.
- To promote the wise and efficient use of our monies, our lands, and our natural resources.
- Thoughtful and prudent use of taxpayer monies.
- To encourage the request/acceptance of grant monies.
- To revisit the TIF districts and allocation percentages into the general fund to assist in the tax burden of our residents.
- To revisit Impact Fees, the rational nexus of the fee itself and implementation.
- Future water supply and trash disposal.
- To understand that decisions of today will affect tomorrow.

Ward 5 Overall

- * The largest land mass ward located in the city. Stretching across the northern tier of the city, from east to west (Barrington to Lebanon, ME) Ward district was recently amended.
- * Fire, Police and EMS physical locations are not located in the Ward.
- * The home of the city's two aquifer overlay districts.
- * The population in the ward is the least dense.
- * The ward is comprised of high-density sections such as parts of the downtown and Route 11, but transitions into more rural and agricultural areas on the "outskirts".
- * The ward abuts Lebanon, ME; Milton, NH, Farmington, NH, Strafford, NH and Barrington, NH.
- * Ward 5 has major routes such as 11, 16, 202 and 125 that run thru it.
- * Schools-Is the home to the high school but contains no grade schools.
- * Diversity of uses including industrial, commercial, home-based business.
- * Diversity of housing
 - * private and public water/sewer services
 - * ownership of land is private, rented, community (cluster), apartment
 - * includes single family, duplex, multi-family, manufactured, apartment

2022

May Department Reports:

- 7.1 Assessor's Office P. 35**
- 7.2 Building and Licensing Services P. 37**
- 7.3 City Clerk's Office P. 39**
- 7.4 Department of Public Works P. 43**
- 7.5 Economic & Community Development P. 55**
- 7.6 Finance Office P. 57**
- 7.7 Planning & Development Department P. 61**
- 7.8 Recreation & Arena P. 65**
- 7.9 Rochester Fire Department P. 67**
- 7.10 Rochester Police Department P. 73**
- 7.11 Rochester Public Library P. 75**
- 7.12 Tax Collector's Office P. 77**
- 7.13 Welfare Department P. 79**

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City Clerk's Office

ROCHESTER ASSESSING DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Darcy Freer, Deputy Assessor

Date: June 13, 2022

Ref: May's Monthly Report

OVERVIEW

1. Notable Items Related to Ongoing Operations

Permit related inspections continue to occur and subsequent data entry is occurring.

Elderly, Disabled and Veteran credit applications were approved/denied and finalized for both new and renewal applicants. office had approximately 40 new applicants for both Elderly and Disabled exemptions and approximately 65 new applicants for the Veterans' credit.

All applications for Religious, Charitable, Educational and RSA 75:11 exemptions were reviewed, approved/denied and finalized for the 2022 tax year..

Tax map changes that were approved after April 1, 2021 were entered into Vision CAMA software for the 2022 tax year. Our office is working with the mapping company (CAI Technologies) in order to update the physical and GIS maps.

Abatement applications are being reviewed and processed.

Assessing data (CAMA, reports, etc) was finalized for Finance for the upcoming preliminary tax billing in June. Data was shared on May 16, 2022.

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City Clerk's Office

BUILDING AND LICENSING SERVICES

MONTHLY REPORT

To: Blaine Cox, City Manager

From: May 1st-May 31st

Date: May 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	May 2022
Building Permits	\$156,756.00
Electrical Permits	\$10,334.00
Plumbing Permits	\$1807.00
Fire Suppression Permits	\$0.00
Fire Alarm Permits	\$55.00
Sprinkler Permits	\$643.00
Mechanical Permits	\$4,230.00
Food Milk Licenses	\$10,287.50
Taxi Licenses	\$0.00
General Licenses	\$75.00
Net Revenue	\$184,269.50

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City Clerk's Office

ROCHESTER CITY CLERK'S OFFICE MONTHLY REPORT

To: Blaine Cox, City Manager

From: May 1, 2022 – May 31, 2022

Date: 6/8/22

Ref: Monthly Report for the City Clerk's Office

OVERVIEW

1. Vital Statistics Updates

8 births were reported in Rochester during the month of May; None of these children were born to Rochester residents. Additionally, 12 Rochester residents gave birth in neighboring communities.

26 resident deaths were reported in Rochester in the month of May.

8 couples celebrated their wedding ceremonies in Rochester during the month of May. Additionally, 6 Rochester residents married elsewhere in the State.

2. Vital Records Revenue

The City Clerk staff issued 213 initial copies of vital records (birth, death, marriage, or divorce) and 202 subsequent copies of vital records. There were 16 marriage licenses issued by staff in May.

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

	2021		2022	
	State	City	State	City
Initial/Subsequent copies:	\$2,524	\$2,351	\$2,714	\$2,501
Marriage Licenses:	\$860	\$140	\$688	\$112
Total:	\$3,402	\$2,491	\$3,402	\$2,613

3. Dog Licensing

The City Clerk's Office licensed 1,353 dogs in the month of May.

The City Clerk's office will start assessing a \$1 late fee for all dogs who remain unlicensed as of June 1. The City Council will then approve the dog warrant at the June regular meeting to send to the Police Department for action. The Animal Control Officer and staff diligently make every effort to sort through the warrant and contact owners to give them an opportunity to license prior to the more serious fines. For all dogs who remain unlicensed into the month of July, there will be a \$25 civil forfeiture fee added on to the cost of the license.

The annual Rabies Clinic took place on Saturday, May 14th at the old Department of Public Works building, 45 Old Dover Road. Even with the high temperatures and lack of shade at the location, the clinic was very well attended (and water was provided for canines and humans alike). The City Clerk's office licensed 53 dogs over the course of the 2 ½ hour clinic, but that does not take into account the dogs attending from other communities as well as a good deal of cats being vaccinated.

4. Election Updates

In anticipation of the June 1, 2022 opening of the filing period for the State Primary Election in September, the Supervisors of the Checklist met on May 31 in City Hall to accept all changes to the checklist including party affiliation changes, new voter registrations, and removals due to death or moving. Following this Supervisor's Session, the checklist will be closed for changes for the duration of the filing period.

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

Ward	Democrats	Republicans	Undeclared	Totals
1	988	1,038	1,208	3,234
2	926	990	1,206	3,122
3	880	1,029	1,061	2,970
4	853	716	1,272	2,841
5	876	1,020	1,200	3,096
6	931	772	1,070	2,773
Totals:	5,454	5,565	7,017	18,036

The Secretary of State has formed a Special Committee on Voter Confidence, which has held several meetings and hearings throughout the state in May and will continue to meet over the course of the next several months before release their findings in the fall. City Clerk staff intends to attend the upcoming hearing in Portsmouth on June 7.

5. Personnel Updates

Starting in July, our part-time staff member will be able to transition into a full time position in our office. This change was approved during the FY23 budget. We anticipate the additional hours in our office will help immeasurably to handle a lot of the necessary day-to-day tasks, taking them off the plate of the clerk and other staff to allow more adequate time to focus on other projects and time-sensitive statutory requirements.

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City Clerk's Office



ROCHESTER PUBLIC WORKS DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: May 1, 2022-May 31, 2022

Date: June 21, 2022

Ref: Monthly Report for DPW ADMINISTRATIVE DIVISION

OVERVIEW

1. Notable Items Related to Ongoing Operations

The DPW Administrative processed mailings for the Rt202A Water Extension in regards to Home Owner Option Financing, and to the Woodman Area Reconstruction Project abutters. The Portalogic Software System is up and running for the newly installed Bulk Water filling at the Quonset Hut on Washington Street. This bulk station is used by many water haulers and it has made access for these companies more efficient and it provides real time information to the administrative for billing purposes. The New DPW Dedication for the new facility occurred on May 20, 2022. The posting of the fleet and dedication ceremony can be viewed [Dedication Ceremony - new Department of Public Works facility. - YouTube](#). There were many city representatives, city employees and members of the community present to take part in the celebrations which included a touch a truck event with DPW equipment, fire trucks and a police vehicle and motorcycle. On Saturday May 21, 2022 the City of Rochester Public Works held the Household Hazardous Waste Day Event at Waste Management from 8:30-12:30 PM with a total of 370 vehicles participating. The Administrative Staff thanks all Veterans for their Service, and they were happy to contribute to the success of the Memorial Day Celebration at the Rochester Common. The Administrative Staff took care of ordering and coordinating the flowers, the portable bathrooms as well as grounds maintenance for the event. The Utility Billing Office Staff mailed 2934 invoices, processed numerous service orders and payment arrangements, and they supplied 35 final bills for property transfers.



ROCHESTER DPW – HIGHWAY/FLEET DIVISION MONTHLY REPORT

To: Blaine Cox, City Manager

From: May 1, 2022-May 31, 2022

Date: June 21, 2022

Ref: Monthly Report for DPW – HIGHWAY/FLEET DIVISION

OVERVIEW

1. Personnel Updates

The Highway / Fleet Division is still short staff once again and is looking to fill the two MEO position soon.

2. Notable Items Related to Ongoing Operations

Fleet division worked on several break downs, also major repair to Vac-Con # 6 and did repairs and preventive maintenance. Highway Staff repaired catch basins, replaced about 100ft of sidewalks, and painted crosswalks. New catch basins were installed on Landry Drive, Jackson Street and Silver Street. Tree work was done throughout the city.

3. Notable Events Related to Unusual Operations

Staff prepared for open house on the 20th of May. Installed boat launch on the Cocheco River. Investigate drainage system on Summer and Signal Streets.



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

Line striping throughout the city and staff will be paving Fox Lane and Pineknoll Drive.

5. Staff Kudos

Highway /Fleet had a few more staff members pass there CDL license program. A great job done by the fleet department on repairing the collapsed Vac-Con tank. All staff did a great job during the open house.

6. Training

We had four employees complete a course with NH-T2 program.



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: May 1, 2022-May 31, 2022

Date: June 21, 2022

Ref: Monthly Report for DPW – UTILITIES DIVISION

OVERVIEW

1. Notable Items Related to Ongoing Operations

Operators responded to nearly 300 work orders and service requests in the month of May; roughly 6.5% of those responses were emergencies.

2. Notable Events Related to Unusual Operations

Operators are continuing a sewer infiltration investigation and continue to find 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. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

Our small staff combined with almost daily emergency responses has delayed routine and necessary water distribution and sewer collection systems maintenance.

Springtime water main flushing continues and is expected to run into the first week of June.

4. Training

Operators received training in Cadwelding and the installation of cathodic protection on metallic pipe.



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: May 1, 2022-May 31, 2022

Date: June 21, 2022

Ref: Monthly Report for DPW BUILDINGS AND GROUNDS

OVERVIEW

1. Personnel Updates

A new employee has been hired for the vacant position of part time custodian at the City Hall Annex. This employee will be starting on June 6th.

Steve Wheeler has returned to work with the City of Rochester as part time custodian working Saturday and Sundays at the James Foley Memorial Community

Part time custodian for the DPW Facility is no longer employed with the City, we are currently advertising to fill this position.

2. Notable Items Related to Ongoing Operations

Pool Startups have been completed at all locations. The newly installed pool covers installed last year has saved many hours of startup time to our department.

Installation of the new exterior and interior gym doors has begun. This is going to be a challenging operation due to the configuration of the lintel as it was installed for larger door and infilled with block.



Grounds operations are in full swing and with amount of rain and newly installed irrigation at City Hall everything is growing at a very fast rate right now.

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

We will be working on the Commons walking path again this coming month. We will be installing a fresh layer of stone dust and grading the track. This is a challenge because of the heavy use of the area.

4. Staff Kudos

Kudos to Ray Dashnaw who is currently filling in for the vacant position of custodian at the DPW facility he is doing an outstanding job and continues to help out with maintenance operations.

Kudos to all staff in preparation to the Field of Honor event held at the Rochester Commons this past Memorial Day week. It was a challenge keeping up with the area due to high use and the abuse of the facility that takes place on nightly basis.



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: May 1, 2022-May 31, 2022

Date: June 21, 2022

Ref: Monthly Report for DPW Water Treatment Plant

OVERVIEW

1. Notable Items Related to Ongoing Operations

Treated water volume this month was 68.5 million gallons from the surface water facility and 15.1 million gallons from the groundwater plant, for a total of 83.6 million gallons delivered to our customers.

All water quality testing and monitoring was completed in accordance with NHDES requirements. Disinfection byproducts for May have maintained improved trending & levels.

Watershed inspections were conducted at Rochester and Round Pond Reservoirs, Tufts Pond Reservoir, and the diversion structure. All reservoirs are at capacity. Third party conservation easement monitoring of our watershed is underway. Assisted consultants in accessing the Cochemo RCH1 monitoring wells. Staff began a second sortie against the furry intruders and their fortress at Kristy Lane.

Equipment and grounds maintenance was performed at the plant, well, and tanks/stations. Staff performed repairs to a duty pump at Industrial Way BPS; suction line sampling was performed at Washington Street BPS; repairs and inspections were made to several generators; and general cleanup was performed at all stations. Maintenance at the well included continued repairs to the aeration blower variable frequency drives, clearwell control loop optimization, and instrument verification. Maintenance at the surface plant included laser turbidimeter calibrations; maintenance on the bicarbonate screw feeder; manual cleaning of the sand filter effluent trough and schmutzdecke; and replacement of a plant water system RPZ device..



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

Disinfection byproducts for the Gonic area again continued to improve this month; the interim LRAA calculation is 60ppb.

Seasonal water quality valving between the well, surface plant, and village districts is underway.

3. Staff Kudos

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

Thanks for all those in DPW who helped with spring flushing, it is a critical endeavor in us providing and maintaining quality water to our customers.

4. Training

Staff attended the annual Source Water Protection Conference in Concord (day 1) and virtually (day 2).

5. Other

Several backflow inspections and cross connection surveys were conducted or scheduled this month.

The 2021 Consumer Confidence (Water Quality) Report for the Rochester Water Department has been published. <https://www.rochesternh.net/public-works/files/2021-ccr>

ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: May 1, 2022-May 31, 2022

Date: June 21, 2022

Ref: May Monthly Report for DPW – ENGINEERING DIVISION

OVERVIEW

1. Personnel Updates

One Assistant City Engineer position remains vacant and posted.

2. Notable Items Related to Ongoing Operations

Strafford Square Roundabout: After a winter shutdown period, construction resumed in April on the utility infrastructure contract, which primarily facilitates relocating existing above-ground utilities to underground conduits and vaults, along with other underground utility improvements. The actual roundabout construction project was advertised in May 2022; bids are scheduled to be opened in June 2022.

Colonial Pines Sewer Extension – Phase 3: Construction continues with sewer main installation on Birch Drive and Tingley Street into June 2022.

Route 202A Water Main Extension and Water Tank: Water main installation continues on Walnut Street (Route 202A) and Bickford Road into June 2022. Preparation of the water tank site also began in May 2022.

Woodman Area Infrastructure Improvements: Construction contract was signed in May 2022. Notice to Proceed with construction was issued in May 2022 and construction will have a duration of 2+ years.

WWTF Carbon Storage and Feed Building: Construction has re-commenced on this facility, and is on schedule for completion prior to Rochester's AOC compliance date for completion of this building of 10/31/2022.

WWTF Aeration Basin Sidewall Blower Tie-in (Iris Valve): Construction has re-commenced on this project, which is intended to enhance the WWTF's ability to treat for nitrogen; completion of the project is on schedule for completion prior to Rochester's AOC compliance date for aeration automation completion of 10/31/2022.

Route 11 Sewer Pump Station Upgrade: Contractor mobilization to the site is anticipated in June 2022; construction is anticipated to be completed by the end of summer 2022.

Tara Estates Sewer Pump Station Upgrade: Contractor pre-qualification submittals are scheduled to be received in June 2022. Advertisement for bids for this project is anticipated to follow in June 2022.

Annual Contracted Pavement Rehabilitation: Paving contract was signed in May and paving work is scheduled to begin by the end of June 2022.

Betts Rd/Cross Rd Intersection Improvements: This intersection improvement project was advertised for bids in May 2022. Bids are anticipated to be opened in June 2022 and construction to follow this summer.

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

Applicant pool remains sparse for the open Assistant City Engineer position.

4. Affected Business Processes or Systems

Engineering staff issued a total of 24 permits in May, including right-of-way excavation, driveway (curb cut), water connection, sewer connection, sewer assessment, stormwater (drainage), sidewalk obstruction, and backflow prevention device permits.

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City Clerk's Office

ROCHESTER ECONOMIC DEVELOPMENT DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: May 1-May 31, 2022

Date: June 13, 2022

Ref: Monthly Report for Economic Development Department

OVERVIEW

1. New Projects & Project Updates

- Carole & Jenn collaborated on Farmers Market preparations-ensuring vendor applications are complete, food licenses, recruiting Market Manager, communicating with vendors.
- Rochester-Farmington Trail connection – a small group walked the rail trail from Hanson Pines almost to the intersection at Little Falls Bridge Rd. to assess the trail condition.
- ED collaborated with the Chamber of Commerce and NH Manufacturing Extension Partnership to host 2 Workforce Forums (Building the Pipeline: A Discussion on the Manufacturing Workforce in the Greater Rochester area).
- Carole attended the Wellness Committee meeting convened by HR.
- Jenn & Carole worked on preparations for Wings & Wheels
- The Hoffman Project has applied for building and demolition permits and expects to start work in June.

2. New Businesses and Business Updates

- Clear Choice MD was approved to open at the Friendly's location.
- Italian food is coming to the Ridge. Evviva Trattoria announced they will be opening on the site next to Starbucks. There will also be a 10,000 square foot retail store as well. They have not started construction yet.
- Wentworth Douglas Hospital is opening a family practice at the Ridge.
- Smuttynose applied to open a beer garden at the Ridge in the green space.

3. Community Development Project Updates

- Julian's has left the City for another position. Jenn will be filling in on projects and paperwork until the Department hires a new person. Interviews will start in June.

4. Boards & Commissions Updates

- Riverwalk Committee hosted a logo contest for high school students to create a logo for the Riverwalk.
- Worked with the Rec Dept to install the kayak launch on Hillsdale Avenue.
- Rochester Main Street – planted flowers around Parson-Main and the Welcome to Rochester sign in Central Square.
- REDC is preparing for a CC presentation in the near future.

5. Training & Staff Development

- Carole is scheduled to attend a training in Economic Development in June

6. Other

- A paranormal investigation of the Annex found there are three spirits inhabiting the building, but nothing in the Opera House.

ROCHESTER FINANCE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: May 1, 2022 - May 31, 2022

Date: June 13, 2022

OVERVIEW

1. Personnel Updates

None

2. Notable Items Related to Ongoing Operations

Fiscal year end accounts payable deadlines and expectations have been distributed to all departments.

3. Notable Events Related to Unusual Operations

None

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

None

5. Staff Kudos

Kudos to Ann Arsenault for assisting Economic Development with interim CDBG items as the City works to fill the Community Development Coordinator position.

Rochester FINANCE Department

6. Affected Business Processes or Systems

None

7. Training

Internal cross-training was conducted this month on the preparation of first issue tax bills.

8. Other

Monthly Financial Statements Summary – as of May 31, 2022

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

Below are the revenues & expense highlights through May 31, 2022, which represents approximately 92% completion of FY22.

GENERAL FUND NON PROPERTY TAX REVENUES

Motor Vehicle Registrations: Revenues remain strong at \$5,269,090, 108% collected.

Waste Management Host Fees: Total FY22 revenue received \$4,538,671. City allocation \$3,660,544 School Department allocation of \$878,127. The April payment of \$926,950 crossed months and won't reflect in revenues until the May-22. The total FY22 revenue received is \$1,410,544 over the adopted amount of \$3,128,127.

Building Permits: Revenues remains very strong at \$633,387, 211% collected.

Interest Income: Remains very soft at \$32,744. Although interest rates have recently increased from 18 basis points (18 percent of 1 percent) to 55 basis points, a little over ½ of a percent.

Interest on Delinquent Taxes: Collections at \$420,735 120% collected.

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.

Rochester FINANCE Department

Highway Block Subsidy: All quarterly payments received, total \$614,647, 102% collected.

Cablevision: Three payments received from Comcast & Atlantic Broadband, total \$173,913, 74% collected.

Current Use Taxes: Current Use tax revenues are very strong at \$380,128, or 234% collected.

GENERAL FUND EXPENSES: Overall expenses are below budget at 87%. Expense details are 83% actually expended and 3% encumbered to spend. Salary, OT & Benefits are trending slightly below budget at 79%

Fire & Police Over Time: Fire Department Overtime trending high at 162% expended, Police Overtime trending at 166% expended.

Welfare Direct Assistance: Continues to trend low at 34% expended.

WATER-SEWER SPECIAL REVENUE FUNDS:

Water-Sewer Funds: Water-Sewer User Fee revenues remain strong on each fund, with low delinquencies, and collections, Water at 63% and Sewer at 64%. FY22 Water Fund expenses are trending below budget at 68%, Sewer Fund expenses are trending below budget at 77%.

Community Center: Expenses trending slightly below budget at 89%, and Revenues are at 73% collected.

Arena Special Revenue: Expenses at 92% Revenues are at 116% collected, which includes a \$129,815 contribution from ARPA grant funds.

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City Clerk's Office

ROCHESTER PLANNING DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: May 1, 2022 – May 31, 2022

Date: June 1, 2022

Ref: Monthly Report for Planning Department

OVERVIEW

1. Personnel Updates

The Planning Department has started reviewing resumes for the Planner I position that will be working with the Conservation Commission.

2. Notable Items Related to Land Use Boards

APPLICATIONS REVIEWED BY THE PLANNING BOARD

Planning Board cancelled their Regular Meeting due to attendance concern and a small agenda.

Planning Board met May 16, 2022 for a Workshop Meeting

The City of Rochester, Dept of Public Works, 0 Cross Rd (by Greenman-Pedersen, Inc.) Lot Line Revision Case# 203 – 29-4 – A – 22 **APPROVED**

Farmington Associates, LLC, Ridgeside Development Phase II, 120 Marketplace Blvd (by Jones & Beach) Extension to meet precedent conditions to an approved Site Plan. Case# 216 – 8,9,10 – GRD – 15 **APPROVED**

Waterstone Rochester, LLC, The Ridge, 120 Marketplace Blvd (by Jones & Beach) Site plan to construct a 5,460 sf restaurant and a 7,178 sf of retail space. Case# 216- 11 – GRD – 22 **APPROVED**

APPLICATIONS REVIEWED BY THE ZONING BOARD OF ADJUSTMENT

Zoning Board of Adjustment met on May 11, 2022

Z-22-15 GNM Solar 17, LLC Seek an *Appeal of Administrative Decision* preventing the issuance of a building permit to install fifty (50) solar panels on the property. **Public Hearing *DENIED***

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

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

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

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

Conservation Commission met on May 25, 2022

Proposed three lot subdivision, 18 Sampson Road, Map 231, Lot 18 & 18-2 (By Norway Plains Associates, INC) Conditional Use Permit for wetland buffer impacts from proposed drainage infrastructure required for driveway and structure placement. - ***Approved***

PSNH Y170 Line – Structure Replacement Project. Eversource Energy, transmission line replacement project; temporary wetland impacts anticipated during construction only. State approval is required. – ***Supported***

Alteration of Terrain (AoT) Bureau Permit Application (RSA 485-A:17); NHDES File Number 220322-065. Wadleigh Road Apartment. Map 137 Lot 35-1. -***Supported***

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission met on May 18, 2022

Clear Choice MD Urgent Care, 77 South Main Street Certificate of Approval for site renovations to include removal of front dormers and cupola, roof shingles, paint and awning color, light fixtures, new windows and doors, and new gutter downspout. Case# 125 – 204 – DTC – 22 **APPROVED**

3. Notable Events Related to Land Use Board Workshop Items

During the Planning Board Workshop meeting held on May 16, 2022, Inspections and Surety were reviewed by the board members.

4. Training

- Municipal Separate Storm Sewer System (MS4); Education and Outreach
- Resiliency Academy – Introduction to small business and community resiliency webinar.

5. Ordinance/Regulation Highlight of the Month

In Rochester the keeping of chickens and other small livestock is regulated by the Zoning Code, Chapter 275.23.2 (f) Chickens, fowl and other small livestock. Keeping fewer than 10 chickens, ducks, rabbits, bee hives, or other small animals defined as livestock is an accessory use to a residence subject to the following standards:

[1] The activity is not carried out as a business;

[2] No roosters are allowed and the number of chickens is limited to fewer than 10 in the Residential-1 and -2 Districts;

[3] No area or structure for the housing, storage of manure/animal waste, or feeding of animals shall be located within 20 feet of any abutting property lines; and

[4] Handling of manure/animal waste must follow best management practices and not be a nuisance for neighbors

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City Clerk's Office

RECREATION & ARENA DEPARTMENT - MONTHLY REPORT

To: Blaine Cox, City Manager
From: Lauren Krans, Assistant Director of Recreation & Arena
Date: June 7, 2022
Ref: May 2022 Monthly Report for Recreation & Arena Department

OVERVIEW

1. Personnel Updates

Recreation Supervisor

We welcomed our new Recreation Supervisor, Jeff Turgeon, on May 9th. Jeff has worked in a part time seasonal capacity with the Recreation Department for over 4 years and was a paraprofessional/special education job coordinator at Spaulding High School for 28 years. Jeff's knowledge of the Rochester community and ability to organize and engage diverse groups of people makes him a wonderful asset to our department.

2. Monthly Programming Numbers

May Program	Participation
Adult Pickup Sports	57
Adult Volleyball	113
Family Open Gym Drop In	10
Family Open Gym Reservation	31
Senior Cardio Drumming	16
Senior Pickleball Weekday	252
Senior Power Hour	25
Senior Trip	9
Senior Zumba Gold	34
SHS/BCA open Gym	13
May Total	560

3. Facilities, Operations and Special Events

Facility preparations for summer programming are in full swing during the month of May. Pre-season maintenance at four outdoor pools began in May, with specific attention to the Nancy Loud Pool to prepare for Lifeguard Certification class in early June. The recently installed pool covers were of great value, as they prevented foreign objects and excess debris from entering the water during the fall and winter months. Collaboration with the School Facilities Department continued in May to coordinate access to the Gonic and Nancy Loud Elementary Schools for our summer camp programs. In alignment with the City's wayfinding plan, outdoor signage was installed at the Public Kayak Launch, Squamanagonic and Pickering Ponds. The public kayak launch was also installed in late May.

Concrete floor rentals increase at the Rochester Arena, the most recent addition to the schedule is Northeast Passage's Wheelchair Lacrosse League.



4. Upcoming Seasons – Spring/Summer 2022

Recruitment for Summer Staff consumed a lot of staff time and energy during the month of May. Interviews for summer camp and lifeguard candidates were almost immediately after receipt of employment applications, as our goal was to quickly attract and retain quality candidates. Staff attended a employment fair hosted at Spaulding High School to advertise our summer employment opportunities. There were many applications submitted as a result of this job fair, however as summer gets closers, several candidates have made last minute changes to their summer plans.

ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: May 1, 2022 – May 31, 2022

To: Blaine Cox, City Manager

Date: June 16, 2022

Ref: Monthly Report for Fire Department

1. On-Duty Staffing Levels

- Full Staffing – personnel on-duty – **23% of shifts in May**
- One FF Short- personnel on-duty – **35% of shifts in May**
- Two FF's Short – personnel on-duty – **42%of shifts in May**

2. Personnel Updates

Employment Info

- 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. This position will be filled once a new Chief is on board.

ROCHESTER FIRE DEPARTMENT

MONTHLY REPORT

From: May 1, 2022 – May 31, 2022

3. Emergency Response Statistics

Call Type	May-2021	May-2022	% Change	21 Fiscal YTD July 1 - May 31	22 Fiscal YTD July 1 - May 31	% Change
Fire Calls/ Explosion	22	10	-120%	151	73	-52%
Overpressure/Rupture	1	0	-100%	3	2	-33%
Emergency Medical Services	75	112	49%	868	1171	35%
Rescue	25	34	36%	319	336	5%
Hazardous Conditions	12	18	50%	191	144	-25%
Service Calls	42	40	-5%	444	393	-11%
Good Intent Calls	26	54	108%	242	337	39%
False Calls	26	28	8%	271	308	14%
Severe Weather/Natural Disaster	0	0	0%	9	1	-89%
Special Type/Complaint	0	0	0%	0	2	200%
Undetermined	0	2	200%	1	3	200%
TOTALS	229	298	30%	2499	2770	11%
*Call numbers as of 6/7/2022, they are subject to change						

ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: May 1, 2022 – May 31, 2022

4. Operations



May 9th 2022 – DC Wheeler Engine 5, Truck 9 Responded to Kirk St in Sanford ME for a Multi Alarm Building Fire.



Work Continues On the new Ladder Truck at Sutphen Fire Apparatus. Final Inspection is scheduled for June 27th.

ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: May 1, 2022 – May 31, 2022

5. Community Risk Reduction

The Fire Prevention Division supported Old Navy's Safety Weekend with a focus on fire safety for the month of May. We provided educational literature, props, handouts and give away items.

As part of our public education campaign and community support the Fire Prevention Division in conjunction with the Local 1451 Rochester Professional Fire Fighters supported Rochester's Free Comic Book Day. Community members were given comic books, were given apparatus tours and had the opportunity to talk with our Firefighters.

DC Hughes attended the New England Fire Investigation Seminar at Saint Anselm College. In attendance were approximately 65 Fire Investigators from all New England states. This year's training was focused on hypothesis development, documentation, electrical fire causation, trial testimony, and discovering all potential fuel and ignition sources at the site of origin. They were also presented with two arson case reviews that lead to trials and convictions.

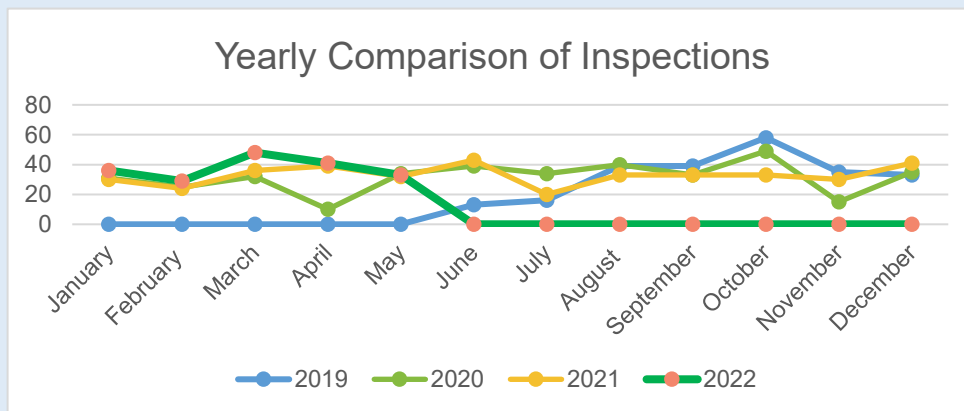
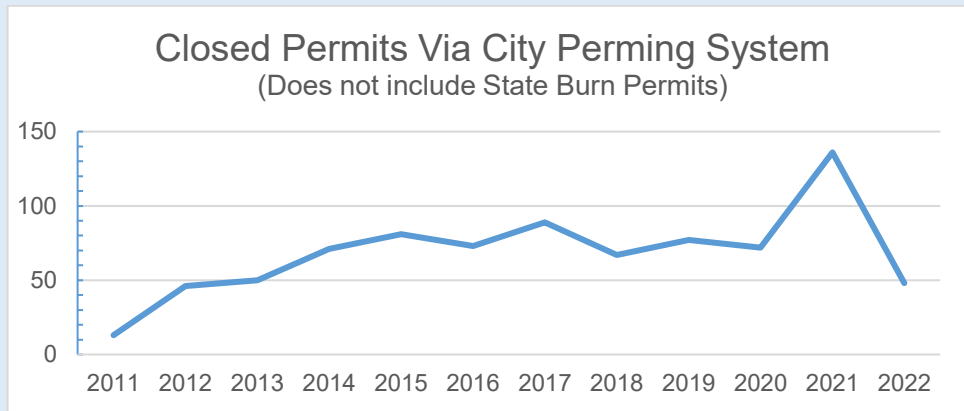
During the month of May, there was increase in mercantile and second hand dealer inspection request, which can be associated with the renewal of their licenses.



ROCHESTER FIRE DEPARTMENT

MONTHLY REPORT

From: May 1, 2022 – May 31, 2022



ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: May 1, 2022 – May 31, 2022

6. Training



Members Completed Firefighter Safety and Survival Training with an outside instructor.



Members prepared a probationary member to complete CDL testing!



ROCHESTER POLICE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Gary M. Boudreau, Chief of Police

Date: 06/14/2022

Ref: Monthly Report for May 2022

OVERVIEW

1. Personnel Updates

Personnel: We will fill two open patrol slots at the end of June. However we also received one patrol resignation and two dispatch resignations.

K9 Ripley is closer to certification in obedience, agility, tracking and evidence detection. She did make an attempt at certification but needs more time in tracking.

2. Notable Items Related to Ongoing Operations

Comp Stat:

Traffic crashes were down for the month. DWI crashes were consistent with prior months. We are monitoring DWI's found via crashes vs those found otherwise. Property crime was down 29%. The most notable decrease was in burglary and thefts from buildings. There are no concerning trends on violent crime. Drug activity is consistent with prior months, although we are down 17% for the year. Drugs we consistently see are heroin, fentanyl, methamphetamines, marijuana, THC infused products and suboxone.

Vehicle Updates: The mobile dispatch trailer is still waiting for one major part for the radio system.

Body Camera Project. We are still waiting on word from the State if any grant funding will be made available to Rochester for this project.



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

We have open patrol positions (5) and open dispatch positions (5). Backgrounds are underway to fill a couple of those positions. Ongoing interviews continue with dispatch.

4. Training

Recruits graduated from Academy training and will enter field training. We are scheduled to send five candidates to the June Academy and are already reserving spots for the August Academy.

A few highlights of other recent training: Four officers attended a week long homicide training in Nashua. We received great feedback from the officers that attended that class. Two officers attended level 1 & 2 of SWAT Training. Various supervisors attend levels of FBI LEEDA training. There are levels for the new supervisor, intermediate and executive levels.

5. Other

We rolled out a redesigned shoulder patch this period that features “Rochester” more prominently on the patch. The artwork is crisp and we are in process of making the changeover for summer uniforms, followed by winter uniforms.

The Department hosted a RAD self-defense class for women.

The Wings and Wheels event was blessed to have perfect weather. It was very well attended.

ROCHESTER LIBRARY DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: May 1, 2022- May 31, 2022

Date: June 8, 2022

Ref: Monthly Report for Library

OVERVIEW

1. Personnel Updates

The library was pleased to welcome Amy Swanson on May 9, 2022, into a library assistant position.

2. Notable Items Related to Ongoing Operations

There was a total of 10,475 items circulated with 7,099 people visiting the library in the month of May. Two hundred eighty-three patrons used the library's Internet computers. Interlibrary loan activity included 131 materials borrowed from other libraries and 154 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 32 appointments for pick-up were made throughout the month of May.

The Rochester Public Library was pleased to present the artwork of Nika (Navy Heng) during the month of May. Navy is an eclectic artist from Cambodia who lives in the Rochester area. Navy enjoys using the Dutch Pour technique for creating painting, and quilling techniques for paper painting. Navy draws inspiration from her travels to various countries and finds the act of creating art a form of meditation.

Main desk librarian (and syndicated cartoonist) Stephanie and main desk librarian, Karyl. Have created a series of weekly animated videos recommending book, DVD, and other titles available at the library. They can be viewed on the library website, Facebook, and Instagram accounts.

Emerging Technology Specialist, Jessica in coordination with lead children's librarian, Christina, created a virtual tour of the Children's room available on the library YouTube page.

Featured Adult Services Displays for the month of May included: *Featuring Moms*, *May Day*, *Financial Awareness* and *Billboard Music*.

Library, June 8, 2022

Three hundred-five of our library patrons downloaded 1,611 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 476 digital downloads from Hoopla.

3. Library Programming

The Children's Room staff visited 95 classrooms with over 2,375 children along with PTA groups from 6 different Rochester schools, to promote the Children's Summer Reading Program. This year the theme is "Oceans of Possibilities" throughout the library, for Children's, Teen, and Adult services.

May 7-14th children were welcomed to pick-up "Pipe Cleaner Snail" kits and adults were welcome to "Origami Book Mark" 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 May 9th and featured *Refugee* by Alan Gratz.

The True Crime Book Club met May 24th and featured *Road to Jonestown* by Jeff Gunn.

May 10th, the Library was pleased to host Kurk Dorsey, Chair of the Department of History at UNH. Dorsey discussed the long, complex history behind the Russian invasion of the Ukraine and delved into the sources of the dispute between Russia on one hand and Ukraine and its allies on the other.

May 18th, the library hosted "Black Bear Happenings" a presentation of the NH Fish & Game Dept. with Doug Whitfield and Dennis Walsh, Wildlife Stewards with NH Fish and Game. This program covered the life cycle of Black Bears, their habitat needs, and ways to avoid potentially costly conflict with humans.

Health Market Connect has been conducting weekly workshops in the library community room on Wednesdays from 10am – 1pm during the months of April and May. HMC staff assist local residents in finding and enrolling in affordable (sometimes free) insurance plans available to them. This program is 100% funded through federal grant money to provide these services to NH residents.

4. Other

Trustees will be meeting in the library on May 21st at 6pm.

ROCHESTER TAX COLLECTOR'S OFFICE

MONTHLY REPORT

To: Blaine Cox, City Manager

From: Doreen Jones, Tax Collector

Date: June 7, 2022

Ref: Monthly Report for May, 2022

OVERVIEW

1. Other

May 31, 2022

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2021	Warrant	69,388,398	68,269,373.31	98.39%	1,119,024.69	1.61%
2020		68,438,739	67,930,017.68	99.26%	508,721.32	0.74%
2019		66,169,796	65,801,872.35	99.44%	367,923.65	0.56%
2018		63,834,824	63,674,870.88	99.75%	159,953.12	0.25%
2017		60,524,791	60,395,113.56	99.79%	129,677.44	0.21%
2016		58,196,003	58,104,527.95	99.84%	91,475.05	0.16%
2015		56,938,119	56,888,046.62	99.91%	50,072.38	0.09%
2014		55,068,779	55,024,721.54	99.92%	44,057.46	0.08%
2013		53,324,262	53,290,924.91	99.94%	33,337.09	0.06%
2012		50,952,912	50,926,314.22	99.95%	26,597.78	0.05%
2011		48,856,892	48,834,261.41	99.95%	22,630.59	0.05%
2010		47,308,832	47,289,309.95	99.96%	19,522.05	0.04%
2009		46,898,827	46,886,406.94	99.97%	12,420.06	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	40,791,642.79	99.99%	2,517.21	0.01%
2005		38,024,453	38,023,111.86	100.00%	1,341.14	0.00%
2004		36,065,496	36,063,969.69	100.00%	1,526.31	0.00%
2003		33,310,579	33,309,167.95	100.00%	1,411.05	0.00%
2002		29,725,878	29,724,928.84	100.00%	949.16	0.00%
2001		26,943,136	26,942,673.85	100.00%	462.15	0.00%
				Total Uncoll:	2,606,514.28	


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	\$ 268,945.66	809
May	\$ 157,819.82	745
June		
Totals	\$ 5,533,410.68	9354

Auto Registration Totals FY 22		
Month	Total \$\$	# of Transactions
July	\$ 503,573.94	3397
Aug	\$ 524,877.90	3530
Sept	\$ 492,488.99	3211
Oct	\$ 561,576.55	3191
Nov	\$ 427,117.22	2817
Dec	\$ 404,606.65	2525
Jan	\$ 478,638.50	2857
Feb	\$ 440,067.40	2731
March	\$ 565,946.91	3808
April	\$ 490,592.31	3583
May	\$ 551,911.26	3755
June		
Totals	\$ 5,441,397.63	35405



ROCHESTER WELFARE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Todd M. Marsh, Welfare Director 

Date: June 08, 2022

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

Ref: Monthly Report for Welfare Department

OVERVIEW

1. Personnel Updates

The Welfare Department is engaged with the hiring process for the approved "Community Outreach Facilitator" position.

2. Notable Items Related to Ongoing Operations

Welfare Department operations continue to be effected by the pandemic and temporary 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.

Available Federal Emergency Rental Assistance Program (ERAP) Funds used by Community Action to assist many individuals experiencing homelessness with motel accommodations are depleting. Many greater seacoast area motels are full or nearly full due to these efforts . We are in the process of confirming a potential end date. This office is in communications with NH Housing Finance Authority, Community Action and other greater seacoast area local welfare departments to plan, collaborate and coordinate the end of ERAP funding efforts.

3. Notable Events Related to Unusual Operations

No unusual notable events.

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

None

5. Staff Kudos

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

6. Affected Business Processes or Systems

None

7. Training

Welfare Department team members continue to seek and practice continuous improvement with department functions, including webinars and readings. Recently, team members have attended the mandated Active Intruder Training.

8. Analysis of Direct Assistance for May 2022

General Assistance above represents an average cost per case/family of \$750.00 and case/Individual of \$242.00 for this month.

Total vouchers issued: \$992.00

There was a decrease of \$4,335.19 in assistance issued this month compared to May 2021. There was a decrease of \$2,414.99 in vouchers issued this month compared to last month.

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

This office reported 22 formal case notes for this period.