



**City Council Workshop  
February 15, 2022  
Council Chambers  
31 Wakefield Street  
6:30 PM**

**Agenda**

- 1. Call to Order**
- 2. Public Input**
- 3. Communications from the City Manager**
- 4. Communications from the Mayor**
  - 4.1 Petition Regarding Programmable Voting Devices P. 3**
  - 4.2 Budget Retreat dates: Friday, May 6th and Saturday May 7th**
- 5. **Presentation:** Frisbie Hospital Ambulance Services**
- 6. Department Reports P. 5**
- 7. Other**
- 8. Adjournment**

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City Clerk's Office

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City Clerk's Office  
City Hall - First Floor  
31 Wakefield Street, Room 105  
ROCHESTER, NEW HAMPSHIRE 03867-1917  
(603) 332-2130 - Fax (603) 509-1915  
Web Site: <http://www.rochesternh.net>



**Memorandum**

**To: Mayor Callaghan/City Council**

**From: Kelly Walters, City Clerk**

**Re: AccuVote Machines**

**Date: Friday February 4, 2022**

**Frequently asked questions:**

**What tabulator machines does the City of Rochester use to tabulate their election results?** The only voting tabulator machine approved by the Ballot Law Commission for the State of New Hampshire is the **AccuVote** Machine. The City of Rochester began purchasing these machines in 2002-2003.

**Are the current AccuVote machines manufactured by Dominion Voting Systems?** No, the manufacturer of the AccuVote machines was Diebold. The AccuVote machine was first manufactured in the mid-90's and the manufacturing of these machines ended in 2007. The machines have been bought out by several companies over the years and eventually in 2012-2013, they were bought out by Dominion Voting Systems. Our sole vendor for the State of NH has been the same since 2002 (LHS Associates).

**Are the AccuVote machines connected in anyway to the internet?** No, absolutely not; in fact the State of NH had all the modems removed from all machines back in 2009, as well as the ports being permanently disabled and sealed, in order to prevent hacking into the system in any way through the internet.

**These machines cannot be hacked because there is no internet connection. How does the State protect the machines from being tampered with?**

- The Vendor sends the memory cards to the City Clerk, at which point they are locked in a safe. The City Clerk schedules a moderator's session for all six wards to test the accuracy of the AccuVote machines (the public is welcome to attend.)

The Moderator Sessions are posted online and on the board at City Hall.

- Fifty test ballots are marked by City Clerk staff in a manner to be processed through the machine and ensure votes are being calculated accurately (meaning no races would result in a tie, in order to ensure a vote is not going to the incorrect candidate). The moderator verifies that the machines passed the test (meaning the votes for each race must match the pre-filled answer key for that race.)
- The Moderator then seals the memory card inside the machine with a tamper-proof wire seal containing a six-digit seal number. The Moderator, Ward Clerk, and one other Election Official (or their designee) from that specific ward signs the data log verifying the memory card was sealed with the wire seal indicated.
- The memory card stays sealed in the machine until a few months after each election. The Attorney General's Office conducts a random check on these seals on Election Day. If any seals have been tampered with in any way, the machine is shut down for that Election (even if the seal is accidentally broken). Any voter on Election Day may request to see the seal and verify the numbers on the log as well.

**Are the machines 99% accurate?** Yes, in fact they are closer to 100% accurate if all circles are filled in correctly. The machine is programmed to capture all votes marked in the provided ovals. The machine will pick up a mark as small as a dot (in the oval). The machines are not meant to read the voter's ability to properly fill out a ballot. If a voter has circled their answers or made a checkmark, (missing the oval provided) or simply writes the candidates name in the area of the race, the machine will not pick this up. These errors are typically caught at the recounts and typically are no more than one or two per ward. In some cases, the voter could have marked their ballot and dragged their marker over an additional oval, which will cause an overvote. Again, this does not happen often. In my fifteen years in the City Clerk's office and as witness to many recounts for the City of Rochester, the machines have always proven themselves accurate. Human error is much more common. The machines offer the best of both worlds, a quick answer at the end of the evening and paper ballots to back those numbers up.

## ***January Department Reports:***

- 6.1 Assessor's Office P. 7**
- 6.2 Building and Licensing Services P. 9**
- 6.3 City Clerk's Office P. 11**
- 6.4 Department of Public Works P. 15**
- 6.5 Economic & Community Development P. 37**
- 6.6 Finance Office P. 43**
- 6.7 Planning & Development Department Forthcoming**
- 6.8 Recreation & Arena P. 47**
- 6.9 Rochester Fire Department P. 49**
- 6.10 Rochester Police Department P. 53**
- 6.11 Rochester Public Library P. 57**
- 6.12 Tax Collector's Office P. 59**
- 6.13 Welfare Department P. 63**

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City Clerk's Office

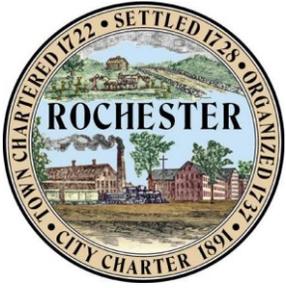
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# City of Rochester, New Hampshire

ASSESSING DEPARTMENT

19 Wakefield Street, Rochester, NH 03867  
 (603) 332-5109 Assessor@rochesternh.net  
[www.rochesternh.net](http://www.rochesternh.net)



February 7, 2022

To: City Manager/Council

From: Darcy Freer, Deputy Assessor

## Subject: January Council Report

### Revenue Received/Collection Warrants issued:

Added List Warrant	\$	21,121.00
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- The City's GIS system is now updated nightly with current assessment data from the Vision CAMA system. PDF copies of year end 2021 property record cards have been obtained from Vision by Rochester's IT and the IT team is hopeful to have a public database available by the end of February 2022.
- The Assessing Office has moved its operations to the basement of the Revenue Building and major building renovations have begun.
- The Assessing Office has posted public (walk-in) hours for Monday 9:00am to 12:00pm and Thursday 2:30pm to 4:30pm in City Council Chambers or by appointment.
- Permit related inspections continue to occur.
- Approximately 430 letters were mailed to existing Elderly & Disabled Exemption applicants regarding renewal and continuation of their exemption(s).
- 51 Religious, Charitable and Educational reminder letters were mailed out.
- 22 RSA 75:11 (Residential in Commercial Zone) renewal letters were mailed out.
- New Elderly & Disabled Exemption and Veteran's credit applications have begun to be reviewed and processed for the 2022 tax year.

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City Clerk's Office

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## End of Month Council Report

**To the Honorable Mayor and City Council of the City of Rochester, the following is a summary of the revenue collected and the activities performed by the Department of Building and Licensing Services for the month of January 2022**

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

### Department Revenue

Permit Type	January 2022
Building Permits	\$7771.70
Electrical Permits	\$1630.00
Plumbing Permits	\$838.00
FireSuppression Permits	\$0.00
FireAlarm Permits	\$453.00
Sprinkler Permits	\$460.00
Mechanical Permits	\$1,286.00
Food_Milk Licenses	\$150.00
Taxi Licenses	\$10.00
General Licenses	0.00
<b>Net Revenue</b>	<b>\$12,598.70</b>

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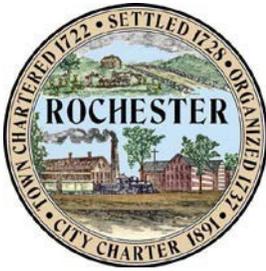
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City Clerk's Office

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## City Clerk's Report January 2022

### Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 199 initial copies of vital records and 165 subsequent copies of vital records in the month of January. The City Clerk's staff issued 12 Marriage Licenses.

The New Hampshire Division of Vital Records Administration generated the following report of statistics for the City of Rochester:

- 8 births were reported in Rochester during the month of January; 4 of these children were born to Rochester residents. Additionally, 9 Rochester residents gave birth in neighboring communities.
- 38 resident deaths were reported in Rochester.
- 5 couples celebrated their wedding ceremonies in Rochester during the month of January. Additionally, 4 Rochester residents married elsewhere in the State.

### Revenue – Vital Records/Marriage Licenses

	2021		2022	
	State	City	State	City
Initial/Subsequent copies:	\$2,457	\$2,273	\$2,417	\$2,218
Marriage Licenses:	\$559	\$91	\$516	\$84
<b>Total:</b>	<b>\$3,016</b>	<b>\$2,364</b>	<b>\$2,933</b>	<b>\$2,302</b>

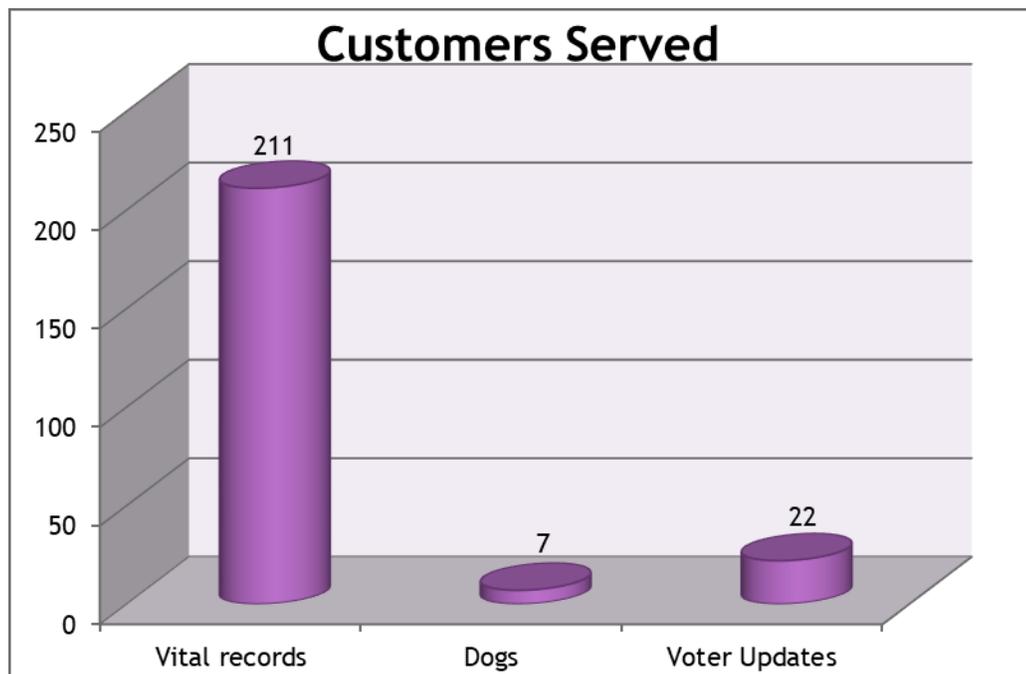
### Dog Licensing

The City Clerk's office licensed 7 dogs during the month of January. There were no Civil Forfeiture fees collected for dogs unlicensed from the prior fiscal year.

The new 2022 dog tags have been chosen by the Animal Control Officer. This year's shape will be the car and the color will be yellow. The tags have been ordered and we expect them in our office in the early spring for use in the new licensing year. The dog licenses are not valid for one year from the issue date but rather are due by April 30 of each year for all dogs, regardless of when the license was issued.

The City Clerk's Office, in conjunction with the Animal Control Officer and Rochester Veterinary Clinic, will be hosting a rabies clinic this coming spring. As we approach dog-licensing season, the primary reason we encounter for late licensing is past due rabies vaccination. These rabies clinics offer dog owners the affordable opportunity to have their dog vaccinated for rabies without an additional exam fee. For Rochester residents, the City Clerk's office will be available on site to license dogs immediately following their vaccination. The date (or dates) of this rabies clinic will be announced as we approach spring and details are solidified.

### **Customers Served during the month of January 2022**



### **Elections**

The State of NH Elections Divisions will be hosting several webinars in January, February, and March to review election laws, election procedures, and refreshers on election procedures for both cities and towns. The first of these webinars was held on January 27 to detail changes in Election Law from 2021 and to give a refresher of elements of prior guidance given during COVID, some of which still apply after the state of emergency has been lifted. Deputy City Clerk Cassie Givara attended this webinar ensure the clerk's office is up to date on the latest guidance. There will be an additional webinar in February to detail the absentee ballot guidance, including the pre-processing of ballots and the criteria

for requesting this type of ballot. During the pandemic, the City Clerk's office saw a significant increase in requests for absentee ballots and, due to the large volume, the process became much more complicated and time intensive. Even with the decrease in Covid-related absentee ballots, the city is still seeing greater than normal interest in absentee voting. City clerk staff will be attending this webinar to determine how the absentee ballot process will be handled moving forward

**Voter registration summary by party as of January 31, 2021:**

<b>Ward</b>	<b>Democrats</b>	<b>Republicans</b>	<b>Undeclared</b>	<b>Totals</b>
<b>1</b>	<b>993</b>	<b>1,049</b>	<b>1,195</b>	<b>3,237</b>
<b>2</b>	<b>936</b>	<b>1,002</b>	<b>1,208</b>	<b>3,146</b>
<b>3</b>	<b>886</b>	<b>1,042</b>	<b>1,057</b>	<b>2,985</b>
<b>4</b>	<b>865</b>	<b>722</b>	<b>1,283</b>	<b>2,870</b>
<b>5</b>	<b>880</b>	<b>1,030</b>	<b>1,199</b>	<b>3,109</b>
<b>6</b>	<b>946</b>	<b>778</b>	<b>1,074</b>	<b>2,798</b>
<b>Totals:</b>	<b>5506</b>	<b>5,623</b>	<b>7,016</b>	<b>18,145</b>

Respectfully submitted,

Cassie Givara  
Deputy City Clerk

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City Clerk's Office

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## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: January 1, 2022 – January 31, 2022

Date: February 7, 2022

Ref: Monthly Report for ADMINISTRATIVE DIVISION

### OVERVIEW

#### 1. Personnel Updates

*The Administration Department and Utility Billing have been busy moving into the new facility at 209 Chestnut Hill Road. Having both offices centrally located is extremely efficient for work flow. Staff has set up their new office spaces, as well as supporting other staff with the move while continuing with their daily functions.*

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

*Staff has set up their spaces, labeled and organized supplies, conference rooms, breakrooms and desk areas. Residents have been directed to our new location and have been greeted and guided by our front admin staff. The annual 2022 contractor water and sewer licenses have begun to come through the mail and are being entered into our permitting system.*

*Besides doing payroll for all divisions of DPW, the Administrative staff has completed the internal paperwork for 2 new hires, 1 medium equipment operator and 1 part-time construction inspector and 2 resignations, both were equipment operators/CDL drivers. The new regulation requiring an annual a query for the Federal Motor Clearinghouse has been completed for Commercial Drivers (CDL). Staff has been working on compiling fleet information for the new fuel system, and for the 2nd quarter Industrial*



*pretreatment invoices that were mailed. Admin staff completed all paperwork associated with the NH DHHS Lease Agreement.*

*Accounts payable and receivable is done weekly through this department for all divisions of Public Works, B/G, WTP, WWTF, H/W/S. Requisitions for items needed for department functions are done daily. Bids were processed and awarded for the Household Hazardous Waste Collection Services and a date for the event was set for Saturday May 21, 2022. The Community Center Door Replacement bid was opened and awarded as well and a purchase order was processed for this project. The new engineer plotter was received and set up and all administrative, engineering and GIS staff were trained to use the new piece of equipment.*

*Utility Billing issued 43 door tags for multi-unit apt building associated with the 503 shut off notices that were printed and mailed. A total of 2879 water/sewer quarterly and monthly invoices were mailed, 3 UAB appeals were processed for the February meeting to be held 2/15/22. A total of 212 backflow reminder letters were mailed and 30 final water bills were processed for property sales and transfers. A total of 9 meter installation and replacements were completed. The new envelope stuffing machine was set up and staff completed training on use.*

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

*A seamless transition to the New DPW was completed. This entire move of administrative professionals was completed by each individual moving their own files, computers and miscellaneous equipment, with minimal assist by the Building and Grounds Division.*



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

n/a

**5. Staff Kudos**

*The team work and commitment to helping each other complete the moving process has been phenomenal!!.*

**6. Affected Business Processes or Systems**

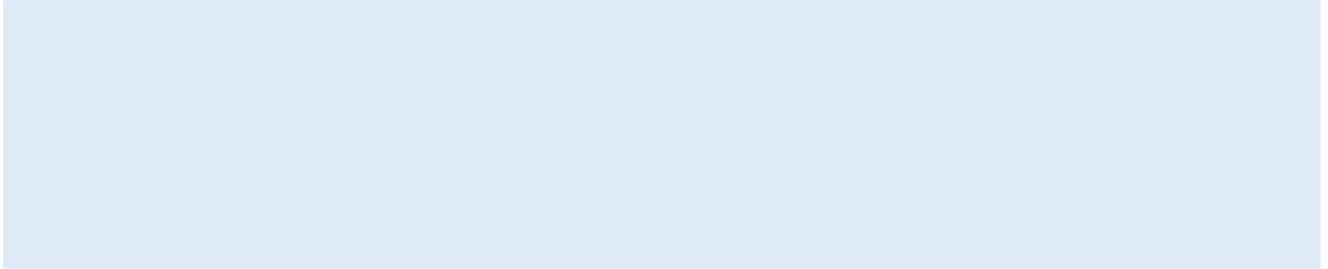
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**7. Training**

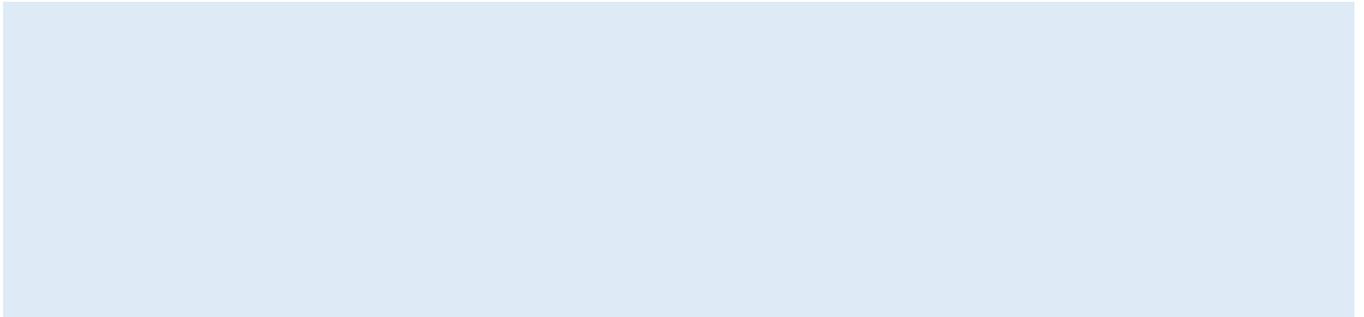
*Staff has trained on the new engineer plotter, new formax envelope stuffing machine and the process of connecting and displaying information on all monitors located at the new building.*



**8. Other**



**9.**





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

**To: Blaine Cox, City Manager**

**From: January 1, 2022-January 31, 2022**

**Date: February 7, 2022**

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

### **OVERVIEW**

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

The Highway / Fleet Division is once again fully staffed after the hire of Joe Provencher. Filling this vacancy was a big impact during this winter.

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

Highway operators responded to many emergencies related to the winter weather, these emergencies including seven snow and ice storms. Highway crew removed 7,553 yards of snow from around the city. Fleet division worked on several break downs, repairs and preventative maintenance.



### 3. Notable Events Related to Unusual Operations

N/A

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

N/A

### 5. Staff Kudos

Winter storms and weather-related emergencies gave staff very few days off in the month January. Their commitment to keeping the City operational with a demanding work schedule, extremely cold temperatures and multiple winter weather events is worth “kudos” to *all* employees for the month of January.

### 6. Affected Business Processes or Systems

N/A



## 7. Training

Staff received training in crane and hoist safety. Staff also received training in the use of the new wash bay and the new vehicle lifts.

## 8. Other

N/A

## 9.

N/A



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

**To: Blaine Cox, City Manager**

**From: January 1, 2022-January 31, 2022**

**Date: February 7, 2022**

**Ref: Monthly Report for UTILITIES DIVISION**

### **OVERVIEW**

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

The Utilities Division lost an operator to another career opportunity in January. Filling this vacancy soon is critical in keeping up with the growing demands of the community's fast growing water distribution and sewer collection systems.

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

System operators responded to many emergencies related to the winter weather. These emergencies included several water breaks, frozen and burst water services and sewer problems related to the extended cold temperatures in January.



### 3. Notable Events Related to Unusual Operations

A significant water main break at the intersection of Columbus Avenue and Old Dover Road caused major traffic problems and left area residents without water for several hours. Rochester PD arrived shortly after repairs began and took control of the traffic situation and improved job site safety. This much appreciated response allowed operators to focus on the water main repairs.

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

Staffing shortages combined with almost daily emergency responses has delayed routine and necessary sewer collection systems maintenance. The installation of a new hydrant at the commons for the purpose of creating a public skating rink was also delayed.

### 5. Staff Kudos

Winter storms and weather-related emergencies gave staff very few days off in the month January. Their commitment to keeping the City operational with a demanding work schedule, extremely cold temperatures and multiple winter weather events is worth “kudos” to *all* system operators for the month of January.

### 6. Affected Business Processes or Systems

N/A



## 7. Training

Staff received training in crane and hoist safety. Staff also received training in the use of specialized sound emitting devices and how they can be used to inspect and evaluate sewer and drain lines.

## 8. Other

N/A

## 9.



## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: January 1, 2022-January 31, 2022

Date: February 7, 2022

Ref: Monthly Report for **BUILDINGS AND GROUNDS DIVISION**

### OVERVIEW

#### 1. Personnel Updates

*Building and Grounds Division continues to have a part time vacancy. This position is for a part time custodian for the City Hall Annex. This position has been posted for 3 months now with no applications received.*

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

*Glass replacement has begun at 19 Wakefield St. Replacement is expected to be completed by 01/28/22 work is proceeding as expected.*

*Lighting upgrades to LED's at the Rochester PD is in progress, Work in the building is 75% complete with completion date of 2/3/22*

*Remodeling of the restroom facilities at the James Foley Memorial Community Center are complete.*

*Senior Center upgrades are in progress. The entire space has been painted and we are in the process of replacing outdated ceiling tiles.*



### 3. Notable Events Related to Unusual Operations

*None.*

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

*In house staff will be remodeling 19 Wakefield St. This will be a challenging task to complete along with keeping up with daily work orders, scheduled maintenance, and other requests as they come in. Remodeling cannot proceed until asbestos abatement is completed on the flooring.*

*Covid 19 is currently affecting our department. In the past 2 weeks 4 employees have had to be out of work due to Covid-19 protocols.*

### 5. Staff Kudos

*Kudos to Steve Vincent and Shane Tufts. Both completed the crane training and will be certified to use the new DPW Equipment as needed.*

### 6. Affected Business Processes or Systems

*None*



## 7. Training

*Training on the electrical system and generator was completed at the new DPW.*

*Crane Training completed for new equipment at the DPW*

## 8. Other

## 9.



## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: January 1, 2022-January 31, 2022

Date: February 7, 2022

Ref: Monthly Report for WATER TREATMENT FACILITY

### OVERVIEW

#### 1. Personnel Updates

*None*

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

*Treated water volume this month was 52.3MG from the surface water facility and 15.7MG, for a total of 68MG delivered to our customers.*

*All water quality testing and monitoring was completed in accordance with NHDES requirements. We are pleased to report that the City of Rochester again met all State and Federal standards for drinking water.*

*Watershed inspections were conducted at Crown Point Crossing, Berry Pond, Tufts Pond, Round Pond, and the Rochester Reservoir. All snow fencing and signage remains intact. All reservoirs are at capacity.*

*Equipment and grounds maintenance was performed at the plant, well, and tanks/stations. Regular filter maintenance included caustic bathing, lateral washing, and media leveling of both beds.*



### 3. Notable Events Related to Unusual Operations

*Two filter gallery valve stem extensions have broken due to premature corrosion. They will be replaced with stainless steel components, and the remaining extensions will be retrofitted.*

*The finish water control valve actuator failed to modulate due to breakage of the brass extrema stops. Field expedient repairs were performed in house using the old raw water control valve components.*

*The anthracite filter washwater hood pump failed due to overcurrent/impeller seizing. A temporary assembly was installed. We currently have no redundancy and are operating at diminished performance on than train. Replacement equipment has been requisitioned.*

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

*Disinfection byproducts in the Gonic/RT125 distribution system area have been declining. Further improvements will be necessary to remain within limits for Q1 of 2022.*

### 5. Staff Kudos

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



## 6. Affected Business Processes or Systems

N/A

## 7. Training

*Staff continued their routine and required “review toward mastery” of industry standards and regulatory requirements. The chief operator attended the January Joint Annual New Hampshire and New England Water Works Association Meeting.*

## 8. Other

*None*



9.



*Removal of the Anthracite Washwater Pump*



## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: January 1, 2022-January 31, 2022

Date: February 7, 2022

Ref: Monthly Report for ENGINEERING DIVISION

### OVERVIEW

#### 1. Personnel Updates

*Alan Dews has been hired to fill the Division's Part-Time Construction Inspector position; his start date will be on or before March 1, 2022.*

*One Assistant City Engineer position remains vacant and posted.*

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

*Strafford Square Roundabout: Construction continues on the utility infrastructure contract, which will primarily facilitate relocating existing above-ground utilities to underground conduits and vaults, along with other underground utility improvements. Bidding of the actual roundabout construction is anticipated in spring 2022.*

*Colonial Pines Sewer Extension – Phase 3: Construction has commenced with ledge removal and sewer main installation on Hillside Drive, and some water service work on Old Dover Road in preparation for sewer main installation there.*

*Route 202A Water Main Extension and Water Tank: Construction has commenced with ledge removal and water main installation on Winkley Farm Lane. A public information meeting was held in January to discuss project details.*



Woodman Area Infrastructure Improvements: Bids are anticipated to be received in February, followed by a spring or early summer construction start. Construction is anticipated to have a duration of 2+ years.

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

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

Route 11 Sewer Pump Station Upgrade: A pre-construction meeting was held with the contractor in September 2021. Due to long lead times for delivery of certain equipment such as pumps, contractor mobilization to the site is not anticipated prior to April 2022; construction is anticipated to be completed by the end of summer 2022.

New DPW Facility: Substantial Completion was issued to the contractor in January 2022. Staff and equipment continue to be transitioned to the new facility.

### 3. Notable Events Related to Unusual Operations

None.



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

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

**5. Staff Kudos**

*Staff have transitioned smoothly to the new DPW Facility with no impacts to services provided.*

**6. Affected Business Processes or Systems**

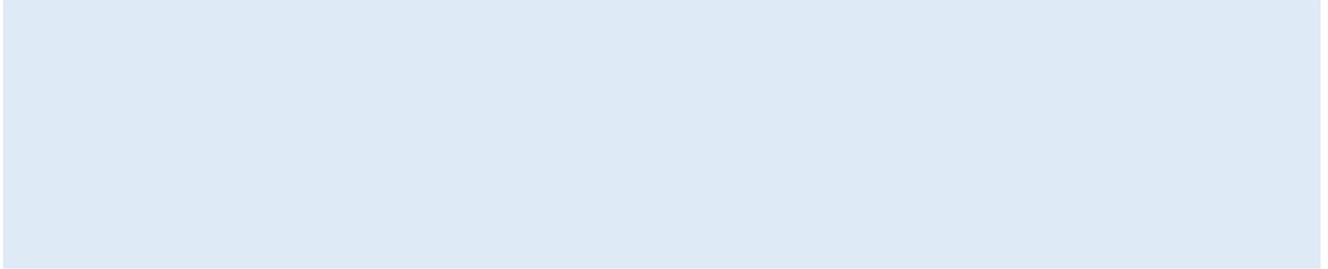
*N/A*

**7. Training**

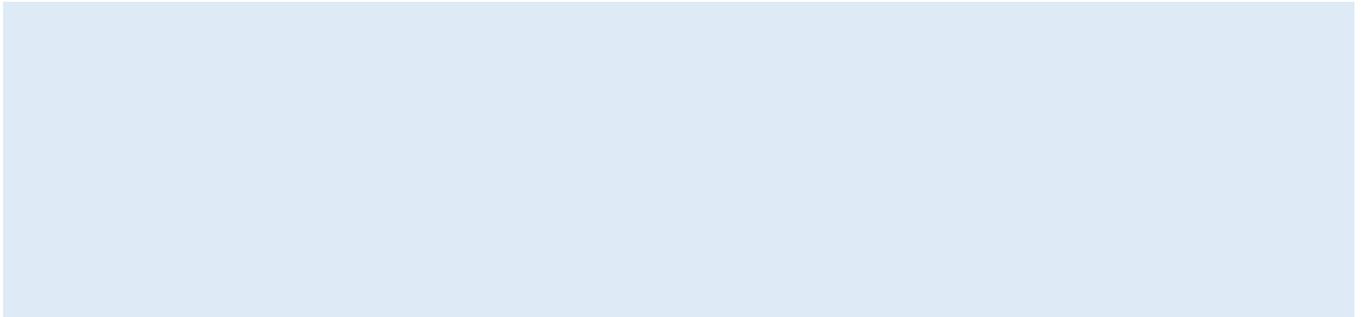
*Staff attended a Sewer Line Rapid Assessment Tool vendor demo/training.*



**8. Other**



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City Clerk's Office

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# Economic & Community Development



1/31/2022

MANAGEMENT REPORT



*Economic Development Report, Written by Mike Scala and Jenn Marsh*

*Community Development Report, Written by Julian Long*



## ECONOMIC DEVELOPMENT DEPARTMENT

### MICHAEL SCALA, DIRECTOR OF ECONOMIC DEVELOPMENT

#### PROJECTS IN THE PIPELINE

Director Scala and Assistant Director Marsh continue to attend weekly economic development update meetings coordinated by Strafford Regional Planning where Seacoast ED groups discuss strategies and programs beneficial to local businesses during the current crisis.

Scala and Marsh also attend bi-weekly calls held by the NH Business Economic Affairs Department (BEA) to receive updates from Commissioner Caswell on the State's ongoing efforts to assist businesses and organizations through the pandemic.

Econ Dev continues to work with multiple developers interested in several lots throughout the city.

#### SCENICSALINGER Project

Chinburg Properties continues the construction phase of the project. They are still on track for a March 2022 opening.

The Congress Street parking lot was made available to Chinburg Properties per their lease with the City. Chinburg will be handling enforcement and the City will be responsible for maintenance of the lot.

#### GRANITE RIDGE DEVELOPMENT DISTRICT – WATERSTONE PROPERTIES GROUP, PHASE II

Director Scala continues to discuss Phase II with Waterstone Properties Group, including future tenant and infrastructure needs.

Waterstone is still interested in residential development within the Ridge District.

## GRANITE RIDGE DEVELOPMENT DISTRICT – Residential Ordinance Change

Econ Dev received the final report from Weston and Sampson. The edited draft ordinance is scheduled to be presented at the PB Workshop on 2/28.

## WAYFINDING (Phase III)

Econ Dev and Community Engagement are reviewing the mock-ups of the new signage and will be placing the order in February. Because of a tremendous backlog, Advantage Signs has informed us that they will not be able to install until spring of 2022.

## SIG SAUER - AMAROSA DRIVE

Sig continues to renovate 8 Amarosa Drive.

They are currently manufacturing at 50% capacity with a goal of 100% by September 2022.

## GRANITE STATE BUSINESS PARK

Prep Partners is nearing completion of their site and are in the process of obtaining a CO.

## 55 N. MAIN (HOFFMAN BUILDING)

The developer is still in the design phase of the build, but still on target to start demo in the spring.

## 38 Hanson Street

A fully executed P&S has been received. HDC approval will not be required for the demo and build.

## 13-17 Hanson Street

Public access to the newly created greenspace is scheduled for spring 2022.

## JENN MARSH, ASSISTANT DIRECTOR ECONOMIC DEVELOPMENT

### NEW BUSINESSES

- No new business opened in January, however, there are 4 business opening in the next few months in the downtown. Two are office, 1 is retail and 1 is entertainment.

### ROCHESTER ECONOMIC DEVELOPMENT COMMISSION

The REDC is working with the Finance Department and Committee regarding the Economic Development Special Reserve Fund. The Chair and Director Scala will attend the February 8<sup>th</sup>

Finance Committee meeting.

## Outdoor Dining

Jenn has been meeting with downtown businesses and restaurants to get a sense of what they would like to see for outdoor dining in 2022. Jenn also met with staff to see if they had any suggestions for the season. She will attend the February Codes and Ordinance Committee. She also has been contacting restaurants that had outdoor dining on private property the last few years to let them know they will need to fill out an application for this season. Wild Willy's and My Cielo received approvals in January.

## Training

Jenn and Mike have signed up for a webinar series with the International Economic Development Association. These webinars cover a variety of topics and will help them with the credits required to renew their CEcD certifications.

## JULIAN LONG, CDBG COORDINATOR & GRANTS MANAGER

### COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

COVID-19: There are a number of weekly conference calls organized by HUD, national homeless coalitions, and other organizations about the ongoing response to the COVID-19 pandemic. The Community Development Coordinator has been attending these calls and forwarding guidelines and resources to Rochester CDBG subrecipients and other regional social services providers. The Community Development Coordinator also continues to track potential funding opportunities for both the city and regional social services providers.

FY 2023 CDBG Annual Action Plan Draft: The Community Development Coordinator has drafted the FY 2023 Annual Action Plan for the CDBG program. The U.S. Department of Housing and Urban Development (HUD) requires that the city submit an action plan outlining its goals and planned activities for the program year. Sections of the plan dependent on committee and City Council funding decisions have been highlighted in blue and will be updated once the Community Development Committee votes on its funding recommendations for FY 2023.

FY 2023 Grant Applications: The FY 23 CDBG grant application was released on October 6th, and the application was due November 19th.

HAVEN – Land Acquisition for Emergency Shelter: HAVEN was awarded FY 2021 CDBG funds to acquire land to construct a new shelter for domestic violence survivors. After a year and a half, HAVEN still has not been able to identify potential property for purchase, and so the Community Development Coordinator has cancelled the activity after consulting with HAVEN leadership. HUD has been informed of the activity cancellation.

Homeless Center for Strafford County – Ductwork Project: The project has been awarded to North Shore Home Energy LLC, the lowest bidder. The Community Development Coordinator has worked with the Homeless Center for Strafford County to coordinate the start of construction, planned for spring 2022.

Lead Paint Remediation: The Community Development Coordinator has completed the environmental review for the new lead remediation project to be conducted by New Hampshire Housing's lead remediation program.

Historic District Commission Façade and Sign Program: The Historic District Commission received FY 2021 CDBG funds for façade and sign improvement grants in the historic district. At its January committee meeting, the commission awarded the remainder of these CDBG funds for the installation of a new sign at Yo's Thai Street Food. The Community Development Coordinator has completed the environmental review for this project and is coordinating with the restaurant and its contractor on labor monitoring.

Fair Housing: As a recipient of HUD funding, the City of Rochester has a duty to affirmatively further fair housing. The Community Development Coordinator has emailed a list of regional realtors with information on recent HUD enforcement actions and National Association of Realtors' fair housing resources.

Trainings and Webinars: In January, the Community Development Coordinator attended the virtual Annual Addiction Submit hosted by the Strafford County Public Health Network. The Community Development Coordinator also attended webinars and trainings on accessory dwelling units, American Rescue Plan Act local funds, the federal infrastructure bill, and the implementation of the New Hampshire coordinated entry system.

## NON-CDBG ACTIVITIES

Gafney Home Affordable Housing Project: The NH Community Development Finance Authority has awarded a CDBG-CV grant to the Gafney Home affordable housing project. The Community Development Coordinator has coordinated the signing of the preliminary contract and submitted the signed award acceptance documentation to NH the Community Development Finance Authority.

Easter Seals Affordable Housing Project: The NH Community Development Finance Authority's review board has voted to approve an award of CDBG-CV funds to the Easter Seals affordable housing project.

Victims of Crime Act (VOCA) Grant: The Community Development Coordinator has drafted and submitted the continuation grant application for continued funding for the Legal Department's victim witness advocacy program. (Unlike previous years, the FY 2023 grant is being funded through American Rescue Plan Act funds.) A preliminary awarded has been received from the NH Department of Justice.

## CAROLE GLENN, ADMINISTRATIVE ASSISTANT

Carole continues to support the Economic Development Department in a variety of ways. She is responsible for Munis operations, supplies ordering, and conference room scheduling and set-up.

At its January meeting, the Rochester Main Street Board of Directors voted to add Carole as a member. In the absence of an executive director, Carole routinely monitors the Main Street email and responds as appropriate. She is working with Jenn on the administrative tasks associated with the Rochester Farmers Market, including managing the market email and Facebook pages, distributing the 2022 Vendor application, and updating the volunteer list for 2022.

Carole, Jenn, and Recreation Supervisor Art Jacobs attended the Community Development Committee meeting in January to speak about the Rec Department's application for funding to create 2 outdoor pickleball courts and a dedicated teen recreation area.

# FINANCE COMMITTEE

## Monthly Financial Summary Report

02/10/2022

**Agenda Item Name:** Monthly Financial Statements Summary – as of January 31, 2021

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

**Name of Person Submitting Item:** Mark Sullivan Deputy Finance Director

**E-mail Address:** mark.sullivan@rochesternh.net

### **Issue Summary Statement**

Below are the revenues & expense highlights through December 31, 2021, which represents approximately 60% completion of FY22.

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

**Motor Vehicle Registrations:** Revenues remain strong at \$3,288,168, 67% collected.

**Waste Management Host Fees:** FY22 third quarterly payment received, total received \$3,611,720. City allocation \$2,733,593 School Department allocation of \$878,127. Quarter 4 payment due April-22

**Building Permits:** Revenues remain strong at \$358,570, 120% collected.

**Interest Income:** Remains very soft at \$17,394, interest rates remain low.

**Interest on Delinquent Taxes:** Collections at \$330,669, 95% collected.

**State of NH Rooms & Meals:** \$2,296,678 received, \$728,399 over budget. The surplus of \$728,399 was used to offset the DRA 2021 final property tax rate.

**Highway Block Subsidy:** FY22 third payment received, total received \$493,672, 82% collected.

**Cablevision:** Two quarterly payments received, total \$69,512.

**Current Use Taxes:** Current Use tax revenues are strong at \$112,728.

**GENERAL FUND EXPENSES:** Overall expenses are slightly above budget at 65%. Expense details are 62% actually expended and 3% encumbered to spend. Salary, OT & Benefits are trending slightly below budget at 54%

**Fire & Police Over Time:** Fire Department Overtime trending high at 117% expended, Police Overtime trending at 106% expended.

**Welfare Direct Assistance:** Continues to trend low at 29% expended.

**WATER-SEWER SPECIAL REVENUE FUNDS:**

**Water-Sewer Funds:** Water-Sewer User Fee revenues remain strong on each fund, with low delinquencies. FY22 Water Fund expenses are trending below budget at 38%, Sewer Fund expenses are trending below budget at 46%.

**Community Center:** Expenses trending slightly above budget at 62%, and Revenues are at 55% collected. Will continue to monitor and advise.

**Arena Special Revenue:** Expenses high at 68.5%. This is primarily due to an emergency ice repair of \$29k. Revenues are at 74% collected, but includes a \$129,815 contribution from ARPA grant funds.

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# PLANNING Forthcoming

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Report Forthcoming

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# Recreation & Arena Monthly Report

02/10/2022

To: Blaine Cox, City Manager  
 Mayor Callaghan  
 Members of the City Council

From: Lauren Krans –Asst. Recreation & Arena Director  
 Date: January 2022 Monthly Report

Program	Participation
Co-Ed 30+ Basketball League	52
18+ Pick Up Sports	70
18+ Floor Hockey	53
Adult 30+ Open Gym	123
18+ Volleyball	75
Youth Basketball 1 <sup>st</sup> / 2 <sup>nd</sup> Grade	57
Youth Basketball 3 <sup>rd</sup> /4 <sup>th</sup> Grade	71
Youth Basketball 5 <sup>th</sup> / 6 <sup>th</sup> Grade	72
Youth Basketball High School	36
Family Open Gym	228
Public Ice Skating	992
Senior Breakfast	26
Senior Cardio Drumming	52
Senior Dance Lessons	7
Senior Pickleball Weekday	245
Senior Power Hour	110
Senior Table Tennis	12
Senior Trips	Rescheduled
Senior Zumba Gold	58
Walk & Talk: Historical Society	28
<b>January Total</b>	<b>2,367</b>

## Ice Season

The ice has been busy at the Rochester Arena. January Public Skating numbers were higher than our pre-Covid January numbers in 2017, 2018, and 2019. To accommodate for the brief ice interruption at the start of the season, ice will remain in until April 1<sup>st</sup>. Our team is busy coordinating with our ice user groups to schedule this additional month of ice time.

## Rochester Historical Society Tour

Our department has gotten quite good at turning lemons into lemonade! Out of an abundance of caution, we postponed our January Senior Trip to the Oxford Casino. Instead, we hosted a pop up “Walk & Talk” at the Rochester Historical Society. Our team member and historical society president Bob led a group of 28 community members on a tour of the facility. We will continue to collaborate with the historical society on future programming.

## Gym Activities

Youth Basketball season is underway. Saturdays are once again a buzz of activity here at the Rec. After much consideration, it was decided that masks would be encouraged, but not mandatory for families and players. Our youth basketball families have been more than cooperative with limiting the amount of people they bring each week.

18+ Drop in Sports has been a popular activity on Sunday mornings. From 7:30-9:30am adults can drop in for \$5 and play basketball or floor hockey. We’ve received lots of positive feedback on this program.

## Summer Hiring

Our team has already started planning for Summer 2022. We will be posting for summer hiring shortly. This year we will collaborate with Spaulding High School to create an ELO (Extended Learning Opportunity) so that interested summer staff can receive school credit for the important work they do over the summer. We are excited to fortify our long-standing partnership

Arena Supervisor Steve gave St. Charles School students a tour of the arena and taught them about the mechanics of a Zamboni!

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# ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

02/10/2022



To: Blaine Cox, City Manager  
From: Perry Plummer, Fire Chief  
Date: February 9, 2022  
Ref: **Monthly Report January 2022**

On behalf of the members of the Rochester Fire Department, I am pleased to provide you with the department's monthly report for January 2022.

## ON-DUTY STAFFING LEVELS

- Full Staffing – personnel on-duty – **13% of shifts in January**
- One FF Short- personnel on-duty – **35% of shifts in January**
- Two FF's Short – personnel on-duty – **52% of shifts in January**

## PERSONNEL:

### DEPLOYMENTS:

- Firefighter Lilah Cherim – US Marine Corp - Deployed 04/01/2021 - Expected Return May 2022
- Firefighter Kevin Banks – US Air Force - Deployed 06/13/2021 - Expected Return Feb 19th 2022
- Firefighter J.B Riley – US Air Force - Deployed 06/13/2021 - Expected Return Feb 23rd 2022

### EMPLOYMENT INFO

- Firefighter Camden McLean completed his 1 year probationary period on January 4, 2022
- Firefighter John Boodey completed his 1 year probationary period on January 18, 2022
- Firefighter John "Jack" Healey began his career with the City on January 24, 2022



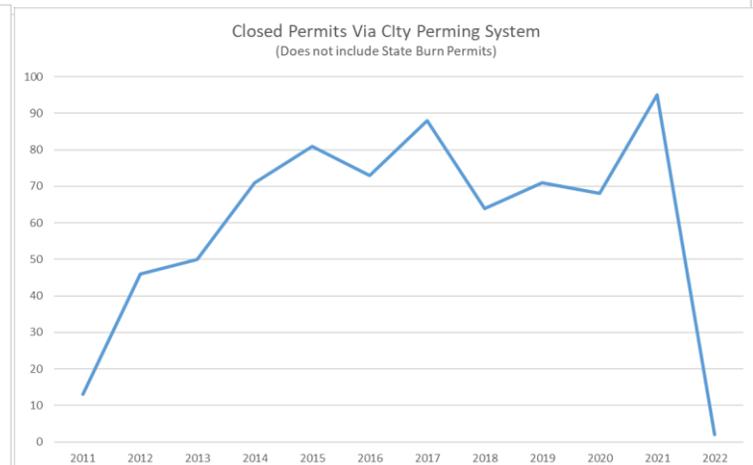
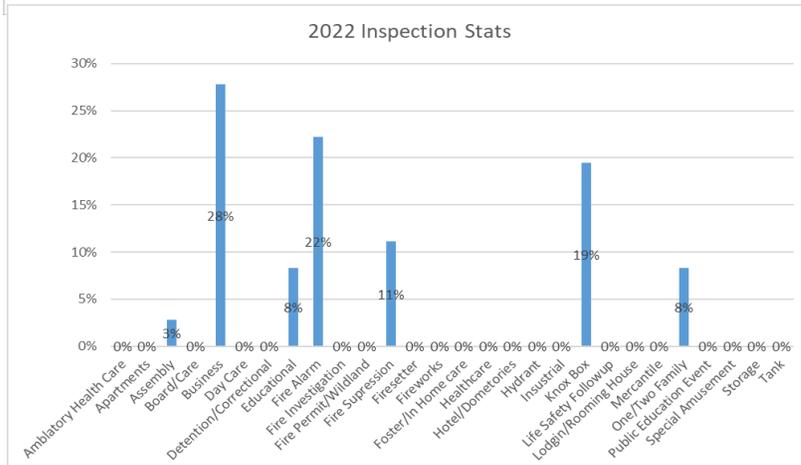
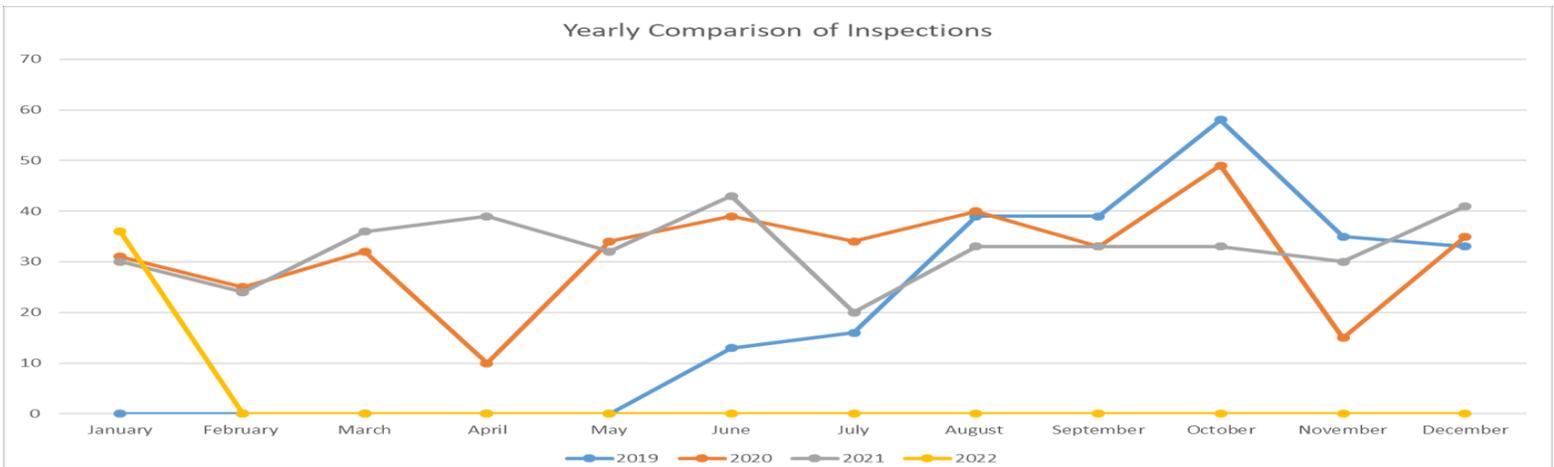
### VACANCIES

All positions are filled with the exception of the Deputy Chief of Training position, which is vacant due to the retirement of D/C Darryl Jeffers on January 31, 2022.

## EMERGENCY RESPONSE STATISTICS

Call Type	Jan-2021	Jan-2022	% Change	21 Fiscal YTD July 1 - Jan 31	22 Fiscal YTD July 1 - Jan 31	% Change
Fire Calls/ Explosion	8	7	-14%	99	39	-61%
Overpressure/Rupture	0	1	100%	1	2	100%
Emergency Medical Services	78	127	39%	594	781	31%
Rescue	26	29	10%	215	224	4%
Hazardous Conditions	10	18	44%	138	95	-31%
Service Calls	31	47	34%	275	268	-3%
Good Intent Calls	10	30	67%	149	206	38%
False Calls	23	23	0%	179	215	20%
Severe Weather/Natural Disaster	0	0	0%	8	1	-700%
Special Type/Complaint	0	0	0%	0	2	200%
Other	0	7	700%	1	7	600%
<b>TOTALS</b>	<b>186</b>	<b>289</b>	<b>55%</b>	<b>1659</b>	<b>1840</b>	<b>11%</b>

## COMMUNITY RISK REDUCTION:



The Fire Prevention division received a referral to assist an elderly couple who has a person that lives in the home with Vascular Dementia. The home did not have any detection and notification devices installed. DC Hughes Installed a whole home interconnected smoke and carbon monoxide system.



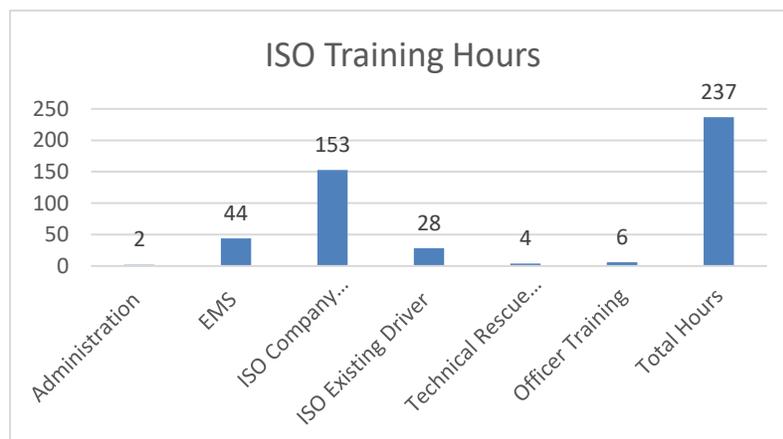
**Car Seat Inspection/Installation**

Research from the National Highway Traffic Safety Administration ([NHTSA](#)) shows **59%** of car seats are not installed correctly.

The Department installed 4 car seats for citizens this month.

**TRAINING:**

Class held for the upcoming promotional testing on how to study, take notes and test instructed by Chief Plummer.



## **OPERATIONS:**

A-Shift Firefighters responded to Central Street for a 2 alarm building fire. The first in crews did an outstanding job attacking the fire that started on the second floor. The fire remains under investigation at this time. No civilian or personnel injuries occurred at the fire. Mutual aid assisted on scene.

The Department took delivery of two new Silverado pickup trucks to be utilized as command vehicles for the Deputy Chiefs. They will be outfitted over the next two months and are expected to be in service sometime in April.



Firefighter Healey spent a week with the command staff for orientation before joining Captain Lenzi and A shift for assignment.

## **KUDO'S – Above and Beyond**

- 1/27/2022 - Received a voicemail from a resident that “A-Shift” responded to her house and she wanted to pass along that they did a very good job on an issue with her furnace. She is very thankful that we have such a wonderful Fire Department.
- 1/31/2022 - Thank you from a resident who received top notch care from “C shift”

Hi. I wanted to send a message to express my sincere thanks and appreciation to the firefighters who came out to my house at 1 o'clock this morning to help my 14 yr old Alaskan malamute who had slipped on the deck stairs and got his leg stuck under the railing. After freeing his leg they also helped carry his 120 lb tired body into the house to his dog bed. He is doing pretty well today considering. Just a little more stiff and sore than usual.

Anyway again just a BIG thank you to the rochester fire dept, particularly the 3 men who helped Moose and I.

If possible I would like to bring them some treats to show my appreciation. Let me know.

Thank you,  
Christy



## ROCHESTER POLICE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Gary M. Boudreau, Chief of Police

Date: 02/07/2022

Ref: Monthly Report for January 2022

### OVERVIEW

#### 1. Personnel Updates

**Personnel:** We continue to work on filling open positions within the Department. Currently we have eight vacancies in sworn positions and six vacancies in civilian staffing.

Three candidates interviewed by the Commission all received conditional offers and backgrounds are underway.

There are four conditional offers and backgrounds have been started for the open Communications Specialists positions.

We are sending four recruits to the Police Academy beginning February 7, 2022.

Two officers who were on military deployments return to full duty status in February.

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

##### **Comp Stat:**

Decreases to our field activity over the year can be contributed to short staffing as well as the ongoing pandemic. While motor vehicle collisions decreased, there was one fatal accident in this reporting period.

Property crimes overall compared to prior years are down 32% in all areas.

Violent crimes year to date are down by 28%.

Drug offenses compared to last month are slightly lower but year to date have increased. Overdoses are slightly increased compared to last year.



### Vehicle Updates

The new ACO truck arrived and is scheduled for equipment installation at our vendor.

Two new frontline cruisers have arrived. They are being prepared for equipment installs and painting before being put on the road. They replace two high-miles cruisers. A third cruiser to replace one that was totaled in an accident is pending delivery.

Mobile Dispatch Backup Trailer renovations are substantially complete, pending one part on order.

### 3. Notable Events Related to Unusual Operations

Department members are working collaboratively on homeless outreach services. A meeting was held with the Sanford, Maine Police outreach detective and assistant chief. They have been nationally recognized for their work in this area. We are exploring things that have been successful there, which could possibly apply and be adapted in Rochester. A list of resources is being compiled for patrol officers to use in facilitation of these efforts.

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

**Personnel:** We continue to aggressively recruit to hire qualified people in a limited candidate pool. We have two rounds of hiring scheduled in February for police positions. We have officers who have volunteered to be part of a recruitment program with the Police Department and to participate in area job fairs. Further we will host our own job fair at the Police Department on Saturday, February 19, 2022 from 1-3PM.

We are actively recruiting for an open part-time Evidence technician. This is a critical function in the agency.

**Operations:** Our Problem Oriented Policing (POP) and Community Engagement Officer (CEO) positions remain reassigned to patrol for staffing shortages. We will reassess this at the end of February, but the reality is we may not be able to reestablish the unit this fiscal year.

Legislative changes to the juvenile justice system and juvenile law began in January 2022. This will have an impact on our juvenile division coordinator and juvenile prosecutor.



## 5. Staff Kudos

Juvenile Division Coordinator Nicole Rodler has been nominated to sit on the Governor's Children's Behavioral Health Oversight Commission.

## 6. Affected Business Processes or Systems

*Not Applicable*

## 7. Training

One officer completed field training and was released to solo patrol. We have three recruits moving into the second phase of field training.

K9 Ripley and Officer Hatch continue training toward certification. The goal is for a Spring date to be determined.

## 8. Other

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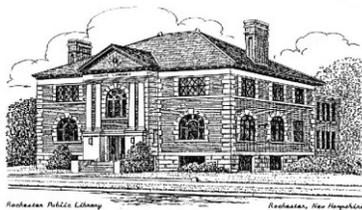
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**Rochester Public Library**  
65 South Main St.  
Rochester, NH 03867

02/10/2022

Main Desk: (603) 332-1428  
Reference: 335-7550  
Children's: 335-7549  
Fax: 335-7582  
[www.rpl.lib.nh.us](http://www.rpl.lib.nh.us)

## **MONTHLY REPORT** **January 2022**

There was a total of 9,387 items circulated with 2,560 people visiting the library in the month of January. Two hundred-six patrons used the library's Internet computers. Interlibrary loan activity included 70 materials borrowed from other libraries and 150 loaned to other libraries. The library staff continued throughout the month to post interactive content to social media pages and the library's website.

Saturday, January 8<sup>th</sup> through Friday, January 15<sup>th</sup> families were welcomed to pick-up "Collage Rainbow" craft kits for a Take It & Make It at home craft project. The kits were available during Library business hours on a cart at the Children's Room entrance.

Saturday, January 8<sup>th</sup> was the start of an Adult Take It & Make It craft program here at the library. Lead librarian in Adult Programming, Abby Steele, welcomed patrons to pick-up a "Birdseed Ornament" craft kit for an adult at home project. The kits were also available during Library business hours on a cart at the Children's Room entrance.



Winter story times began in the Children's Room the week of January 3<sup>rd</sup>. Ten story times with "Stay & Play" were held this month. We met in the Story Time room first to share books, fingerplays, songs and movement followed by a 30-minute "Stay & Play" in the Children's Room. This time allows children to participate in unstructured play and socialize, while adults have an opportunity to meet other families in our community.

"RPL to Go" continued throughout the month. Patrons selected items online, through email or over the phone and staff members checked-out these items and called with a designated pick-up time. Over 41 appointments for pick-up were made throughout the month of January.

Two hundred eighty-eight of our library patrons downloaded 1,641 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 415 digital downloads from Hoopla.

Trustees will be meeting in the library on February 15<sup>th</sup> at 6pm.

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<b>Online Credit Card Payments (Citizen Self Service)</b>		
<b>CSS Count FY 22</b>		
<b>Month</b>	<b>Total \$\$</b>	<b># of Payments</b>
July	\$ 1,305,628.13	1039
Aug	\$ 220,363.71	728
Sept	\$ 180,800.32	647
<b>Oct</b>	<b>\$ 171,014.03</b>	<b>630</b>
Nov	\$ 171,461.28	754
Dec	\$ 996,034.92	1102
<b>Jan</b>	<b>\$ 1,371,230.13</b>	<b>1149</b>
Feb		
Mar		
Apr		
May		
June		
<b>Totals</b>	<b>\$ 4,416,532.52</b>	<b>6049</b>

<b>Auto Registration Totals FY 22</b>		
<b>Month</b>	<b>Total \$\$</b>	<b># of Transactions</b>
July	\$ 503,573.94	3397
<b>Aug</b>	<b>\$ 524,877.90</b>	<b>3530</b>
Sept	\$ 492,488.99	3211
<b>Oct</b>	<b>\$ 561,576.55</b>	<b>3191</b>
Nov	\$ 427,117.22	2817
Dec	\$ 404,606.65	2525
<b>Jan</b>	<b>\$ 478,638.50</b>	<b>2857</b>
Feb		
March		
April		
May		
June		
<b>Totals</b>	<b>\$ 3,392,879.75</b>	<b>21528</b>

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**Rochester, New Hampshire  
Inter office Memorandum**

**TO: Blaine Cox  
City Manager**

**FROM: Todd M. Marsh  
Director of Welfare**



**SUBJECT: Analysis of Direct Assistance for January 2022.**

**DATE: February 1, 2022**

This office reported 63 formal case notes for the month of January.

Voucher amounts issued were as follows:

	<u>6</u> <u>Families</u> <i>3 new</i>	<u>3</u> <u>Single</u> <i>1 new</i>
Burial .....	.00	.00
Dental .....	.00	.00
Electricity .....	97.00	.00
Food.....	.00	.00
Fuel heating .....	347.40	.00
Mortgage .....	318.00	.00
Prescriptions .....	.00	.00
Rent .....	394.00	600.00
Temporary Housing.....	.00	510.00
Transportation .....	<u>.00</u>	<u>.00</u>
<b>TOTAL</b>	<b>\$1,156.40</b>	<b>\$1,110.00</b>

General Assistance above represents an average cost per case/family of \$192.73 and case/Individual of \$370.00 for this month.

Total vouchers issued: \$2,266.40

There was a decrease of \$7,301.05 in assistance issued this month compared to January 2021. There was a decrease of \$5,615.58 in vouchers issued this month compared to last month.

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

**NOTES**

January budget impact includes beginning use of federal tax refunds by residents for owed expenses. Also, continued Covid-19 situation, including continued availability of New Hampshire Housing Relief Program funds coordinated by Community Action.