



**City Council Special Meeting
January 16, 2024
Council Chambers
6:00 PM**

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Mayoral Nominations and Appointments P.5**
 - 3.1 Mayoral Nomination/Confirm by City Council: Arts and Culture - Government Representative – Patricia Turner**
Term to Expire on 1/2/2026
 - 3.2 Mayoral Nomination/Confirm by City Council: Historic District Commission - City Council Representative, David Herman**
Term to Expire on 1/2/2026
 - 3.3 Mayoral Nomination/Confirm by City Council: Planning Board Regular Member – Donald Hamann**
Term to Expire on 01/02/2026
 - 3.4 Mayoral Nomination/Confirm by City Council: Planning Board Alternate Member – Matthew Richardson**
Term to Expire on 01/02/2026
 - 3.5 Mayoral Nomination/Confirm by City Council: Recreation and Arena Commission, Regular Member - Bryan Karolian**
Term to Expire on 01/02/2026
 - 3.6 Mayoral Reappointment/Confirm by City Council: Jonathan Shapleigh – Chair of the Rochester Economic Development Commission**
Term to Expire on 01/02/2026 P. 7
 - 3.7 GSBP and GRDD TIF Advisory Board Membership memos**
information only P. 9 - 11
- 4. Resolution to Accept and Appropriate \$252,000 Grant from**

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City Clerk's Office

the NH Department of Business & Economic Affairs for the
Demolition of Former Public Works Facility at 45 Old Dover
Road, Rochester *first reading and consideration for adoption* P. 13

5. Adjournment

**City Council Workshop
January 16, 2024
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**
- 6. Opioid Abatement Committee Update & Funding Request P. 31**
- 7. Department Reports P. 35**
- 8. Non-public/non-meeting**
 - 8.1 Non-Public Session – Land, RSA 91-A:3, II (d)**
- 9. Adjournment**

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City Clerk's Office

Special Committee Appointments

PLANNING BOARD: Regular Member- Hamann, Alternate Member- Richardson

JOINT BUILDINGS COMMITTEE: Hamann, Fontneau, de Geofroy, Sullivan, Callaghan

OPIOID ABATEMENT COMMITTEE: Chair- Fontneau, Vice Chair Creteau, Herman

CIP COMMITTEE: Hamann, Fitzpatrick, Walker

HDC: Herman

RECREATION/ARENA: Karolian

ARTS & CULTURE: Turner

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City Clerk's Office



INTEROFFICE MEMORANDUM

TO: Mayor Callaghan
FROM: Jenn Marsh, Assistant Director of Economic Deveopment
DATE: January 11, 2024
SUBJECT: Recommendation for REDC Chairperson for 2024

CC: Katie Ambrose, City Manager; Michael Scala, Economic Development Director; Kelly Walters, City Clerk; Cassie Givara, Deputy City Clerk

On behalf of the Rochester Economic Development Department, we would like to recommend Jonathan Shapleigh to continue as Chairperson for 2024. Jonathan served as Chairperson since 2019 and before that had served as Vice Chairperson since 2016.

Jonathan resides in Rochester with his wife and three children and is very active in the community. Jonathan has a passion for economic development and is looking forward to making an impact as Rochester is shaped into more of a vibrant community to better serve its current and prospective residents, businesses and visitors.

Jonathan has been in commercial banking for 20 years and is currently the Vice President of Commercial Banking at Bank of NH. His expertise in banking is a perfect fit for the new roles the Economic Development Commission is looking to take on.

Thank you for your consideration,

Jenn

Signature _____ Date _____

Blaine M. Cox, City Manager

Signature _____ Date _____

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City Clerk's Office



MEMORANDUM

TO: Mayor Callaghan
FROM: Jenn Marsh, Assistant Economic Development Director
DATE: 1/11/2024
SUBJECT: GSBP TIF Advisory Board Members

CC: Katie Ambrose, City Manager; Mike Scala, Director of Economic Development; Kelly Walters, City Clerk; Cassie Givara, Deputy City Clerk

The Granite State Business Park TIF Advisory Board should be as follows:

- 5 members, more than 50% owners or tenants
- 3 Year Terms – initial appointments are staggered
- District Administrator – City Manager Katie Ambrose (or Designee)

Our current Granite State Business Park Advisory Board needs to renew 2 members terms.

Josh Dame, President of LDI Solutions, and Brian Godbout owner of Solid Machines both expire December 31, 2023. They both agreed to extend their terms by 3 years at the yearly advisory board meeting to December 31, 2026.

Other members include:

Jonathan Shapleigh, by position as Chair of the Economic Development Commission.

Mark Hourihane, appointed by the mayor. Term expires December 31, 2025.

Tony Polimeno, CEO of Prep Partners. Term expires December 31, 2025.

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City Clerk's Office



MEMORANDUM

TO: Mayor Callaghan
FROM: Jenn Marsh, Assistant Economic Development Director
DATE: 1/11/2024
SUBJECT: GRDD TIF Advisory Board Members

CC: Katie Ambrose, City Manager; Mike Scala, Director of Economic Development; Kelly Walters, City Clerk; Cassie Givara, Deputy City Clerk

The Granite State Business Park TIF Advisory Board should be as follows:

- 5 members, more than 50% owners or tenants
- 3 Year Terms – initial appointments are staggered
- District Administrator – City Manager Katie Ambrose (or Designee)

Our current Advisory Board needs to renew two members terms.

Anthony DeLorenzo, owner of Key Collision term expires December 31, 2023. Anthony has agreed to extend his term until December 31, 2026.

Tim Jones position is through the REDC and he would like another REDC member to fill that seat. The REDC recommends that Chris Harrelson fill the REDC position.

Other members include:

Josh Levy, Principle of Waterstone Retail expires December 31, 2024.

Peter Lachapelle, member appointed by the mayor expires December 31, 2024.

Ron Poulin, owner of Country Tire expires December 31, 2025.

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City Clerk's Office

Resolution to Accept and Appropriate \$252,000 Grant from NH Department of Business & Economic Affairs for the Demolition of Former Public Works Facility at 45 Old Dover Rd, Rochester

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 accept a grant, and appropriate, Two Hundred Fifty Two Thousand Dollars (\$252,00.00) from NH Department of Business & Economic Affairs for the purpose of performing the demolition of the former Public Works Facility located at 45 Old Dover Rd. Rochester, NH. The entirety of this appropriation shall be derived from the NH Department of Business & Economic Affairs.

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

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City Clerk's Office



January 11, 2024

Via email only: michael.scala@rochesternh.gov
Katie Ambrose
City Manager
City of Rochester
31 Wakefield Street
Rochester, NH 03867

InvestNH Demolition Grant Award #DEMO22-130

Dear Authorized Official:

We are pleased to inform you that your application for funding under the InvestNH Demolition Program grant has been selected for an award.

The project **Rochester Former DPW Facility Demolition** located 45 Old Dover Road, Rochester, NH 03585 has been awarded grant funding up to **\$252,000**.

Please note that while you have been awarded a grant, several conditions must be met before your award is finalized and you can begin receiving reimbursements. Please review the following terms carefully:

- As the authorized official for this project, you must acknowledge receipt of this award letter and the funding requirements outlined below. Please return a fully executed copy of this letter to BEA via our investnh@livefree.nh.gov email address, with your project name and BEA grant number referenced in the email subject line by noon on **January 15, 2024**.
- This grant award is contingent upon execution of a grant agreement between your organization, BEA, and the administrator of your project, if applicable, incorporating the InvestNH Demolition Program Guidance and other appropriate terms and conditions. You will need a certificate of insurance from your carrier demonstrating sufficient general liability (\$1,000,000 per occurrence and \$2,000,000 aggregate) and workers compensation coverage, and a certificate of authority that establishes that the signatory has the authority to bind your organization. We urge you to begin compiling these forms to avoid delay in receipt of your award.

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City Clerk's Office

GRANT AGREEMENT

The State of New Hampshire and the Grantee hereby
Mutually agree as follows:
GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name Department of Business and Economic Affairs (BEA)		1.2. State Agency Address 100 N. Main Street, Suite 100, Concord, NH 03301	
1.3. Grantee Name Town of Goffstown		1.4. Grantee Address 31 Wakefield Street, Rochester, NH 03867	
1.5 Grantee Phone # 603-335-7500	1.6. Account Number DEMO22-130	1.7. Completion Date December 31, 2024	1.8. Grant Limitation \$252,000.00
1.9. Grant Officer for State Agency Andrew Dorsett, Housing Finance Director		1.10. State Agency Telephone Number 603-931-2109	
If Grantee is a municipality or village district: "By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Grantee Signature 1		1.12. Name & Title of Grantee Signor 1 Katie Ambrose, City Manager, Rochester, NH	
Grantee Signature 2		Name & Title of Grantee Signor 2	
Grantee Signature 3		Name & Title of Grantee Signor 3	
1.13 State Agency Signature(s)		1.14. Name & Title of State Agency Signor(s)	
1.15. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required)			
By:		Assistant Attorney General, On: / /	
1.16. Approval by Governor and Council (if applicable)			
By:		On: / /	

2. **SCOPE OF WORK:** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT B (the scope of work being hereinafter referred to as "the Project").

Grantee Initials _____
Date _____

3. AREA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE: COMPLETION OF PROJECT.
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.16), or upon signature by the State Agency as shown in block 1.14 (“the Effective Date”).
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.7 (hereinafter referred to as “the Completion Date”).
5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT C, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT C.
- 5.3. In accordance with the provisions set forth in EXHIBIT C, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws, regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits and RSA 31-95-b.
7. RECORDS and ACCOUNTS.
- 7.1. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency, the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency pursuant to subparagraph 7.1, at any time during the Grantee’s normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, “Grantee” includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these provisions
8. PERSONNEL.
- 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA: RETENTION OF DATA: ACCESS.
- 9.1. As used in this Agreement, the word “data” shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations,
- computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
11. EVENT OF DEFAULT: REMEDIES.
- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as “Events of Default”):
- 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
- 11.1.2 Failure to submit any report required hereunder; or
- 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
- 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
- 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
- 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
- 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
- 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION.
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the “Termination Report”) describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.
- 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
- 12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee’s breach of its obligations hereunder.
- 12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.
13. CONFLICT OF INTEREST. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

Grantee Initials _____

Date _____

01/12/2024

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
- 14. GRANTEE'S RELATION TO THE STATE. In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
- 15. ASSIGNMENT AND SUBCONTRACTS. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit B without the prior written consent of the State.
- 16. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
- 17. INSURANCE.
- 17.1 The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
 - 17.1.1 Statutory workers' compensation and employees liability insurance for all employees engaged in the performance of the Project, and
 - 17.1.2 General liability insurance against all claims of bodily injuries, death, or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
- 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by Underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Grantee shall furnish to the State, certificates of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy.
- 18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.
- 19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
- 20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required or by the signing State Agency.
- 21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intend of the parties hereto.
- 22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
- 23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
- 24. SPECIAL PROVISIONS. The additional or modifying provisions set forth in Exhibit A hereto are incorporated as part of this agreement.

EXHIBIT A SPECIAL PROVISIONS

1. Additional Provisions

The following provisions are added to the Form G-1:

25. FUTURE ACTIONS BY THE U.S. DEPARTMENT OF TREASURY. This Grant is paid with state funds obtained through an American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) grant provided by the U.S. Department of Treasury to the State of New Hampshire and expended by the State of New Hampshire for the provision of government services under CSLFRF eligible use category (EC) 6.1. Pursuant to current Treasury policy, this Grant does not constitute a federal subaward or a use of federal funds and is not subject to the requirements of the CSLFRF Final Rule, the Uniform Guidance (2 CFR 200), or other federal requirements pertaining to the use of federal funds. However, this Grant remains subject to any additional requirements the U.S. Department of Treasury may choose to impose on funds expended under CSLFRF EC 6.1 in the future.
26. REPORTING. During the construction period of the Project, the Grantee shall report monthly on the status of the Project, as detailed in Exhibit B(8).
27. RETURN OF UNEXPENDED FUNDS. All funds not expended by the Grantee pursuant to the terms of the Municipal Demolition Grant Program and this agreement as of December 31, 2025, shall be returned by the Grantee to the State.

2. Definitions

As applies to this agreement, the following terms shall have the meaning stated below:

- a. **Affordable:** Affordable to a household making 80% of the Area Median Income (AMI) for the county or fair market rent area in which the Project is located.
- b. **Award:** The specific funds approved for disbursement to the Grantee for development of the Project which are subject to the terms and conditions of the Municipal Demolition Grant Program and as stated in this document.
- c. **Grant:** The award of funds pursuant to the Municipal Demolition Grant and this agreement. The use of this term herein is not dependent on the actual method by which funds are disbursed or payment is structured.
- d. **Grantee:** The municipality to whom the Grant is awarded.
- e. **Program:** The InvestNH Municipal Demolition Grant Program.
- f. **Project:** The demolition project for which this Grant has been awarded.

Grantee Initials _____

Date _____

EXHIBIT B SCOPE OF SERVICES

1. **Overview:** The State has awarded funds to the Grantee for a specific demolition project (“Project”) which is part of a larger greening or revitalization effort, and which will positively impact the shortage of available housing in New Hampshire. Award funds shall be distributed on a reimbursement basis for costs associated with the Project.
2. **Identification of the Project:** The Project for which the Grant Award has been approved is identified as Rochester Former DPW Facility Demolition located at 45 Old Dover Road, Rochester, NH 03585. Grant funds may only be used for eligible demolition costs associated with this Project.
3. **Approval by Governor and Executive Council (G&C):** The Grant Award (“Award”) for the Project is contingent upon approval by the G&C and continued availability of funding. The Grantee shall not be eligible to receive funds absent approval of the Award and Project by the G&C.
4. **Nature of the Award:** Funds shall be disbursed to the Grantee on a reimbursement basis for actual eligible costs incurred after May 4, 2022.
5. **Allowed/Disallowed Expenditures:** Funds may be used for any demolition related costs for the Project, including environmental abatement necessitated by the demolition and permit review costs.

The Grantee may only request reimbursement for costs incurred after May 4, 2022, and before December 31, 2024.
6. **Project Completion Deadline:** The Project shall be complete by December 31, 2024.
7. **Procurement & Conflict of Interest:** The Grantee shall comply with all applicable State of New Hampshire procurement and conflict of interest requirements, as well as abiding by its own municipal policies and procedures.
8. **Reporting:** The Grantee shall report monthly on the Project’s status using the form provided by the State. The State may modify the reporting requirements, modify the reporting form, and/or request additional information at any time. Reporting will include monthly progress reports.

Grantees will also periodically be required to report information about the community impact of the larger greening or revitalization effort the Project serves, including, but not limited to, the details of any affordable housing being created and the relationship between the demolition itself and the creation of new affordable housing.

9. **Compliance:** The Grantee must comply with all applicable State of New Hampshire and federal regulations and guidance, including any changes introduced by the U.S. Department of the Treasury after execution of this agreement. BEA reserves the right conduct periodic audits to confirm compliance and verify reported expenses during and after the completion of the project.

Grantee Initials _____

Date _____

10. Responsibilities of Grantees Acting as Pass-Through Entities: If the Grantee is not carrying out the demolition itself and instead is passing Award funds on to an independent developer:

- a. The Grantee is solely responsible for ensuring that the independent developer carries out the Project in compliance with all Program terms and conditions. The Grantee is also responsible for collecting and transmitting the required Project status reports to the State and for ensuring the accuracy of those reports.
- b. Reimbursement requests must be submitted by the Grantee, and the Grantee is responsible for ensuring the accuracy of those requests and any supporting documentation. Reimbursement payments will be made to the Grantee.
- c. If the Grantee becomes aware of any non-compliant reimbursement expense or any action taken beyond the authorized scope of the Project, the Grantee must immediately notify the BEA of the non-compliance and complete mitigation necessary to bring the Project into compliance. Resolution of non-compliance is the sole responsibility of the Grantee.

11. Closeout: All expenses chargeable to the Award must be incurred before December 31, 2024, and the project must be complete on or before December 31, 2024. All required reports and requests for reimbursement must be submitted on or before January 31, 2025.

12. Requirements Not Enumerated Here: The Municipal Demolition Grant Program Guidance, Municipal Demolition Grant Program FAQ, and all New Hampshire State Grant Requirements are incorporated by reference into this agreement. This agreement and any subsequent addendums or amendments shall govern in the event of inconsistent or contradictory terms.

Grantee Initials _____
Date _____

EXHIBIT C METHODS AND CONDITIONS OF PAYMENT

1. Reimbursement Process

The Grantee may seek reimbursement for actual construction costs incurred on the Project using the form provided by the State. The Grantee may submit reimbursement requests monthly. The Grantee shall submit supporting documentation (receipts, proof of purchase) for each expense. The State may require, and the Grantee shall provide, additional documentation or justification for any expense prior to reimbursement.

If the State determines that an expense is not an allowable expense, lacks sufficient documentation, is disproportionate or unreasonable, or otherwise violates basic cost principles, then the State may in its discretion deny reimbursement for that expense.

2. Method of Disbursement

The Grantee must register with the Department of Administrative Services for a State of New Hampshire Vendor number in order for a payment to issue. Registration is available at: [https://apps.das.nh.gov/vendorregistration/\(S\(inw3n42wcfgd4dk1b5rzcdz\)\)/welcome.aspx](https://apps.das.nh.gov/vendorregistration/(S(inw3n42wcfgd4dk1b5rzcdz))/welcome.aspx)

Reimbursement by the State shall be completed by check or Electronic Funds Transfer (“EFT”) in accordance with the vendor registration.

The State shall disburse to the Grantee a maximum of \$ 252,000.00 over the period of performance for the purposes of performing the services described in Exhibit B.

Grantee Initials _____
Date _____

- The grant agreements will be submitted for approval to the Governor & Executive Council at the February 21, 2024, meeting. **This means that BEA must receive the signed contracts including the aforementioned certificates by midnight on January 17, 2024, for your program to be eligible for funding** You must include your newly assigned BEA grant number, **DEMO22-130** on all correspondence with BEA and/or your grand administrator.
- Your project is not eligible to request reimbursements until you receive a “Notice to Proceed” from InvestNH.

Please reach out to BEA with any questions at (603) 931-2109 or investnh@livefree.nh.gov. We wish you great success in this project and look forward to working with you.



Taylor Caswell
Commissioner

Acknowledgement of Receipt of Award Administration (select one):

My organization elects to **accept** this award.

My organization elects to **decline** this award.

Signature:

I am the Authorized Official for the above-referenced project. (Project name)

Rochester Former DPW Facility Demolition (grant #) _DEMO22-130

and acknowledge the requirements of the NHBEA award as identified above.

Municipality You Represent

Signature of Authorized Official

Date signed

Printed Name of Authorized Official

- The grant agreements will be submitted for approval to the Governor & Executive Council at the February 21, 2024, meeting. **This means that BEA must receive the signed contracts including the aforementioned certificates by midnight on January 17, 2024, for your program to be eligible for funding** You must include your newly assigned BEA grant number, **DEMO22-130** on all correspondence with BEA and/or your grand administrator.
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Rochester Former DPW Facility Demolition (grant #) _DEMO22-130

and acknowledge the requirements of the NHBEA award as identified above.

Municipality You Represent

Signature of Authorized Official

Date signed

Printed Name of Authorized Official

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City Clerk's Office



City of Rochester, New Hampshire

OFFICE OF THE CITY MANAGER

31 Wakefield Street • Rochester, NH 03867-1917

(603) 332-1167 www.rochesternh.gov

DELEGATION OF AUTHORITY

Date: October 23, 2023

To: Whom it may concern:

I, Katie Ambrose, currently serve as, the City Manager for the City of Rochester.

I am a designated “officer” of the City of Rochester and have authorization to execute documents related to grant applications for the implementation of programs administered through New Hampshire Department of Business and Economic Affairs as outlined in the City of Rochester’s policy as noted below:

The City’s Grant Application Policy last revised and approved by the City Council on October 2, 2018, provides the City Manager with the authority to approve all grant applications.

This information serves as a summary of the documentation of record establishing the authority of the City Manager to execute grant application documents on behalf of the City of Rochester.

Signature: *Katie Ambrose* Date: 10/23/2023

Katie Ambrose, City Manager

Notary: *Kelly Walters*

KELLY WALTERS
NOTARY PUBLIC
State of New Hampshire
My Commission Expires
March 9, 2027

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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

COUNCIL ACTION ITEM <input type="checkbox"/>
INFORMATION ONLY <input type="checkbox"/>

FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

LEGAL AUTHORITY

SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]

In September 2021, Rochester and the State of NH joined state's across the country in the Opiate Abatement litigation award. NH established 126-A:83 Opioid Abatement Trust Fund of which the City of Rochester will receive award dollars to supplement city-wide efforts to combat the opiate crisis. These funds will continue to trickle into the City of Rochester for the next 18 years minimally. The funds are to be distributed under specific strategies in efforts to prevent, intervene and assist with recovery.

The Opiate Abatement Committee has met since the funds started coming in to develop a city-wide strategy and have developed the following request for funding to be approved by the Council:

Schedule A:

1.) Category E Expansion of Warm Hand-Off Programs and Recovery Services

- A. **\$16,000 for transportation needs: \$6,000 for multiple HS students transportation** to Seacoast Youth Services Day treatment program and **\$10,000 for adult's transportation** needs to medical appts/ service providers
- B. **\$6,000 for Willand Warming Center** to expand services to provide case management and other needs not being met in off-hours- hire extra Staffing to provide services
- C. **\$60-70,000 for Rochester's transitional housing services** to help cover gap funding (before Welfare and Other funding sources kick in, to access housing rather than staying out on the street)

2.) Category G Prevention programs

- A. **\$3,500 for 3rd Millenium Online Curriculum HS/MS**
 - 1.) *Research has repeatedly shown that students who have taken a prevention education course spend less time under the influence. This leads to increased academic achievement and less violations interfering with schoolwork.*
 - 2.) *If and when violations **do** happen, you can replace suspension or detention with an online behavior-change intervention.*
 - 3.) *Administrators can assign students our **hyper-personalized** courses to students to do on their own time. These self-paced courses are convenient for you and your students, and our evidence-based strategies are proven to change attitudes and behaviors.*
 - 4.) *Topics include: vaping & nicotine, anger management, alcohol, cannabis & THC, bullying, parental guidance, prescription & illicit drugs, hazing and more!*

- B. **\$5,000 Choose Love City-wide Initiative** introductory session with Scarlett Lewis presenting to Rochester School District and local interested business leaders February 7th

Choose Love is proudly aligned with the new Character and Social Emotional Development Standards (CSED) which include BOTH Character.org and CASEL standards. PLUS, our Choose Love programs include Growth Mindset, Neuroscience, Mindfulness, Positive Psychology, Post-Traumatic Growth, and Emotional Intelligence components to create a solution that is both preventative and proactive.

These branches of knowledge, and the essential principles highlighted within our programming, have decades of scientific and qualitative research supporting their effectiveness. In addition, each of the character values in the Choose Love Formula (Courage + Gratitude + Forgiveness + Compassion-in-Action), which are at the heart of the Choose Love Movement, have strong evidence supporting their many benefits.

Schedule B

1.) Category B Support People in Treatment and Recovery

- A. **\$50,000 for oral health care** to provide reimbursement or direct payment to dentist or individuals that present bill for care

National Library of Medicine: "access to dental services for persons afflicted with SUD could play a critical role in improving their quality of life, their recovery, and their reintroduction into society."

Total ask from Opiate Abatement Funds= \$145,500

Current Balance in disbursement \$160,233

December Department Reports:

- 7.1 Assessor's Office P. 37**
- 7.2 Building and Licensing Services P. 39**
- 7.3 City Clerk's Office P. 41**
- 7.4 Department of Public Works P. 45**
- 7.5 Economic & Community Development P. 53**
- 7.6 Finance Office P. 55**
- 7.7 Planning & Development Department P. 59**
- 7.8 Recreation & Arena P. 63**
- 7.9 Rochester Fire Department P. 67**
- 7.10 Rochester Police Department P. 71**
- 7.11 Rochester Public Library P. 75**
- 7.12 Tax Collector's Office P. 79**
- 7.13 Welfare Department P. 81**

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City Clerk's Office

ROCHESTER ASSESSING DEPARTMENT

MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Ashlynn Marshall, Assessor I

Date: January 10, 2024

Ref: December's Monthly Report for Assessing Department

OVERVIEW

1. Notable Items Related to Ongoing Operations

All Rochester real estate sales have been validated for the ratio study for equalization this fall. Are sales were validated by the December 15, 2023, deadline. We are now awaiting the release of an updated equalization ratio.

We have begun preparations to start receiving exemptional applications, for first time applicants for the 2024 tax year.

We have started our permit related inspections.

We continue to conduct a full field review of all residential properties in anticipation of the upcoming Revaluation in 2024.

The office continues to answer many phone calls and in person visits with regards to the veteran letters and tax bills.

2. Training

Lauren Forte has continued her one-on-one field training with Theresa Hervey to work on obtaining her Certified Measurer-Lister designation from the Department of Revenue.

3. Staff Kudos

We would like to give a shout of thanks to Lauren Forte for her continued care and overall concern for our fish, Vision!!

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City Clerk's Office

BUILDING AND LICENSING SERVICES

MONTHLY REPORT

To: Katie Ambrose, City Manager

From: December 1st through December 31st

Date: December 2023

Ref: Monthly Report for Building and Licensing Services

OVERVIEW

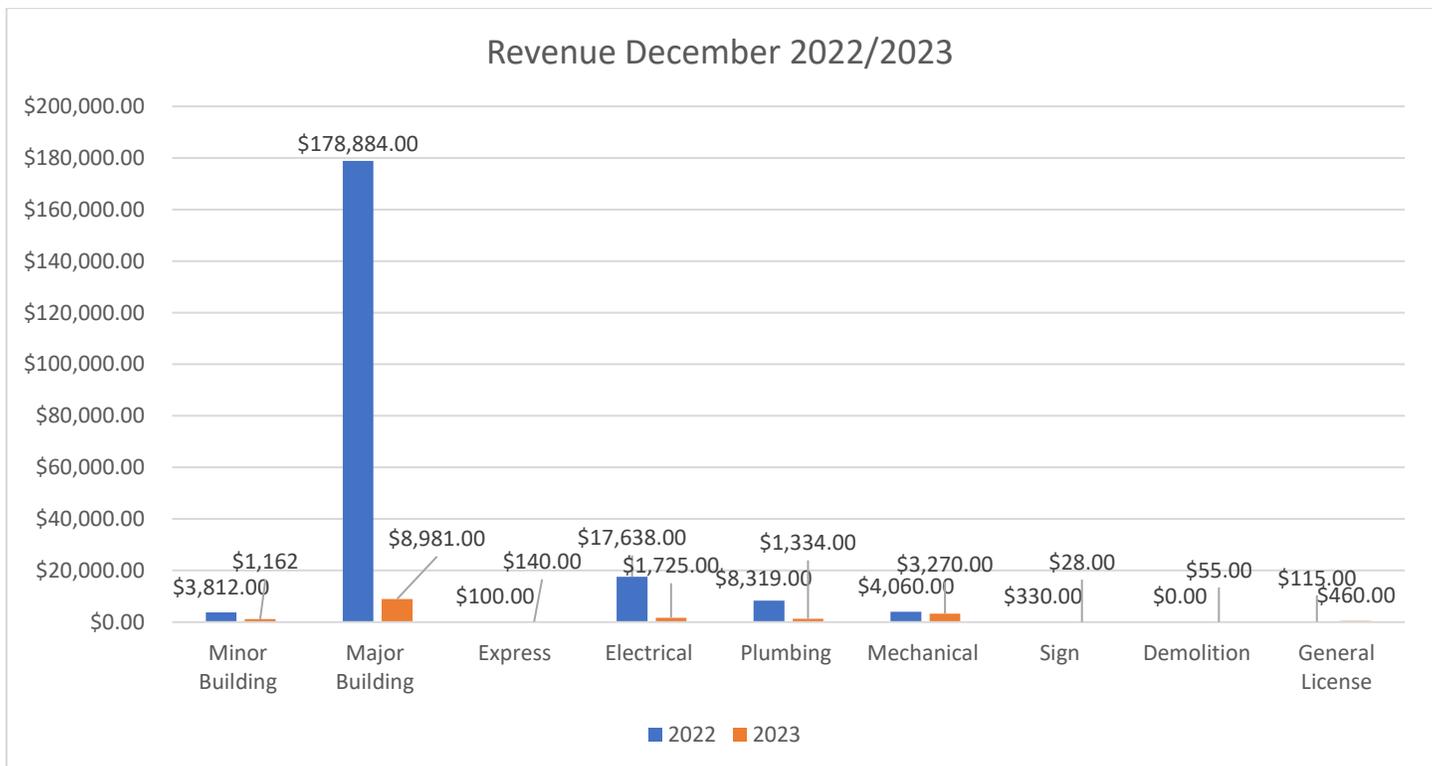
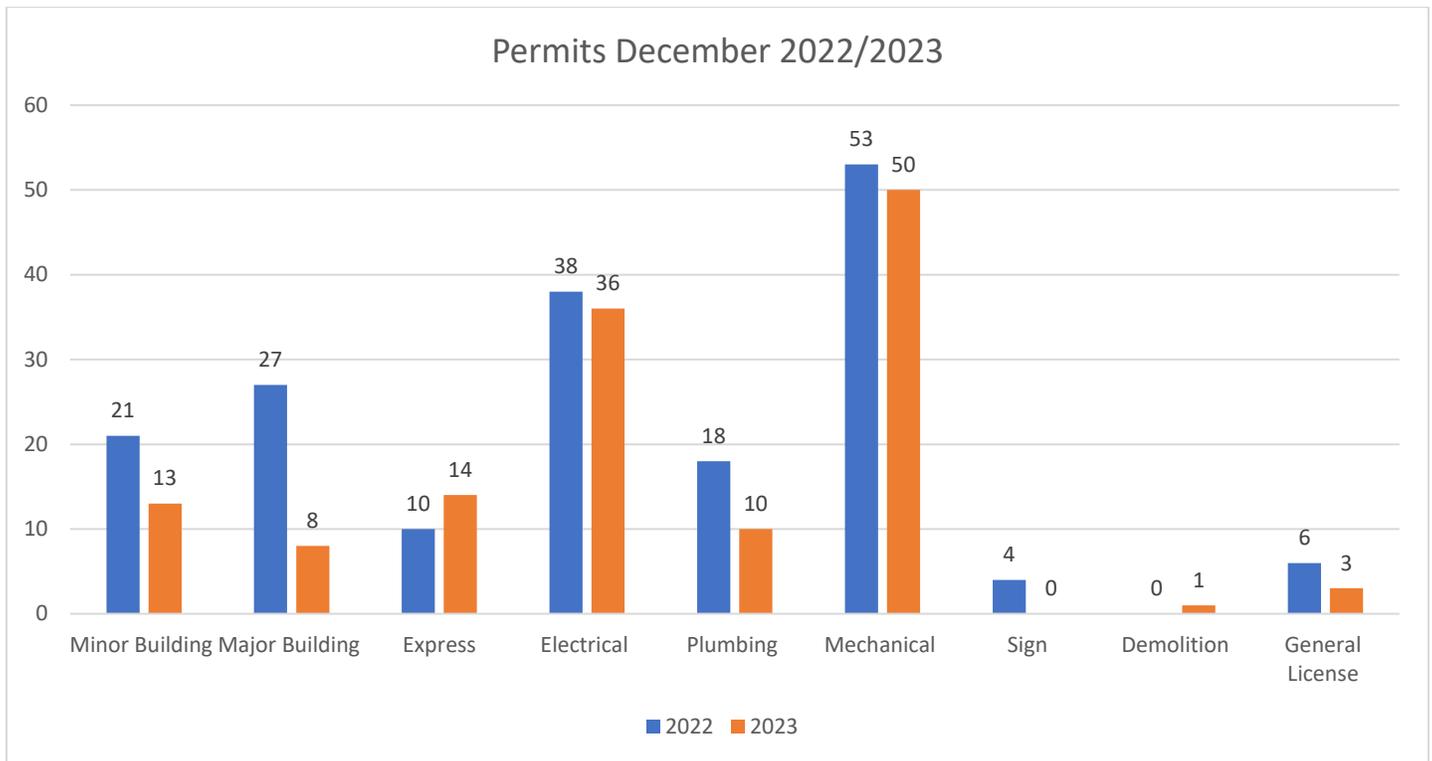
1. Notable Items Related to Ongoing Operations

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

Department Revenue

Permit Type	December 2023
Building Permits	\$10,366.30
Electrical Permits	\$1,725.00
Plumbing Permits	\$1,334.00
Fire Suppression Permits	\$46.00
Fire Alarm Permits	\$499.00
Sprinkler Permits	\$254.00
Mechanical Permits	\$3,270.00
Food Milk Licenses	\$460.00
Taxi Licenses	\$0.00
General Licenses	\$0.00
Net Revenue	\$17,954.30
	\$-1,910.70 was refunded this month from payments made in previous months.

2. Permit Break Down



ROCHESTER CITY CLERK'S OFFICE

MONTHLY REPORT

To: Katie Ambrose, City Manager

From: December 1, 2023 – December 31, 2023

Date: 1/8/2024

Ref: Monthly Report for the City Clerk's Office

OVERVIEW

1. Vital Statistics Updates

17 babies were born to Rochester residents throughout the state of NH in the month of December.

33 resident deaths were reported in Rochester for the month of December.

5 couples celebrated their wedding ceremonies in Rochester during the month of December. Additionally, 1 Rochester couple was married elsewhere in the State in December.

2. Vital Records Revenue

The City Clerk staff issued 194 initial copies of vital records (birth, death, marriage, or divorce) and 151 subsequent copies of vital records. There were 20 marriage licenses issued by staff in December.

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

	2022		2023	
	State	City	State	City
Initial/Subsequent copies:	\$2,339	\$2,161	\$2,307	\$2,113
Marriage Licenses:	\$731	\$119	\$860	\$140
Total:	\$3,070	\$2,280	\$3,167	\$2,253

3. Dog Licensing

The City Clerk's Office licensed 32 dogs in the month of December. There were \$82 in civil forfeiture fees and late fees collected this month.

There are now fewer than 200 dogs remaining unlicensed in the City, out of over 6,000 dogs residing in Rochester.

The City Clerk's Office has ordered the new dog tags for the 2024 licensing season (May 1 – April 30). This year all local dogs will be sporting a blue shield-shaped tag on their collars.



4. Election Updates

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

Ward	Democrats	Republicans	Undeclared	Totals
1	962	1,023	1,219	3,204
2	911	1,006	1,202	3,119
3	812	1,029	1,108	2,949
4	769	734	1,258	2,761
5	823	1,035	1,205	3,063
6	849	760	979	2,588
Totals:	5,136	5,587	6,971	17,684

There were 48 changes to the voter checklist in December, including 28 new voters not previously registered in Rochester, and 2 removals due to voter death or relocation out of the City of Rochester.

The City Clerk's Office has received the absentee ballots for the January 23, 2024 Presidential Primary. Voters who plan to be out of town or who are unable to make it to the polls due to illness or disability will be able to request an absentee ballot in our office or using the form located on our website. Voters who are registered as "undeclared" will need to choose either the democrat or republican ballot but will be able to fill out a form to return to undeclared following the Election. As of December 31, 2023, there have been 134 requests for absentee ballots for the Primary Election.

As we move closer to the Primary Election, there will be several election-related events in the upcoming month.

There will be a Moderator's Session on Saturday, January 13th at the James W. Foley Community Center starting at 9:00 AM. The Moderator's Session gives the moderators of all six wards the opportunity to count their ballots in anticipation of the January primary and to test the ballot counting machines.

There will be a meeting of the Supervisors of the Checklist on Wednesday, January 17 at 7:00 PM in City Hall. The Supervisors will be accepting new voter registrations as well as changes to the voter checklist such as name and address changes and voter removals. Following this supervisors session, the voter checklist will be closed to new registrations until Election Day on January 23.

5. Other/Office Operations

The City Clerk's Office assembles agendas and packets and takes minutes for all City Council meetings and workshops, Codes and Ordinances Committee meetings, and Appointments Review Committee meetings. Additionally, City Clerk Staff takes minutes for Finance Committee meetings. In the month of December, there were multiple meeting cancellations, but the Clerks Office assisted with the December 5 Regular City Council Meeting and December 19 City Council Workshop. The City Clerk's office also helped to organize the January 2 City Council/School Board/Police Commission Inauguration.

The City Clerk's Office is also in charge of maintaining and updating eCode, the online database of the City of Rochester General Ordinances and Charter. On December 5, City Council approved amendments to Chapter 7 of the General Ordinances in regards to establishing a Board of Ethics and establishing a Capital Improvements Program Committee. Additionally, there were amendments to Chapter 223 Regarding Streets and Sidewalks. The General Ordinances can be found [here](#).

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City Clerk's Office

ROCHESTER DPW – UTILITIES DIVISION MONTHLY REPORT

To: Katie Ambrose, City Manager

From: December 1, 2023-December 31, 2023

Date: January 3, 2024

Ref: Monthly Report for DPW – UTILITIES DIVISION

OVERVIEW

1. Notable Items Related to Ongoing Operations

Operators responded to and completed over 200 work orders and service requests.

Focus was largely on verifying service pipe materials on over 70 water services to determine the absence or presence of lead service lines. Zero lead service lines were found. Over 20 services were found in need of being replaced in the future.

A water main break on Nola Ave left area customers without water for several hours.

There were several sewer main backups on Howes Street due to items being flushed by area customers that can foul the sewer system.

Contractor support was provided on multiple projects including a 20" water main relocation on Washington Street.

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.

3. Staff Kudos

Kudos to Rob Phillips for obtaining his NHDES Drinking Water Operator Certification, Grade 1.

4. Training

Dangers of Distracted Driving
Dealing Safely with Snow and Ice



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Katie Ambrose, City Manager

From: December 1, 2023-December 31, 2023

Date: January 3, 2024

Ref: Monthly Report for DPW- BUILDINGS AND GROUNDS

OVERVIEW

1. Personnel Updates

New part time grounds employee will be starting on 1/8/24 this is a very difficult position to keep filled as nobody is interested in part time work.

2. Notable Items Related to Ongoing Operations

City Hall/Opera House Egress Remediation project continues. Railing system has now started we are on schedule for completion of 1/19

Currently waiting on Eversource sign off on the project to put the solar array system online.

Senior center restroom remodel quotes came in higher than expected and budgeted. To complete the project within budget Buildings and Grounds will be the GC for the project, currently obtaining pricing from sub-contractors.

Nancy Loud schools has been turned over to the city, currently working on swapping the EBI operating system to the city's so we can monitor the environment to prevent from freeze up. No change.

B&G decorated several areas for the holiday season, installation of wreaths on city building, Christmas tree lights at Gonic Frie and snowflakes at the commons.

Preparation for winter services ongoing, plow maintenance, installing salters, supplying ice melt to all city buildings.



Winter floor maintenance was completed on the Community Room floor in the community center.

Equipment maintenance on all custodial equipment including floor scrubbers, carpet cleaning equipment, vacuums.



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Katie Ambrose, City Manager

From: December 1, 2023-December 31, 2023

Date: January 3, 2024

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

OVERVIEW

1. Notable Items Related to Ongoing Operations

Ongoing improvements to the GIS-based Computerized Maintenance Management System (CMMS) to better track service requests, work orders, and inspections. Began planning for development of an in-house vertical asset management CMMS for use at the water and wastewater treatment facilities in hopes that this can replace our 3rd party system.

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

Ongoing updates to the City's master address table (MAT) GIS layers. Also, as part of the CSI Technology Group effort with Police Department and Fire Department, substantial completion of digitizing address point locations for residences and businesses within Rochester. Began developing "Areas of Interest" (landmarks, parks, intersections, mile markers, water bodies, etc.) for that system as well.

Further refinements to the structured Query Language (SQ) scripts that are part of the GIS integration for CSI technology Group.

Ongoing updates to our Utility systems layers following new development and redevelopment.

Assisted IT with interviewing applicants for the Business Systems Analyst II position.



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Katie Ambrose, City Manager

From: December 1, 2023-December 31, 2023

Date: January 3, 2024

Ref: Monthly Report for DPW-WATER TREATMENT FACILITY

OVERVIEW

1. Notable Items Related to Ongoing Operations

Treated water volume this month was 44.9 million gallons from the surface water facility and 8.0 million gallons from the groundwater plant for a total of 52.9 million gallons delivered to our customers.

All water quality testing and monitoring was completed in accordance with NHDES requirements. Results for fourth-quarter disinfection byproducts are pending.

Watershed inspections were conducted at all reservoirs; all ponds remain at capacity. Repairs to the Round Pond access drive were required due to heavy rains this month.

Equipment and ground maintenance was performed at the plant, well, and tanks/stations. Heating has been installed inside the Eisenhower Tank.

Process flow meters at the surface water treatment facility and groundwater plant were independently calibrated this month.

Maintenance at the Cocheco Well included repairs to the chlorine analyzer, flushing of the raw water line and active aerator, and annual SCADA system maintenance.

Maintenance at the Surface Water Treatment Facility included repairs to the coagulant feed system and injection quill, analog monitoring of the finish water valve differential pressures, caustic bulk tank isolation valve replacement, sand filter schmutzdecke removal, and SCADA and online instrument service.



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

FY2025 draft O&M was submitted this month.

3. Staff Kudos

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

4. Training

Licensed staff completed their drinking water operator certification renewals this month.

5. Other

Students from the Spaulding VoTech Environmental Science and Advanced Placement Chemistry classes toured the water treatment facility this month. The teachers and students were engaged and appreciative.

Site visits with consulting engineers and Eversource representatives were held at the Salmon Falls Bump Station as part of the 75% design review for the upcoming capital improvements at that location.

Staff reprofiled the raw water pump system under lower headloss conditions to investigate motor and impeller efficiencies.

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City Clerk's Office

ROCHESTER ECONOMIC DEVELOPMENT DEPARTMENT

MONTHLY REPORT

To: Katie Ambrose, City Manager

From: December 1, 2023 – December 31, 2023

Date: January 2, 2024

Ref: Monthly Report for Economic Development Department

OVERVIEW

1. New Projects & Project Updates

- On Dec. 8, Mayor Callaghan and Director Scala attended an event with Sen. Shaheen at the MadCo3D facility in Gonic to discuss 3D printed homes.
- On Dec. 1, the City closed on the sale of 38 Hanson St. to John O’Neill – O’Neill plans on building 12-20 new residential units.
- Ms. Marsh and Mr. Scala met with RKG Associates as part of the update to the Economic Development Strategic Plan.

Mike Scala

2. New Businesses and Business Updates

- There were two project narratives received in December for new businesses. Neither one has opened as of yet.

Jenn Marsh

3. Community Development Project Updates

- The Community Development Coordinator reached out to several applicants for FY25 CDBG and Municipal funding to set up times to meet with the Community Development Committee in January and discuss their projects.

Kiersten Wright

4. Boards & Commissions Updates

- Rochester Main Street hosted a successful Festival of Trees event.
- The Main Street Board of Directors is finalizing its work plan and budget for 2024.
- The Rochester Economic Development Commission invited City Councilors (current and newly elected) to its December meeting held at Granite Steak & Grill.

Carole Glenn

5. Training & Staff Development

- n/a

6. Other

- Jenn attended the annual Holiday meeting for the Restaurant Management Advisory Board for the Creteau Tech Center.

Jenn Marsh

ROCHESTER FINANCE DEPARTMENT

MONTHLY REPORT

To: Katie Ambrose City Manager

From: December 1, 2023 –December 31, 2023

Date: January 10, 2024

OVERVIEW

1. Personnel Updates

Finance continues to review resumes for the open Accountant I position, which remains open. An offer was pending to be made to a candidate, but unfortunately the candidate rescinded their application.

2. Notable Items Related to Ongoing Operations

Audit completed. Property Tax bill process was successfully completed and property tax bills were mailed Dec-22nd.

3. Notable Events Related to Unusual Operations

Finance continues to work on a new software package that will track all leases and debt service. The product suite is Debt Books, and was recommended by the City's audit firm. Implementation is tentatively February-2024

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

Continuing efforts on staff training

5. Staff Kudos

All of Finance staff, Chad, Ava, Ann & Angie continue to perform well, and are always willing to take on new challenges

Rochester FINANCE Department

6. Affected Business Processes or Systems

None

7. Training

8. Other

<u>GENERAL FUND NON PROPERTY TAX REVENUES</u>				
	FY24 ADOPTED	RECEIVED	PERCENT	NOTES
Motor Vehicle Registrations	\$5,500,000	\$2,782,182	51%	
Wastemangement Host Fees	\$4,600,000	\$2,244,164	49%	City-\$3,722,000 School-\$878,000
Building Permits	\$550,000	\$238,005	43%	
Interest Income	\$750,000	\$634,567	85%	
Interest on Delinquent Taxes	\$360,000	\$167,849	47%	
State of NH Rooms & Meals	\$2,867,759	\$3,101,285	108%	Payment December-23
Highway Block Grant	\$635,000	\$387,871	61%	Quarterly cycles
Cablevision Franchise Fees	\$235,000	\$68,802	29%	Quarterly cycles
Recreation Programs	\$122,400	\$119,226	97%	
<u>ENTERPRISE FUNDS REVENUES</u>				
Water	\$7,544,084	\$1,736,373	23%	
Sewer	\$11,744,213	\$2,238,916	19%	
<u>SPECIAL REVENUE FUNDS REVENUES</u>				
Arena	\$413,290	\$176,331	43%	
Community Center	\$894,759	\$345,180	39%	

Rochester FINANCE Department

	FY24 ADOPTED	EXPENDED	ENCUMBERED	PERCENT
GENERAL FUND EXPENSES	\$59,790,934	\$38,799,161	\$2,164,650	69%
OVERTIME & WINTER MAINTENANCE				
Police	\$111,546	\$89,981		80.67%
Dispatch	\$44,000	\$87,041		197.82%
Fire	\$240,000	\$268,285		111.79%
Public Works Winter Maintenance	\$541,218	\$47,312	\$106,331	28%
ENTERPRISE FUNDS EXPENSES				
Water	\$7,544,084	\$2,755,271	\$208,277	39%
Sewer	\$11,744,213	\$5,559,430	\$305,654	50%
SPECIAL REVENUE FUNDS EXPENSES				
Arena	\$413,290	\$197,209	\$59,239	62%
Community Center	\$894,759	\$396,026	\$116,041	57%

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City Clerk's Office

ROCHESTER PLANNING DEPARTMENT

MONTHLY REPORT

To: Katie Ambrose, City Manager

From: December 1 to December 31, 2023

Date: January 3, 2024

Ref: Monthly Report for Planning Department

OVERVIEW

1. Notable Items Related to Land Use Boards

APPLICATIONS REVIEWED BY THE PLANNING BOARD

Planning Board met December 11, 2023 for their Regular Meeting and their Workshop Meeting scheduled December 18, 2023 was cancelled.

This section completed by Jaclyn Millard, Admin Assistant II

Myhre Family Revocable Trust/Grant Myhre, Trustee, 15 Piper Lane (Norway Plains Associates/ Joel Runnals) 5-Lot Subdivision **Extension to Meet Precedent Conditions to March 5, 2024**

RBV Realty, LLC/ Rebecca Mathews, 324 Blackwater Road (Berry Surveying & Engineering/Chris Berry) 9 – Lot Major Subdivision Case# 264 – 11 – A – 23 **APPROVED**

Richard & Linda Chaplin, 45 & 51 Hansonville Road (Norway Plains Associates/ Joel Runnals) Lot-Line Revision Case# 251/259 – 91/95 – A – 23 **APPROVED**

Edward K. Nelson Revocable Trust, 109 & 111 Whitehall Road (Norway Plains Associates/Joel Runnals) Lot-Line Revision Case# 240 – 65&65-1 – R2 – 23 **APPROVED**

Promised Land Survey, LLC/Timothy Peloquin, 945 Salmon Falls Road (Promised Land Survey) 2 – Unit Condominium Conversion Case# 240 – 31 – A – 23 **APPROVED**

105 Farmington Rd, LLC & Waterstone Little Falls, LLC/Scott Haley, 105 Farmington Road & 4 Little Falls Bridge Road (Doucet Survey, LLC/John Kaiser) Lot-Line Revision Case# 209/216 – 1/12 – GRD – 23 **APPROVED**

Tesla Properties, LLC/Justin Gregoire, 38-40 Lafayette Street (by Millenium Engineering Inc.) 5-Unit Condominium Conversion Case# 121 – 62 – R2 – 23 **APPROVED**

The Planning Board also discussed:

- a) Release of Surety
- b) Planning Board retreat

APPLICATIONS REVIEWED BY THE ZONING BOARD OF ADJUSTMENT

Zoning Board of Adjustment met on November 8, 2023

This section completed by Jaclyn Millard, Administrative Assistant II

Z-23-48 NM Cook Development, LLC Seeks a Variance from Section 12.8 to permit the corner of a proposed building within 50' of a wetland boundary. **Location:** 0 & 17 Farmington Road, Maps 216 & 221 Lots 29 & 164 in the Granite Ridge Development Zone.

Z-23-49 NM Cook Development, LLC Seeks a Variance from Section 12.8.B(8) to permit land disturbance within 25' of a wetland boundary. **Location:** 0 & 17 Farmington Road, Maps 216 & 221 Lots 29 & 164 in the Granite Ridge Development Zone.

The applicant requested a continuance for both cases to the January 10, 2024 meeting to allow more time for the Conservation Commission to review the plans.

Z-23-59 Robert Trott Seeks a Variance from Section 23.2.A(20) to permit construction of a shed within the side setback. **Location:** 55 Bailey Drive, Map 224 Lot 324-24 in the Residential-1 Zone.

The Zoning Board continued the case to the January 10, 2024 as requested by the applicant because there was a short board.

Z-23-60 Michelle and Scott Brochu Seeks a Special Exception from Table 18-D and Section 20.2.B to permit a contractor's storage yard. **Location:** 20 Crown Point Road, Map 235 Lot 1 in the Agriculture Zone.

The Zoning Board approved the special exception citing all criteria has been met with the condition that the any additional structures and/ or storage of equipment and/ or stockpiles must meet setback requirement.

Z-23-61 Daniel LaGrange Seeks a Variance from Table 19-A to permit a 2-Lot subdivision where one lot will have less than the required frontage and both lots would have less than the required minimum lot size. **Location:** 57-59 Cross Road, Map 205 Lot 34 in the Agricultural Zone.

The Zoning Board continued the case to the January 10, 2024 meeting to allow the applicant time to submit information regarding the approved septic system on lot M205-L34.

Z-23-62 Corey Foster Seeks a Variance from Table 19-A to permit the construction of a deck approximately 4 feet from the property where a minimum of 10 feet is required **Location:** 24 Vernon Avenue, Map 110 Lot 30 in the Residential-1 Zone.

*The Zoning Board **continued** the case to the January 10, 2024 as requested by the applicant because there was a short board.*

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission did not hold a meeting for the month of December 2023.

This section completed by Jaclyn Millard, Administrative Assistant II

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

Conservation Commission met on November 15, 2023

This section completed by Jaclyn Millard, Admin Assistant II

- 1) **Conservation Overlay District: NONE**
- 2) **NH DES Applications:**
 - a) **Alteration of Terrain Permit Applications**
 - i) 324 Blackwater Road, Tax Map 264 Lot 11; File# 20231109-223
 - ii) Rochester Elementary School, Tax Map 227 Lot 35 & 36 File# 20231114-230
 - iii) 797 Portland Street, Tax Map 108 Lot 50; File# 20231120-233
 - iv) 17 Sterling Drive, Tax Map 208 Lot 18; File# 20231129-241
 - b) **Wetland Permit Applications**
 - i) 797 Portland Street, Tax Map 108 Map 50; File# 2023-03125
- 3) **Notice of Intent to Cut Wood or Timber:**
 - a) Intent to Cut: Tax Map 131 Lot 10 (19 Old Gonic Road); 23-389-07-T
- 4) **New Business:**
 - a) BCM Environmental & Land Law – Gonic Dam and Sawmill Daw Removal
 - b) Set Goals for 2024
 - c) 2024 Taking Action for Wildlife Webinar Series
 - d) NHDES Climate Action Plan Public Feedback
 - e) Potential Conservation Property

- 5) **Reports:**
 - a) Technical Review
 - b) Planning Board Review
 - c) SELT Monitoring Report

ARTS AND CULTURE COMMISSION ACTIVITIES

The Arts and Culture Commission meeting on December 27, 2023 did not conduct any business due to lack of quorum.

This section completed by Jaclyn Millard, Admin Assistant II

2. Notable Events Related to Land Use Board Workshop Items

Each year the PB holds a “Retreat” in order to learn and reflect on a year well done as well as upcoming opportunities for the new year. Last year we asked NH Municipal Association to come and teach the RSA State law frame work for Planning and Zoning Boards. The feedback was so positive we have once again invited NHMA’s Legal Counsel, Stephen Buckley, to come talk to us. This year it is about the common law practices of holding an effective meeting.

DEPARTMENT OF RECREATION & ARENA

MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Sarah Ward, Business Coordinator

Date: 1/10/2024

OVERVIEW

1. Personnel Updates

Alahna Turmelle and Lilliana Brooks have been hired to manage our new Rec Youth Cheer program. This program will teach the fundamentals of cheerleading for ages 6 to 11. Cheer practices are held in the upstairs fitness room at the Rochester Arena. Cheerleaders will perform during youth basketball games on Saturdays at the Rec Center.

2. Notable Items Related to Ongoing Operations

Our department compiled a list of all fees that are charged for programs, facility rentals and pro-shop items/services. We researched comparable programs and rates with other local Recreation Departments and provided the Recreation & Arena Commission with proposed new fee structures for FY25. This will be an annual practice for the department. The Commission supported the new fees for FY25 as well as having a resident/non-resident rate for more programs.

December was a special month for community engagement activities at the Rec & Arena. The senior dance troupe, The Sassy Seniors walked, and rolled through this year's Chamber of Commerce Holiday Parade. Fifteen members took part in this dance activity!

Holiday Public Skate was a complete success. We collected 10 Boxes of canned goods and 7 bags of toiletries to donate to Gerry's Food Pantry. This year, Santa was joined on the ice by Elsa and Olaf and a giant nutcracker. We had approximately 200 people attend the family event.

The 2023 Anctil Cup brought people together from across towns and generations to watch one of the most exciting Spaulding vs Dover games we've seen. The game ended in a tie and will be determined by the Spaulding vs Dover game on 2/21. The Anctil Cup was named after long time Arena Board Chairperson Dave Anctil who was on the Board since its inception. The cup is typically awarded each year to the winner of the Spaulding vs Dover home game. Unfortunately, it has resided with the Dover team for the last couple of years.

The December Senior Trip to the Cumberland Fair Grounds to see the annual holiday lights display. We took 12 seniors (with 2 still on the waitlist) who enjoyed going to places that they would not normally take themselves. On the ride home, they took a few excursions to see the lights around Rochester.

Spaulding Boys Basketball coaches hosted two clinics for our youth basketball programs. Both dates had approximately 500 participants total.

3. Notable Events Related to Unusual Operations

The Recreation Department hosted the annual Elks Hoop Shoot. Winners of the hoop shoot go onto regional competition with winner's winning a scholarship.

Requests for Quotes have been prepared for the Rec Center Gym FY24 Capital Improvement projects that will be managed by the Rec Department. The first RFQ to be published is for a new set of gymnasium bleachers. The current bleachers are original to the building and are not compliant with the Americans With Disabilities Act.

The outdoor ice rink was installed at the Rochester Common on Friday, 12/22. It took three Rec & Arena staff members approximately 2.5 hours to set up all the components. With the assistance of the Rochester Fire Department, we filled the entire surface area with an adequate amount of water to provide a solid base layer of ice if temperatures get low enough for it to freeze. The size and orientation of the ice surface was modified this year to allow for better visibility & access for users and ease of maintenance for staff.

We had 11 teams of two enter our annual Holiday Pickleball Tournament. The first and second place teams received coveted trophies. The \$5 entrance fee was donated to Gerry's Food Pantry.

4. Staff Kudos

Laurie Biracree is our 16+ Iyengar Yoga, 16+ Kundalini Yoga and 50+ Chair Yoga Instructor and has created a large following with each program. Folks love her and how she manages her 3 programs. We recently had to add a second session of the 50+ chair Yoga, which brings in 50 participants each Wednesday morning.

5. Affected Business Processes or Systems

In a proactive step our department's Facilities and Operations Supervisor and Assistant Director had to refasten sections of the Low-E ceiling that were starting to show signs of letting go from the arena rink ceiling. Low-E is the low emissivity ceiling type insulation that drastically cuts the radiated energy that reaches the sheet of ice.

6. Training

We had 15 volunteer coaches attend coaches training put on by Play Practice Basketball. This training provided opportunities for our coaches to learn how to run practices and teach basketball skills and techniques to ensure a positive and enjoyable youth basketball experience.

7. Other

Program	Sum of Count
Adult Pickleball (Sundays)	84
Adult Pickup Sports	117
Adult Volleyball	128
Bingo	114
Chair Yoga	216
Cribbage for Seniors	42
FOG Drop In (Sunday)	146
FOG Reservation (Sunday)	60
Game Day	32
Holiday FOG	105
Homeschool Open Gym	56
Iyengar Yoga	40
Kundalini Yoga	26
Learn To Skate	26
Line Dancing	66
Mah Jongg	16
Public Ice Skating	1054
Quilting & Crafting	16
RSAC Presentation	10
Senior Breakfast/Cookout	35
Senior Cardio Drumming	72
Senior Mobility Class	75
Senior Pickleball Weekday	543
Senior Pickleball Weekend	17
Senior Power Hour	360
Senior Tech Support	16
Senior Zumba Gold	120
SHS/BCA open Gym	33
Skate with Santa Charity Food Drive	200
Table Tennis	3
Teen Night	127
Toddler Play Group	70
VA Veteran's Time	17
Grand Total	4142

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City Clerk's Office

ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: December 1 – December 31

Date: January 10, 2024

Ref: Monthly Report for Fire Department

OVERVIEW

1. Personnel Updates

Shift Staffing:

- Full Staffing – 10 personnel on-duty – **23% of shifts in December**
- One FF Short – 9 personnel on-duty – **77% of shifts in December**

12/01/2023 – The fire prevention division hired fire inspector, John Castles.

12/18/2023 – The department hired 2 firefighters, Austin Lewis & Andrew Martino.

12/31/2023 – Firefighter Jason Laferte retired after 25 years with RFD.

Notable Items Related to Ongoing Operations

TYPE OF CALL	11/2022 – 12/2023 Previous Year (Calendar)	November 2022	November 2023
Building Fires	21	3	3
Cooking Fires	11	2	2
Vehicle Fire	16	1	1
Carbon Monoxide Present	21	1	2
Emergency Medical Calls	1121	108	162
Vehicle Accidents (Injury)	137	15	13
Vehicle Accidents (No Injury)	60	35	20
Alarms	393	50	40
Service Calls	172	18	5
Other	929	128	109
TOTAL CALLS	3881	361	357

Operations

On 12/12/2023 at 3:10 pm, C-Shift responded to a reported structure fire at 37 Partridge Green. We found a fire in the duct work of the laundry room. The fire was extinguished quickly and there was no damage to any living space. This was handled by the duty shift and there were no injuries.

On 12/18/2023, the city experienced a wind and rain event. This day was very busy for the on duty B-shift, they responded to over 27 calls in a 12-hour period related to trees, wires down and calls for water issues. Early the next morning we responded to Rochester Neck Road for a car and its operator reported to be trapped in high water. Crews arrived to find the lone occupant out of the vehicle and safe on high ground. The car was left due to the hazard of recovery for 3 days until water levels receded. The road remained closed for this time as well.





Chief Dube and Assistant Chief George spent the next 4 days checking areas for high water and any damage from this storm. We were in contact with the NH Dam Bureau and monitored the dams near Bacon Felt in East Rochester and the dam on Spaulding Pond. These two dams were watched carefully as the Bacon Felt dam was 4-5 feet over the normal spillway and close to water going around the dam. Spaulding dam was 28 inches over normal height but was not in danger of water going around the dam. After about 4 days the

water slowly lowered to safer levels. We had no reports of any property damage from flooding.

On 12/22/2023, D-shift responded to a reported structure fire at Northgate Apartments on 36 Farmington Road. This drew a full response from the shift as well as Chief Dube and Assistant Chief George. On the scene we found construction workers had started a fire accidentally while cutting some steel. The building is being renovated and some of this work requires cutting. The fire was held at the point of origin and there was no damage to the living space.



On 12/31/2023 around 6:30pm, B-shift responded to a fire in a tent behind the church located on 63 South Main Street. The fire was quickly extinguished and there were no serious injuries.

Community Risk Reduction.

Please join us in welcoming John Castles to the fire prevention division as the newest Fire Inspector for the City. John comes to us with over 25 years of experience in sprinkler, fire alarm and electrical experience.



December starts the cycle of education occupancy inspections which typically runs through April. FM Hughes and FI Castles while completing these inspections also take the time to work with school staff and children to provide positive interactions, fire and life safety education and community outreach.

Inspection services requests are down for the month of December as typically contractors starting in late November through December concentrate on finalizing exterior portions of their projects in preparation for the winter month.

FY24 Community Risk Reduction and Prevention Services

Inspections Completed	Approvals & Reviews	Active Permits	Car Seat Installations	
189	454	46	16	
Permits Issued	Sprinkler	Fire Alarms	Hood Suppression	Tank Removal
88	15	12	1	1
\$8,162	\$8,875	\$2,141	\$96	\$25
Blasting	Place of Assembly	Pyrotechnics	Fire & Life Safety	
1	23	1	37	
\$25	No Fees Associated	\$0	No Fees Associated	



ROCHESTER POLICE DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager
From: Gary M. Boudreau, Chief of Police
Date: 01/10/2024
Ref: Monthly Report for December 2023

OVERVIEW

1. Personnel Updates

Personnel: We continue to work on filling vacant positions in dispatch. They are down four positions, with two in background phase.

Our patrol vacancy number as of the end of December is now at eight positions. We are certainly not the only agency in the State struggling to fill police officer positions. A hiring process date was scheduled to begin on 12/11/23. After communicating with eleven (11) individuals that had applied and expressed interest in the position, none agreed to participate in the 12/11 interviews.

We are still seeking to fill a part time Administrative Technician vacancy. We did have a candidate who withdrew from the process.

Filling open crossing guard vacancies is still a critical need. One of our long term crossing guards has notified us he will not be returning due to an injury.

Our new Crime Analyst started mid-December. We are looking forward to her contributions to the agency, which will include being able to provide more statistic related reports to the City Council.

2. Notable Items Related to Ongoing Operations

We are just a month into the new CAD/RMS (computer aided dispatch/records management) program. We are continuing to learn all of the things the program can do.

We held the first Teen Night of the year. We are approaching our 14th anniversary of this program, although there was a hiatus during COVID.

We have entered into a contract with Weston & Sampson Engineers for design services for our dispatch relocation project. This phase of the project includes analyzing our building's existing conditions, providing designs, and cost estimations.

Officer Kimbrough and the POP Officers continue to work together on outreach to the homeless community, attending and cooking for the Senior breakfast and also the annual Project Good Morning breakfast.



Comp Stat:

With the hiring of the new contract Crime Analyst and the new records management system we will be able to resume our comp stat program, but it will be changing. One example of is a quick review tools to show the police calls for service for Dec. 4-Dec 31 which accounted for 1,414 service calls

CFS Classification	
CFS CLASSIFICATION	TOTAL
ADMINISTRATIVE DUTIES	664
ALL OTHER OFFENSES	121
ANIMAL COMPLAINTS	50
ASSISTING OTHER AGENCIES	25
BURGLARY	8
DISORDERLY CONDUCT	27
DWI / DUI	5
FAMILY OFFENSE	36
FIRE RELATED	13
FRAUD	9
LIQUOR LAWS	1
LOST FOUND MISSING	24
MALICIOUS MISCHIEF	26
MV CRASH INVESTIGATIONS	75
MV THEFT	3
NARCOTIC DRUG LAWS	2
NON CRIMINAL INCIDENTS	174
PARKING ENFORCEMENT	16
PUBLIC SERVICE	234
RUNAWAYS	1
SEX OFFENSE ALL OTHERS	4
SIMPLE ASSAULT	6
SPECIAL UNIT ACTIVITY CODES	5
STOLEN / REC PROPERTY	1
THEFT	54
TRAFFIC ENFORCEMENT	327
TRAFFIC RELATED SERVICE	44
WARRANTS LOCAL	30
WEAPONS	7

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

Filling vacant positions in several areas of the Department is still critical. We have vacancies in patrol, dispatch, admin support, and crossing guards.



4. Training

Officer's Bernstein and Ball completed their training and were released to solo patrol.

Officer's McCann and Adams have entered field training.

Other notable training completed this period included "Introduction to Photography" and "Advanced Photography", "Cold Case Seminar hosted by the AG", "Field Training Officer", Members of the Strafford County Regional Tactical Operations Unit (SCRTOU) participated in "Large Building Operations" and "Low Light/Night Vision Shooting and Tactics".

The Police Department hosted "Remington 870 Shotgun Armorer" and "AR-15 Armorer" courses through the Triton Training Group at the public works training room. For hosting both courses, our agency was provided a free seat of attendance.

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City Clerk's Office

Library, January 10, 2024

ROCHESTER LIBRARY DEPARTMENT

MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Patty Hardie, Secretary II

Date: January 10, 2024

Ref: Library Monthly Report for December

OVERVIEW

1. Notable Items Related to Ongoing Operations

There was a total of 11,141 items circulated with 8,980 people visiting the library in the month of December. Two hundred twenty-seven patrons used the library's Internet computers. Interlibrary loan activity included 80 materials borrowed from other libraries and 146 loaned to other libraries.

Saturday, December 2nd through December 8th families were welcomed to pick-up "Doily Christmas Tree Ornament" craft kits for a Take It & Make It at home craft project. The kits were available during Library business hours at the Children's Desk.

The Friends of the Rochester Library Book Club met Monday, December 11th, and featured *Waking Up White and Finding Myself in the Story of Race* by Debby Irving.

The *All-Abilities Club* continued to meet every Monday from 10-12pm in the community room. This inclusive program is geared towards adults with developmental disabilities and includes puzzles, coloring, cards, board games, and more.

Thursday, December 14th patrons were welcome to the library *Puzzle Swap* located in the Rose Room on the top floor of the library. The second Thursday of every month patrons are encouraged to bring in a puzzle from home they've already completed and take a different one home to enjoy.

A new podcast episode of Off the Shelf with Marie & Katherine was released in December. Marie and Katherine talked about their favorite Christmas movies whether you can read a book before gifting it to someone else, Christmas Carol at the Rochester Opera House, Icelandic Holiday traditions, and more.

Featured Adult Services Book Displays for the month of December included: *Holiday Reads*, *Self-care for Caregivers*, *Cookies and Cocoa*, *Celebrate the Season with your Pets*, *Reese's Book Club Selections* and *Holiday Magic*. Also featured was an *Into the Woods* DVD display and Holiday music CD display.

The Rochester Public Library was pleased to display the artwork of Ezra Brown and Marie Lejeune during the month of December. Local artist, Ezra Brown shared a selection of acrylic paintings as well as contemporary bead and textile work. Local artist and our very own Library Director, Marie Lejeune, shared a display of her original pottery.

Three hundred fifty-five of our library patrons downloaded 1,786 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 693 digital downloads from Hoopla & Kanopy.

2. Library Programming

Saturday, December 2nd, the Teen Room began a busy month with a Teen Only Wrap & Yap. Teens were encouraged to socialize, enjoy the provided refreshments, and do any gift wrapping they may have with the provided materials. Crafts were also made available for teens to create gifts as well. Games, puzzles, breakout bags with cool prizes and a new scavenger hunt were available throughout the month, with Gingerbread House decorating on December 11th.

Wednesday, December 6th the library was pleased to present Forensic Science Basics with UNH professors Bobby Eckstien and Amy Michael. An overview of forensics science with the recognition, collection, preservation, and analysis of physical evidence related to crime scene investigations were discussed.

The Children's Room was pleased to host Santa for 209 excited children in the community room on the top floor of the library on December 9th. Santa was available for a quick chat and photo-op for all in attendance.

Tuesday, December 12th, Children's Room librarian Christina Paquette in coordination with the Rochester Department of Public Works held a special story time at the DPW building followed by a Touch-a-Truck experience for those in attendance.

Friday, December 8th the American Red Cross held a successful blood drive in the library community Room.

The library welcomed patrons to take the stress out of wrapping gifts by doing it in the company of others on December 15th & 16th at Wrap & Yap. Wrapping supplies and plenty of table space were provided.

December 18th, the Children's Room staff invited kids ages 5-12 to join them in making a "Homemade Bird Feeder" craft. Gift bags and tags were made available to the children if they chose to make their craft a holiday gift. Also on December 18th, Spaulding High School Choir students visited the library to sing Christmas Carols and spread good cheer.

Thursday, December 28th the Teen Room in coordination with the library Emerging Technology Specialist, held a program featuring electronics and a robot for teens to learn and play around with.

3. Other

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

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City Clerk's Office

ROCHESTER TAX COLLECTOR'S OFFICE

MONTHLY REPORT

To: Katie Ambrose, City Manager
 From: Rachel Laughner, Tax Collector
 Date: January 9, 2024
 Ref: Monthly Report for Dec 2023

OVERVIEW

City of Rochester Tax Collector's Office						
December 31, 2023						
Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2023	Semi Annual	73,627,445	38,719,133.76	52.59%	34,908,311.24	47.41%
2022		72,060,382	71,437,672.33	99.14%	622,709.67	0.86%
2021		69,388,398	68,959,104.31	99.38%	429,293.69	0.62%
2020		68,438,739	68,233,551.90	99.70%	205,187.10	0.30%
2019		66,169,796	65,998,137.08	99.74%	171,658.92	0.26%
2018		63,834,824	63,711,760.04	99.81%	123,063.96	0.19%
2017		60,524,791	60,442,664.65	99.86%	82,126.35	0.14%
2016		58,196,003	58,138,382.83	99.90%	57,620.17	0.10%
2015		56,938,119	56,899,293.20	99.93%	38,825.80	0.07%
2014		55,068,779	55,037,911.02	99.94%	30,867.98	0.06%
2013		53,324,262	53,296,469.35	99.95%	27,792.65	0.05%
2012		50,952,912	50,929,368.81	99.95%	23,543.19	0.05%
2011		48,856,892	48,840,772.94	99.97%	16,119.06	0.03%
2010		47,308,832	47,296,245.24	99.97%	12,586.76	0.03%
2009		46,898,827	46,892,895.67	99.99%	5,931.33	0.01%
2008		46,522,769	46,520,245.60	99.99%	2,523.40	0.01%
2007		42,964,450	42,962,205.82	99.99%	2,244.18	0.01%
2006		40,794,160	40,791,934.93	99.99%	2,225.07	0.01%
2005		38,024,453	38,023,159.27	100.00%	1,293.73	0.003%
2004		36,065,496	36,063,969.69	100.00%	1,526.31	0.004%
2003		33,310,579	33,309,312.97	100.00%	1,266.03	0.004%
2002		29,725,878	29,724,928.84	100.00%	949.16	0.003%
				Total Uncoll:	36,767,665.75	50.21%

Online Credit Card Payments (Citizen Self Service)		
CSS Count FY 24		
Month	Total \$\$	# of Payments
July	\$ 1,251,062.20	1224
Aug	\$ 333,058.57	986
Sep	\$ 502,590.77	820
Oct	\$ 258,454.99	855
Nov	\$ 223,574.93	890
Dec	\$ 1,166,980.86	1054
Totals	\$ 3,735,722.32	5829
Auto Registrations FY24		
Month	Total	# of Transactions
July	\$ 498,838.26	3310
Aug	\$ 522,369.18	3615
Sep	\$ 502,590.77	3293
Oct	\$ 611,271.06	3500
Nov	\$ 448,145.64	2801
Dec	\$ 544,305.47	2602
Totals	\$ 3,127,520.38	19121

2023 Tax Bills were mailed December 22, 2023 and are due on January 22, 2024.



ROCHESTER WELFARE DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Todd M. Marsh, Welfare Director *TM*

Date: January 09, 2024

Report Dates: December 01, 2023- December 31, 2023

Ref: Monthly Report for Welfare Department

OVERVIEW

1. Personnel Updates

None

2. Notable Items Related to Ongoing Operations

This fiscal year is experiencing municipal welfare budget “sticker shock” throughout the state”, due to three years of rising inflationary costs, including housing costs, which were largely offset by federal pandemic federal funds, until funding ended. These dynamics fostered a budget development-planning anomaly, as using trending recent years expended amounts were no longer a reliable budgeting guide. This new year should be a year of budgeting reset, with improved general assistance predictions based on more reliable recent trending expended amounts. [NHH-2023-Res-Rental-Survey-Report.pdf \(nhhfa.org\)](#)

*General assistance expended since July 1st 2023 total, \$154,443.03, which averages to \$25,740.50 monthly. Total budgeted general assistance amount is \$225,000.00.

Expended amounts will continue to be monitored for potential budget adjustments.

3. Notable Events Related to Unusual Operations

None

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

The My Friend Shelter, in Dover, remains temporarily closed for emergency housing services. However, it hopes to re-open by March. The shelter's closure for services has caused an increase in emergency housing motel expenses for Rochester. *This additional spending emergency housing motel assistance should lower when the shelter re-opens. The welfare department is in communication with the shelter. The Homeless Center for Strafford County (Home For Now), in Rochester, opened in October plans to continue operating as a yearlong shelter.

The Welfare department began collaborating with the First Church United regarding an unhoused encampment there. Helping provider collaboration efforts were coordinated with a plan for a transition from the site in January.

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

NA

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 December 2023

General Assistance represents an average cost per case/family of \$542.72 and case/Individual of \$547.17 for this month.

Total voucher assistance issued: **\$32,866.47**

There was an increase of \$17,822.93 in assistance issued this month compared to December 2022. There was an increase of \$6,471.90 in vouchers issued this month compared to last month.

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

26 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 160 formal case notes for this period.

9. Other / In The News/Helpful Links