**City Council Public Hearing**
**April 18, 2023**
**Council Chambers**
**6:00 PM**

**Agenda**

1. **Call to Order**

2. **Amendment to the General Ordinances of the City of Rochester regarding Solar Energy P. 5**

3. **Resolution Authorizing Supplemental Appropriation in The Amount of $590,000 for City Hall and Opera House Life Safety Building Upgrades P. 33**

4. **Adjournment**

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**City Council Special Meeting**
**April 18, 2023**
**Council Chambers**
***Immediately following the public hearing***

**Agenda**

1. **Call to Order**

2. **Resolution Authorizing Construction of New Elementary School and Creation of Joint Building Committee in Accordance With RSA 199:3** ***first reading and consideration for adoption*** **P. 37**

3. **Adjournment**

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City Clerk's Office

**City Council Workshop**
**April 18, 2023**
**Council Chambers**
***Immediately following the Special Meeting***

**Agenda**

**1. Call to Order**

**2. Communications from the Deputy Mayor**

**3. Public Input**

**4. Communications from the City Manager**

**4.1 City Manager's Proposed Budget for Fiscal Year 2024 P. 47**

**5. Communications from the Mayor**

**5.2 Golden Gavel presentation**

**6. Frisbie Hospital Update – Tim Jones P. 49**

**7. Housing Needs Assessment - Strafford Regional Planning Commission P. 51**

**8. Request for Proposals Regarding 45 Old Dover Road P. 53**

**9. Department Reports P. 57**

**10. Non-public/non-meeting**

**10.1 Non-Public Session – Personnel, RSA 91-A:3, II (a)**

**11. Adjournment**

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City Clerk's Office

**Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Solar Energy**

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 (deletions ~~struckout~~ additions in RED):

## 275-2.2 Definitions

**Ground Mount:** A Solar Collection System and associated mounting hardware that is affixed to or placed upon the ground including but not limited to fixed, passive, or active tracking racking systems.

**Rated Nameplate Capacity:** Maximum rated alternating current ("AC") output of solar collection system based on the design output of the solar system.

**Roof Mount:** A Solar Collection System that is on a roof of a building or structure, including limited accessory equipment associated with system which may be ground mounted.

**Solar, Accessory Commercial:** A Solar Collection System primarily for on-site commercial use and consisting of one or more ground mounted solar array(s) or a roof mounted Solar Collection System. Accessory Commercial Solar Systems are intended to primarily reduce on-site consumption of utility power with a rated nameplate capacity of 100kW AC or less.

**Solar, Accessory Residential:** A Solar Collection System primarily for on-site residential use consisting of a ground or a roof mounted Solar Collection System. Accessory Residential Solar Systems are intended to primarily reduce on-site consumption of utility power with a rated nameplate capacity of 25kW AC or less.

**Solar, Accessory Industrial:** A Solar Collection System primarily for on-site industrial use and consisting of one or more ground mounted solar array(s) or a roof mounted Solar Collection System. Accessory Industrial Solar Systems are intended to primarily reduce on-site consumption of utility power with a rated nameplate capacity of 100kW AC or less.

**Solar, Commercial**: A principle use of land that consists of one or more free-standing, ground mounted, or roof mounted Solar Collection Systems with a rated nameplate capacity of up to 1 MW AC.

**Solar, Community**: A principle use of land that consists of one or more free-standing, ground mounted, or roof mounted solar collection systems up to 250 kW AC.

**Solar, Utility:** A principle use of land that consists of one or more free-standing, ground mounted Solar Collection Systems larger than 1MW AC.

**Solar Collection System:** Includes all equipment required to harvest solar energy to generate and transmit generated energy to the point of interconnection electricity. The Solar Collection System includes storage devices, power conditioning equipment, transfer equipment, and parts related to the

functioning of those items. Solar Collection Systems include only equipment up to (the point of interconnection to the utility grid or site service point.

## 275 Attachment 4

## Table 18-D "Industrial-Storage-Transport-Utility Uses"

| Use Table | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | |
| | R1 | R2 | NMU | AG | DC | OC | GR | HC | GI | RI | HS | AS |
| Solar, Accessory Residential | P or E | P or E | P | P | P | P | P | P | P | P | P | P |
| Solar, Accessory Commercial | E | E | E | P | C | P | P | P | P | P | C | C |
| Solar, Accessory Industrial | E | E | E | P | C | P | P | P | P | P | C | C |
| Solar, Community | - | - | E | C | C | E | C | C | C | C | E | C |
| Solar, Commercial | - | - | - | E | - | E | C | C | C | C | E | E |
| Solar, Utility | - | - | - | E | - | E | E | E | E | E | E | E |

## 275-23.2 .22 Solar Collection Systems (Standards for Specific Accessory Uses)

**A. Solar Collection Systems in Residential One and Residential Two zones**.

1) Free standing or ground mounted Accessory Residential Solar Collection Systems in Residential One and Residential Two zones require a minimum lot size of 20,000 square feet or a special exception.

2) Accessory Commercial Solar Collection Systems in Residential One and Residential Two zones require a special exception.

**B. Height**

1) Building or roof mounted solar equipment shall not exceed the maximum allowed height in any zoning district by more than ten (10) inches for pitched roofs and five (5) feet for systems mounted on flat roofs.

2) Ground or pole mounted Solar Collection System shall not exceed height restrictions for the zoning district which they are placed when oriented at maximum tilt.

3) Solar Collection Systems placed over parking areas or drive aisles require a minimum panel height of fourteen feet measured at maximum tilt and must be designed to allow for snow removal and treatment.

**C. Setbacks**

1) Solar Collection Systems shall be considered structures and comply with building setback requirements from lot lines for the entire system, including the panels. Tracking systems shall have the setback measured from the point and time where the array is closest to the lot line. No portion of a system may cross into the setback.

2) Roof or Building Mounted systems – The Solar Collection System shall not extend beyond the exterior perimeter of the building. Exterior piping or electrical connections not located at the rear of buildings shall be screened from the street to the extent practical as per Site Plan Regulations – Section 7.E(2) Utility Elements

3) No portion of equipment associated with a Solar Collection System (transformers, utility structures, or other axillary features) shall be permitted in the setback.

**D. Visibility**

1) Roof-mount or ground-mount Solar Collection Systems visible from the closest edge of any public right-of-way shall follow the aesthetic restrictions below:

   a. Roof-mounted systems on pitched roofs that are visible from the nearest edge of the front right-of-way shall have the same finished pitch as the roof and be no more than ten inches above the roof.

   b. Roof-mount systems on flat roofs that are visible from the nearest edge of the front right-of-way shall not be more than five feet above the finished roof exclusive of any rooftop equipment or mechanical screening system.

   c. The use of reflectors to enhance solar production are prohibited.

**E. Plan Approval**

1) Applications that meet the design requirements of this ordinance for a Solar Collection System as an accessory use shall be granted administrative approval through submittal of applicable building permits and shall not require Planning Board review. Compliance with Building or Electric Code is required regardless of system size or capacity.

2) All Solar Collection System proposals must include a plot plan with horizontal scale and profile drawing with a vertical scale showing:

a. The location of all System components on the building/structure or on the property for a ground-mount system;

b. Property lines, public rights-of-ways, and setbacks;

c. Lot size;

d. Point of interconnection;

e. Height of existing and proposed structures;

f. Equipment specifications and ratings.

3) All proposals under this Ordinance may be subject to special investigation and the review of documents under RSA 674:44-V.

4) Accessory ground-mount Solar Collection Systems shall be exempt from stormwater management requirements provided the ground below the System is not compacted and vegetated.

5) Solar Collection Systems requiring a Conditional Use Permit shall meet Base Criteria conditions set by 275-21.3 of the Zoning Ordinance.

6) Solar Collection Systems requiring a Special Exception from the Zoning Board of Adjustment shall meet provisions identified under the Primary Use section of this chapter.

**F. Expansion of Existing Solar Collection Systems**

1) Additions to existing solar systems shall not be exempt from any requirement in this ordinance. Solar Collection System capacity is cumulative and will determine the level of review for each proposed expansion.

2) Any expansions shall meet the requirements outlined in the Solar Ordinance.

## 275-21.4.P Solar, Community & Solar Commercial Systems (Conditions for Particular uses)

A. **Screening**

1) Ground mounted Solar Collection Systems shall have perimeter fencing and/or vegetative screening as approved by the Planning Board. The use of vegetative screening is encouraged.

2) Perimeter fencing for the site shall not include barbed wire or woven wire designs without visual screening and shall preferably use wildlife-friendly fencing standards that include clearance at the bottom.

B. **Glare**

1) Significant glare shall be considered a nuisance as per Rochester Zoning Ordinance 275-28.2. D Performance Standards.

2) Applicants must demonstrate that the Solar Collection System design has reasonably considered and mitigated potential impacts of significant glare onto abutting structures and roadways. Mitigation may include angle of panels, anti-reflective panel coating or additional screening to minimize impacts.

C. **Noise**

1) Loud or disruptive noise shall be considered a nuisance as per Rochester Zoning Ordinance 275-28.3 Noise.

2) Noise levels at the property line shall be in accordance with the municipal noise ordinance.

3) Applicants must demonstrate that operation of the Solar Collection System will not exceed permissible noise levels at the property line. Mitigation measures may be required to achieve permissible noise levels.

D. **Electric and Communication Lines**

1) Power and communication lines between the Solar Collection System and the point of interconnection shall be buried underground.

E. **Ground Cover**

The following provisions shall apply to the clearing of existing vegetation and establishment of vegetated ground cover.

1) Preservation of trees and existing vegetation that will not impede or shade the functioning of the Solar Collection System is encouraged.

2) Applicants that propose a ground mounted Solar Collection Systems exceeding 30% lot coverage or 1 acre, whichever is greater shall submit a vegetative management plan prepared by a landscape architect or similarly qualified professional The plan shall identify:
    a. The qualified professional(s) consulted or responsible for the plan.

b. The mix of proposed perennial vegetation intended to prevent erosion, and manage run off. Vegetative cover should include a mix of native perennial grasses and wildflowers.

c. The management methods and schedules for how the vegetation will be managed (mowing, replacement, etc.).

3) The Solar Collection System shall be approved by the Planning Board prior to any site work or lot clearing.

F. **Stormwater**

1) Ground mounted Solar Collection Systems are subject to City standards for stormwater management, erosion and sediment control provisions, as well as any applicable State and Federal requirements.

2) If the Solar Collection System is less than 30% lot coverage or less than one acre shall be exempt from stormwater management requirements provided the ground below the System is not compacted and vegetated.

3) Ground mounted systems that require land clearing and grubbing of forested cover greater than 1 acre, shall at a minimum, submit a Stormwater Permit to the Department of Public Works.

G. **Abandonment and Decommissioning**

1) Solar Collection Systems shall be deemed to be abandoned by a municipal official as evidenced by the lack of system maintenance or operation discontinuance without prior written consent of the municipality (such as for reasons beyond the control of the owner/operator).

2) An abandoned system shall be removed, and the site restored with vegetative cover within 12 months of abandonment.

H. **Submittal Requirements for Primary Use Solar Collection System**

1) Primary Use Solar Collection Systems shall submit a Site Plan Application.

2) All Solar Collection Systems shall comply with applicable aspects of the Zoning Ordinance and Site Plan Regulations. Applications must address all requirements for Principle Use Solar Collection Systems as well as provide the following:

   i. A plot plan with a horizontal scale and a profile drawing with a vertical scale showing the lot to include:

   ii. Existing structures, property lines, setbacks, lot size, ROWs;

iii. Land clearing or grading required for the installation and operation of the system;
iv. The location of all equipment to be installed on site including utility connection point(s) and equipment.
v. Equipment, except for utility connections, shall comply with required setbacks.

3) Equipment Specifications
   i. All proposed equipment or specifications must be included with the application. Such information can be supplied via manufacturer's specifications.

4) Emergency Response Plan
   i. Access to the site for emergency response shall be provided and detailed on the plan.
   ii. A narrative or manual for municipal shall be provided to the Rochester Fire Department detailing response guidance and disconnection locations necessary for fire response.

5) Solar Collection Systems requiring a Conditional Use Permit shall meet Base Criteria conditions set by 275-21.3 of the Zoning Ordinance.

6) Solar Collection Systems requiring a Special Exception from the Zoning Board of Adjustment meet applicable criteria set 275-22.3 of our Zoning Ordinance and meet provisions identified under the Primary Use section of this chapter as well as applicable Site Plan Regulations.

7) All applicable State and Federal permitting associated with the Solar Energy System must be obtained prior to Building Permit issuance. Copies of the permits or confirmation of the approvals must be submitted to the Planning Department.

8) All proposals under this Ordinance may be subject to special investigation and the review of documents under RSA 674:44-V.

## 275-22-3.L Solar, Community & Solar Commercial & Solar, Utility Systems (Conditions for Particular uses)

I. **Screening**
   3) Ground mounted Solar Collection Systems shall have perimeter fencing and/or vegetative screening as approved by the Planning Board. The use of vegetative screening is encouraged.

4) Perimeter fencing for the site shall not include barbed wire or woven wire designs without visual screening and shall preferably use wildlife-friendly fencing standards that include clearance at the bottom.

J. **Glare**

1) Significant glare shall be considered a nuisance as per Rochester Zoning Ordinance 275-28.2. D Performance Standards.

2) Applicants must demonstrate that the Solar Collection System design has reasonably considered and mitigated potential impacts of significant glare onto abutting structures and roadways. Mitigation may include angle of panels, anti-reflective panel coating or additional screening to minimize impacts.

K. **Noise**

1) Loud or disruptive noise shall be considered a nuisance as per Rochester Zoning Ordinance 275-28.3 Noise.

2) Noise levels at the property line shall be in accordance with the municipal noise ordinance.

3) Applicants must demonstrate that operation of the Solar Collection System will not exceed permissible noise levels at the property line. Mitigation measures may be required to achieve permissible noise levels.

L. **Electric and Communication Lines**

1) Power and communication lines between the Solar Collection System and the point of interconnection shall be buried underground.

M. **Ground Cover**

The following provisions shall apply to the clearing of existing vegetation and establishment of vegetated ground cover.

4) Preservation of trees and existing vegetation that will not impede or shade the functioning of the Solar Collection System is encouraged.

5) Applicants that propose a ground mounted Solar Collection Systems exceeding 30% lot coverage or 1 acre, whichever is greater shall submit a vegetative management plan prepared by a landscape architect or similarly qualified professional The plan shall identify:
    a. The qualified professional(s) consulted or responsible for the plan.

b. The mix of proposed perennial vegetation intended to prevent erosion, and manage run off. Vegetative cover should include a mix of native perennial grasses and wildflowers.

c. The management methods and schedules for how the vegetation will be managed (mowing, replacement, etc.).

6) The Solar Collection System shall be approved by the Planning Board prior to any site work or lot clearing.

N. **Stormwater**

1) Ground mounted Solar Collection Systems are subject to City standards for stormwater management, erosion and sediment control provisions, as well as any applicable State and Federal requirements.

2) If the Solar Collection System is less than 30% lot coverage or less than one acre shall be exempt from stormwater management requirements provided the ground below the System is not compacted and vegetated.

3) Ground mounted systems that require land clearing and grubbing of forested cover greater than 1 acre, shall at a minimum, submit a Stormwater Permit to the Department of Public Works.

O. **Abandonment and Decommissioning**

1) Solar Collection Systems shall be deemed to be abandoned by a municipal official as evidenced by the lack of system maintenance or operation discontinuance without prior written consent of the municipality (such as for reasons beyond the control of the owner/operator).

2) An abandoned system shall be removed, and the site restored with vegetative cover within 12 months of abandonment.

P. **Submittal Requirements for Primary Use Solar Collection System**

1) Primary Use Solar Collection Systems shall submit a Site Plan Application.

2) All Solar Collection Systems shall comply with applicable aspects of the Zoning Ordinance and Site Plan Regulations. Applications must address all requirements for Principle Use Solar Collection Systems as well as provide the following:

   i. A plot plan with a horizontal scale and a profile drawing with a vertical scale showing the lot to include:

   ii. Existing structures, property lines, setbacks, lot size, ROWs;

iii. Land clearing or grading required for the installation and operation of the system;
iv. The location of all equipment to be installed on site including utility connection point(s) and equipment.
v. Equipment, except for utility connections, shall comply with required setbacks.

3) Equipment Specifications
   i. All proposed equipment or specifications must be included with the application. Such information can be supplied via manufacturer's specifications.

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   i. Access to the site for emergency response shall be provided and detailed on the plan.
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6) Solar Collection Systems requiring a Special Exception from the Zoning Board of Adjustment meet applicable criteria set 275-22.3 of our Zoning Ordinance and meet provisions identified under the Primary Use section of this chapter as well as applicable Site Plan Regulations.

7) All applicable State and Federal permitting associated with the Solar Energy System must be obtained prior to Building Permit issuance. Copies of the permits or confirmation of the approvals must be submitted to the Planning Department.

8) All proposals under this Ordinance may be subject to special investigation and the review of documents under RSA 674:44-V.

## Zoning Overlay District Section Amendments

275-11.4.B Aviation Overlay District Use Restrictions

Solar Collection Systems located within the Airport Overlay District or within approach zones of an airport must demonstrate compliance with applicable Federal Aviation Administration (FAA) regulations.

275-14.9.B (others shifted) Effect of Inclusion in Historic Overlay District

Solar Collection Systems within the Historic Overlay District must receive and document approval from the Historic District Commission in the permit application.

275-12.9.A.2 Conservation Overlay District Conditional Use Approvals

A. The following uses are allowed with a conditional use approval:

(1) Roads and other accessways; drainageways; pipelines, power lines and other transmission lines; docks, boat launches, and piers; domestic water wells (and associated ancillary pipes and equipment); and replacement septic tanks and leach fields.

**(2)** No portion of ground mounted Solar Collection Systems or associated vegetative clearing is permitted in the Conservation Overlay District without a Conditional Use Permit approval recommendation by the Conservation Commission to the Planning Board.

In addition**,** ~~where~~ evidence ~~is~~ shall be submitted that no alternative location is available on the property, ~~provided~~ **and** that all of the following conditions are found to exist:

(a) The proposed construction is essential to the productive use of land not within the CO District.
(b) Design and construction methods will be such as to minimize impact upon the wetlands and will include restoration of the site consistent with the permitted use.
(c) There is no feasible alternative route on land controlled by the applicant that does not cross the CO District nor has less detrimental impact on the wetlands. Nothing in this section shall limit the applicant from exploring alternatives with abutting property owners.
(d) Economic advantage is not the sole reason for the proposed location of the construction.
**(e)** If clearing is required within the Conservation Overlay District to reduce shade and improve the function of a Solar Collection System, a vegetative management plan shall be submitted with a Conditional Use Permit.

**The effective date of these amendments shall be upon passage.**

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City Clerk's Office

# 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 |
|---|
| Solar Ordinance |

| | |
|---|---|
| COUNCIL ACTION ITEM ☒<br>INFORMATION ONLY ☐ | FUNDING REQUIRED? YES ☐ NO ☒<br>* IF YES ATTACH A FUNDING RESOLUTION FORM |
| RESOLUTION REQUIRED? YES ☐ NO ☐ | FUNDING RESOLUTION FORM? YES ☐ NO ☐ |

| | | |
|---|---|---|
| AGENDA DATE | April 4, 2023 | |
| DEPT. HEAD SIGNATURE | | |
| DATE SUBMITTED | March 29, 2023 | |
| ATTACHMENTS YES ☒ NO ☐ | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | |

**COMMITTEE SIGN-OFF**

| | |
|---|---|
| COMMITTEE | Planning Board |
| CHAIR PERSON | Mark Collopy |

**DEPARTMENT APPROVALS**

| | |
|---|---|
| DEPUTY CITY MANAGER | |
| CITY MANAGER | |

**FINANCE & BUDGET INFORMATION**

| | |
|---|---|
| FINANCE OFFICE APPROVAL | |
| SOURCE OF FUNDS | |
| ACCOUNT NUMBER | |
| AMOUNT | |
| APPROPRIATION REQUIRED YES ☐ NO ☒ | |

**LEGAL AUTHORITY**

674:16 For the purpose of promoting the health, safety, or the general welfare of the community, the local legislative body of any city, town, or county in which there are located unincorporated towns or unorganized places is authorized to adopt or amend a zoning ordinance under the ordinance enactment procedures of RSA 675:2-5.

**SUMMARY STATEMENT**

The goal of the Solar Ordinance is to better manage the anticipated growth in solar energy, primarily for commercial and large-scale operations. The Ordinance has tried to not limit renewable energy but allow for review of projects to maintain quality land-use and community character.

**RECOMMENDED ACTION**

Recommend holding a public hearing and then approval of recommended language.

# -Proposed Solar Ordinance-

## For Info Only:

**Authority**: The City of Rochester hereby adopts this article pursuant to the authority granted under RSA 674:16, in particular RSA 674:16, II, relative to innovative land use controls.

All proposals under this Ordinance may be subject to special investigation and the review of documents under RSA 674:44-V.

**Purpose:** The purpose of this article is to provide energy choice to property owners while protecting the public health, safety, welfare, and character of Rochester communities.

## Amendment Starts here. All are additions:

## 275-2.2 Definitions: (additions)

**Ground Mount:** A Solar Collection System and associated mounting hardware that is affixed to or placed upon the ground including but not limited to fixed, passive, or active tracking racking systems.

**Rated Nameplate Capacity:** Maximum rated alternating current ("AC") output of solar collection system based on the design output of the solar system.

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## 275 Attachment 4

## Table 18-D "Industrial-Storage-Transport-Utility Uses" (additions)

| Use Table | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | |
| | R1 | R2 | NMU | AG | DC | OC | GR | HC | GI | RI | HS | AS |
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| Solar, Commercial | - | - | - | E | - | E | C | C | C | C | E | E |
| Solar, Utility | - | - | - | E | - | E | E | E | E | E | E | E |

## 275-23.2 .22 (others shift) Solar Collection Systems (Standards for Specific Accessory Uses)

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   c. Lot size;

   d. Point of interconnection;

   e. Height of existing and proposed structures;

   f. Equipment specifications and ratings.

3) All proposals under this Ordinance may be subject to special investigation and the review of documents under RSA 674:44-V.

4) Accessory ground-mount Solar Collection Systems shall be exempt from stormwater management requirements provided the ground below the System is not compacted and vegetated.

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2) Applicants that propose a ground mounted Solar Collection Systems exceeding 30% lot coverage or 1 acre, whichever is greater shall submit a vegetative management plan prepared by a landscape architect or similarly qualified professional The plan shall identify:
    a. The qualified professional(s) consulted or responsible for the plan.

    b. The mix of proposed perennial vegetation intended to prevent erosion, and manage run off. Vegetative cover should include a mix of native perennial grasses and wildflowers.

    c. The management methods and schedules for how the vegetation will be managed (mowing, replacement, etc.).

3) The Solar Collection System shall be approved by the Planning Board prior to any site work or lot clearing.

F. **Stormwater**

1) Ground mounted Solar Collection Systems are subject to City standards for stormwater management, erosion and sediment control provisions, as well as any applicable State and Federal requirements.

2) If the Solar Collection System is less than 30% lot coverage or less than one acre shall be exempt from stormwater management requirements provided the ground below the System is not compacted and vegetated.

3) Ground mounted systems that require land clearing and grubbing of forested cover greater than 1 acre, shall at a minimum, submit a Stormwater Permit to the Department of Public Works.

G. **Abandonment and Decommissioning**

1) Solar Collection Systems shall be deemed to be abandoned by a municipal official as evidenced by the lack of system maintenance or operation discontinuance without prior written consent of the municipality (such as for reasons beyond the control of the owner/operator).

2) An abandoned system shall be removed, and the site restored with vegetative cover within 12 months of abandonment.

H. **Submittal Requirements for Primary Use Solar Collection System**

1) Primary Use Solar Collection Systems shall submit a Site Plan Application.

2) All Solar Collection Systems shall comply with applicable aspects of the Zoning Ordinance and Site Plan Regulations. Applications must address all requirements for Principle Use Solar Collection Systems as well as provide the following:
    i. A plot plan with a horizontal scale and a profile drawing with a vertical scale showing the lot to include:
    ii. Existing structures, property lines, setbacks, lot size, ROWs;
    iii. Land clearing or grading required for the installation and operation of the system;
    iv. The location of all equipment to be installed on site including utility connection point(s) and equipment.
    v. Equipment, except for utility connections, shall comply with required setbacks.

3) Equipment Specifications
    i. All proposed equipment or specifications must be included with the application. Such information can be supplied via manufacturer's specifications.

4) Emergency Response Plan
    i. Access to the site for emergency response shall be provided and detailed on the plan.
    ii. A narrative or manual for municipal shall be provided to the Rochester Fire Department detailing response guidance and disconnection locations necessary for fire response.

5) Solar Collection Systems requiring a Conditional Use Permit shall meet Base Criteria conditions set by 275-21.3 of the Zoning Ordinance.

6) Solar Collection Systems requiring a Special Exception from the Zoning Board of Adjustment meet applicable criteria set 275-22.3 of our Zoning Ordinance and meet provisions identified under the Primary Use section of this chapter as well as applicable Site Plan Regulations.

7) All applicable State and Federal permitting associated with the Solar Energy System must be obtained prior to Building Permit issuance. Copies of the permits or confirmation of the approvals must be submitted to the Planning Department.

8) All proposals under this Ordinance may be subject to special investigation and the review of documents under RSA 674:44-V.

## 275-22-3.L (others shift) Solar, Community & Solar Commercial & Solar, Utility Systems (Conditions for Particular uses)

I. **Screening**

3) Ground mounted Solar Collection Systems shall have perimeter fencing and/or vegetative screening as approved by the Planning Board. The use of vegetative screening is encouraged.

4) Perimeter fencing for the site shall not include barbed wire or woven wire designs without visual screening and shall preferably use wildlife-friendly fencing standards that include clearance at the bottom.

J. **Glare**

1) Significant glare shall be considered a nuisance as per Rochester Zoning Ordinance 275-28.2. D Performance Standards.

2) Applicants must demonstrate that the Solar Collection System design has reasonably considered and mitigated potential impacts of significant glare onto abutting structures and roadways. Mitigation may include angle of panels, anti-reflective panel coating or additional screening to minimize impacts.

K. **Noise**

1) Loud or disruptive noise shall be considered a nuisance as per Rochester Zoning Ordinance 275-28.3 Noise.

2) Noise levels at the property line shall be in accordance with the municipal noise ordinance.

3) Applicants must demonstrate that operation of the Solar Collection System will not exceed permissible noise levels at the property line. Mitigation measures may be required to achieve permissible noise levels.

L. **Electric and Communication Lines**

1) Power and communication lines between the Solar Collection System and the point of interconnection shall be buried underground.

M. **Ground Cover**

The following provisions shall apply to the clearing of existing vegetation and establishment of vegetated ground cover.

4) Preservation of trees and existing vegetation that will not impede or shade the functioning of the Solar Collection System is encouraged.

5) Applicants that propose a ground mounted Solar Collection Systems exceeding 30% lot coverage or 1 acre, whichever is greater shall submit a vegetative management plan

prepared by a landscape architect or similarly qualified professional The plan shall identify:

a. The qualified professional(s) consulted or responsible for the plan.

b. The mix of proposed perennial vegetation intended to prevent erosion, and manage run off. Vegetative cover should include a mix of native perennial grasses and wildflowers.

c. The management methods and schedules for how the vegetation will be managed (mowing, replacement, etc.).

6) The Solar Collection System shall be approved by the Planning Board prior to any site work or lot clearing.

N. **Stormwater**

1) Ground mounted Solar Collection Systems are subject to City standards for stormwater management, erosion and sediment control provisions, as well as any applicable State and Federal requirements.

2) If the Solar Collection System is less than 30% lot coverage or less than one acre shall be exempt from stormwater management requirements provided the ground below the System is not compacted and vegetated.

3) Ground mounted systems that require land clearing and grubbing of forested cover greater than 1 acre, shall at a minimum, submit a Stormwater Permit to the Department of Public Works.

O. **Abandonment and Decommissioning**

1) Solar Collection Systems shall be deemed to be abandoned by a municipal official as evidenced by the lack of system maintenance or operation discontinuance without prior written consent of the municipality (such as for reasons beyond the control of the owner/operator).

2) An abandoned system shall be removed, and the site restored with vegetative cover within 12 months of abandonment.

P. **Submittal Requirements for Primary Use Solar Collection System**

1) Primary Use Solar Collection Systems shall submit a Site Plan Application.

2) All Solar Collection Systems shall comply with applicable aspects of the Zoning Ordinance and Site Plan Regulations. Applications must address all requirements for Principle Use Solar Collection Systems as well as provide the following:
    i. A plot plan with a horizontal scale and a profile drawing with a vertical scale showing the lot to include:
    ii. Existing structures, property lines, setbacks, lot size, ROWs;
    iii. Land clearing or grading required for the installation and operation of the system;
    iv. The location of all equipment to be installed on site including utility connection point(s) and equipment.
    v. Equipment, except for utility connections, shall comply with required setbacks.

3) Equipment Specifications
    i. All proposed equipment or specifications must be included with the application. Such information can be supplied via manufacturer's specifications.

4) Emergency Response Plan
    i. Access to the site for emergency response shall be provided and detailed on the plan.
    ii. A narrative or manual for municipal shall be provided to the Rochester Fire Department detailing response guidance and disconnection locations necessary for fire response.

5) Solar Collection Systems requiring a Conditional Use Permit shall meet Base Criteria conditions set by 275-21.3 of the Zoning Ordinance.

6) Solar Collection Systems requiring a Special Exception from the Zoning Board of Adjustment meet applicable criteria set 275-22.3 of our Zoning Ordinance and meet provisions identified under the Primary Use section of this chapter as well as applicable Site Plan Regulations.

7) All applicable State and Federal permitting associated with the Solar Energy System must be obtained prior to Building Permit issuance. Copies of the permits or confirmation of the approvals must be submitted to the Planning Department.

8) All proposals under this Ordinance may be subject to special investigation and the review of documents under RSA 674:44-V.

## Zoning Overlay District Section Amendments (Additions in bold, deletions in strike-out)

275-11.4.B Aviation Overlay District Use Restrictions

**Solar Collection Systems located within the Airport Overlay District or within approach zones of an airport must demonstrate compliance with applicable Federal Aviation Administration (FAA) regulations.**

275-14.9.B (others shifted) Effect of Inclusion in Historic Overlay District

**Solar Collection Systems within the Historic Overlay District must receive and document approval from the Historic District Commission in the permit application.**

275-12.9.A.2 Conservation Overlay District Conditional Use Approvals

A. The following uses are allowed with a conditional use approval:

(1) Roads and other accessways; drainageways; pipelines, power lines and other transmission lines; docks, boat launches, and piers; domestic water wells (and associated ancillary pipes and equipment); and replacement septic tanks and leach fields.

**(2) No portion of ground mounted Solar Collection Systems or associated vegetative clearing is permitted in the Conservation Overlay District without a Conditional Use Permit approval recommendation by the Conservation Commission to the Planning Board.**

**In addition,** ~~where~~ evidence ~~is~~ **shall be** submitted that no alternative location is available on the property, ~~provided~~ **and** that all of the following conditions are found to exist:

(a) The proposed construction is essential to the productive use of land not within the CO District.
(b) Design and construction methods will be such as to minimize impact upon the wetlands and will include restoration of the site consistent with the permitted use.
(c) There is no feasible alternative route on land controlled by the applicant that does not cross the CO District nor has less detrimental impact on the wetlands. Nothing in this section shall limit the applicant from exploring alternatives with abutting property owners.
(d) Economic advantage is not the sole reason for the proposed location of the construction.
**(e) If clearing is required within the Conservation Overlay District to reduce shade and improve the function of a Solar Collection System, a vegetative management plan shall be submitted with a Conditional Use Permit.**

# 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 |
|---|
| Solar Ordinance |

| | |
|---|---|
| COUNCIL ACTION ITEM ☒<br>INFORMATION ONLY ☐ | FUNDING REQUIRED? YES ☐ NO ☒<br>* IF YES ATTACH A FUNDING RESOLUTION FORM |
| RESOLUTION REQUIRED? YES ☐ NO ☐ | FUNDING RESOLUTION FORM? YES ☐ NO ☐ |

| | | |
|---|---|---|
| AGENDA DATE | April 4, 2023 | |
| DEPT. HEAD SIGNATURE | | |
| DATE SUBMITTED | March 29, 2023 | |
| ATTACHMENTS YES ☒ NO ☐ | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | |

**COMMITTEE SIGN-OFF**

| | |
|---|---|
| COMMITTEE | Planning Board |
| CHAIR PERSON | Mark Collopy |

**DEPARTMENT APPROVALS**

| | |
|---|---|
| DEPUTY CITY MANAGER | |
| CITY MANAGER | |

**FINANCE & BUDGET INFORMATION**

| | |
|---|---|
| FINANCE OFFICE APPROVAL | |
| SOURCE OF FUNDS | |
| ACCOUNT NUMBER | |
| AMOUNT | |
| APPROPRIATION REQUIRED YES ☐ NO ☒ | |

**LEGAL AUTHORITY**

674:16 For the purpose of promoting the health, safety, or the general welfare of the community, the local legislative body of any city, town, or county in which there are located unincorporated towns or unorganized places is authorized to adopt or amend a zoning ordinance under the ordinance enactment procedures of RSA 675:2-5.

**SUMMARY STATEMENT**

The goal of the Solar Ordinance is to better manage the anticipated growth in solar energy, primarily for commercial and large-scale operations. The Ordinance has tried to not limit renewable energy but allow for review of projects to maintain quality land-use and community character.

**RECOMMENDED ACTION**

Recommend holding a public hearing and then approval of recommended language.

# *Intentionally left blank…*

City Clerk's Office

**Resolution Authorizing Supplemental Appropriation in the amount of $590,000.00 for City Hall and Opera House Life Safety Building Upgrades**

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

That the Mayor and City Council of the City of Rochester hereby authorized a supplemental appropriation in the amount of Five Hundred Ninety Thousand Dollars ($590,000.00) to cover the costs associated with the City Hall and Opera House life safety building upgrades project. The supplemental appropriation will be derived in its entirety from the General Fund Unassigned Fund Balance.

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

*Intentionally left blank…*

City Clerk's Office

# City of Rochester Formal Council Meeting

## AGENDA BILL

| | |
|---|---|
| AGENDA SUBJECT | Resolution Authorizing $590,000 Supplemental Appropriation for City Hall Life Safety Building Upgrades |

| | |
|---|---|
| COUNCIL ACTION ITEM ☒<br>INFORMATION ONLY ☐ | FUNDING REQUIRED? YES ☒ NO ☐<br>* IF YES ATTACH A FUNDING RESOLUTION FORM |
| RESOLUTION REQUIRED? YES ☒ NO ☐ | FUNDING RESOLUTION FORM? YES ☐ NO ☒ |

| | | |
|---|---|---|
| AGENDA DATE | April 18, 2023 | |
| DEPT. HEAD SIGNATURE | | |
| DATE SUBMITTED | March 16, 2023 | |
| ATTACHMENTS YES ☒ NO ☐ | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | 1 |

**COMMITTEE SIGN-OFF**

| | |
|---|---|
| COMMITTEE | |
| CHAIR PERSON | |

**DEPARTMENT APPROVALS**

| | |
|---|---|
| DEPUTY CITY MANAGER | |
| CITY MANAGER | |

**FINANCE & BUDGET INFORMATION**

| | |
|---|---|
| DIRECTOR OF FINANCE APPROVAL | Kathryn L. Ambrose |
| SOURCE OF FUNDS | General Fund Unassigned Fund Balance |
| ACCOUNT NUMBER | |
| AMOUNT | $590,000 |
| APPROPRIATION REQUIRED YES ☒ NO ☐ | |

**LEGAL AUTHORITY**

City Council Resolution

**SUMMARY STATEMENT**

A life safety codes compliance review of City Hall by Weston Sampson Engineers revealed a scope of work required to bring the City Hall into compliance.

The Department of Public Works placed said scope of work out for competitive bids. The sole bid received was $555,500. Director Nourse recommended adding approximately 6% in contingency funding. As a result, the City Council adopted a First Reading appropriation amount of $590,000 and sent the item to a Public Hearing on April 18, 2023.

**RECOMMENDED ACTION**

Approve the Supplemental Appropriation on the amount of $590,000.

**Resolution Authorizing Construction of New Elementary School at 753 Salmon Falls Road and Creation of Joint Building Committee in Accordance With RSA 199:3**

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

Whereas, the School Department of City of Rochester seeks to construct a new elementary school at 753 Salmon Falls Road approved by the City's School Board in accordance with RSA 199:2; and

Whereas, the New Hampshire Department of Education transmitted to the Rochester Superintendent of Schools on January 10, 2023, an "Intent to Fund" through the Building Aid Program in accordance with RSA 198:15 the above-mentioned elementary school construction project based upon a Total Project Cost of $33,618,000; and

Now, therefore, the Mayor and City Council authorize the Rochester School Department to proceed with the above referenced project and authorizes the purchase of 753 Salmon Falls Road for said project; and

Further, in accordance with RSA 199:3, the Mayor, along with the Chairperson of the School Board, authorizes the establishment of a Joint Building Committee in regards to the proposed new elementary school.

**This Resolution takes effect upon passage**.

# *Intentionally left blank…*

City Clerk's Office

# City of Rochester Formal Council Meeting

## AGENDA BILL

| AGENDA SUBJECT |
|---|
| **SCHOOL BUILDING PROJECT BUILDING AID** |

| | |
|---|---|
| COUNCIL ACTION ITEM ☒<br>INFORMATION ONLY ☐ | FUNDING REQUIRED? YES ☐ NO ☒<br>* IF YES ATTACH A FUNDING RESOLUTION FORM |
| RESOLUTION REQUIRED? YES ☒ NO ☐ | FUNDING RESOLUTION FORM? YES ☐ NO ☒ |

| | | |
|---|---|---|
| AGENDA DATE | April 18, 2023 | |
| DEPT. HEAD SIGNATURE | | |
| DATE SUBMITTED | April 7, 2023 | |
| ATTACHMENTS YES ☒ NO ☐ | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | 7 |

**COMMITTEE SIGN-OFF**

| | |
|---|---|
| COMMITTEE | |
| CHAIR PERSON | |

**DEPARTMENT APPROVALS**

| | |
|---|---|
| DEPUTY CITY MANAGER | |
| CITY MANAGER | |

**FINANCE & BUDGET INFORMATION**

| | |
|---|---|
| DIRECTOR OF FINANCE APPROVAL | |
| SOURCE OF FUNDS | |
| ACCOUNT NUMBER | |
| AMOUNT | |
| APPROPRIATION REQUIRED YES ☐ NO ☒ | |

**LEGAL AUTHORITY**

RSA 198:15-a,b,c,d,e School Building Aid

**SUMMARY STATEMENT**

The Rochester School District has notified by the New Hampshire Department of Education of the intent to fund through the state's Building Aid program a new elementary school proposed by the school district.

Per the NOTICE OF INTENT TO FUND letter, the Rochester School Department must provide "Proof of approval from the district's legislative body to construct the Project" no later than **May 1, 2023** to be eligible for FY24 building aid.

**RECOMMENDED ACTION**

Adoption of the resolution providing the mandated proof of approval to construct the new elementary school.

New Hampshire
**Department of Education**

# SCHOOL BUILDING AID
# NOTICE OF INTENT TO FUND

Date: January 10, 2023

To: Superintendent Kyle Repucci, SAU 54, Rochester School District

From: Amy C. Clark, Administrator, Bureau of School Safety and Facility Management

Subject: Building Aid Application Signed October 14, 2022 for a New Elementary School

**This memo is not a guarantee of funding for the above referenced project, referred to hereafter as the "Project". State school building aid awards will be based upon approved ranking, the total State appropriation available, vote of the legislative body of the district approving the Project and appropriating the funds necessary to complete the project, and the Project's eligible costs.** The purpose of this memo is to notify you of the intent to fund the Project and notify you of the terms, should building aid be awarded. Should funding be available, the Project will be subject to the items listed below.

1. Funding subject to sufficient State building aid appropriation in the next biennium (FY24/FY25).

2. Projects shall be funded in descending rank order, as approved by the State Board of Education on November 10, 2022. This project is ranked **Project #1** for FY24 and FY25 construction (July 1, 2023 – June 30, 2025).

3. The maximum project costs *eligible* for building aid shall not exceed **$26,282,634**. All costs that exceed this amount will be deemed ineligible.

4. The building aid rate for this project is **60%**.

5. The maximum school building aid grant shall not exceed **$15,769,580.** This amount represents the *maximum* amount of building aid this Project is eligible for. The *actual* amount of building aid will be calculated upon completion of the Project and review of the Request for Final Building Aid Payment form submitted by the district. Reductions may be made per RSA 198:15 and Ed 321, including but not limited to, maximum allowable space further exceeded, maximum allowable construction costs exceeded, maximum site size exceeded, ineligible funds applied, and ineligible use of space.

6. Proof of approval from the district's legislative body to construct the Project shall be submitted to the department no later than **May 1, 2023** to be eligible for FY24 building aid. If proof of approval is not submitted by the deadline, funding will be offered to the next highest ranked project. This process will be repeated in FY25, subject to the availability of funds, starting with the highest ranked project.

7. If the Project is funded, the department shall disburse 80% of the maximum school building aid grant, upon receipt of items 1 through 7 listed in attachment A. Items 1 through 7 listed in

New Hampshire
Department of Education

## SCHOOL BUILDING AID
## NOTICE OF INTENT TO FUND

attachment A must be complete prior to **June 30, 2024** to continue to be eligible for FY24 building aid.

8. Per Ed 321.24 (a) School building aid grants shall be subject to the maximum allowable construction cost under RSA 198:15-b,IV(a).

9. Based on your application, you have estimated construction costs at $300 per square foot. The maximum cost standards in effect at the time general contract work begins shall be used for the purposes of determining school building aid grants, per RSA 198:15-b, IV (c). The construction cost standard for an elementary school located in Strafford County was **$225 per square foot** as of October 2022. This amount will be indexed to the month construction begins. These cost limits apply to the gross building size of newly constructed areas and do not include planning, design, furniture, fixtures, equipment, and site work. For more details see the Maximum Allowable Costs for School Construction online here: https://www.education.nh.gov/who-we-are/division-educator-and-analytic-resources/school-safety-and-facility-management-bureau.

10. In accordance with RSA 198:15-b, IV (d) and Ed 321.24(d), the district may request a waiver under Ed 321.28 for the maximum construction cost allowed under Ed 321.24.

11. Eligible project costs are limited to the construction or reconstruction of spaces used for K-12 educational purposes. For example, preschool space is not eligible for building aid. If any space is constructed or renovated for preschool, it will be prorated out based on the total cost per square foot reported on the Request for Final Building Aid Payment form.

12. Educational Capacity for this project is **422** designed with a **95%** utilization rate. This is based on a calculated design capacity of 400 students. This project includes the consolidation of two elementary schools, Nancy Loud School and School Street School, and the closing of the modular buildings at William Allen School and Chamberlin Street School. The student enrollment shifted to the new elementary school will be at a minimum of 303 students based on the closing of these two schools and the above-mentioned modular buildings. In addition, Rochester School District's goal is to reduce overcrowding at other district elementary schools by shifting more students to the new school. The redistricting to this new school is not known at this time. For these reasons, the Department calculated the design capacity as follows: total number of classrooms proposed (20) times average number of students per classroom (20) for a total of 400 students. The district average classroom size is currently 18 students. This design capacity may be reduced based on final plans, number of students per classroom, and eligibility (e.g., preschool classrooms are not eligible for building aid and would reduce the K-12 design capacity calculation for the new school).

13. Based on your application, you have proposed to construct a 68,000 square foot building. The maximum gross square footage is set at **120 square feet per pupil**, per RSA 198:15-b, IV (b)(1) and Ed 321.06. Based on an educational capacity of 422, the maximum gross square footage eligible for building aid is **50,640 square feet**. Excess space will be prorated out based on the total cost per square foot reported on the Request for Final Building Aid Payment form.

New Hampshire
Department of Education

## SCHOOL BUILDING AID
## NOTICE OF INTENT TO FUND

14. At this time no waivers have been approved by the department.

15. Prior to construction, the School Building Aid Application Site Addendum must be submitted to NHED for review and approval. The selected site must meet Ed 321.03, Ed 321.04, and Ed 321.12(j).

16. Final approval shall be granted after the project is complete and the remaining items listed in attachment A have been reviewed and approved by the department. The department shall disperse the remaining 20% of the maximum school building aid grant less any items deemed ineligible for school building aid. In the event that the total eligible project costs times the building aid rate results in a lower grant amount than the initial disbursement, the school district shall be required to repay the State the grant amount received in excess.

17. A school district that discontinues the use of the facility within 20 years shall be required to repay the state 100 percent of the building aid grant received, per RSA 198:15-a, III. Upon showing good cause, the department may waive this penalty.

18. Facilities constructed using school building aid grants shall only be used as instructional spaces for kindergarten through grade 12, per RSA 198:15-a, III.

19. Funds received from charitable trusts, bequests, gifts, insurance policies, federal grants, or grants from other state programs shall be subtracted from total project costs when computing the eligible amount for a building aid grant, per RSA 198:15-b I(a)(2)(E).

20. This project is subject to all of RSA 198:15, School Building Aid, and may be affected by legislative changes.

21. Per RSA 198:15-c IV, a school district that accepts school building aid for construction shall engage the services of a project manager for construction or reconstruction projects of $1,000,000 or more.

22. Per Ed 321.17 (e), construction documents shall require the HVAC contractor to provide the school maintenance personnel with record drawings, appropriate training, operating and maintenance manuals, and any other relevant information concerning the HVAC systems and components thereof.

23. Per Ed 321.17 (f), construction documents shall require a formal commissioning process for HVAC systems start-up and initial operation. At a minimum, the construction documents shall identify the requirement for the development of a written commissioning plan specific to the project. The commissioning plan shall identify a process of ensuring that prior to completion of a construction project, new and/or modified HVAC systems perform in accordance with the design intent and the construction documents. The commissioning process shall include, but shall not be limited to, verification and functional performance testing on all HVAC equipment and controls, in all operating modes.

New Hampshire
Department of Education

## SCHOOL BUILDING AID
## NOTICE OF INTENT TO FUND

24. Per RSA 485:17-a, schools are required to test for lead in drinking water at all locations where water is available for consumption by children. New facilities must be tested prior to student occupancy. Action must be taken when results show lead levels at or above 5 parts per billion (ppb).

25. Prior to occupancy facility, the district must provide updated floor plans to local emergency personnel and update the Emergency Operations Plan on file with Homeland Security and Emergency Management.

26. Per Ed 321.22, school districts shall submit quarterly project status reports to the department until completion of the project. The department will reach out with the report to be completed shortly before the end of each quarter.

27. The above items do not include all pertinent restrictions of building aid grants and it is the responsibility of the applicant to understand and follow all regulations, including but not limited to RSA 198 and Ed 321.

If you have any questions, please do not hesitate to contact me at (603) 271- 2037 or amy.c.clark@doe.nh.gov. Thank you.

Signature: Amy C. Clark Date: Mar 14, 2023

Amy C. Clark, Administrator
Bureau of School Safety and Facility Management

Signature: Date: 3-13-23

Superintendent

New Hampshire
**Department of Education**

# SCHOOL BUILDING AID
# NOTICE OF INTENT TO FUND

**How your maximum eligible building aid was calculated:**

| | | |
|---|---|---|
| A | $33,618,000 | Total Cost of Project (reported in Building Aid Application section I) |
| B | $4,885,000 | Total Cost of Site Acquisition & Dev (reported in Building Aid Application section I) |
| C | $28,733,000 | Total Cost of Project, Less Total Cost of Site Acquisition & Development; A-B |
| D | $20,400,000 | Const. Costs for New Space (reported in Building Aid Application section I) |
| E | 400 | Design Capacity (reported in Building Aid Application section B) |
| F | 0.95 | Utilization Rate (Ed 321.09 - 0.95 for Elementary Schools) |
| G | 422 | Educational Capacity; E/F |
| H | 120 | Maximum Allowable Square Footage per Pupil - See Ed 321.06 for proper selection. |
| I | 68,000 | Total Prop. Area in SF Feet to be Constructed (reported in B.A. Application section H) |
| J | 50,640 | Max. Area in SF Allowed to be Const. in the Past 35 Years; H*G (per Ed 321.06 (f)) |
| K | - | Area in SF that was Constructed in the Past 35 Years using School Building Aid |
| L | 50,640 | Remaining Area Eligible for Building Aid in Square Feet; J-K |
| M | 17,360 | Area in Square Feet that is Ineligible for Building Aid; I-L |
| N | - | Total Proposed Renovated Area in SF (reported in Building Aid Application section H) |
| O | TBD | ESTIMATED Maximum Allowable Construction Costs per Square Foot (see Ed 321.24) |
| P | $300 | Cost of Construction for New Space ($/sf); D/I |
| Q | $0 | Overage - Construction Cost for New Space per SF not Eligible for Building Aid; P-O |
| R | $423 | Total Project Cost per SF, Less Total Cost of Site Acquisition & Development; C/I |
| S | TBD | Total Anticipated Funding Sources Ineligible (see section J in Building Aid application) |
| T | $33,618,000 | Total Cost of Project; A |
| U | -$7,335,366 | Eligibility reduction – **Max. SF Exceeded (applied to area beyond max allowable)**; (I-J)*R |
| V | $0 | Eligibility reduction – **Max. SF Exceeded (applied to area built in past 35 years)**; K*R |
| W | Unknown | Eligibility reduction - **Maximum Construction Costs Exceeded (applied to eligible area)**; L*Q |
| X | Unknown | Eligibility reduction - **Maximum Site Size Exceeded**; (see Ed 321.03 and Ed 321.04) |
| Y | Unknown | Eligibility reduction - **Ineligible Funding Sources**; |
| Z | Unknown | Other reductions. |
| AA | $26,282,634 | Total Project Costs Eligible for Building Aid (sum of T-Z) |
| AB | 60% | District Building Aid Rate |

$15,769,580 **Maximum Building Aid award; AA*Rate**

The actual amount of building aid will be calculated upon completion of the Project and review of the Request for Final Building Aid Payment form submitted by the district. The total building aid award shall be the building aid rate times the total eligible project costs, or the maximum building aid award, whichever is lower.

New Hampshire
Department of Education

# SCHOOL BUILDING AID
# NOTICE OF INTENT TO FUND

## ATTACHMENT A

**Items required prior to receiving first building aid payment – must submit prior to June 30, 2024 for FY24 aid**

1a. ☐ Complete building aid application
1b. ☐ Complete Site Addendum
1c. ☐ NHDHR Project Review results
2 ☐ Minutes from town meeting or city council approving expenditure
3 ☐ Proof of successful town vote
4 ☐ Proof of funding (bond schedule, capital revenue expenditures, operating budget, etc.)
5 ☐ Detailed drawings and technical specifications
6 ☐ Letter from the State Fire Marshal's Office approving construction (Ed 321.13)
7 ☐ Signed contract for work to be done

**Items required prior to receiving final building aid payment**

8 ☐ Final building aid application. The application can be downloaded from here.
9 ☐ Invoices
10 ☐ Invoices listed in the Cost Summary Spreadsheet. The spreadsheet can be downloaded from here.
11 ☐ Final plans, bearing the stamp of a registered architect or engineer
12 ☐ Updated educational specifications, if applicable (electronic copy only)
13 ☐ Maintenance Plan meeting RSA 198:15-b I-a.
14 ☐ Commissioning plan, if applicable
15 ☐ Application for energy efficiency reimbursement programs (RSA 198:15-c I)
16 ☐ Copy of the food service license, if applicable (RSA 143-A)
17 ☐ A copy of the septic system approval by DES, if applicable (Env-Wq 1000)
18 ☐ A copy of the water system design approval by Drinking Water & Groundwater Bureau at DES (Env-Dw 406)
19 ☐ A statement that the drinking water has been tested for lead in accordance with RSA 485:17-a.
20 ☐ A statement that an updated Emergency Operations Plan (EOP) has been submitted to Homeland Security and Emergency Management, and updated floor plans have been submitted to local emergency personnel.

Submit a letter signed by a licensed architect or engineer stating that the design meets the following:

21 ☐ No asbestos containing material was used in construction (15 U.S.C. § 2641-2656)
22 ☐ Project meets the state building code (RSA 155A)
23 ☐ Project meets the definition of the state building energy code (RSA 155-A:1, IV)
24 ☐ Project meets the barrier free access regulations (Abfd 303)
25 ☐ Project meets the acoustical standards (Ed 321.20)
26 ☐ Project meets the school building construction standards (Ed 321)

# City of Rochester Formal Council Meeting

## AGENDA BILL

| AGENDA SUBJECT |
|---|
| City Manager's Proposed Fiscal Year 2024 Budget |

| | |
|---|---|
| COUNCIL ACTION ITEM ☐<br>INFORMATION ONLY ☒ | FUNDING REQUIRED? YES ☐ NO ☒<br>* IF YES ATTACH A FUNDING RESOLUTION FORM |
| RESOLUTION REQUIRED? YES ☐ NO ☒ | FUNDING RESOLUTION FORM? YES ☐ NO ☒ |

| | | |
|---|---|---|
| AGENDA DATE | April 18, 2024 | |
| DEPT. HEAD SIGNATURE | | |
| DATE SUBMITTED | April 13, 2023 | |
| ATTACHMENTS YES ☐ NO ☒ | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | |

**COMMITTEE SIGN-OFF**

| | |
|---|---|
| COMMITTEE | NA |
| CHAIR PERSON | NA |

**DEPARTMENT APPROVALS**

| | |
|---|---|
| DEPUTY CITY MANAGER | NA |
| CITY MANAGER | Blaine M. Cox |

**FINANCE & BUDGET INFORMATION**

| | |
|---|---|
| DIRECTOR OF FINANCE APPROVAL | NA |
| SOURCE OF FUNDS | NA |
| ACCOUNT NUMBER | NA |
| AMOUNT | NA |
| APPROPRIATION REQUIRED YES ☐ NO ☒ | |

**LEGAL AUTHORITY**

Charter, Section 40.

**SUMMARY STATEMENT**

The City Manager will present an overview of his proposed fiscal year 2024 (July 1, 2023 – June 30, 2024) budget as stipulated in Section 40 of the Rochester City Charter. This is the first step of the annual budget development and adoption process.

**RECOMMENDED ACTION**

None.

# City of Rochester Formal Council Meeting

## AGENDA BILL

| | |
|---|---|
| AGENDA SUBJECT | Frisbie Hospital Updates |

| | |
|---|---|
| COUNCIL ACTION ITEM ☐<br>INFORMATION ONLY ☐ | FUNDING REQUIRED? YES ☐ NO ☐<br>* IF YES ATTACH A FUNDING RESOLUTION FORM |
| RESOLUTION REQUIRED? YES ☐ NO ☐ | FUNDING RESOLUTION FORM? YES ☐ NO ☐ |

| | | |
|---|---|---|
| AGENDA DATE | April 18, 2023 | |
| DEPT. HEAD SIGNATURE | | |
| DATE SUBMITTED | March 16, 2023 | |
| ATTACHMENTS YES ☐ NO ☐ | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | |

**COMMITTEE SIGN-OFF**

| | |
|---|---|
| COMMITTEE | |
| CHAIR PERSON | |

**DEPARTMENT APPROVALS**

| | |
|---|---|
| DEPUTY CITY MANAGER | |
| CITY MANAGER | |

**FINANCE & BUDGET INFORMATION**

| | |
|---|---|
| DIRECTOR OF FINANCE APPROVAL | |
| SOURCE OF FUNDS | |
| ACCOUNT NUMBER | |
| AMOUNT | |
| APPROPRIATION REQUIRED YES ☐ NO ☐ | |

**LEGAL AUTHORITY**

NA

**SUMMARY STATEMENT**

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

**RECOMMENDED ACTION**

None.

# City of Rochester Formal Council Meeting

## AGENDA BILL

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

| AGENDA SUBJECT |
|---|
| Presentation - Strafford Regional Planning Commission's 2023 Regional Housing Needs Assessment by Jen Czysz, Executive Director |

| | |
|---|---|
| COUNCIL ACTION ITEM ☐<br>INFORMATION ONLY ☒ | FUNDING REQUIRED? YES ☐ NO ☒<br>* IF YES ATTACH A FUNDING RESOLUTION FORM |
| RESOLUTION REQUIRED? YES ☐ NO ☒ | FUNDING RESOLUTION FORM? YES ☐ NO ☒ |

| | | |
|---|---|---|
| AGENDA DATE | April 18, 2023 | |
| DEPT. HEAD SIGNATURE | | |
| DATE SUBMITTED | March 1, 2023 | |
| ATTACHMENTS YES ☐ NO ☐ | * 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 ☒ NO ☐ | |

**LEGAL AUTHORITY**

**SUMMARY STATEMENT**

Housing is a hot issue. In NH and throughout the country, scarce available housing is putting a strain on working families and preventing businesses from recruiting and retaining workers. Impacts from the housing crisis are rippling through communities. Throughout 2022 , SRPC will address this issue head on as part of its Regional Housing Needs Assessment. This project will look in-depth at the housing needs of the region across all income levels. This document will provide a foundation for change by including tools, recommendations, and strategies for local decision makers to address these issue in their communities. This project is also being completed by each of the other eight regional planning commissions across the state, with common outreach strategies, methodologies and outlines for each plan.

Community engagement will be critical for this project, and SRPC staffers are hoping to hear from those who live in the region! Feedback from residents about how the housing crisis has impacted your business, community, or you personally is vital to informing this assessment.

SRPC launched its outreach in Feb. 2022, which included an online survey. This survey closed on Jul. 1, 2022.

To complement the important data gathered via the survey, SRPC held three outreach events. The SRPC Housing Workshop was geared towards municipal planning and administrative staff and took place on August 16 in two sessions, one for SRPC's smaller, more rural communities, and one for SRPC's larger, more urban communities. SRPC then held its RHNA Commissioner Workshop on September 22, followed by its last outreach event, the Housing Forum on September 26. This last event was attended by housing authority & workforce housing representatives and social service providers.

A draft of the RHNA was presented to SRPC Commissioners at their Dec. 1 meeting. A public comment draft is available below, under the 'Documents' header.

Materials available on their website: https://strafford.org/projects/rhna/

**RECOMMENDED ACTION**

# 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 |
|---|
| 45 Old Dover Road RFP (Draft) |

| | |
|---|---|
| COUNCIL ACTION ITEM ☐<br>INFORMATION ONLY ☒ | FUNDING REQUIRED? YES ☐ NO ☒<br>* IF YES ATTACH A FUNDING RESOLUTION FORM |
| RESOLUTION REQUIRED? YES ☐ NO ☒ | FUNDING RESOLUTION FORM? YES ☐ NO ☒ |

| | | |
|---|---|---|
| AGENDA DATE | April 18, 2023 | |
| DEPT. HEAD SIGNATURE | Mike Scala, on file | |
| DATE SUBMITTED | April 12, 2023 | |
| ATTACHMENTS YES ☒ NO ☐ | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | 2 |

**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 ☐ NO ☒ | |

**LEGAL AUTHORITY**

**SUMMARY STATEMENT**

Per request of the CC, this is the first draft Request for Proposal (RFP) for the redevelopment of 43,45, and 51 Old Dover Road.

The CC requested a draft RFP prior to posting for edit and review purposes.

The goal of the RFP is to gather narratives from prospective buyers for these parcels, and to clearly layout for the applicant the City's goals and objectives for redevelopment of the site.

Once finalized, the RFP will be processed through the normal bid process established by the Business Office. Applications will then be disseminated to the CC for review and discussion.

Further negotiations would occur if and when the CC decided on a qualified applicant.

**RECOMMENDED ACTION**

Review of draft and input on edits prior to posting.

**Note: The following information is a draft representation of the proposed details for the Request For Proposal (RFP) involving the redevelopment of the city-owned properties located at 43, 45, and 51 Old Dover Road. The final RFP will include additional contact and submission requirements as per the City's Bid Policy.**

**Project Overview**

The City of Rochester is seeking Request for Proposal (RFP) submissions for redevelopment of city-owned parcels located at 43, 45, and 51 Old Dover Road, tax map **0132-0036**, **0136-0077**, and **0136-0076** respectively.

These three (3) lots comprise of approximately 14.37 acres of land with over 1100 feet of frontage along Old Dover Road.

These parcels are all zoned as Residential-2. Permitted uses within the Residential -2 Zone are delineated in Tables 18A-18E of the City of Rochester Zoning Ordinance (Chapter 275 of the City's Code).

The City Council is aware of the City's critical need for Workforce/Affordable Housing and has decided that the redevelopment of these lots should focus on the creation of housing units to address that need.

**Project Goals and Scope**

The City is requesting that all RFP submissions address the following items:

1. The creation of Workforce/Affordable Housing as defined by RSA 674:58, sections IV and I respectively.
2. The creation of green/recreational space
3. The blending (architecturally) of the structure(s) with the surrounding neighborhood
4. Size / Dimensions of the building(s)
5. Proposed property management structure.
6. Proposed project funding mechanism.
7. Proposed project ownership structure.
8. Additional items as required per the Rochester City Council

The RFP should consist of a **narrative** outlining the applicant's goals and vision for the proposed redevelopment of the lots. The narrative should also address all of the topics listed above as well as any additional information the applicant feels is relevant to the project.

The applicant should also provide at a minimum the basic site plan for the project. Additional sketches and renderings may also be helpful in conveying to the Council the applicant's concepts for the project.

DRAFT

**Considerations**

- These lots are located outside the City's Downtown Density Ring and should be calculated at 7500 sf. per unit.
- It is the responsibility of the developer to demolish/remove any structures/equipment remaining after sale of the properties.
- The City has conducted both a Phase I and Phase II Environmental Review for the properties (link available below)

**Evaluation of Submissions**

Submissions will be considered and evaluated based on the following categories:

- Amount and Percentage of proposed Workforce/Affordable units
- Timeline of project
- Past completed projects
- Organization's capacity and history
- Strength of management team
- Redevelopment goals and vision

It is contemplated that any/ all proposals received in response to this RFP will be:

1. Reviewed and summarized by City staff for the City Council.
2. City staff may make recommendations to the City Council along with its reviews & summaries.
3. The City council will deliberate upon the information provided by City staff.
4. The City Council will then direct staff on how to proceed. This may include –
    a. Hold on any further action.
    b. Amend the initial RFP approach and re-issue another RFP.
    c. Issue a request for further information from some/ all of the initial RFP respondents. This may include a request for a proposed purchase price offer.

**Additional Info / Questions (to be included in final draft)**
R-2 Permitted Uses (table)
Phase I and II (link)
Stie Map (included)

**Submission Requirements**

**Submission requirements will follow normal City bid requirements**

DRAFT

# 2023

***March Department Reports:***

**9.1 Assessor's Office P. 59**

**9.2 Building and Licensing Services P. 61**

**9.3 City Clerk's Office P. 63**

**9.4 Department of Public Works P. 67**

**9.5 Economic & Community Development P. 81**

**9.6 Finance Office P. 83**

**9.7 Planning & Development Department** *forthcoming*

**9.8 Recreation & Arena P. 89**

**9.9 Rochester Fire Department P. 91**

**9.10 Rochester Police Department P. 95**

**9.11 Rochester Public Library P. 99**

**9.12 Tax Collector's Office P. 101**

**9.13 Welfare Department P. 103**

# *Intentionally left blank…*

City Clerk's Office

# ROCHESTER ASSESSING DEPARTMENT MONTHLY REPORT

**To: Blaine Cox, City Manager**

**From: Hollis McMullen, Assessor I**

**Date: April 11, 2023**

**Ref: March's Monthly Report for Assessing Department**

## OVERVIEW

### 1. Personnel Updates

*Hollis McMullen has obtained his Certified Measurer-Lister designation from the Department of Revenue.*

*Darcy Freer has obtained her Certified Property Assessor Supervisor Designation from the Department of Revenue.*

### 2. Notable Items Related to Ongoing Operations

*The City's GIS system is continuing to be updated nightly with current assessment data from the Vision CAMA system. PDF copies of year end 2022 property record cards were obtained from Vision by Rochester's IT and the IT team released a public database on March 14, 2023.*

*Permit-related inspections continue to occur with all new buildings having been inspected as of this writing.*

*Elderly, Disabled and Veteran credit applications continue to be accepted and processed for both new and renewal applicants. The deadline to apply is April 17, 2023, with a reminder of such posted to the City's Assessing webpage.*

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

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

*Work planned to increase the user friendliness of the public area to provide access to the GIS Online Mapping System, along with specialized accommodations for the hard copy City tax maps has begun with the notable start of adding power for the soon to be computer station.*

### 3. Notable Events Related to Unusual Operations

*On March 30th, staff noted a lack of heat on the main floor of the building and entered a ticket. Honeywell was quickly dispatched and discovered a few worn parts that require replacement, some of which cannot be completed until summertime. Until then, the use of baseboard heat and overall warming outside temps, are taking the morning chill out of the office.*

### 4. Training

*Ashlynn, Darcy, Hollis, Leona & Theresa attended various DRA Mini-Courses. One was held here in Rochester which covered Excavation & Timber Intents. Roughly 30 individuals, including the entire Rochester Assessing Staff, were in attendance. The other, regarding Exemptions & Credits, was held in Portsmouth – a great refresher for Ashlynn, Darcy, Hollis & Leona just before the busiest time of year hit the office. Both courses provided DRA Certification credit to those who need ongoing education per their certification levels.*

## 5. Staff Kudos

*The Assessing Department would like to Congratulate Hollis McMullen on his Measurer and Lister Certification. This is a first big milestone in the Assessing Profession, we hope to see him achieve many more in the future!*

BUILDING AND LICENSING SERVICES

MONTHLY REPORT

**To: Blaine Cox, City Manager**

**From: March 1st through March 31st**

**Date: March 2023**

**Ref: Monthly Report for Building and Licensing Services**

## OVERVIEW

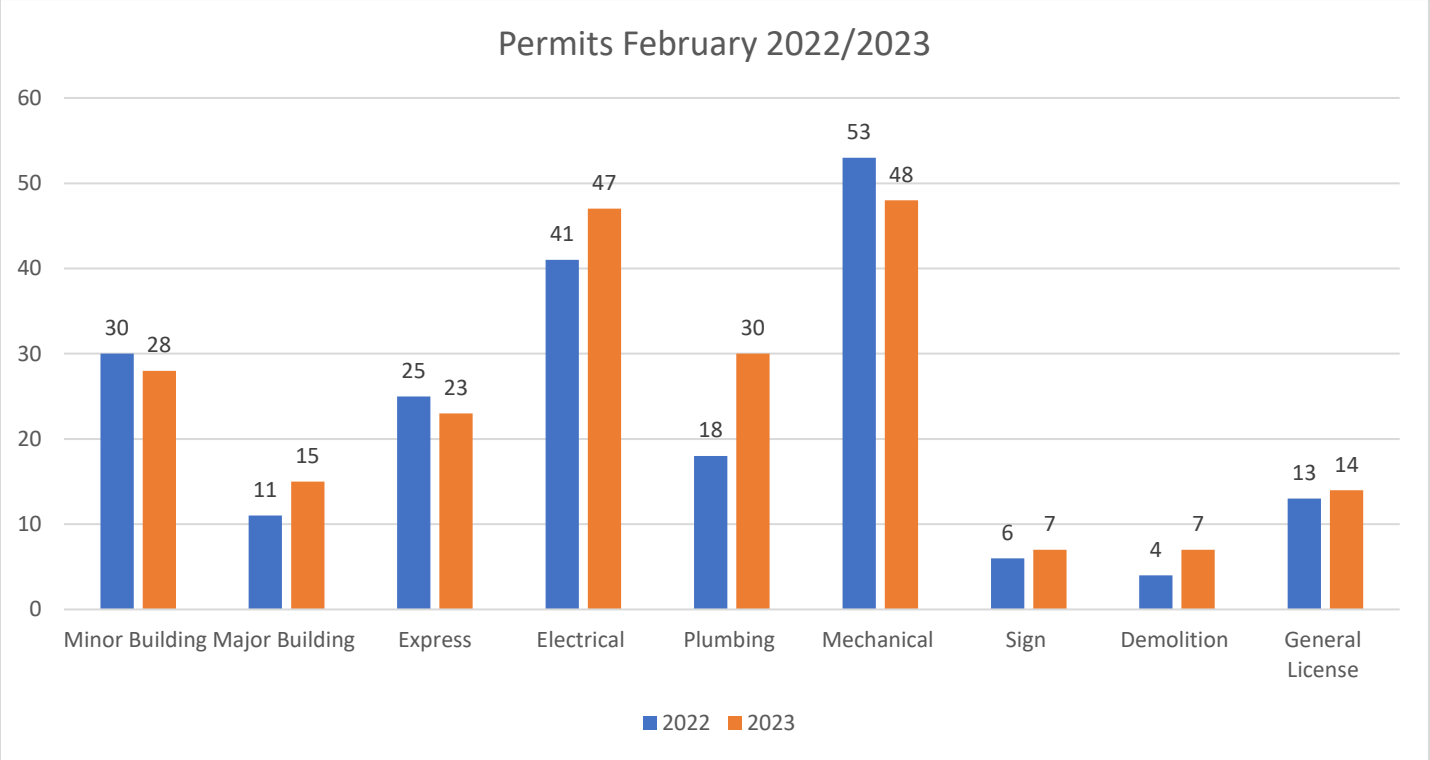
### 1. Notable Items Related to Ongoing Operations

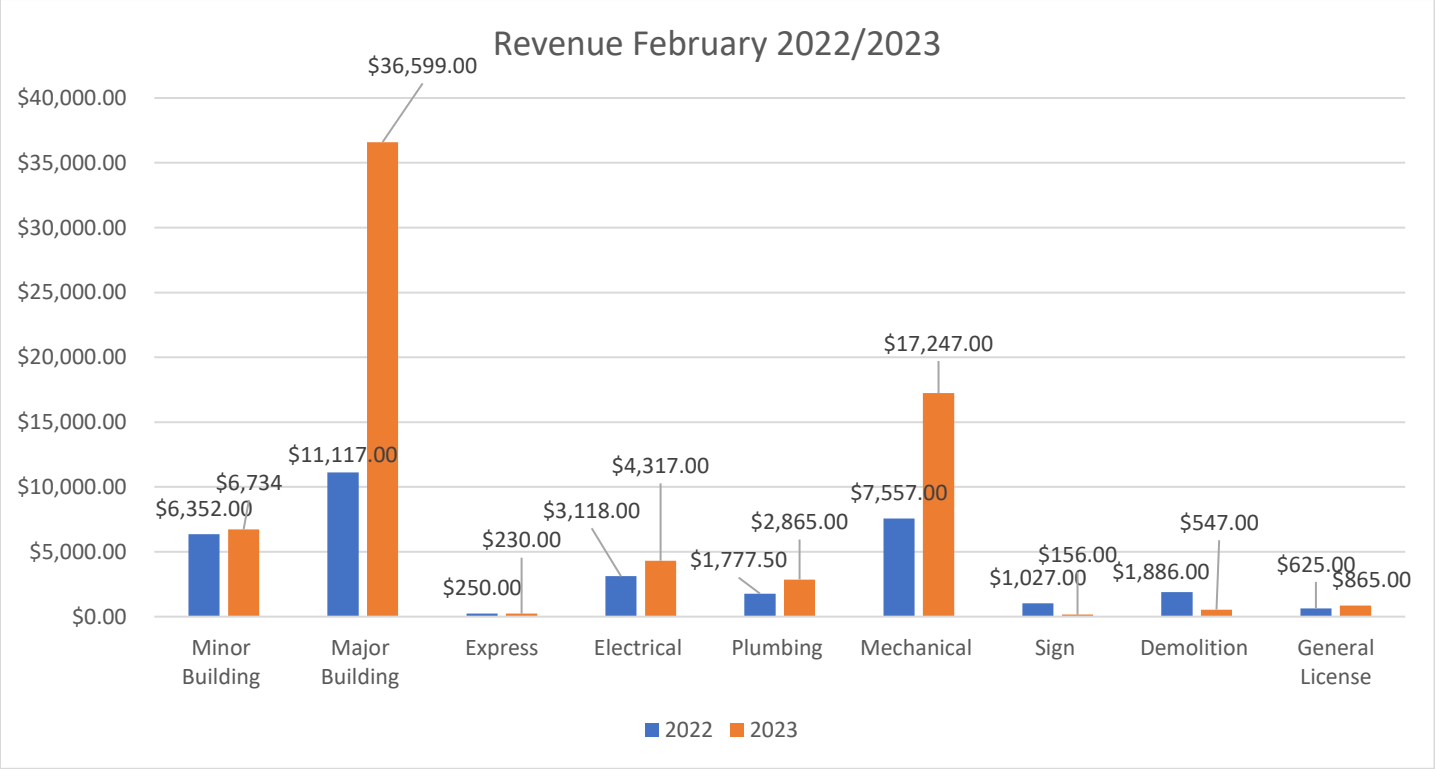
**The following data is subject to adjustment & revision pending further review and analysis as well as year-end closing adjustments.**

## Department Revenue

| Permit Type | March 2023 |
|---|---|
| Building Permits | $44,266 |
| Electrical Permits | $4,317.00 |
| Plumbing Permits | $2,865.00 |
| Fire Suppression Permits | $.00 |
| Fire Alarm Permits | $583.00 |
| Sprinkler Permits | $668.00 |
| Mechanical Permits | $17,247.00 |
| Food Milk Licenses | $275.00 |
| Taxi Licenses | $140.00 |
| General Licenses | $450.00 |
| **Net Revenue** | **$70,811** |

## 2. Permit Break Down



# ROCHESTER CITY CLERK'S OFFICE MONTHLY REPORT

**To: Blaine Cox, City Manager**
**From: March 1, 2023 – March 31, 2023**
**Date: 4/12/2023**
**Ref: Monthly Report for the City Clerk's Office**

## OVERVIEW

### 1. Vital Statistics Updates

17 babies were born to Rochester residents in neighboring communities during the month of March.

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

6 couples celebrated their wedding ceremonies in Rochester during the month of March. Additionally, 1 Rochester couple married elsewhere in the State.

### 2. Vital Records Revenue

The City Clerk staff issued 249 initial copies of vital records (birth, death, marriage, or divorce) and 170 subsequent copies of vital records. There were 13 marriage licenses issued by staff in March.

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

| | **2022** | | **2023** | |
|---|---|---|---|---|
| | **State** | **City** | **State** | **City** |
| Initial/Subsequent copies: | $2,993 | $2,707 | $2,842 | $2,593 |
| Marriage Licenses: | $559 | $91 | $850 | $91 |
| **Total:** | **$3,552** | **$2,798** | **$3,401** | **$2,684** |

## 3. Dog Licensing

The City Clerk's Office licensed 377 dogs in the month of March.

The clerk's office has received the new dog tags in anticipation of our busy licensing season. They are available immediately and are valid through April 30, 2024. We sent out the first of our licensing reminder emails on March 31st.

The City Clerk's Office, in cooperation with the Animal Control Officer, will be hosting our annual rabies vaccination clinic on Saturday, April 29. This year, the rabies clinic will be held at the Rochester Ice Arena at 63 Lowell Street from 12 PM to 2 PM. Vaccine prices have increased slightly and will now be $20 per animal (cats and dogs) cash only, please. City Clerk's office staff will be on hand to license dogs for Rochester residents; however, the clinic is open to everyone, regardless of where they live.

## 4. Election Updates

The breakdown of registered voters in Rochester as of March 31, 2023 is shown below:

| Ward | Democrats | Republicans | Undeclared | Totals |
|---|---|---|---|---|
| 1 | 1031 | 1,096 | 1,265 | 3,392 |
| 2 | 964 | 1,046 | 1,244 | 3,254 |
| 3 | 886 | 1,089 | 1,144 | 3,119 |
| 4 | 864 | 780 | 1,316 | 2,960 |
| 5 | 886 | 1,080 | 1,251 | 3,217 |
| 6 | 941 | 816 | 1,048 | 2,805 |
| Totals: | 5,572 | 5,907 | 7,268 | 18,747 |

The voter checklist is relatively quiet while we are between elections. There were 7 new voters registered in Rochester during the month of March, and 3 changes to the checklist (in this case, all party affiliation changes).

## 5. Upcoming/ Anticipated Challenges Relates to: Personnel, Operations, Budgets, etc.

Sometime during the evening hours of Sunday, March 26th, a hot water heater above the City Clerk's office suffered a significant leak. Water entered through the ceiling into the Clerk's back office and continued below to one of the IT offices. Although there was quite a bit of paperwork, equipment (computer, monitors, phone), and some furniture affected which will either need to be discarded or replaced, we were very lucky that none of our historic documents, vital records, or important files were affected.

The back office was completely cleared out, and Buildings and Grounds removed all the damaged flooring in anticipation of replacement carpet. The office will also be repainted and there will be replacement of some of the affected lighting. The Clerk's Office would like to thank Buildings

and Grounds for their quick work in addressing the damage before it worsened. We would also like to thank the rest of the City Hall staff for accommodating us while our displaced books, binders, and documents took up space in the conference room, hallway, and stairwells!

*Intentionally left blank…*

City Clerk's Office

# ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

**To: Blaine Cox, City Manager**

**From: March 1, 2023-March 31, 2023**

**Date: April 7, 2023**

**Ref: Monthly Report for DPW-ADMISTRATIVE DIVISION**

## OVERVIEW

### 1. Notable Items Related to Ongoing Operations

As spring is in the air, the DPW Administrative Staff is very busy answering the telephones in preparation of spring cleanup operations and permitting and licensing for all types of upcoming construction. There have been numerous procurement bids being processed for various projects and supplies. The sewer services in the Colonial Pines Project have continued through the winter and we are still processing the many homeowner security agreements associated with that work. The Utility Billing Office processed 21 final bills for property sales and transfers and the meter technician completed 26-meter installs for new services and replacements of aging meters.

# ROCHESTER DPW – HIGHWAY/FLEET DIVISION MONTHLY REPORT

**To: Blaine Cox, City Manager**

**From: March 1, 2023-March 31, 2023**

**Date: April 7, 2023**

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

## OVERVIEW

### 1. Personnel Updates

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

### 2. Notable Items Related to Ongoing Operations

Fleet division worked on several break downs also they have been doing major repairs to six wheel dump #20. Repairs on plows, wings and replaced two more sanders chains. Repairs and prevenient maintenance. Highway Staff repaired 1 storm water structure, pot holes, and roadside tree work throughout the city. Installed and repaired several signage thought out the city. Staff responded for 4 winter events of total of 25” snow and removed 6,317 yards of snow, also Highway staff completed 32 work orders and 61 service request. Staff cleaned 132 catch basin thought out the city.

### 3. Notable Events Related to Unusual Operations

Crew have been busy with winter maintenance. Staff have been very busy removal snow on side roads thought out the City. Highway has still been busy dealing with cleaning up debris from snow storms that knocked down a lot of trees and limbs thought out the city.

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

Staff will be preparing for street sweeping, catch basin cleaning and line paint thought out the city. Also staff will continue to work on brushing thought out the city.

### 5. Staff Kudos

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

### 6. Training

Staff has completed ten minute safety training tests and know B4 training.

Downtown Snow Removal

# ROCHESTER DPW – UTILITIES DIVISION MONTHLY REPORT

**To: Blaine Cox, City Manager**
**From: March 1, 2023-March 31, 2023**
**Date: April 7, 2023**
**Ref: Monthly Report for DPW – Utilities Division**

## OVERVIEW

### 1. Notable Items Related to Ongoing Operations

Much of early March was consumed with winter weather activities.

Operators responded to and completed hundreds of work orders and service requests.

Operators also provided contractor support for work being done to rehabilitate a 20” water transmission main running from the water treatment plant to Washington Street.

The month ahead will focus on site restoration at multiple dig locations from this past winter.

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

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

Another person has resigned leaving the division seeking an MEO- Utilities.

## 3. Staff Kudos

Kudos to Keith Hersom for obtaining a CDL-A License.

## 4. Training

Foul Weather Driving Class

# ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

**To: Blaine Cox, City Manager**

**From: March 1, 2023-March 31, 2023**

**Date: April 7, 2023**

**Ref: Monthly Report for DPW- BUILDING AND GROUNDS DIVISION**

## OVERVIEW

### 1. Personnel Updates

*All vacant custodian positions have been filled.*

### 2. Notable Items Related to Ongoing Operations

The project of painting and replacing the flooring in DHHS continues, our department has finished the painting part of the project. Flooring contractor is scheduled to begin his last phase on April 4 and they should be completed by April 10th. . .

The project of remodeling the 5 restrooms in the public library is in full progress, the 2 restrooms on the second floor are complete and the project is expected to be 100% complete by April 5th it's a huge improvement for the employee and visitor of the library.

We are in the process of installed 2 doors into the café at the BCA this will give a secure restroom facility for the students at the school. Doors are scheduled to be installed during the schools spring break the week of April 24th.

Staff has been out with our new Multihog CV350 cleaning parking lots and walkways in the city. This is the first step of the spring clean up. Crews will

also be out at our parks and buildings for the next couple of weeks cleaning up grounds and repairing damage from winter operations.

Our department is in progress of repairing the damage that occurred from a water leak in city hall. This leak caused damage to the city clerks office and the IT office. The space will be put back together as quickly as possible so the staff can get back to work in their spaces.

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

3 custodial positions have new personnel in the city. New employees will be stationed at the Police Dept, DPW and City Hall. There will be a learning curve for the first couple of weeks but I anticipate new staff will catch on quickly and provide great service to the city.

## 4. Staff Kudos

Steven Vincent, Russ York, Joe Robidoux, Shane Tufts and Jason Thibodeau all attended the United Academy training for narrow tracked boom lifter operator certification1B all 5 employees passed the class and are now certified to operate the equipment.

# ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

**To: Blaine Cox, City Manager**

**From: March 1, 2023-March 31, 2023**

**Date: April 7, 2023**

**Ref: March Monthly Report for the GIS/ASSET MANAGEMENT DIVISION**

## OVERVIEW

### 1. 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.

Coordination continued with our Stormwater, Wastewater, and Water consultants in our on-going efforts to advance DPW's Asset Management Program. Both the Water and Wastewater Treatment Facilities are finalizing their asset inventory list for inclusion into the City's CMMS.

*Non-DPW*

Continued coordination with the Solutions Architect to develop and test the GIS components and workflows involved with the coming Master Address Table/Location Data Management solution.

Assisted Planning staff with road and unit mapping within the Baxter Lake Recreation Area.

Provided Planning staff updated language related to As-Built requirements for the Notice of Decision.

Updates to the Zoning Map and web-based layers and interactive map.

# ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

**To: Blaine Cox, City Manager**
**From: March 1, 2023-March 31, 2023**
**Date: April 7, 2023**
**Ref: March Monthly Report for DPW – ENGINEERING DIVISION**

## OVERVIEW

### 1. Personnel Updates

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

### 2. Notable Items Related to Ongoing Operations

Strafford Square Roundabout: Utility companies are progressing with moving aerial utility lines underground and are expected to be completed in the next couple of months. Construction of Phase 2, the actual roundabout construction project, will be restarted in April 2023. Phase 2 construction is expected to be completed by December 2023.

Colonial Pines Sewer Extension – Phase 3: Construction of mainline sewer and drainage infrastructure is complete; service installation work is nearly complete. Project completion, including final landscaping and restoration, and final paving of Old Dover Road, Birch Drive, and Tingley Street, is anticipated in spring 2023.

Route 202A Water Main Extension and Water Tank: Construction of the water tank will continue in spring 2023. Water main installation continues on Walnut Street (Route 202A) and is nearing completion to the Estes Road/Meaderboro Road intersection. Water main installation will continue past this intersection into Crown Point Road (Route 202A) in April 2023. Water service connections will continue as the project progresses. Construction is anticipated to be substantially complete in fall 2023; final completion is expected in spring 2024.

Woodman Area Infrastructure Improvements: Construction is scheduled to restart in April 2023 after a winter shutdown. Construction is anticipated to be on-going until fall 2024 with the exception of a potential winter shutdown in 2023-2024 as well.

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

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

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

WWTF Secondary Clarifier Mechanism Replacements: Responses to an RFQ for Pre-Qualification for this project were received in March. The construction project is anticipated to be bid to pre-qualified bidders in the coming months.

Annual Contracted Pavement Rehabilitation: FY22 paving work is completed with the exception of Jessica Drive which is anticipated to be paved in spring 2023. The FY23 paving rehabilitation assignments were approved by the City Council in November 2022; and, the contract of this FY23 paving has been signed. FY23 paving work is currently being scheduled.

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

The Engineering Division continues to experience an Assistant City Engineer position vacancy due to a resignation in December 2022.

The City Engineer position pay grade/salary range has been downgraded through negotiations between the City and the Rochester Middle Management Group union, as approved by the City Council on 4/4/23. This will likely create a challenge for filling this position in the future.

## 4. Affected Business Processes or Systems

Engineering staff issued a total of **26 permits in March**, 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 training related to content updates for the City's website, traffic signal system training (Sebago Technics), a NEWWA - PFAS in Drinking Water conference, and a PTAP training workshop in March.

# ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

**To: Blaine Cox, City Manager**
**From: March 1, 2023-March 31, 2023**
**Date : April 7, 2023**

**Ref: Monthly Report for DPW-WATER TREATEMENT FACILITY**

## OVERVIEW

### 1. Notable Items Related to Ongoing Operations

Treated water volume this month was 44.8 million gallons from the surface water facility and 11.4 million gallons from the groundwater plant for a total of 56.2 million gallons delivered to our customers.

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

Watershed inspections were conducted at the Diversion Dam, Rochester Reservoir, Round Pond Reservoir, and Tufts & Berry Reservoirs. Motorized vehicular use and gate damage was noted. Signage and fencing was replaced.

Equipment and grounds maintenance was performed at the plant, well, and tanks/stations. Repairs were performed on the Ten Rod BPS Generator and the Washington BPS jockey pump has been taken offline.

Maintenance at the Cocheco Well included instrument calibration; housekeeping; and inspection/cleaning of aeration blowers and intake screen.

Maintenance at the Surface Water Treatment Facility included instrument calibration and certification; replacement of the pre-chlorination analyzer; mudball extraction and partial media replacement for the sand filter; and repairs to the clearwell sample pump.

Insertion piping and valves for the 20” finished water transmission main rehabilitation project have been completed.

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

Disinfection byproducts along the Highland Street corridor have improved this month.

Due to business closure, a distribution sample site was relocated.

Treatment technique piloting for the Cocheco Well has been planned and scheduled for the coming months.

The Surface Water Treatment Facility hydraulic capacity evaluation/assessment project is commencing.

Inspections and Cleaning of the distribution storage tanks is scheduled for May.

Hydrant flushing is scheduled to begin at the end of April.

## 3. Staff Kudos

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

Caleb Schag passed his Treatment Grade II OIT Exam this month. Congratulations, Caleb!

## 4. Training

In-house training for treatment staff is ongoing. Staff have also participated in teaching the small water systems class and the distribution grade 2 preparatory class.

Treatment plant staff hosted a tour for a local business and for students taking the NHDES small water system exam.

# ROCHESTER ECONOMIC DEVELOPMENT DEPARTMENT MONTHLY REPORT

**To: Blaine Cox, City Manager**
**From: March 1, 2023 – March 31, 2023**
**Date: April 10, 2023**
**Ref: Monthly Report for Economic Development Department**

## OVERVIEW

### 1. New Projects & Project Updates

- Department staff are working with IT on reviewing and cleaning up server-based files in preparation for migration to cloud-based storage.
- Mike continues to work with state and elected officials to finalize the construction of a new District Court for the city.
- The “Hoffman” project continues to make good progress and is scheduled to complete steel erection in June.
- ED continues to work with Planning and DPW on the Union St. Parking update and the Water Street Project
- Mike and Jenn visited both the Fownes Mill and Northgate properties to tour the residential units being constructed.

### 2. New Businesses and Business Updates

- Keslar Insurance – 22 No Main Street
- Studio Two Seventy-Nine (photography) – 18 So Main Street
- Porter’s Pub reopened under new ownership – 19 Hanson Street

### 3. Community Development Project Updates

- The Community Development Committee voted on the CDBG subrecipients for FY24.
- Preparations for the FY24 Annual Action Plan have started.

## 4. Boards & Commissions Updates

- The Riverwalk will attend the May City Council Workshop to give Council an update.
- The REDC will attend the May City Council Workshop to talk to Council about the ED Fund
- Carole worked with Rochester Main Street board members to move RMS belongings out of the office space (2nd fl. Chamber of Commerce building) and into storage. Because there is not currently a paid staff person working for RMS, the need for dedicated office space no longer exists.

## 5. Training & Staff Development

- Mike and Jenn were invited to a Seacoast Lead Group to talk about current projects and all things Rochester. The group is made up of local bankers, businesses, and real estate professionals.
- Carole participated in a webinar and conducted additional research about the NH Community Center Investment Program.
- Carole is taking advantage of a series of NH SNAP Nutrition Incentive trainings which began in March. This information may help with successfully bringing back the Rochester Farmers' Market in 2024.
- Kiersten attended one webinar on EECBG (Energy Efficiency and Conservation Block Grant Program) that the city is eligible for. Information on this grant will help potential projects through the city for projects that help reduce energy and fossil fuel use, and to improve energy efficiency. Additional webinars on the program will occur over the next several months.

## 6. Other

- Economic Development has ordered an AED to be installed in the Annex Conference Room space.
- A decision was made to suspend/pause the Rochester Farmers' Market for the 2023 season due to a lack of vendors.

# ROCHESTER FINANCE DEPARTMENT MONTHLY REPORT

**To: Blaine Cox, City Manager**
**From: March 1, 2023 – March 31, 2023**
**Date: April 12, 2023**

## OVERVIEW

### 1. Personnel Updates

None

### 2. Notable Items Related to Ongoing Operations

Finance staff have been working with the auditors to complete the City's single audit report (federal).

### 3. Notable Events Related to Unusual Operations

Finance staff have been preparing and performing user acceptance testing in preparation for April's MUNIS upgrade.

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

None

### 5. Staff Kudos

Kudos to the entire department for the efforts and contributions to the completion of the FY22 audited financial statements.

## 6. Affected Business Processes or Systems

None

## 7. Training

None

## 8. Other

***Monthly Financial Statements Summary – as of March 31, 2023***

**For the full detail report, click here:** March 31, 2023 Financial Detail Report

Below are the revenues & expense highlights through March 31, 2023, which represents approximately 75% completion of FY23.

**GENERAL FUND NON-PROPERTY TAX REVENUES**

**Motor Vehicle Registrations**: FY23 Adopted $5,100,000: $4,273,309 collected, 84%

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

**Building Permits:** FY23 Adopted $350,000: $669,738 collected, 191%

**Interest Income**: FY23 Adopted $50,000: $643,794 collected, 1,287%-Interest rates 3% on investment accounts, established a new Certificate Deposit at 4%.

**Interest on Delinquent Taxes:** FY23 Adopted $360,000: $383,216, collected, 94%.

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

collected, 125%

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

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

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

**Recreation-Summer/Fall Programs**: FY23 Adopted $115,550: $132,656 collected, 115%.

**GENERAL FUND EXPENSES:** FY23 overall expenses are slightly above budget at 85%-Allocation 82% Expended, 3% Encumbered.

**Police Patrol Overtime:** FY23 Adopted $108,546: Expended $156,144, 144%.

**Dispatch Overtime:** FY23 Adopted $34,000: Expended $157,543, 463%.

**Fire Overtime:** FY23 Adopted $240,000: Expended $269,490, 112%.

**Public Works-Winter Maintenance:** FY23 Adopted $535,782: Expended $421,414 Encumbered $55,861, total 89%.

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

**WATER-SEWER SPECIAL REVENUE FUNDS:**

**Summary Water-Sewer Funds:**

Water Fund FY23 Adopted Revenues/Expenses $7,686,468: Revenues 42%, Expenses 65%.

Sewer FY23 Adopted Revenues/Expenses $10,524,422: Revenues 38%, Expenses 67%.

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

**Community Center**: FY23 Adopted Revenues/Expenses $941,071: Revenues 64 % collected, Expenses 72 %

**Arena Special Revenue:** FY23 Adopted Revenues/Expenses $431,661: Revenues 89% collected Expenses 73%.

# Planning Department Report

FORTHCOMING

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City Clerk's Office

# ROCHESTER DEPARTMENT OF RECREATION AND ARENA MONTHLY REPORT

**To: Blaine Cox, City Manager**
**From: Steve Trepanier, Assistant Director of Recreation and Arena**
**Date: April 10, 2023**
**Ref: March 2023 Monthly Report for Recreation and Arena**

## OVERVIEW

### 1. Program Highlights

Rec basketball finished up the season on March 7.

Senior breakfast had a great turnout with over 40 in attendance. The mayor and city manager were gracious to join us in serving breakfast as well as officer Kimbrough from the PD.

Seniors were also treated to a trip to Oxford Casino on March 17. Great time had by all.

Senior activity membership is at 376 and growing!!!

Ice skating season came to an end on March 31, when staff shut down the chiller system so they could remove the ice.

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

| | | | | | |
|---|---|---|---|---|---|
| Cardio Fusion | 9 | Adult Volleyball | 40 | Adult Pickleball (Sundays) | 66 |
| Toddler Play Group | 38 | Senior Pickleball Weekday | 130 | Adult Pickup Sports | 39 |
| Line Dancing | 15 | Line Dancing | 15 | Adult Volleyball | 158 |
| Line Dancing | 15 | Chair Yoga | 29 | Bingo | 70 |
| Iyengar Yoga | 14 | Senior Mobility Class | 12 | Cardio Fusion | 43 |
| Adult Volleyball | 40 | Frisbie Lunch & Learn | 15 | Chair Yoga | 45 |
| RSAC Drop In | 36 | Toddler Play Group | 49 | FOG Drop In (Sunday) | 70 |
| Quilting & Crafting | 14 | Bingo | 37 | FOG Reservation (Sunday) | 61 |
| Game Day | 7 | Adult Pickup Sports | 17 | Frisbie Lunch & Learn | 30 |
| Frisbie Lunch & Learn | 15 | FOG Drop In (Sunday) | 47 | Game Day | 7 |
| Toddler Play Group | 56 | FOG Reservation (Sunday) | 27 | Iyengar Yoga | 42 |

| | | | | | |
|---|---|---|---|---|---|
| Chair Yoga | 16 | Adult Pickleball (Sundays) | 32 | Learn To Skate | 23 |
| Cardio Fusion | 5 | Iyengar Yoga | 17 | Line Dancing | 78 |
| Senior Pickleball Weekday | 111 | Adult Volleyball | 37 | Public Ice Skating | 446 |
| Senior Breakfast/Cookout | 35 | Bingo | 33 | Quilting & Crafting | 29 |
| Toddler Play Group | 54 | Cardio Fusion | 10 | RSAC Drop In | 36 |
| SHS/BCA open Gym | 4 | Senior Pickleball Weekday | 125 | Senior Breakfast/Cookout | 35 |
| Adult Pickup Sports | 4 | Line Dancing | 17 | Senior Cardio Drumming | 80 |
| Adult Pickup Sports | 18 | Quilting & Crafting | 7 | Senior Mobility Class | 41 |
| Adult Pickleball (Sundays) | 34 | Toddler Play Group | 41 | Senior Pickleball Weekday | 484 |
| FOG Drop In (Sunday) | 23 | Senior Mobility Class | 15 | Senior Power Hour | 160 |
| FOG Reservation (Sunday) | 34 | Cardio Fusion | 9 | Senior Tech Support | 2 |
| Senior Trips | 12 | Adult Volleyball | 41 | Senior Trips | 12 |
| Line Dancing | 16 | Table Tennis | 5 | Senior Zumba Gold | 100 |
| Senior Tech Support | 1 | Cardio Fusion | 10 | SHS/BCA open Gym | 4 |
| Senior Tech Support | 1 | Senior Pickleball Weekday | 118 | Table Tennis | 5 |
| Senior Mobility Class | 14 | Public Ice Skating | 446 | Toddler Play Group | 238 |
| Quilting & Crafting | 8 | Senior Cardio Drumming | 80 | Grand Total | 2404 |
| Iyengar Yoga | 11 | Senior Power Hour | 160 | | |
| | | Senior Zumba Gold | 100 | | |
| | | Learn To Skate | 23 | | |

## 3. Community Events at Rec and Arena

**The Ice Arena was host to the Seacoast Hockey Tournament March 3-5 and 10-12.**

**Ice Arena also played host to 2 city sponsored events. Guns and Hoses vs Spaulding HS alumni on March 19 and on March 26th, the arena hosted the city employee open skate and hockey game. Great turnout for both.**

**Ice skating season came to an end on March 31, when staff shut down the chiller system so they could remove the ice.**

# ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

**To: Blaine Cox, City Manager**
**From: March 1 – March 31**
**Date: April 12, 2023**
**Ref: Monthly Report for Fire Department**

## OVERVIEW

### 1. Personnel Updates

**Shift Staffing:**

- Full Staffing – 10 personnel on-duty – **45% of shifts in March**
- One FF Short – 9 personnel on-duty – **45% of shifts in March**
- Two FF's Short – 8 personnel on-duty – **10% of shifts in March**

**Anniversaries:**

- Captain Steve Plante – Captain for 3 years
- Lieutenant Sam Morrill – Lieutenant for 3 years

**Staffing Updates:**

- March 20, 2023 - Mike George was promoted from Captain to Assistant Chief.

- March 26, 2023 – Firefighters Daryl Morales, Matt Parker, Paul Haggenmiller, and Josh Biron were all promoted to Lieutenants.

## 2. Notable Items Related to Ongoing Operations

| TYPE OF CALL | 3/2022 – 2/2022 Previous Year (Calendar) | March 2022 | March 2023 |
|---|---|---|---|
| Building Fires | 24 | 1 | 3 |
| Cooking Fires | 11 | 0 | 1 |
| Vehicle Fire | 14 | 3 | 0 |
| Carbon Monoxide Present | 18 | 1 | 0 |
| Emergency Medical Calls | 1164 | 94 | 91 |
| Vehicle Accidents (Injury) | 142 | 9 | 14 |
| Vehicle Accidents (No Injury) | 94 | 12 | 14 |
| Alarms | 1380 | 25 | 24 |
| Service Calls | 195 | 12 | 20 |
| Other | 976 | 63 | 67 |
| **TOTAL CALLS** | **3196** | **220** | **234** |

## Community Risk Reduction

1) Members of the Rochester Fire Department participated in Read Across America by reading books to classrooms at daycares and public schools.

2) In preparation for the April 15th Sound the Alarm event with the American Red Cross our Fire Prevention Division with the AMR canvased neighborhoods to distribute information on how to receive free installed smoke alarms as part of the event.

3) Rochester Police Benevolent Association has graciously donated funds to assist an individual who for medical reasons has been unable to return to her home for over a month. Deputy Chief Hughes and Community Outreach Coordinator Erin Nasino have been working to improve her home environment in conjunction with her friends, family, and the property management company. The home was labeled as an extreme hoarding situation with structural damage later found during the cleanup. The funds donated will be put towards repairing major damage found on the subfloor. The on-duty shift from the Fire Department picked up and delivered the materials. Positive Transitions has volunteered to do the work.

***FY23 Year to Date***

| Blasting | Place of Assembly | Pyrotechnics | Fire & Life Safety | Approvals & Reviews |
|---|---|---|---|---|
| 1 | 22 | 0 | 61 | 515 |
| $25.00 | No Fees Associated | 0 | No Fees Associated | Included in Permit Fees |

| Inspections Completed | Car Seat Installations |
|---|---|
| 301 | 24 |

| Permits Issued | Sprinkler Systems | Fire Alarms | Hood Suppression | Tank Removal |
|---|---|---|---|---|
| 141 | 28 | 24 | 4 | 1 |
| $20,419.00 | $14,569.00 | $5,443.00 | $357.00 | $25.00 |

**54 Tonka Street**

**Structure Fire**

On Monday March 13, 2023 at 5:06 AM, the Public Safety Dispatch Center received a report of a structure fire at 54 Tonka Street. The building was reportedly well involved at the time of dispatch. Rochester Firefighters found the building about 50 % involved in fire with the residents in the care of Rochester Police. The fire was extinguished with the assistance of mutual aid personnel and water tankers. The building was a total loss.

**The tenants were alerted from sleep by a smoke detector, which allowed them time to escape to safety unaided.** The cause of the fire is undetermined, with the area of origin in a bedroom.

**11 Spaulding Avenue**

**Structure Fire**

On Tuesday March 14, 2023 at 11:19 AM, the Public Safety Dispatch Center received a report of an appliance fire at 11 Spaulding Avenue. Due to the location in north Rochester near the Milton and Lebanon lines, as well as a snow event, there was an **approximately 9-minute response time** for the first RFD engine company to arrive after dispatch time. Crews arrived to find a working fire in the kitchen and spreading rapidly. A hose line was placed in service quickly, and the fire was knocked down. Simultaneously, the building was searched for victims. Only two cats were found in the building. One was alert, but one was found upstairs hiding, and passed away at the scene after resuscitation attempts by firefighters and then EMS. Only a minor injury occurred to one other occupant.

The fire began as an accidental cooking oil fire on the stove, and quickly spread beyond the ability for occupants to extinguish. The occupants self-rescued.

Fire damage was extensive in the kitchen and smoke damage occurred throughout.

# ROCHESTER POLICE DEPARTMENT MONTHLY REPORT

**To: Blaine Cox, City Manager**

**From: Gary M. Boudreau, Chief of Police**

**Date: 04/12/2023**

**Ref: Monthly Report for March 2023**

## OVERVIEW

### 1. Personnel Updates

**Personnel**: Filling open Dispatch vacancies is still a critical need. We have one dispatcher in week 8 of training and now learning dispatching police calls. A new dispatcher is also starting on April 10. There is one in the background process.

We are continuing to hold hiring oral boards. We are in the background phase for several of the final open patrol positions.

### 2. Notable Items Related to Ongoing Operations

**Comp Stat:**

In March we saw a slight decrease in traffic enforcement activities as compared to the previous months, but officers still had 481 stops throughout the city. Officers issues 343 warnings to motorists 82 summons and made 19 arrests from traffic stops. Our motor vehicle crashes remained relatively steady with 76 total accident reports. We had 12 hit and run type crashes, 21 crashes occurring in parking lots throughout the city. From the accidents, officers issued 7 traffic violations as a result of their investigations at these crashes, which they determined to be a contributing factor to causing the accident. Officers made 9 physical arrests from accident scenes, with 3 of these being DWI arrests. We had no accidents that had serious injuries.

During March our property crimes remained relatively consistent as compared to the previous two months, with 56 reported property crimes. Vandalisms continue to be our highest reported property crimes with 29 reported this month and 94 reported YTD. A large majority of these appear to be random acts or graffiti that can make it difficult to develop suspects, unless there is some type of evidence.

Overall YTD we are 18% or 28 property crimes as compared to 2022.

Violent crimes also remained consistent in March with 32 reported incidents. Misdemeanor simple assaults continue to be the highest reported violent crime with 29 reported during the month. Of these 14 were related to domestic violence incidents. During the month our detective assigned to review and follow up on domestic violence cases conducted several trainings for patrol officers in relation to these types of incidents.

During the month, officers responded to 4 overdose calls and 2 further fatal overdose calls. In addition, we responded to 4 other drug related calls that were not considered overdose calls. Overall YTD we are investigating 5 fatal overdose calls, which is 1 less when compared to 2022.

During March, we responded to 1,427 calls for service from citizens, this does not include officer-initiated activities such as extra patrols and traffic stops. Year to date officers have responded to 4,032 service calls from citizens through the first 3 months of the year. This included 962 priority 1 calls, which are classified as high priority and often require a multiple officer response. 1,933 priority 2 service calls, which also often require multiple officers to respond to and 1,137 priority 3 our lowest priority type service calls.

Juvenile Division Coordinator Nicole Rodler will be presented with the Granite State Award for the work done on the Juvenile Justice Transformation at the DCYF Conference in April.

**Community Engagement /Problem Oriented Policing.**

Officer Kimbrough completed an ALERRT training (active shooter) at the Monarch School. He continues to assist the City Outreach Coordinator on homeless outreach efforts. He and other staff attended the Waypoint Sleep Out homeless awareness event with the high school.

Our Skate with a Cop and Guns (PD) and Hoses (Fire) hockey game made a return this year. We haven't held this event since the pandemic began. Both events were well attended. The hockey game was competitive and the fire department made the PD work for the win when the game went into overtime.

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

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

Staffing in the Communications Center is still at a critical shortage, but progress is still being made to hire people.

## 4. Training

Officer Birmingham is in the final stretch of his Academy training and is on track for graduation on April 28, 2023. Officer Jack Settele and Officer Rachel Hill are progressing well in the Academy and have an anticipated graduation date of June 16, 2023.

Other notable training attended by various officers this period included Crisis Intervention Team certification training, Advanced Death and Homicide Investigations, Police Vehicle Defensive Driving at PSTC, refresher training on standardized field sobriety testing, the L.E.A.D. Training Conference, Fentanyl Mills and Methamphetamine Laboratory training, FBI LEEDA Supervisor Leadership Institute, The Art of Leadership presented by American Emergency Preparedness, and department staff trained Patrol and Dispatch on Adult Mental Health First Aid.

## 5. Other

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City Clerk's Office

# ROCHESTER LIBRARY DEPARTMENT MONTHLY REPORT

**To: Blaine Cox, City Manager**
**From: March 1, 2023 - March 31, 2023**
**Date: April 12, 2023**
**Ref: Monthly Report for Library**

## OVERVIEW

### 1. Notable Items Related to Ongoing Operations

There was a total of 12,105 items circulated with 9,223 people visiting the library in the month of March. Two hundred ninety-three patrons used the library's Internet computers. Interlibrary loan activity included 97 materials borrowed from other libraries and 185 loaned to other libraries.

Saturday, March 4th the Children's Room was scheduled to hold a drop-in craft program from 10:00am to 12:00pm. The weather did not cooperate, producing a hearty snowstorm instead. The program changed from a "Make It" at the library then "Take It" home to a "Take It and Make It" at home craft project. The craft kits were available at the library the day before the storm.

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

The Friends of the Rochester Library Book Club met March 13th and featured *The Exiles* by Christina Baker Kline.

The True Crime Book Club met Tuesday, March 28th and featured *Every Last Fear* by Alex Finlay.

On March 9th, a new podcast episode of *Off the Shelf with Marie & Katherine* was released. Marie and Katherine were excited to talk about some major changes coming to the Rochester Public Library in the next few months. The librarians will be moving the collection around, creating additional space for new programming and materials. In addition, new art will be added by the Rochester Museum of Fine Arts.

The library was pleased to announce the addition of a new Local Author Collection in the month of March. In recognition of regional talent, the library curates a collection of self-published books by local authors. This donation-based collection supports and promotes the creative expression of self-published authors by including their work in the library catalog and provides an opportunity to share their work in the community.

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

The Teen Room continued to host drop-in activities after school during the week. Tuesdays featured writing activities, Wednesdays STEAM activities, and Thursdays feature board and card games. March also included a Scavenger Hunt, Reading Challenge, Coloring, Drawing, Bracelet Making, Puzzles and Dungeons & Dragons every Wednesday.

Featured Adult Services Book Displays for the month of March included: *Women's History, Luck of the Irish, and Black History Month* - book displays; *Irish Music* - music display; and *Women's History* - DVDs display.

The Rochester Public Library was pleased to present the artwork of Vero Steward during the month of March. She is a Cuban American illustrator transplanted from Florida to New Hampshire. Her work was located on the first floor of the library and showcased the bizarre and colorful wonders of nature.

Three hundred twenty-four of our library patrons downloaded 1,725 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 544 digital downloads from Hoopla.

## 2. Library Programming

In the month of March, the Children's Room said goodbye to the Emergency Responder play space, generously sponsored by Rochester Thank a Cop to make room for our new play space with the help of large spools donated from Rockingham Electrical Supply Co. The new Dinosaur Space has been a wonderful way for our young patrons to use their imaginations.

Friday, March 3rd the library continued to host S.E.A.T., the newest chair-based workout that provides a low impact, high-energy challenge for participants of all ages, skill, and fitness levels.

March 8th, 15th, & 22nd, the library was pleased to host Organic Gardening with master gardener and organic gardening enthusiast Vincent Cirasole. Attending all three classes offered the most information but was not mandatory for participants. Practical tips on how to create a new garden, soil preparation, seed starting, planting techniques, container gardening, cultural techniques during the growing season and more were discussed throughout the program.

## 3. Other

Trustees will be meeting in the library on May 16th at 6pm.

# ROCHESTER TAX COLLECTOR'S OFFICE MONTHLY REPORT

**To: Blaine Cox, City Manager**
**From: Doreen Jones, Tax Collector**
**Date: April 10, 2023**
**Ref: Monthly Report for March 2023**

## OVERVIEW

### City of Rochester Tax Collector's Office

**March 31, 2023**

| Tax Year | | Annual Warrant | Collected | | Uncollected | |
|---|---|---|---|---|---|---|
| | | | Amount | % | Amount | % |
| 2022 | | 72,060,382 | 70,932,281.73 | 98.43% | 1,128,100.27 | 1.57% |
| 2021 | | 69,388,398 | 68,833,321.58 | 99.20% | 555,076.42 | 0.80% |
| 2020 | | 68,438,739 | 68,069,825.17 | 99.46% | 368,913.83 | 0.54% |
| 2019 | | 66,169,796 | 65,959,911.27 | 99.68% | 209,884.73 | 0.32% |
| 2018 | | 63,834,824 | 63,691,744.96 | 99.78% | 143,079.04 | 0.22% |
| 2017 | | 60,524,791 | 60,425,106.12 | 99.84% | 99,684.88 | 0.16% |
| 2016 | | 58,196,003 | 58,130,433.19 | 99.89% | 65,569.81 | 0.11% |
| 2015 | | 56,938,119 | 56,896,895.13 | 99.93% | 41,223.87 | 0.07% |
| 2014 | | 55,068,779 | 55,030,838.05 | 99.93% | 37,940.95 | 0.07% |
| 2013 | | 53,324,262 | 53,293,886.50 | 99.94% | 30,375.50 | 0.06% |
| 2012 | | 50,952,912 | 50,928,141.76 | 99.95% | 24,770.24 | 0.05% |
| 2011 | | 48,856,892 | 48,836,084.54 | 99.96% | 20,807.46 | 0.04% |
| 2010 | | 47,308,832 | 47,294,080.59 | 99.97% | 14,751.41 | 0.03% |
| 2009 | | 46,898,827 | 46,889,094.75 | 99.98% | 9,732.25 | 0.02% |
| 2008 | | 46,522,769 | 46,517,222.63 | 99.99% | 5,546.37 | 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 | 38,023,113.55 | 100.00% | 1,339.45 | 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% |
| | | | | | | |
| | | | | **Total Uncoll:** | **2,766,935.87** | 4.11% |
| | | | | | | |

| 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 | $ 185,664.75 | 761 |
| Dec | $ 962,165.57 | 1068 |
| Jan | $ 1,525,359.43 | 1226 |
| Feb | $ 750,455.86 | 915 |
| **Mar** | **$ 566,623.51** | **1216** |
| Apr | | |
| May | | |
| June | | |
| **Totals** | **$ 6,056,621.31** | **8829** |
| | **Auto Registrations 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 | $ 448,879.60 | 2914 |
| Dec | $ 461,535.73 | 2821 |
| Jan | $ 419,886.35 | 2710 |
| Feb | $ 442,434.45 | 2782 |
| **March** | **$ 581,555.70** | **3731** |
| April | | |
| May | | |
| June | | |
| **Totals** | **$ 4,408,745.82** | **28242** |

# ROCHESTER WELFARE DEPARTMENT MONTHLY REPORT

**To: Blaine Cox, City Manager**
**From: Todd M. Marsh, Welfare Director** TM
**Date: April 07, 2023**
**Report Dates: March 01, 2023- March 31, 2023**
**Ref: Monthly Report for Welfare Department**

## OVERVIEW

### 1. Personnel Updates

*None*

### 2. Notable Items Related to Ongoing Operations

Federal Emergency Temporary Housing (ETH) assistance for motels/hotels for people without children ended on April 1st. Assistance for families will end on June 15th. The Welfare Department is expecting an increase of people seeking assistance for emergency housing; however, the numbers are unknown. The Welfare Department will continue to monitor the situation, strive to collaborate with other provider agencies, assess what presents, and assist to meet legal obligations and the humanitarian intent of those obligations.

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

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

On average, rental rates are higher throughout New Hampshire, including Rochester, than prior to the pandemic and the beginning of ERAP funding. Higher rental rates resulted in direct increased costs in voucher assistance. Also, indirect increased costs due to less available income to rental outlays, results in less household budget resilience to income or expense fluctuations.

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

Cont.

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

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

## 3. Notable Events Related to Unusual Operations

On Friday, March 31st, between the hours of 2:45PM and 5:45PM, the Welfare Department was approached by over a dozen individuals, all of whom having received several months of emergency motel assistance with ERAP and ETH funds. All reported The Community Action Partnership of Strafford County approached them in person, at their motels, just prior to them approaching the Welfare Department to inform and/or remind ETH funding is ending Saturday, April 1st, with Sunday morning being their last day without alternative forms of payment. They were advised to approach the Welfare Department same day. The Welfare Department was not aware of Community Action's planned late in the day Friday timing approach.

Rochester City Welfare Department was approached by more individuals, the day prior to ETH funding ending, than Dover, Portsmouth, Nashua, Concord, and Manchester combined. The Welfare Department has communicated to our partner friends at Community Action, a desire to improve communication and collaboration prior to ETH funding ending for families on June 15h. As a result, the Welfare Departments from the Greater Tri-City region will be meeting with Community Action representatives on May 18th, to discuss forward collaborative efforts.

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

The Welfare Department is striving for and working toward increased communication and collaboration with Community Action prior to ETH funding ending for families on June 15h. The Welfare Department continues to practice ongoing communications and collaborations with the Greater Tri-City area municipal welfare departments and across the state.

## 5. Staff Kudos

Kudos to the Welfare Department team for managing, assessing, and assisting the many individuals that approached the Welfare Department late in the day on Friday, March 31st. The overflowing waiting room of anxious people was managed with professionalism, thoughtfulness, effectiveness, and efficiency. A combination the people seeking assistance deserve and a way the people of Rochester expect from their city employees.

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

## 6. Affected Business Processes or Systems

*None*

## 7. Training

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

## 8. Analysis of Direct Assistance for March 2023

General Assistance represents an average cost per case/family of $439.73 and case/Individual of $383.32 for this month.

Total voucher assistance issued: **$14,191.13**

There was an increase of $11,541.13 in assistance issued this month compared to March 2022. There was a decrease of $5,366.81 in vouchers issued this month compared to last month.

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

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

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

The office reported 128 formal case notes for this period.

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

**NH hotel funds expire April 1. Hundreds in Strafford County, Seacoast could lose housing.**
**https://www.seacoastonline.com/story/news/local/2023/03/29/nh-hotel-funds-to-expire-hundreds-locally-at-risk-of-being-homeless/70051902007/**
**March, 29, 2023**

**Excerpts:**

"In Rochester alone, as of March 12, there were 94 households temporarily residing in Lilac City hotels, according to Todd Marsh, the city's welfare department director**."**

**"**Marsh, in addition to his role in Rochester, serves as the president of the New Hampshire Local Welfare Administrators Association.

Last week, Marsh contacted municipal welfare officials and administrators in advance of the end of the Emergency Temporary Program, noting households can stay through the night on the April 1 end date."

"Emergency housing assistance will be practiced differently than the minimal eligibility expectations of (the Emergency Temporary Program) or (the New Hampshire Emergency Rental Program)," In most cases, traditional emergency shelter services, if available, can be provided as options versus continued emergency motel stays. Income, cash resources, and expense information can be required and used for decision-making. Increased case management services provided by your municipal welfare officials and administrators will minimize length of assistance and maximize progress. Assistance navigation and decisions should remain consistently professional, humane, and customer service centered."