



\*Revised on 12/16/2022 - To  
include the Police Department's  
Monthly Report

**City Council Special Meeting  
December 20, 2022  
Council Chambers  
6:00 PM**

**Agenda**

- 1. Call to Order**
  - 2. Resolution Establishing Polling Place and Times for the February 21, 2023 District 8 Special Election *first reading in its entirety and consideration for adoption* P. 3**
  - 3. Adjournment**
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**City Council Workshop  
December 20, 2022  
Council Chambers  
Immediately following the Special Meeting**

**Agenda**

- 1. Call to Order**
- 2. Public Input**
- 3. Communications from the City Manager**
- 4. Communications from the Mayor**
- 5. Discussion: VFW property tax request P. 9**
- 6. Department Reports P. 11**
- 7. Non-public/non-meeting**
- 8. Adjournment**

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City Clerk's Office

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**Resolution Establishing Polling Place and Times for the  
February 21, 2023 District 8 Special Election**

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

That the following polling places are hereby established for the City of Rochester for the upcoming February 21, 2023 District 8 Special Election:

**WARD 4:     McClelland Elementary School**  
59 Brock Street, Rochester

The Special Election will be conducted consistent with the parameters established by way of the Resolution adopted by the New Hampshire House of Representatives on December 7, 2022 (Exhibit A)

**Further, in accordance with RSA 659:4, and Section 47 of the City Charter – The polling place shall be open from 8:00 A.M. to 7:00 P.M., on said Election Day. The Processing of Absentee Ballots shall begin at 10:00 AM on Election Day.**

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City Clerk's Office

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## House Resolution 6

calling for a special run-off election for representative to the general court between  
Chuck Grassie and David Walker.

Whereas, the general election in Strafford county district 8 has ultimately resulted  
in a tie between Chuck Grassie and David Walker; and

Whereas, this House has both the constitutional authority to settle this matter by  
voting to seat one of these candidates and a tradition of endorsing the concept of  
elections settling a tie; and

Whereas, the House believes that the voters of that district have already indicated  
by their close vote that they wish to be represented in the General Court by one of  
these individuals; now, therefore be it

Resolved by the House of Representatives:

That this seat be declared vacant and the election be returned to the voters of  
Strafford county district 8 as legally constituted as of November 8, 2022, to uphold  
the principle of one person, one vote; and

That, if the city of Rochester chooses to hold a special election to determine their  
choice for representative to the General Court, the House of Representatives orders  
that the ballots used in that run-off election contain only the names of Chuck  
Grassie and David Walker with no blank appearing; and

That the Clerk of the House transmit a copy of this resolution to the Secretary of  
State, Chuck Grassie and David Walker; and

That all communications to the Clerk of the House from the parties at interest in  
this matter be entered in the House Journal.

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City Clerk's Office

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12/15/2022

**City of Rochester Formal Council Meeting****AGENDA BILL****NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

<b>AGENDA SUBJECT</b> <b>Establishing polling place and time for proposed February 21, 2023 Special Election</b>	
COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

AGENDA DATE	December 20, 2022		
DEPT. HEAD SIGNATURE	Kelly Walters, signature on file		
DATE SUBMITTED	12/15/22		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	Signature on File
CITY MANAGER	Signature on File

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**RSA 659:4  
Rochester City Charter

**SUMMARY STATEMENT**

At the November 8, 2022 General Election, the Ward 4 (District 8) race for State Representative was won by a single vote. The State recount resulted in a tie race. The House then voted on December 7th to send the decision back to the voters of Rochester via a Special Election (House Resolution 6, see Resolution exhibit A).

The City will need to approve the use of our ward 4 polling location, McClelland School at 59 Brock Street, for this Special Election.

**RECOMMENDED ACTION**

City Council approval of the Resolution establishing polling place and time for the February 21, 2023 Special Election





12/15/2022

## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT <b>Discussion: VFW Property Tax Request</b>	
COUNCIL ACTION ITEM <input type="checkbox"/> INFORMATION ONLY <input checked="" type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

AGENDA DATE	December 20, 2022	
DEPT. HEAD SIGNATURE	Katie Ambrose, signature on file	
DATE SUBMITTED		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

City Charter
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### SUMMARY STATEMENT

Dave Tinkham, resident and District 7 VFW Commander, addressed Council at the November 15th Workshop requesting that the City waive the tax lien on the former VFW building at 43 Highland Street. He indicated that this situation resulted from losing tax exempt status due to forms not being filed in the three years between the discontinuation of the building's use by the VFW and the impending sale of the property. Commander Tinkham also explained that sale proceeds could cover the lien; however, the money could better serve veterans and their families.

In follow up to this item, City Council cannot waive the liens as requested. The legal course of action in order to meet this request would be as follows:

1. The Tax Collector waives the interest on the liens (\$6,612.33 as of 11/22)
2. The VFW sells the property and pays the City the back property taxes
3. City Council votes to appropriate a donation to the VFW in the amount of the back property taxes (\$43,650.53 as of 12/14)
4. The City issues the donation check to the VFW

### RECOMMENDED ACTION

Discussion

## ***November Department Reports:***

- 6.1 Assessor's Office P. 13**
- 6.2 Building and Licensing Services P. 15**
- 6.3 City Clerk's Office P. 17**
- 6.4 Department of Public Works P. 21**
- 6.5 Economic & Community Development P. 37**
- 6.6 Finance Office P. 39**
- 6.7 Planning & Development Department P. 43**
- 6.8 Recreation & Arena P. 47**
- 6.9 Rochester Fire Department P. 49**
- 6.10 Rochester Police Department *forthcoming***
- 6.11 Rochester Public Library P. 57**
- 6.12 Tax Collector's Office P. 59**
- 6.13 Welfare Department P. 61**

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City Clerk's Office

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## ROCHESTER ASSESSING DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Darcy Freer, Interim Chief Assessor

Date: December 14, 2022

Ref: November's Monthly Report for Assessing Department

### OVERVIEW

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

*All Rochester real estate sales continue to be validated for the ratio study for equalization this fall. All sales will be validated by the mandatory December 15, 2022 deadline.*

*2022 map changes have now been finalized by our office and the mapping company (CAI Technologies) is working to update the physical maps and the shape file for GIS.*

*We are beginning preparations to start building permit related inspections.*

#### 2. Training

*Assessing department staff attended the annual NHMA 2 day in person conference and benefitted from the educational offerings.*

#### 3. Staff Kudos

*We would like to give a shout out to our very own, Hollis McMullen, for his hard work and successful Wellness Committee Bingo event!*

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City Clerk's Office

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## BUILDING AND LICENSING SERVICES

## MONTHLY REPORT

To: Blaine Cox, City Manager

From: November 1<sup>st</sup> through November 30<sup>th</sup>

Date: November 2022

Ref: Monthly Report for Building and Licensing Services

## OVERVIEW

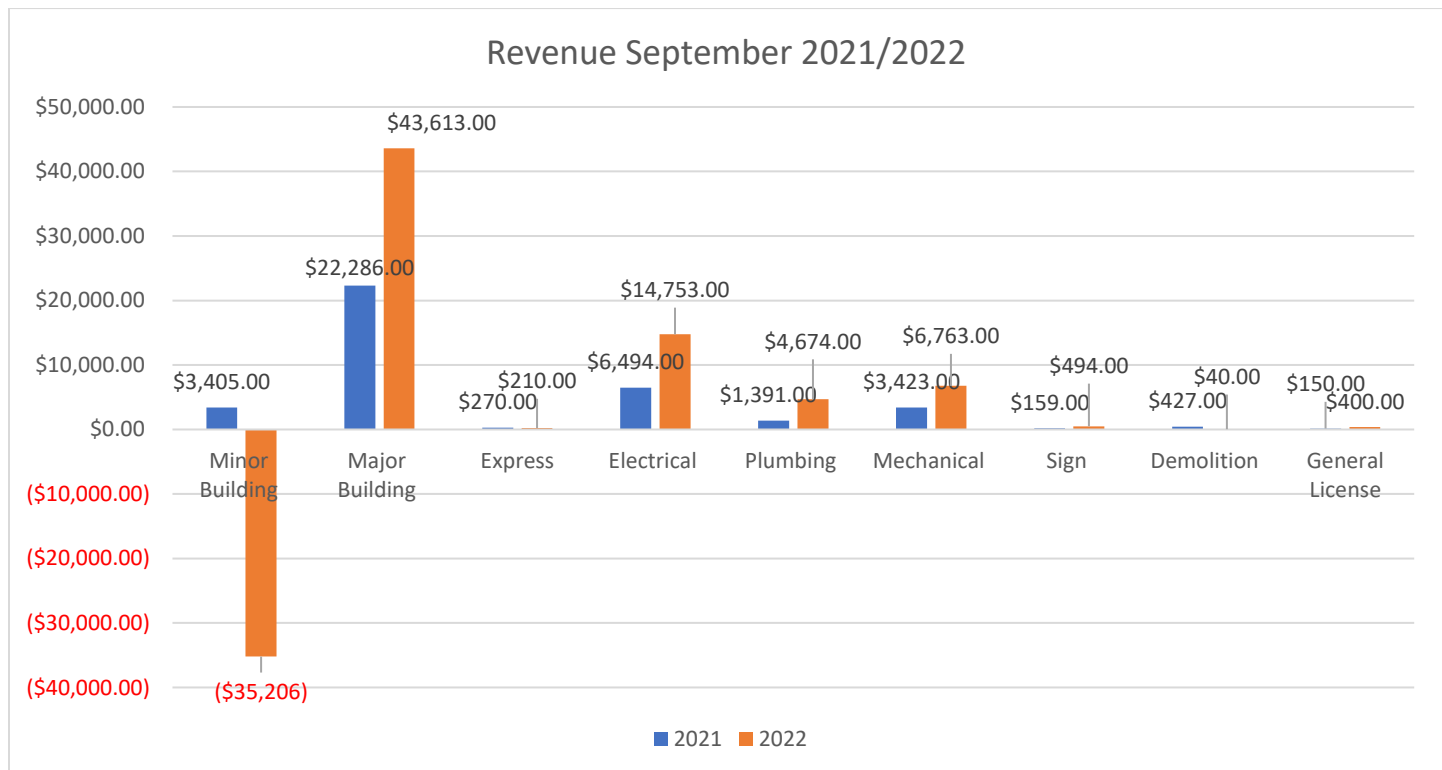
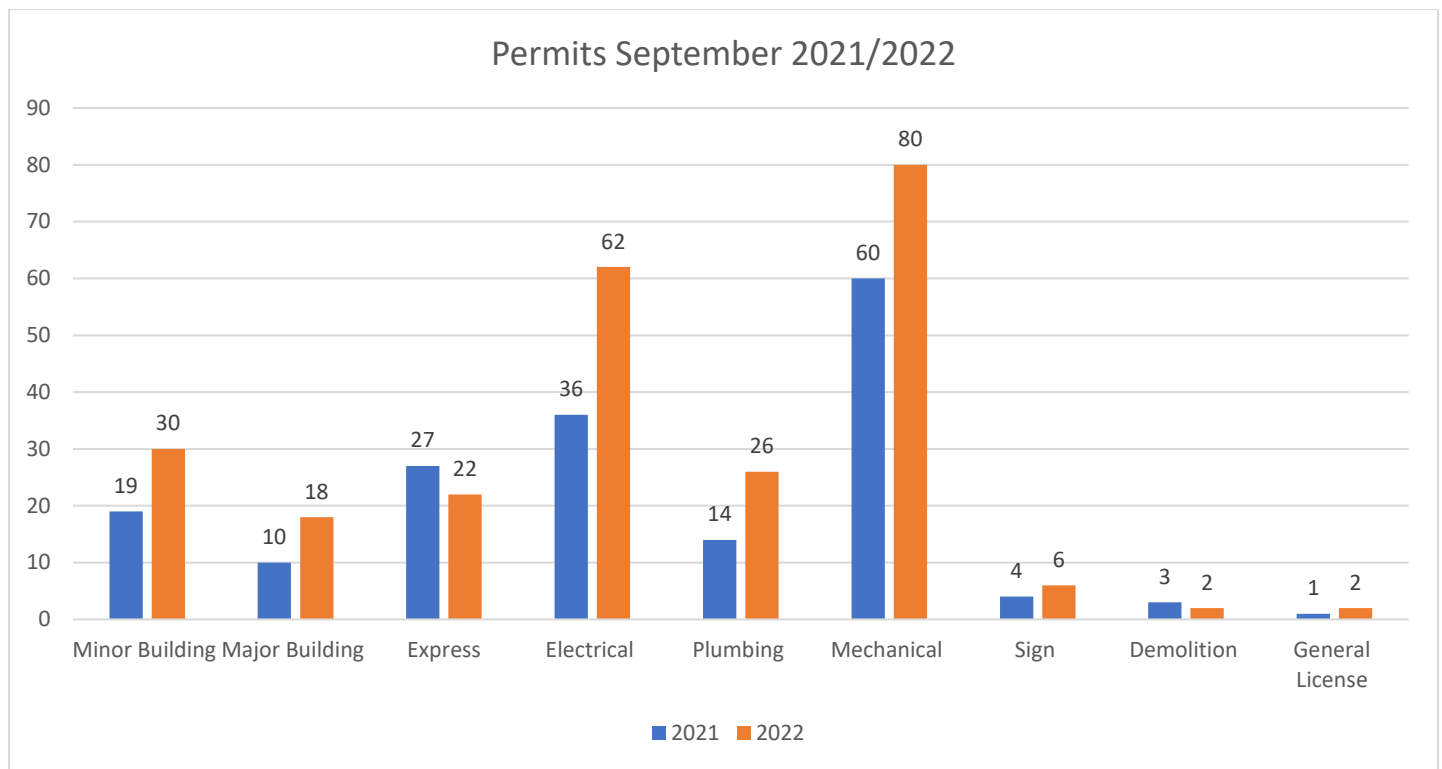
## 1. Notable Items Related to Ongoing Operations

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

## Department Revenue

Permit Type	November 2022
Building Permits	\$9,151.00
Electrical Permits	\$14,753.00
Plumbing Permits	\$4,674.00
Fire Suppression Permits	\$ 0.00
Fire Alarm Permits	\$372.00
Sprinkler Permits	\$1,983.00
Mechanical Permits	\$6,763.00
Food Milk Licenses	\$400.00
Taxi Licenses	\$ .00
General Licenses	\$ .00
<b>Net Revenue</b>	<b>\$38,096.00</b>

## 2. Permit Break Down





# ROCHESTER CITY CLERK'S OFFICE

## MONTHLY REPORT

To: Blaine Cox, City Manager

From: November 1, 2022 – November 30, 2022

Date: 12/9/2022

Ref: Monthly Report for the City Clerk's Office

## OVERVIEW

### 1. Vital Statistics Updates

There were no births reported in Rochester during the month of November; however, 17 babies were born to Rochester residents in neighboring communities.

23 resident deaths were reported in Rochester in the month of November

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

### 2. Vital Records Revenue

The City Clerk staff issued 216 initial copies of vital records (birth, death, marriage, or divorce) and 129 subsequent copies of vital records. There were 22 marriage licenses issued by staff in November.

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

	2021		2022	
	State	City	State	City
Initial/Subsequent copies:	\$2,565	\$2,355	\$2,373	\$2,157
Marriage Licenses:	\$473	\$77	\$946	\$154
<b>Total:</b>	<b>\$3,038</b>	<b>\$2,432</b>	<b>\$3,319</b>	<b>\$2,311</b>

### 3. Dog Licensing

The City Clerk's Office licensed 43 dogs in the month of November. There were \$300 in civil forfeiture fees collected.

The Animal Control officer continues to issue court summonses for all owners who did not respond to their Civil Forfeitures for unlicensed dogs. At this point, dog licensing is 7 months past due. In order to come into compliance, owners will need to receive their summons, take care of their court fees, and return to the City Clerk's Office to license their dog(s) for the remainder of the licensing year (May 1 through April 30). Dog license renewals will still be due for all dogs for the new licensing year on April 30.

### 4. Election Updates

The State General Election took place on Tuesday, November 8. It was a very busy election day for the City, with an overall 65.2% voter turnout. Although the turnout did cause lines at each of the polling locations, our wonderful election staff, along with the use of our poll pads, kept the process moving smoothly and efficiently throughout the day. For results [click here](#)

There were a total of 906 absentee ballots requested for the November 8, 2022 Election with 863 returned prior to Election Day. 1,398 new voters registered on Election day throughout the City of Rochester's six wards.

The breakdown of registered voters in Rochester as of November 30, 2022 is shown below:

Ward	Democrats	Republicans	Undeclared	Totals
1	1043	1,102	1,275	3,420
2	979	1,055	1,251	3,285
3	905	1,103	1,153	3,161
4	869	782	1,311	2,962
5	894	1,085	1,259	3,238
6	951	820	1,060	2,831
<b>Totals:</b>	<b>5,641</b>	<b>5,947</b>	<b>7,309</b>	<b>18,897</b>

There were 1,270 changes to the voter checklist in the month of November. This includes name changes, address changes, and party affiliation changes. Many of these changes occurred on Election Day. At this time, Election history is still being entered, so these are not final numbers for the month. Following Election Day, the Clerk's office staff manually enters all new voter registrations, name changes, address and ward changes resulting from election day. We then record voter history in the State election system. This process can take several weeks, depending on the volume resultant from Election Day.

There were recounts requested for two Rochester races; the District 8 (Ward 4) State Representative race between Chuck Grassie and Dave Walker, and the District 9 (Ward 6) State Representative race between Nevin Dexter and Brandon Phinney. These recounts took place on

November 16 at the State Archives Building in Concord. The District 9 recount outcome remained the same, with Brandon Phinney claiming the seat. The District 8 recount, which had originally been won by a single vote, came out as a tie with 970 votes for each candidate. The House will vote in December on whether to send this race back to the voters of Rochester for a final decision via Special Election to occur early in the new year.

## **5. Staff Updates**

Diane Moses, our seasonal worker, was yet again roped back in from retirement to assist with our election preparations and post-election data entry. She has been a huge help in getting us through the large volume of election tasks for both the September and November elections.

Jada Burrows, Administrative technician II, just completed her first year of employment in the Clerk's office. She has recently gone from part-time to full time hours.

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City Clerk's Office

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

**To: Blaine Cox, City Manager**

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

**Date: December 7, 2022**

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

### **OVERVIEW**

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

The Administrative Staff is continuing to process the documentation for the many homeowner finance agreements with the Colonial Pines residents for new sewer connections and the Bickford Road and Winkley Farm Road residents with new water connections. The team has been working with the Elementary Schools and the Monarch School to get all handmade ornaments laminated and strung for the Christmas Tree. The Utility Billing Office processed 36 final bills for property sales and transfers and the meter technician completed 45-meter installs for new services and replacements of aging meters.

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

**To: Blaine Cox, City Manager**

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

**Date: December 7, 2022**

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

### **OVERVIEW**

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

The Highway / Fleet Division is still short staff again, we did hire two new employees, Freeman Sprague and Richard Belanger. Also we have transferred Chad Osborn over from fleet mechanic to MEO. We did have one promotion this month Joe Sanborn was promoted to Lead Highway. This will still leave one position open.

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

Fleet division worked on several break downs, repairs and prevenient maintenance. Highway staff repaired 7 storm water structures, repaired ditch lines, painted stop bars and catch basins for winter maintenance. Staff also installed new dry well on Letourneau Street, paved Chestnut Hill Road, Blue Hill Drive and Stanly Pond Roads, graded dirt roads, pot holes, and street sweeping, tree work throughout the city, roadside trimming with the brush hog and cleaned 180 catch basins. Staff also put up Holiday tree and decorations and installed speed limit control signs on Salmon Fall Road and Pickering Road, along with several other signage throughout the city.

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

Crew has been busy in preparation for winter maintenance (install sanders, wings and plows) and staff f has been trying to finish the move of stock and supplies from 45 Old Dover Road.

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

Continue with catch basin mark out throughout the city and staff will be preparing for winter maintenance Staff will be working on removal of stock from old building.

### **5. Staff Kudos**

I would like to say Kudos again to staff for getting many assignments completed while being short staff, and also did a great job with the preparation for the James Foley run.

### **6. Training**

Staff has had Forklift Training and Trench Excavation Safety in the past two months.



Control Sign Installed



Catch Basin Repairs



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

**To: Blaine Cox, City Manager**

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

**Date: December 7, 2022**

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

### **OVERVIEW**

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

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

51% of work recorded was related to the Sewer Collection System

49% of work recorded was related to the Water Distribution System.

#### **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. The Utilities Division lost another operator to a neighboring community. Filling this position with a qualified person is critical going into the winter months.

### 3. Staff Kudos

Kudos to staff for working the extra hours and responding during off hours to take care of an unusually high number of 22 sewer emergencies in November. Our average number of responses over the past four months has been just 2.25 per month.

### 4. Training

Fork Lift Operator Certification.  
Geographic Information System Mapping  
Preparing for Weather Emergencies



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

**To: Blaine Cox, City Manager**

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

**Date: 12/7/2022**

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

### **OVERVIEW**

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

The person hired as weekend custodian for the community center resigned after 2 weeks. This position is very hard to fill due to it being a weekend shift and very low hours. We will continue to try to find the right person to fit this position.

Ray Dashnaw has retired after 18 years of service.

There have been several changes in staff within the building and ground department. Steven Vincent has accepted the new position of Lead for the Building and Ground Department. Steve has been with the city for over 8 years and has a wealth of knowledge in all aspects building maintenance. Jason Thibodeau labor for buildings and grounds has been promoted to Maintenance technician. Joe Robidoux part time ground labor has been promoted to full time labor. We are currently seeking to hire a part time grounds labor.

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

Voting set up and take down went very well this year. The new voting booths purchased by the City Clerk worked out well and cut down on the amount of time needed to set up and disassemble.



Squamangonic gate project has been completed.

Preparations for winter operations are in progress. This year we will be using a sidewalk tractor to clear the walkways at our city buildings. This should cut down on the amount of time and labor needed to keep walkways clear of snow.

The Holiday wreaths at the city building has been hung for the season along with the snowflakes at the commons. We also replaced the Holiday icicles at the public library.

Annual testing of our fire alarm systems is in progress.

The walkthrough for contractors wishing to bid on the carpet replacement project for DHHS rented area in the community center is scheduled for Dec. 7<sup>th</sup> this will be a huge project for our staff as we will be repairing and painting all areas ahead of the contractor removing and installing new carpet. This project is expected to take at least a month to complete as operations for DHHS cannot be shut down and work will have to be done in several phases.

Installation of new light for the monument in front of fire station 1 has been completed.

Paving of fire station one driveway has been completed.

Bleacher maintenance is scheduled for this month in the Community Center.

Installation of chairs and storage bins has been completed at the PD for the warming room.

## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: November 1, 2022-November 30, 2022

Date: December 7, 2022

Ref: November Monthly Report for DPW –ENGINEERING DIVISION

### OVERVIEW

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

Strafford Square Roundabout: Construction of Phase 2, the actual roundabout construction project, was awarded to the low bid contractor in September 2022. The pre-construction meeting was held in November 2022. Construction of Phase 2 is expected to be completed by December 2023.

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

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

Woodman Area Infrastructure Improvements: Base paving of Davyanne Locke Lane, Myrtle Street, and Woodman Street was completed in November. Construction continues on stormwater outfalls in two areas off Congress Street. Construction is anticipated to continue until fall 2024.

WWTF Aeration Basin Sidewall Blower Tie-in (Iris Valve): Completion of this project is anticipated in December 2022; an AOC compliance date extension has been granted by EPA for aeration automation completion, from 10/31/2022 to 12/31/2022. Construction of this project is intended to enhance the WWTF's ability to treat for nitrogen.

WWTF Dewatering Facility: Construction was re-commenced on this facility in September 2022. It is anticipated that this facility will be ready for start-up in August 2023.

Route 11 Sewer Pump Station Upgrade: Construction continues on this upgrade project and is anticipated to be substantially completed before the end of January 2023. Final completion is expected in spring 2023.

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

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

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

The Division will experience an Assistant City Engineer position vacancy due to resignation beginning in December 2022.

## **3. Affected Business Processes or Systems**

Engineering staff issued a total of **25 permits in November**, including right-of-way excavation, driveway (curb cut), water connection, sewer connection, sewer assessment, stormwater (drainage), sidewalk obstruction, and backflow prevention device permits.

## **NOVEMBER 2022**

### **4. Training**

Staff attended Sexual Harassment Prevention for Employees training, as well as a Building Community Support For Sustainable Stormwater Funding workshop series which continued in November.



## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: November 1, 2022-November 30, 2022

Date: December 7, 2022

Ref: Monthly Report for DPW- GIS/ASSET MANAGEMENT DIVISION

### OVERVIEW

#### 1. Personnel Updates

Gina Golden-Silvestro has filled the GIS/Asset Management Technician position. A lot of time has been spent getting her up to speed with our systems and workflows. She is fitting in well.

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

##### DPW

Improvements to the GIS-based Computerized Maintenance Management System (CMMS) were completed and are on-going to better track service requests, work orders, and inspections. Further refinements to the new Vehicle Maintenance component were also completed in coordination with the DPW mechanics.

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

Assisted the Water System Superintendent and Utilities Supervisor with summarizing certain statistics from the Fall hydrant flushing effort.

##### Non-DPW

Assisted the City Clerk with maps and signs for the election.

Attended and presented at NHDES's annual Asset Management Workshop.





Assisted the Police Chief with maps of schools and their surrounding areas for response and detour plan purposes.

Continued discussions with the Solutions Architect to develop methods of creating a Master Address Table for various city systems. Began testing and developing the GIS components for an upcoming workflow demo to present to leadership.



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

**To: Blaine Cox, City Manager**

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

**Date: December 7, 2022**

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

### **OVERVIEW**

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

Treated water volume this month was 46.0 million gallons from the surface water facility and 8.3 million gallons from the groundwater plant for a total of 54.3 million gallons delivered to our customers.

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

Watershed inspections were throughout all reservoirs. The main diversion gate was dewatered and inspected, debris was removed which could have caused a potential 50% loss in conveyance capacity. A superabundance of rain has overtopped the diversion structure and allowed us to completely fill Round Pond Reservoir and begin topping off Rochester Reservoir.

Equipment and grounds maintenance was performed at the plant, well, and tanks/stations.

Maintenance at the Cocheco Well included process vent and exhaust screen repairs, chlorine injection line cleaning, independent instrumentation calibration, and housekeeping.

Maintenance at the Surface Water Facility included cleaning and inspections of clarifier #1 and #2, repairs to the chain drives and sump augers; independent instrumentation calibration; fluoride saturator startup; caustic wash of the sand filter; bicarbonate silo filter cleaning; repairs and alignment of the filter train indexing wheels; and inspection of the bicarb and instrument air compressor.



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

Operating and Capital Improvement budget development is underway.

NH Department of Environmental Services has scheduled a routine on-site sanitary survey for the water system next month. This full day survey evaluates 8 key elements: Source; Treatment; Distribution; Finished water storage; Pumps / pump facilities / controls; Monitoring / reporting / data verification; System management / operation; and Operator compliance with state requirements.

## 3. Staff Kudos

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

## 4. Training

Staff attended the annual Asset Management Conference in Concord/Pembroke.

NH Water Works Association completed delivering a multi-week Grade 2 Treatment Class this month, which was built and delivered by volunteer operators, consultants, and regulators. Two segments were taught by the superintendent and lead treatment operator.

Internal training sessions for water system operations and regulations have been held at DPW and attended by utility personnel and our newest water treatment operator-in-training.

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City Clerk's Office

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

To: Blaine Cox, City Manager

From: November 1, 2022 – November 30, 2022

Date: December 5, 2022

Ref: Monthly Report for Economic Development Department

### **OVERVIEW**

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

- Hoffman construction continues – buttress walls and foundation work has been started
- ED continues to work with Catholic Charities to find a suitable location for their project
- ED continues to work with various developers concerning the creation of Workforce and Market-rate housing

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

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

- Applications closed for FY2024 CDBG and Municipal funding

#### 4. Boards & Commissions Updates

- Carole worked with Rochester Main Street on preparations for the Festival of Trees.
- The Riverwalk worked with The Recreation Department to come up with a plan for a spring cleaning of the Pines. The project will include repair and painting of benches and cleanup of other signs.
- The Granite Ridge TIF Advisory Board met to go over the health of the TIF and the District

#### 5. Training & Staff Development

- Director Scala and Carole Glenn participated in an IEDC webinar “Combining Craft & Commerce.”
- Carole also participated in an IEDC webinar “All is Fine in Marketing Online.”

#### 6. Other

- UNH President James Dean stopped in Rochester as a part of his Embrace NH bus tour. Recreation, ED and UNH Cooperative Extension partnered for the stop in Rochester. For two days in early November, UNH President James Dean and several members of the University’s leadership team traveled throughout New Hampshire to highlight recent efforts and projects that have positively impacted the state.

## **ROCHESTER FINANCE DEPARTMENT MONTHLY REPORT**

To: Blaine Cox, City Manager

From: November 1, 2022 – November 30, 2022

Date: December 12, 2022

### **OVERVIEW**

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

None

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

City and School staff continue to work with Melanson on the FY22 audit.

The City Manager's FY24 budget development goals have been distributed to departments.

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

None

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

None

## Rochester FINANCE Department

### 5. Staff Kudos

Chad Mabey has successfully completed his first year with the City as Accountant II and has made a great impact on the team!

### 6. Affected Business Processes or Systems

None

### 7. Training

Staff have taken the Human Resources Harassment Training.

### 8. Other

#### *Monthly Financial Statements Summary – as of November 30, 2022*

**For the full detail report, click here:** [November 30, 2022 Financial Detail Report](#)

Below are the revenues & expense highlights through November 30, 2022, which represents approximately 42% completion of FY23. A “Pending” designation means no revenues for that category were received by November 30, 2022

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

**Motor Vehicle Registrations:** FY23 Adopted \$5,100,000: \$2,425,725 collected, 48%.

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

**Building Permits:** FY23 Adopted \$350,000: \$331,519 collected, 95%.



## Rochester FINANCE Department

**Interest Income:** FY23 Adopted \$50,000: \$269,849 collected, 540%- Interest rates above 2% on investment accounts.

**Interest on Delinquent Taxes:** FY23 Adopted \$360,000: \$244,698 collected, 68%- Tax Year 2021 Tax Lien Notices submitted 9-30-22.

**State of NH Rooms & Meals:** FY23 Adopted \$2,296,678: Pending- State of NH DRA confirmed the amount City will receive is \$2,867,759, increase of \$571,081 over 2021.

**Highway Block Subsidy:** FY23 Adopted \$617,000: \$381,236 collected, (two quarterly payments), 62%. State of NH DRA confirmed this revenue will increase to \$635,694.

**Cablevision:** FY23 Adopted \$235,000: \$71,726 collected, 31%.

**Recreation-Summer/Fall Programs:** FY23 Adopted \$115,550: \$110,500 collected, 96%.

**GENERAL FUND EXPENSES:** FY23 overall expenses are slightly below budget at 37% - Allocation 33% Expended, 4% Encumbered.

**Police Patrol Overtime:** FY23 Adopted \$108,546: Expended 94,468, 87%

**Fire Overtime:** FY23 Adopted \$240,000: Expended \$152,317, 64%

**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 20%, Expenses 26%.

Sewer FY23 Adopted Revenues/Expenses \$10,524,422: Revenues 15%, Expenses 31%.

**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.

**Rochester FINANCE Department**

**Community Center:** FY23 Adopted Revenues/Expenses \$941,071,66:  
Revenues 33% collected, Expenses 45 %

**Arena Special Revenue:** FY23 Adopted Revenues/Expenses \$431,66:  
Revenues 26% collected Expenses 52%.

## ROCHESTER PLANNING DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: November 1, 2022- November 30, 2022

Date: December 1, 2022

Ref: Monthly Report for Planning Department

### OVERVIEW

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

##### APPLICATIONS REVIEWED BY THE PLANNING BOARD

Planning Board met November 7, 2022 for their Regular Meeting and on November 21, 2022 for their Workshop Meeting

Myhre Family Revocable Trust, 15 Piper Lane (by Norway Plains) 4-lot Major Subdivision. Case # 250 – 28 – A – 22 **CONTINUED TO 12/5/2022**

Norman Vetter, 19 & 25 Sheepboro Road (by Norway Plains) Lot Line Revision Case# 234 – 32&33 – A – 22 **APPROVED**

RBV Realty, LLC, 46 Stillings Court (by Berry Surveying) 2-lot subdivision Case# 117 – 19-1 – NMU – 22 **APPROVED**

Glenn David's Integrity Auto, Inc., 415 No Main Street (by Berry Surveying) Lot Line Revision to allow additional space for egress to the proposed site plan amendment. Case# 114 – 4&3 – HC – 22 **APPROVED**

Glenn David's Integrity Auto, Inc., 415 No Main Street (by Berry Surveying) Amendment to an approved Site Plan to allow second and third floor with egress and a dwelling unit within the building Case# 114 – 4&5 – HC – 22 **APPROVED**

CEM3 Holdings II, LLC, 146 Old Dover Road (by Berry Surveying) 2-lot subdivision Case# 140 – 72 – R1 – 22 **CONTINUED TO 12/5/2022**

GHN Solar 17, LLC, Packy Campbell, 60 Shaw Drive (by Norway Plains) Site plan to construct 50 solar trackers and a proposed blueberry farm Case# 240 – 49 – A – 22 **APPROVED**

## APPLICATIONS REVIEWED BY THE ZONING BOARD OF ADJUSTMENT

Zoning Board of Adjustment met on November 9, 2022

**Z-22-32 Back Hill Beer Company, LLC** Seeks a *Special Exception* from Table 18-C to permit a food truck in the office commercial zone. **GRANTED**

**Location:** 73 Pickering Road, Map 142 Lot 3 in the Office Commercial Zone.

**Z-22-33 New Hampshire Signs** Seeks a *Variance* from Section 29.13.G(1) to permit an Electric Message Center of 60 square feet where only 32 square feet is allowed. **GRANTED**

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

**Z-22-34 New Hampshire Signs** Seeks a *Variance* from Sections 29.13.G(1), 29.14.B(1), and 29.14.B(2) to permit a second free standing sign where only one is allowed, to allow a free-standing sign height of 50 feet where only 30 feet is allowed, to allow a sign of 252 square feet where only 75 square feet is allowed, and to allow an Electric Message Center of 180 square feet where only 32 square feet is allowed. **CONTINUED TO 12/14/2022**

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

## APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

Conservation Commission met on November 30, 2022

**Portland Street Subdivision, 797 Portland Street, Map 108-50**

Review of wetland and wetland buffer impacts for a proposed 16 lot subdivision. 4,693 of permanent wetland impacts is proposed. **CONTINUED TO 12/28/2022**

**Packys Investment Properties, LLC; 17 Sterling Drive - Map 208, Lot 18**

Review of conditional use permit for temporary and permanent wetlands disturbance as part of a solar tracker installation project **CONTINUED TO 12/28/2022**

**GNM Solar 17, LLC; 60 Shaw Drive - Tax Map 240, Lot 49**

Review of conditional use permit for permanent wetlands disturbance as part of a solar tracker installation project. **CONTINUED TO 12/28/2022**

#### APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission met on November 16, 2022

**Bartlett Fiber Washing, LLC, 28 North Main Street** Certificate of Approval for a new exterior sign and interior window cling signs. Case # 121 – 12 – DC – 22  
**GRANTED**

#### ARTS AND CULTURE COMMISSION ACTIVITIES

The Arts and Culture Commission did not meet in the month of November

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

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

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

## 3. Training

Staff attended a New Hampshire Planner's Association Webinar on Stormwater Utilities on November 18<sup>th</sup>.

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

##### **City of Rochester Site Plan Regulations:**

##### **Section 3 – Special Site Review Committee**

##### **(F) Minor Site Plans**

Minor site plans shall include:

- (1) Multi-family, new and conversions - of three (3) to five (5) dwelling units, except in the Downtown Commercial Zone. Downtown Commercial project of this size are reviewed under the Special Downtown Overlay District portion of the Zoning Ordinance, section 275-15;
- (2) Parking areas of 5,000 square feet or less;
- (3) Building additions or new buildings up to 10,000 square feet (measured as total square footage over all floors, not as building footprint) or less which comply with all Zoning requirements.
- (4) Condominium Conversions
- (5) Day Care 2 – Family Day Care in Home

Other site plans shall not be considered minor and shall go through the full Planning Board review process. Any minor site plan which any member of the Committee believes has the potential for significant impact shall be referred to the full Planning Board for action, such as restaurants, drive thru's, recreational uses, vehicle sales/service, and other use-intensive businesses.

# ROCHESTER DEPARTMENT OF RECREATION AND ARENA MONTHLY REPORT

**To: Blaine Cox, City Manager**

**From: Lauren Krans, Director of Recreation and Arena**

**Date: December 14, 2022**

**Ref: November 2022 Department Report**

## OVERVIEW

### 1. Monthly Programs

November Program	Participation
16+ Iyengar Yoga	48
16+ Kundalini Yoga	14
55+ Bingo	132
Adult Pickup Sports	185
Adult Volleyball	70
FOG Drop In (Sunday)	82
FOG Reservation (Sunday)	65
Learn to Skate	31
Public Ice Skating	492
RSAC Drop In	9
RSAC Presentation	27
Senior Mah Jongg	12
Senior Arts & Crafts	1
Senior Breakfast/Cookout	23
Senior Cardio Drumming	72
Senior Chair Yoga	93
Senior Line Dancing	36
Senior Mobility Class	27
Senior Pickleball Weekday	354
Senior Power Hour	144
Senior Quilting & Crafting	22
Senior Tech Support	3
Senior Trips	13
Senior Zumba Gold	90
SHS/BCA Open Gym	238
Table Tennis	27
Teen Night	61
<b>November Total</b>	<b>2,371</b>

## 2. Department Program Highlights

The Rochester Senior Activity Center has seen a lot of activity with its' structured programs, yet drop in hours remain very slow. In November Cornerstone VNA presented Caring for Individuals with Dementia and Wells Fire Chief Dupuis presented on the History of the Rochester Fire Department. Bingo was a long-standing tradition at the Rochester Area Senior Center years ago before we acquired the space. Recreation Supervisor Jeff Turgeon was able bring back this popular offering by securing a team of RSAC volunteers to call numbers and organize play. There has been lots of positive feedback on its return! Bingo! Communications on our RSAC programs have been well received by customers, especially the creation of a monthly RSAC Newsletter that is published by our Marketing Program Coordinator Nicole Lee. This is a great tool to get information out to the 50+ population. Learn to Skate kicked off at the Arena in November and through much effort of our Assistant Director Trepanier, we were able to secure additional staffing to allow the 12 people on the waitlist to join the program. This popular program integrates skating skills with play and is quite the experience to watch! We encourage you to come see this program live.

## 3. Community Events at Rec & Arena

In addition to our department sponsored programs and re-occurring facility rentals, our team members and facilities supported the following community events during month of November:

- US 2022 Midterm Elections, Rec Center Gymnasium
- Spaulding High School Alumni Volleyball Game, Rec Center Gymnasium
- Spaulding High School Alumni Basketball Game, Rec Center Gymnasium
- Spaulding High School Thanksgiving Basketball Tournament, Rec Center Gymnasium
- Rochester Youth Hockey's Annual Family Day, Rochester Arena Parking Lot

## 4. Facility Updates

The start of the high school winter sport season is a busy time for Recreation & Arena. Spaulding High School Girls and Boys Basketball teams both practice and play out of the Rec Center Gym. The Rochester Arena is home ice for Spaulding High Hockey, Coe-Brown Somersworth Bearcat Hockey and York High School Girls Hockey. Department Administrative Assistant Sarah Ward has been working diligently with athletic directors and coaches to coordinate the busy schedules of both facilities as well as process the rental agreements and invoices associated with them. In addition to each school's staff, our team members also staff these events when at our facility. Thanks to the project management of Buildings and Grounds, the automatic gate at Squamanagonic has been completed. This new gate, leading into the large parking lot, will remain closed for the winter. Recreation staff will maintain the small parking lot in front of the gate during the winter for visitors who would like to enjoy the area. Recreation Facility and Ops Supervisor Ryan Trepanier is coordinating an operations plan for the gate so we can adjust it's use based on season and community needs.





# ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: November 1, 2022 – November 30, 2022

To: Blaine Cox, City Manager

Date: December 14, 2022

Ref: Monthly Report for Fire Department

## 1. On-Duty Staffing Levels

- Full Staffing – personnel on-duty – **53% of shifts in November**
- One FF Short- personnel on-duty – **37% of shifts in November**
- Two FF's Short – personnel on-duty – **10% of shifts in November**

## 2. Personnel Updates

### Employment Info

- On November 1, 2022, Firefighter Dawson Cotreau completed his 1- year probationary period.



### Anniversaries:

- Firefighter Brian Snyder – 25 years
- Lieutenant Sam Morrill – 9 years
- Firefighter Matt Parker – 9 years
- Firefighter Seth Wentworth – 6 years
- Firefighter Duane Marsh – 5 years
- Firefighter Ryan Marden – 3 years



## ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: November 1, 2022 – November 30, 2022

### 3. Emergency Response Statistics

TYPE OF CALL	11/2021 – 10/2022 Previous Year (Calendar)	November 2021	November 2022
Building Fires	18	0	0
Cooking Fires	9	2	0
Vehicle Fire	20	2	1
Carbon Monoxide Present	19	5	3
Emergency Medical Calls	1247	97	90
Vehicle Accidents (Injury)	133	15	9
Vehicle Accidents (No Injury)	278	30	26
Alarms	325	23	34
Service Calls	178	13	15
Other	836	58	77
<b>TOTAL CALLS</b>	<b>3063</b>	<b>245</b>	<b>315</b>



## ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: November 1, 2022 – November 30, 2022

### 4. Operations / Training

Crews had a busy month training and responding to emergencies below are a couple of pictures from a fire that took place at Waste Managements Turnkey Facility. The fire brought in many off duty and mutual aid resources from Dover, Somersworth, Berwick, Barrington, Wakefield, Pease AFB, Strafford and Rollinsford.





## ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: November 1, 2022 – November 30, 2022

Companies Continued to train with Truck 6. Many Business's owners were very gracious to allow us access to their buildings for training. Special Thanks to Market Basket Milton Rd. where we conducted many evolutions to ensure competency for our operators.



Last month we received a very exciting and necessary piece of equipment for our UTV. This is a Firefighting and Patient Extrication unit for the UTV. It boasts an 85 gallon water tank with a pump and hose reel. Along with a patient securement module to safely move a sick or injured patient with this vehicle.





## ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: November 1, 2022 – November 30, 2022

### Community Risk Reduction

DC Hughes attended the Car Seat Technician course becoming the third certified technician in the department.

As part of the car seat program the Local 1451 (Firefighters Taatjes and Boodey) hosted a child safety information session during the annual Toy Bank drive at Walmart.

In the month of November, the Prevention Division, saw a 63% increase in fire suppression inspection requests. This can be attributed to technicians completing work prior to the winter season.



### FY23 Year to Date

Permits Issued	Sprinkler Systems	Fire Alarms	Hood Suppression	Tank Removal
83	19	15	1	1
\$15,677.00	\$11,870.00	\$3,679.00	\$78.00	\$25.00

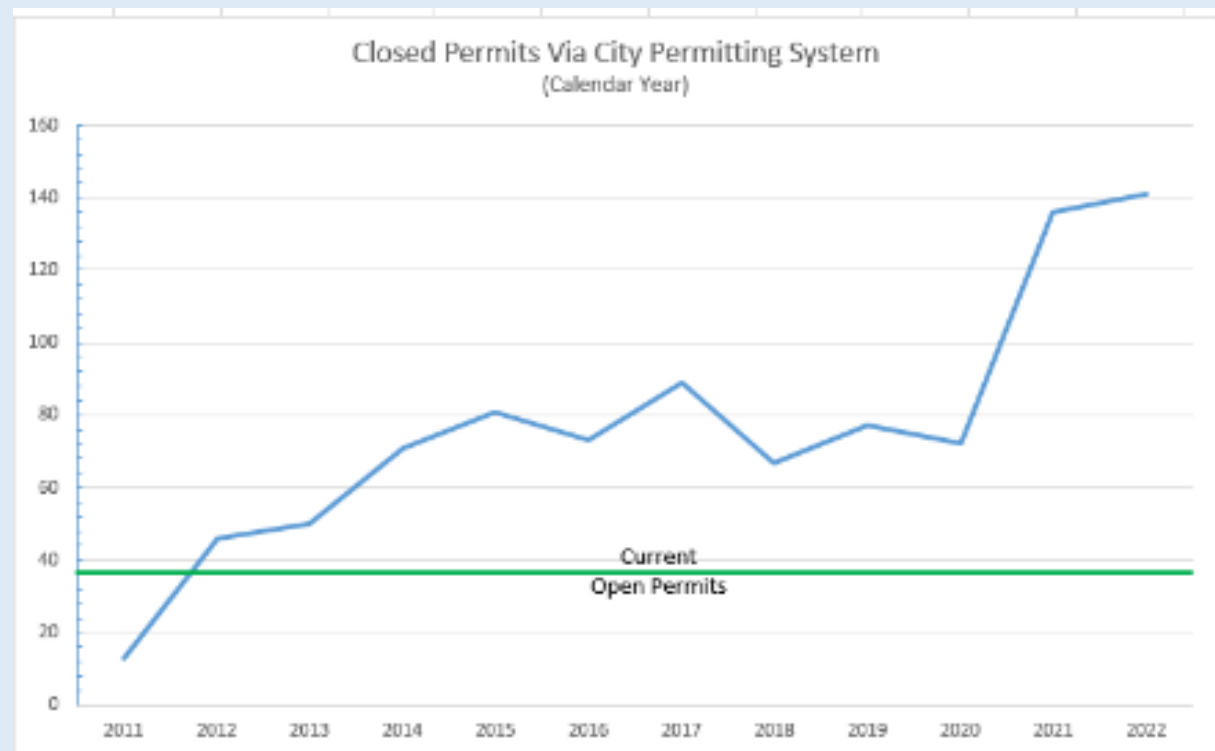
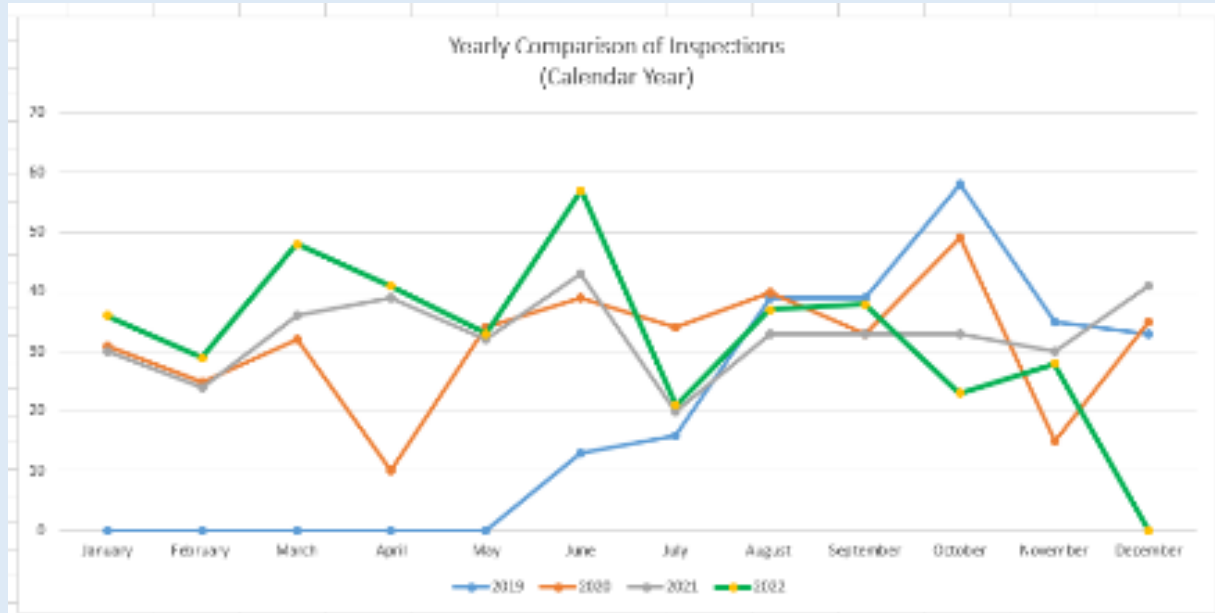
Blasting	Place of Assembly	Pyrotechnics	Fire & Life Safety	Approvals & Reviews
1	14	0	32	287
\$25.00	No Fees Associated	0	No Fees Associated	Included in Permit Fees

Inspections Completed	Car Seat Installations
147	13



# ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: November 1, 2022 – November 30, 2022



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# POLICE DEPT REPORT

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FORTHCOMING

See Addendum A

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left blank...*

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City Clerk's Office

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## ROCHESTER LIBRARY DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: November 1, 2022- November 30, 2022

Date: December 14, 2022

Ref: Monthly Report for Library

### OVERVIEW

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

There was a total of 10,174 items circulated with 7,587 people visiting the library in the month of November. Two hundred thirty-eight patrons used the library's Internet computers. Interlibrary loan activity included 114 materials borrowed from other libraries and 127 loaned to other libraries.

Saturday, November 5<sup>th</sup> the Children's Room held a Make It & Take It craft program from 10:00am to 12:00pm. This month participants created "Paper Hedgehogs" using supplies provided by the library. Also, on Saturday, November 5<sup>th</sup>, Take It & Make It craft kits with adult coloring pages were available for patrons to enjoy.

The Friends of the Rochester Library Book Club met November 7<sup>th</sup> and featured *Where the Crawdads Sing* by Delia Owens.

November 8<sup>th</sup> a new podcast episode of *Off the Shelf with Marie & Katherine* was released featuring Rochester Public Library Children's Room Librarian, Christina Paquette. Marie and Katherine talked with Christina about her work in and outside of the library and why fostering nurturing and enriching programming in community spaces is important to her. On November 29<sup>th</sup>, Marie and Katherine were back with another podcast episode of *Off the Shelf*, discussing comfort reads available at the library.

The True Crime Book Club met November 29<sup>th</sup> and featured *The Rescue Artist* by Edward Dolnick.

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

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

Library, December 14, 2022

Featured Adult Services Book Displays for the month of November included: *Native American Heritage Month*, *Crazy for Crochet*, and *Family Drama*. Also featured was a *Family Drama* DVDs display.

The library was proud to present the colorful artwork of art educator, author and mixed media artist, Susan Schwake.

Two hundred eighty-one of our library patrons downloaded 1,450 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 433 digital downloads from Hoopla.

## 2. Notable Events Related to Unusual Operations

Friday, November 4<sup>th</sup> the Children's Room held a *Craft Closet Clean-Out* program from 10:00 - noon. Children's Room Librarian, Jenn was available to help with a variety of craft supplies and pre-made craft kits encouraging our little patron's creativity to shine.

Thanks to the generous donation of supplies and funds by Broadview Animal Hospital of Rochester the play space in the Children's Room was transformed into a Veterinary and Grooming Center in the month of November. The play area gives children the opportunity to role-play as community helpers and practice responsible pet care.

Saturday, November 12<sup>th</sup> the library was pleased to host *Family, Memory, Place: Writing Family Stories* an interactive workshop sponsored by the New Hampshire Humanities Council. Participants explored the themes of family, memory, and place through sample narratives and a series of short writing exercises, gaining a deeper awareness of how their stories can preserve personal, generational, and communal history.

Wednesday, November 16<sup>th</sup> the library was pleased to present local author talk with Keith Young featuring his book *Expect Turbulence: My Real-Life Experience learning to Fly*. Keith candidly shared his triumphs and disappointments while placing participants in the cockpit and inside his head as he struggled through what was required to become a private pilot.

Health Market Connect continued to hold weekly workshops in the library community room on Wednesdays from 10am-1pm throughout the month of November. HMC employee, Eli, was available during those times to meet with and assist local residents in finding and enrolling in affordable (or sometimes free) insurance plans that are available to them. HMC was awarded federal grant money in August of 2021 to facilitate a program - which is geared towards providing no-cost assistance with navigating the Healthcare.gov Marketplace, Medicaid, and Medicare. Their goal is to answer questions, educate the public on their health insurance plans, and assist them with taking the necessary steps in enrolling in the best health insurance plan available to them here in New Hampshire.

# ROCHESTER TAX COLLECTOR'S OFFICE

## MONTHLY REPORT

To: Blaine Cox, City Manager

From: Doreen Jones, Tax Collector

Date: December 7, 2022

Ref: Monthly Report for Nov. 2022

## OVERVIEW

### 1. Other

#### City of Rochester Tax Collector's Office

November 30, 2022

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2022	Semi Annual Warrant	35,214,857	34,127,267.73	96.91%	1,087,589.27	3.09%
2021		69,388,398	68,753,243.01	99.08%	635,154.99	0.92%
2020		68,438,739	68,031,362.76	99.40%	407,376.24	0.60%
2019		66,169,796	65,873,304.45	99.55%	296,491.55	0.45%
2018		63,834,824	63,684,755.77	99.76%	150,068.23	0.24%
2017		60,524,791	60,417,435.43	99.82%	107,355.57	0.18%
2016		58,196,003	58,122,851.64	99.87%	73,151.36	0.13%
2015		56,938,119	56,896,642.36	99.93%	41,476.64	0.07%
2014		55,068,779	55,033,755.57	99.94%	35,023.43	0.06%
2013		53,324,262	53,294,036.55	99.94%	30,225.45	0.06%
2012		50,952,912	50,927,904.45	99.95%	25,007.55	0.05%
2011		48,856,892	48,835,613.51	99.96%	21,278.49	0.04%
2010		47,308,832	47,292,960.54	99.97%	15,871.46	0.03%
2009		46,898,827	46,889,045.11	99.98%	9,781.89	0.02%
2008		46,522,769	46,517,163.61	99.99%	5,605.39	0.01%
2007		42,964,450	42,960,468.01	99.99%	3,981.99	0.01%
2006		40,794,160	40,791,889.12	99.99%	2,270.88	0.01%
2005		38,024,453	38,023,111.86	100.00%	1,341.14	0.00%
2004		36,065,496	36,063,969.69	100.00%	1,526.31	0.00%
2003		33,310,579	33,309,167.95	100.00%	1,411.05	0.00%
2002		29,725,878	29,724,928.84	100.00%	949.16	0.00%
				<b>Total Uncoll:</b>	<b>2,952,938.04</b>	<b>5.97%</b>

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
<b>Nov</b>	<b>\$ 185,664.75</b>	<b>761</b>
Dec		
<b>Jan</b>		
Feb		
Mar		
Apr		
May		
June		
<b>Totals</b>	<b>\$ 2,252,016.94</b>	<b>4404</b>
Autos FY23		
Month	Total	# of Transactions
July	\$ 467,444.60	3193
Aug	\$ 526,654.45	3512
Sept	\$ 513,443.36	3413
Oct	\$ 546,911.58	3166
<b>Nov</b>	<b>\$ 448,879.60</b>	<b>2914</b>
Dec		
Jan		
Feb		
March		
April		
May		
June		
<b>Totals</b>	<b>\$ 2,503,333.59</b>	<b>16198</b>



## ROCHESTER WELFARE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Todd M. Marsh, Welfare Director 

Date: December 07, 2022

Report Dates: November 01, 2022- November 30, 2022

Ref: Monthly Report for Welfare Department

### OVERVIEW

#### 1. Personnel Updates

*None*

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

The state has approved funds under the federal American Rescue Plan Act to continue emergency housing motel assistance for people without children through April 1st and for families through June 15th. It has been reported funds can pay for people already in hotel rooms or people who applied for this assistance before what has been described as a pause of all new requests on October 21<sup>st</sup>.

There continues to be a notable increase of residents reporting their over yearlong temporary ERAP funding has ended and they are in need of assistance.

Since the phasing out and pausing of new ERAP applications, the Welfare Department has experienced increased inquiries for motel assistance, including from people assisted by ERAP for an extended time. Under the ERAP program, the assisted were not required to seek traditional homeless shelters or self-pay portions of their motel stay. The Welfare Department has been successful at offering local traditional homeless shelter space for people in need, including people residing in motels. About half of households offered traditional homeless shelters accept shelter.

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

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

*None.*

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

*None*

**5. Staff Kudos**

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

**6. Affected Business Processes or Systems**

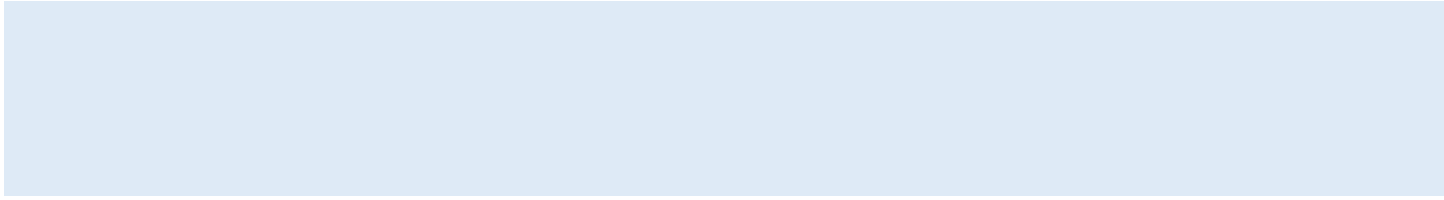
*None*

**7. Training**

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



## 5. Other





## ROCHESTER POLICE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Gary M. Boudreau, Chief of Police

Date: 12/12/2022

Ref: Monthly Report for November 2022

### OVERVIEW

#### 1. Personnel Updates

**Personnel:** As of the end of November we are still seeking to fill open dispatch positions. We received another resignation a few days ago. We are filling open shifts in a combination of the supervisor, per diem dispatchers, firefighters, dispatch and patrol officers on overtime.

Officer Matthew Baril has started his field training. Whereas he is already a full-time certified officer familiar with this area, his field training period will be shorter and he is expected to be released from training on December 19. We have six other officers who are also in various points of field training, all of these officers are recently graduated from the academy. We do expect three of the six to be released in the last week of December, one to be released in the first two weeks of January and the last two in February.

The Police Commission has been aggressively interviewing potential police candidates. There are conditional offers and backgrounds being completed. We have two non-certified new officers scheduled to start January 9, who will be attending the February police academy. A NH certified officer is scheduled to start on January 9 as well, while this individual is certified she comes from a very small department and we expect to need to put her through our full field training program. We have also hired an individual for our part time paperwork service position, he is a retired New Hampshire State Trooper who became his NH law enforcement career in Rochester, he is slated to start on January 9 as well. Additionally, we have one further background being conducted of a non-certified candidate and if he completes the process he will be starting in January as well. This will leave us as we move into the first month of 2023 with only four vacant position, to which we are still working hard to fill.

The Police Commission is working on approving an updated policy that increases our residency radius to 50 miles from the Police Department.





## 2. Notable Items Related to Ongoing Operations

### Comp Stat:

As we push towards the end of 2022, we continue to stress the importance of self-initiated activity such as traffic stops. During November officers performed 498 stops, bringing the YTD total to 4743 a 29% increase over YTD 2021. Our motor vehicle accidents continue to be higher as compared to the last two year, fortunately most are minor in nature and in November 16 of the 113 reported accidents involved collisions with deer running into the roadway.

Our reported service call from the public continue the downward trend we have been seeing in 2022 YTD we have responded to 17,341 calls, this compares to 18,579 in 2021 and 20,383 in 2020.

Our property crimes have remained down, 16% in 2022 compared to last year (725 from 866)

Violent crimes are overall down 2% over 2021, but down 21% when compared to 2020. Our domestic violence incidents remain higher, but as we close out 2022 we are going to be taking a deeper look at these. In 2022, our longtime detective who worked on domestic violence cases retired and a new officer was assigned to the position. At that time, we refocused some of the directives for this position and believe some of the increases might be attributed to this.

### Community Engagement

In addition to meeting with neighboring communities to strategize on assisting our homeless population, Officer Kimbrough worked on issues with multiple transient camps throughout the City that were on both City property, and private property. Officer Kimbrough responded out to camps with the City's Community Outreach coordinator, as well as multiple patrol officers. Services, supplies and resources were offered at all camps, however most offers were declined. He also worked with public works and other vendors to ensure the areas were cleaned once the camps were removed.

Officer Kimbrough is working with Celeste Plaia from our Government Channel on creating a public service announcement on crosswalk safety. Officer Kimbrough also attended Teen Night, community coffee, and the senior breakfast at the senior center.

### Diversion

Nicole actively sits on the Governor's Commission for Juvenile Justice Reform representing diversion and work being rolled out in Probation Transformation. Now in



the implementation process the team is working on data compilation to measure effectiveness and use.

Nicole helped host the City-wide Mental Health Summit on November 2; and she helped Waypoint coordinate **November's National Runaway Prevention Month**.

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

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

It is still a struggle to find qualified candidates for our communications center.

### 4. Training

Notable training this period included six officers attending Basic Crime Scene Processing. Sgt. Aube attended the Integrating, Communications, Assessment, and Tactics (ICAT) Train the Trainer course. These courses were held at the NH Police Standards and Training Facility in Concord. We are happy to have more in-person in-service courses available.

Lt. Bossi completed the “trifecta” the third and final course in this leadership program FBI LEEDA Executive Leadership Institute held in Hampton.

Detective Adam Govoni participated in a seven (7) hour training webinar titled “Interview Techniques and Strategies to Improve Outcomes in ICAC (Internet Crimes Against Children) Investigations.

Officer Kimbrough attended a 40-hour swat command decision making and leadership course

All dispatchers attended a DV Training through the Strafford County Sheriff's Department regarding strangulations and the role the dispatcher in asking the appropriate questions for patrol and medical professionals.

## 8. Analysis of Direct Assistance for November 2022

General Assistance represents an average cost per case/family of \$527.00 and case/Individual of \$597.00 for this month.

Total vouchers issued: **\$8,478.00**

There was an increase of \$2,443.10 in assistance issued this month compared to October 2021. There was an increase of \$2,469.50 in vouchers issued this month compared to last month.

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

The office reported 60 formal case notes for this period.

## 9. Other / In The News

*None*