



**City Council Public Hearing
July 16, 2019
Council Chambers
7:00 PM**

Agenda

- 1. Call to Order**
 - 2. Amendment to Chapter 75 of the General Ordinances of the City of Rochester Regarding Means of Escape [Fires and Fire Safety] P. 5**
 - 3. Amendment to Chapter 94 of the General Ordinances of the City of Rochester Regarding Overcrowded Housing P. 7**
 - 4. Amendment to Chapter 40 of the General Ordinances of the City of Rochester Regarding Building, Plumbing, Electrical, and Life Safety Codes P. 9**
 - 5. Adjournment**
-

**Rochester City Council Special Meeting
July 16, 2019
Council Chambers
*Immediately following the public hearing***

- 1. Call to Order**
- 2. Resolution Authorizing Supplemental Appropriation to the FY 2020 Sewer Fund Capital Improvement Plan Project Fund in Connection with Wastewater Treatment Plant (WWTP) Biosolids and Carbon System Storage Facilities Project in the Amount of \$8,750,000.00 and Bonding Authority Pursuant to RSA 33:9 and Authorizing the Application for a State of New Hampshire Department of Environmental Services (NHDES) Clean Water State**

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City Clerk's Office

Revolving Fund (CWSRF) Loan *first reading and refer to public hearing* P. 11

- 3. Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal Year 2019-2020 *first reading and refer to public hearing* P. 17**
 - 4. Adjournment**
-

**Rochester City Council Workshop
July 16, 2019
Council Chambers
*Immediately following the special meeting***

Agenda

- 1. Call to Order**
- 2. Public Input**
- 3. Communications from the City Manager**
- 4. Communications from the Mayor**
- 5. *Update:* Frisbie Hospital – HCA Merger**
- 6. Department Reports P. 23**
- 7. Other**
- 8. Non-Public/Non-Meeting**
 - 8.1. Non-Public Session per RSA 91-A:3, II(d) Land**
- 9. Adjournment**

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City Clerk's Office

**Amendment to Chapter 75 of the General Ordinances of the City of Rochester Means of
Escape**

THE CITY OF ROCHESTER ORDAINS:

**That Chapter 75 of the General Ordinances of the City of Rochester and currently before the
Rochester City Council, be amended as follows (changes in red):**

§ 75-11 Means of escape.

~~All factories, hotels, tenement houses, public halls, schoolhouses and other buildings used as
places of public resort in the City shall be provided with ample means of escape in case of a fire
and adequate facilities for entrance and exits on all occasions, and be so erected as not to
endanger the health and safety of persons who occupy them.~~

The effective date of these amendments shall be upon passage.

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City Clerk's Office

**Amendment to Chapter 94 of the General Ordinances of the City of Rochester Regarding
Overcrowded Housing**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 94 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (changes in red):

§ 94-1. Overcrowded housing.

No owner, lessee, or keeper of any tenement house, lodging house, or boardinghouse shall cause or allow any such house to be overcrowded or allow so great a number of persons to dwell or sleep in such house or houses or any portion thereof so as to cause danger to health, and no such place or room shall be so overcrowded that there shall be less than 500 cubic feet of air or a floor space of less than 50 square feet to each occupant of such place, building or room. ~~No room as a living or sleeping room shall hereafter be built without direct opening to the outdoor air.~~

The effective date of these amendments shall be upon passage.

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City Clerk's Office

**Amendment to Chapter 40 of the General Ordinances of the City of Rochester Regarding
Building, Plumbing, Electrical, and Life Safety Codes**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 210 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (changes in red):

§ 40-1 Statutory authority.

The provisions of New Hampshire Revised Statutes Annotated Chapter 673, as amended, pertaining to an inspector of buildings, building plans, regulations, and appeal are hereby adopted.

§ 40-2 Building Code Board of Appeals.

The power of a Building Code Board of Appeals in Chapter 673 of the New Hampshire Revised Statutes Annotated shall be vested in the Rochester Zoning Board of Adjustment.

§ 40-3 Recognition and adoption of State Building Code and State Fire Code.

The City of Rochester hereby recognizes that the State Building Code under RSA 155-A and the State Fire Code under RSA 153 are applicable within the City of Rochester and for enforcement purposes adopts the provisions of the same.

§ 40-4 Department of Building, Zoning, and Licensing Services.

For enforcement purposes by the City of Rochester, all references in the State Building Code under RSA 155-A, or in any applicable successor code, to the "department of building safety" shall be deemed to refer to the Department of Building, Zoning, and Licensing Services for the City of Rochester, and all duties as defined therein, including those imposed upon the "Building Official," shall be assumed by said Director of the Building, Zoning, and Licensing Services Department, along with the right to enforce the same.

§ 40-5 Adoption of other codes.

A. Pursuant to the provisions of RSA 47:22, 674:51 and 674:51-a, there are hereby adopted by the City of Rochester for the purpose of establishing rules and regulations, including the issuance of permits for the construction, alteration, removal, demolition, equipment, location, maintenance, use and occupancy of buildings and structures, installation of plumbing, use of concrete, masonry, metal, iron and wood, and other building material, the installation of electric wiring, and fire protection incident thereto and for the prevention of fires, the following codes:

- (1) International Property Maintenance Code (2006 edition), published by the International Code Council, Inc., Copyright 2006.
- (2) International Existing Building Code ~~(2009 edition), published by the International Code Council, Inc., Copyright 2009,~~ as codified at RSA 153.

B. Three copies of each of the aforesaid codes have been and are now on file in the office of the City Clerk of the City of Rochester and three copies of such codes are filed with the Department of Building, Zoning, and Licensing Services for the City of Rochester. Such codes are hereby adopted and incorporated as fully as if set out at length herein, and from the date on which this section shall take effect, the provisions thereof shall be controlling on the construction of all buildings and other structures within the corporate limits of the City of Rochester. There are annexed to such of the aforesaid codes, as filed in the office of the City Clerk and the Department of Building, Zoning, and Licensing Services, as set forth below, the following exhibits setting forth the insertions in, deletions from, exceptions to and/or changes in such codes, which insertions, deletions, exceptions and/or changes are adopted as part of the aforementioned codes:

- (1) Exhibit A, Statement dated September 4, 2007, of insertions in, deletions from, exceptions to and changes in the International Property Maintenance Code (2006 edition) by the City of Rochester, New Hampshire.
- (2) Exhibit A, Statement dated January 4, 2011, of insertions in, deletions from, exceptions to and changes in the International Existing Building Code (2009 edition) by the City of Rochester, New Hampshire.

§ 40-6 Life Safety Code.

The duties defined in and the enforcement of the Life Safety Code, ~~NFPA 101 (2003 edition)~~, as codified at RSA 153 or any applicable successor code, shall be assumed by the Fire Chief of the City of Rochester or his/her authorized representative.

§ 40-7 Electrical Code and Property Maintenance Code.

The duties defined in and the enforcement of the NEC 2005, National Electrical Code ~~(2005 edition)~~, as codified by RSA 155-A and the International Property Maintenance Code (2006 edition), or any applicable successor codes, shall be assumed by the Director of Building, Zoning, and Licensing Services or his/her authorized representative.

§ 40-8 Plumbing Code.

The duties defined in and the enforcement of the International Plumbing Code ~~(2006 edition)~~, as codified at RSA 153 or any applicable successor code, shall be assumed by the Director of Building, Zoning, and Licensing Services, or his/her authorized representative, except as otherwise provided in Chapter 200, Sewers, of the Code of the City of Rochester where the same are defined as the duties of the Commissioner of Public Works, with inspections to be done by the Director of Building, Zoning, and Licensing Services or an authorized member of the Division of Water Supply Works or Division of Sewage and Waste Treatment Works.

The effective date of these amendments shall be upon passage.

Resolution Authorizing Supplemental Appropriation to the FY 2020 Sewer Fund Capital Improvement Plan Project Fund in Connection with Wastewater Treatment Plant (WWTP) Biosolids and Carbon System Storage Facilities Project in the Amount of \$8,750,000.00 and Bonding Authority pursuant to RSA 33:9 and Authorizing the Application for a State of New Hampshire Department of Environmental Services (NHDES) Clean Water State Revolving Fund (CWSRF) Loan

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

That the amount of Eight Million Seven Hundred Fifty Thousand Dollars (\$8,750,000.00) is hereby appropriated as a supplemental appropriation to the Department of Public Works FY2020 Sewer CIP fund for the purpose of paying costs associated with the WWTP Biosolids and Carbon System Storage Facilities Project.

In accordance with the provisions of RSA 33:9 and in conjunction with this supplemental appropriation, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Eight Million Seven Hundred Fifty Thousand Dollars (\$8,750,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate.

Further, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, authorize the Department of Public Works to submit a grant application in the amount of Fifteen Million Nine Hundred Fifty Two Thousand Seven Hundred Seventy Three and 50/100 Dollars (\$15,952,773.50) to the NHDES CWSRF Loan program in order to finance the completion of the WWTP Biosolids and Carbon System Storage Facilities Project.

It is also further resolved that the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept the loan amount of Fifteen Million Nine Hundred Fifty Two Thousand Seven Hundred Seventy Three and 50/100 Dollars (\$15,952,773.50) from the NHDES CWSRF Loan program.

Finally, the Mayor and City Council of the City of Rochester, by adoption of this Resolution authorize the City Manager and/or the Finance Director to act as the City's representative(s) for the execution of all documents necessary to complete the application to the CWSRF.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution and to establish special revenue, non-lapsing, multi-year fund account(s) as necessary to which said sums shall be recorded.

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City Clerk's Office



07/11/2019

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**

WWTP Biosolids Dewatering & Carbon System Storage Facilities - Supplemental Appropriation, CWSRF Loan Application Authorization & Designation of Authority

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☒ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	July 16, 2019	
DEPT. HEAD SIGNATURE	Peter C. Nourse, Director of City Services	
DATE SUBMITTED	July 9, 2019	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	Public Works & Buildings
CHAIR PERSON	Councilor Ralph Torr

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Sewer Fund
ACCOUNT NUMBER	55026020-772000-20XXX
AMOUNT	\$8,750,000
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Charter, Section 4: Except as herein provided otherwise, the City Council shall have all powers conferred by law upon City Councils, Boards of Mayor and Aldermen, and the Selectmen of Towns so far as applicable to cities.

SUMMARY STATEMENT

The Department of Public Works submitted a pre-application to NHDES for consideration of CWSRF Funding for the WWTP Biosolids/Sludge Dewatering Facility and the Carbon Feed System Storage Facility. Based on NHDES's priority ranking process these projects are both eligible to submit a formal application for CWSRF loan funding. NHDES has recommended one loan for both projects to include the construction and construction engineering associated. The Project has been out to bid and the current funding is insufficient. The amount necessary to complete both projects is \$15,952,773.50.

The current funded Total is \$7,252,241.73 as follows:

Biosolids Dewatering	55026020-772000-16545	\$952,241.73
Biosolids Dewatering	55026020-771000-17546	\$5,000,000.00
Carbon Storage	55026020-772000-19546	\$1,300,000.00

This Supplemental Appropriation request is in the amount of \$8,750,000. This will complete both facilities. The bid listed the Carbon Storage Facility as an alternate. The Dewatering Facility is the base bid and priority project. DPW recommends completing both projects as the cost will likely escalate if we were to postpone the Carbon Storage Facility for a later date.

Sludge Dewatering portion is \$6,700,000

Carbon Storage Facility portion is \$2,050,000

The funding source for the project is borrowing (CWSRF & Bonding if necessary).

RECOMMENDED ACTION

1. Resolution Authorizing a Supplemental Appropriation from the Sewer Fund in the amount of \$8,750,000 for the Construction of the WWTP Biosolids Dewatering and the Carbon Storage Facilities. The funding source is borrowing which includes NH State Revolving Fund Loan and bonding if necessary.

2. City Council Authorization to submit the formal application to NHDES for the CWSRF Loan associated with the WWTP Biosolids and Carbon System Storage Facilities project in an amount up to \$15,952,773.50.

3. City Council Authorization for the City Manager AND the Finance Director to act as the designated authorities for loan documentation and contract execution associated with the CWSRF Loan for the WWTP Biosolids and Carbon System Storage Facilities .

AGENDA BILL - FUNDING RESOLUTION**EXHIBIT**Project Name: Date: Fiscal Year:

Fund (select):

GF Water Sewer Arena CIP Water CIP Sewer CIP Arena CIP Special Revenue Fund Type: Lapsing Non-Lapsing **Deauthorization**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	55026020	772000	20XXX	-	-	\$8,750,000.00 -
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From
To

If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal Year 2020

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

WHEREAS, the City of Rochester has received additional requests for funding for Community Development Block Grant (CDBG) eligible projects and has unallocated prior year CDBG funds;

WHEREAS, the Mayor and City Council of the City of Rochester desire to program these additional funds into other worthwhile activities;

THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby appropriate Five Thousand Dollars (\$5,000.00) in unexpended prior year CDBG funds for a My Friend's Place generator project and to reallocate Five Thousand Dollars (\$5,000.00) in Community Action Partnership's previously awarded FY 20 weatherization funds towards an emergency winter homeless shelter project.

FURTHER, that the funds necessary to fund the above appropriation shall be drawn in their entirety from the above-mentioned FY 2020 and prior fiscal year CDBG grant funds that the City of Rochester has received from the federal government.

FURTHER STILL, to the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution and to establish special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded.

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City Clerk's Office



07/11/2019

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
CDBG FY20 Action Plan Amendment

COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

AGENDA DATE	June 16, 2019		
DEPT. HEAD SIGNATURE	Mike Scala, via email		
DATE SUBMITTED	7/10/2019		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2	

COMMITTEE SIGN-OFF

COMMITTEE	Community Development Committee
CHAIR PERSON	Elaine Lauterborn

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	CDBG (HUD)
ACCOUNT NUMBER	TBD
AMOUNT	\$10,000.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

4 CFR § 91.1 requires the submission of an Annual Action Plan for the City of Rochester to continue to receive Community Development Block Grant funding.

SUMMARY STATEMENT

At the July 8, 2019, the Community Development Committee voted to amend the adopted FY 2020 CDBG annual action plan to allocate \$5,000 in unexpended prior year CDBG funds for My Friend's Place generator project and to reallocate \$5,000 in Community Action Partnership's previously awarded FY 20 weatherization funds towards an emergency winter homeless shelter project.

RECOMMENDED ACTION

- Step 1 (7/16/2019): Review of the draft FY20 Annual Action Plan amendment and referral to public hearing scheduled for August 6, 2019.
- Step 2 (8/6/2019): Public hearing to solicit citizen feedback on adoption of the draft FY20 Annual Action Plan amendment.
- Step 3 (9/10/2019): Second review and adoption of the draft FY20 Annual Action Plan amendment.

AGENDA BILL - FUNDING RESOLUTION**EXHIBIT**Project Name: Date: Fiscal Year:

Fund (select):

GF Water Sewer Arena CIP Water CIP Sewer CIP Arena CIP Special Revenue Fund Type: Lapsing Non-Lapsing **Deauthorization**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	61317075	652001		5000.00 -	0.00 -	0.00 -
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD		290,637.00 -	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From
To

If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

June Department Reports:

- 6.1 Assessor's Office P. 25**
- 6.2 Building, Zoning, and Licensing Services P. 27**
- 6.3 City Clerk's Office P. 35**
- 6.4 Department of Public Works P. 37**
- 6.5 Economic & Community Development P. 45**
- 6.6 Finance Office P. 53**
- 6.7 Planning & Development Department P. 61**
- 6.8 Recreation & Arena P. 65**
- 6.9 Rochester Fire Department P. 67**
- 6.10 Rochester Police Department P. 69**
- 6.11 Rochester Public Library P. 71**
- 6.12 Tax Collector's Office P. 73**
- 6.13 Welfare Department P. 75**

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City Clerk's Office



City of Rochester, New Hampshire

Assessor's Office

19 Wakefield Street

Rochester, New Hampshire 03867-1915

(603) 332-5109

Email: assessor@rochester.net

Web Site: www.rochesternh.net

July 9, 2019

To: City Manager/Council

From: Theresa Hervey, Assessing

Subject: June Council Report

Revenue Received/Collection Warrants issued:

June 2019 Tax Bills	\$32,520,503.00
PILOT Payment Rochester Housing Authority	
c/o NHBFA Safran Lease	\$ 764,193.47
Land Use Change Tax	\$ 4,500.00
Timber Tax Warrant	\$ 3,895.94

- The Field Assessors are out verifying sales that have occurred from 10/1/2018 to present, in preparation for the City Wide Revaluation.
- Our office has finalized all of our Abatements.
- Nancy Miller, Darcy Freer and Theresa Hervey all attended a course on Excel for Assessors.
- Theresa Hervey and Nancy Miller attended the monthly NHAHO meeting in Concord, NH for an education session on the proposed changes from the Current Use Board.

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City Clerk's Office

End of Month Council Report

07/11/2019

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, Zoning and Licensing Services for the month of June 2019 with the fiscal Year to Date

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

Department Revenue

Permit Type	June 2019	Year to Date
Building Permits	\$13,902.00	\$322,199.90
Electrical Permits	\$2,907.00	\$41,013.70
Gas Permits	\$0.00	\$0.00
Plumbing Permits	\$1,494.00	\$19,854.80
Zoning Permits	\$398.00	\$5,434.60
FireSuppression Permits	\$0.00	\$0.00
FireAlarm Permits	\$0.00	\$2,365.00
Sprinkler Permits	\$92.00	\$5,977.00
Mechanical Permits	\$3,575.80	\$43,403.20
Food_Milk Licenses	\$9,100.00	\$28,447.50
Taxi Licenses	\$170.00	\$770.00
General Licenses	\$125.00	\$5,945.00
Net Revenue	\$31,763.80	\$475,410.70

End of Month Council Report

07/11/2019

Building Permit Detail

New Permits		June 2019		Fiscal Year to Date	
Permit Type	Permit For	Permits Issued	Estimated Construction Value	Permits Issued	Estimated Construction Value
Building Permits	Addition - Non-Residential	0	\$0.00	5	\$473,061.00
	Addition - Residential	5	\$88,000.00	20	\$468,000.00
	Alteration - Residential	12	\$216,164.62	79	\$1,094,279.15
	Alterations- Non Residential	3	\$170,360.00	32	\$2,326,770.28
	Apartment	0	\$0.00	2	\$3,902,533.00
	Barn	0	\$0.00	0	\$0.00
	Building - Non-Residential	1	\$453,000.00	11	\$7,072,824.00
	Condo	12	\$24,000.00	33	\$56,300.00
	Deck	8	\$56,489.96	68	\$495,553.96
	Demolition	3	\$16,000.00	40	\$355,810.50
	Fence	7	\$29,493.00	53	\$192,261.83
	Footing/ Foundation	6	\$20,000.00	78	\$1,203,634.00
	Garage	3	\$90,500.00	31	\$797,450.00
	Manufactured Home	1	\$70,000.00	30	\$2,098,960.00
	New Home	8	\$1,504,479.00	51	\$8,643,646.00
	Other	2	\$18,555.00	26	\$766,644.00
	Pool - Above Ground	3	\$13,000.00	13	\$73,537.00
	Pool - In Ground	1	\$20,500.00	3	\$98,000.00
	Repair/Replace - Non-Residential	0	\$0.00	4	\$77,800.00
	Repair/Replace - Residential	2	\$4,300.00	51	\$635,893.61
	Roofing	10	\$77,794.00	152	\$1,535,931.20
	Shed	5	\$17,900.00	53	\$185,348.36
	Siding	3	\$33,250.00	19	\$215,829.17
	Sign	5	\$78,130.00	54	\$278,827.50
	Windows	2	\$39,100.00	39	\$352,226.06
Electrical Permits	Electrical Underground	0	\$0.00	7	\$11,500.00
	Generator	1	\$8,050.00	29	\$250,030.00
	Low Voltage	0	\$0.00	1	\$16,600.00
	Meters	1	\$1,500.00	7	\$17,700.00
	Service	5	\$41,150.00	125	\$291,907.25
	Solar Electric System	1	\$18,384.00	10	\$101,784.00
	Temp Service	1	\$700.00	3	\$3,199.99

End of Month Council Report

07/11/2019

	Wiring	39	\$201,898.00	359	\$5,086,481.93
FireAlarm Permits	Fire Alarm Permit	0	\$0.00	5	\$33,072.00
FireSuppression Permits	Fixed Fire Suppression System	0	\$0.00	1	\$5,330.00
Mechanical Permits	Air Conditioning	5	\$35,015.00	43	\$1,440,301.62
	Furnace/Boiler	10	\$121,590.00	154	\$1,860,256.00
	Gas Line	1	\$500.00	30	\$29,600.00
	Gas Piping	5	\$21,675.00	70	\$149,973.00
	Heating	5	\$532,256.00	77	\$2,133,155.00
	Hot Water Heater	1	\$3,300.00	20	\$50,655.00
	Mechanical Underground	0	\$0.00	1	\$1,000.00
	Other	0	\$0.00	4	\$186,843.00
	Pressure Testing	0	\$0.00	16	\$6,250.00
	Propane Tank	8	\$3,250.00	132	\$86,493.99
	Sheet Metal Work	0	\$0.00	0	\$0.00
	Tank Installation	1	\$6,000.00	33	\$56,018.90
	Ventilation	0	\$0.00	7	\$31,990.00
Plumbing Permits	Plumbing	29	\$137,800.00	214	\$2,146,000.00
	Water Heater	1	\$3,462.00	24	\$36,207.00
Sprinkler Permits	Fire Sprinkler Systems	0	\$0.00	1	\$12,800.00
	Total Permit Issued	216	\$4,177,545.58	2320	\$47,446,269.30

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City Clerk's Office



City of Rochester, New Hampshire

Department of Building, Zoning & Licensing Services

ZONING MONTHLY REPORT - JUNE 2019

2019-10 Mark Phillips applicant seeks an *Equitable Waiver* to the terms of RSA 674:33-a to waive the terms of Article 42, Table 19-A to permit construction of a three bedroom home on the lot on which there presently exists a garage.

Location: 106 England Road, Rochester, NH 03867, MLB 0263-0010-0000 in the Agricultural Zone.

Equitable Waiver was denied.

Motion to Rehear Cases:

2019-07 One80 Solar, LLC, applicant seeks a *Variance* from table 18-D of the City Zoning Ordinance to permit a photovoltaic power station for the generation and distribution of electricity in the Agricultural zone.

Location: 68 Flagg Road, Rochester, NH 03867, MLB 0262-0058-0000 in the Agricultural Zone.

2019-06 One80 Solar, LLC, applicant seeks a *Variance* from table 19-A of the City Zoning Ordinance to permit a subdivision of the parcel that creates two lots in which neither have the minimum 150 ' of frontage required in the Agricultural zoning district.

Location: 68 Flagg Road, Rochester, NH 03867, MLB 0262-0058-0000 in the Agricultural Zone.

Motion to Rehear was postponed.

Z-19-11 Krzysztof Kozlowski applicant seeks a *Variance* from table 19-A of the City Zoning Ordinance to permit a duplex on a lot that id 6,098 square feet where 9,000 square feet id required.

Location: 7 Academy Street, Rochester, NH 03867, MLB 0125-0099-0000 in the R2 Zone.

Variance was postponed.

2019-12 The Granite YMCA applicant seeks a *Special Exception* as provided in section 22(a)(8) of the Zoning Ordinance to permit the expansion of a child care program.

Location: 35 Industrial Way, Rochester, NH 03867, MLB 0230-0021-0000 in the Industrial Zone

Special Exception was approved.

Z-19-13 Thomas Demchak applicant seeks a Variance from section 20(b)(16)(A,B,&C) of the Zoning Ordinance to permit a commercial stable where none of the following requirements will be met:

- i. A. The minimum lot size required shall be 5 acres.
- ii. B. The side and rear setbacks for structures housing horses shall be 100 feet from any property line.
- iii. C. Any storage areas for manure shall be set back at least 200 feet from any lot lines.
Manure must be handled according to best management practices.

Z-19-14 Thomas Demchak applicant seeks a Variance from section 23(b)(3)(E) of the Zoning Ordinance to permit the keeping of less than ten horses as an accessory use to a residence where the following requirements will not be met:

- iv. The activity is not carried out as a business;
- v. A lot in the AG District is at least 3 gross acres;
- vi. A lot in all other districts is at least 2 gross acres;

- vii. There is an additional $\frac{1}{4}$ acre of land beyond the minimum specified in iii. and iv, above, for each animal kept beyond the first one;
- viii. No area or structure for the housing, stabling, storage of manure/animal waste, or feeding of animals shall be located within 100 feet of any property line;
- ix. Handling of manure/animal waste must follow best management practices and not be a nuisance for neighbors;
- x. No animals shall be pastured within 25 feet of any side or rear property line except where the abutting property owner consents to a reduced setback.

Location: 72 Crown Point Rd, Rochester, NH 03867, MLB 0235-0050-0000 in the Agricultural Zone.

Z-19-15 Thomas Demchak applicant seeks a *Variance* from section 23(b)(E) of the Zoning Ordinance. The section does not exist and we have not heard from the representative regarding the clarification of this.

Location: 72 Crown Point Rd, Rochester, NH 03867, MLB 0235-0050-0000 in the Agricultural Zone.

Variances postponed.

Z-19-16 SFC RC Funding, LLC applicant seeks a *Variance* from 30(c)(1) of the Zoning ordinance to permit the expansion of a building on an established nonconforming property.

Location: 152 Highland St, Rochester, NH 03867, MLB 0106-0056-0000 in the R1 Zone.

Variance was approved.

Z-19-17 Christopher and Renee McMaster applicants seek a *Special Exception* as provided in section 26(c)(2) of the Zoning Ordinance to permit the storing of a commercial food truck on private property in a residential district.

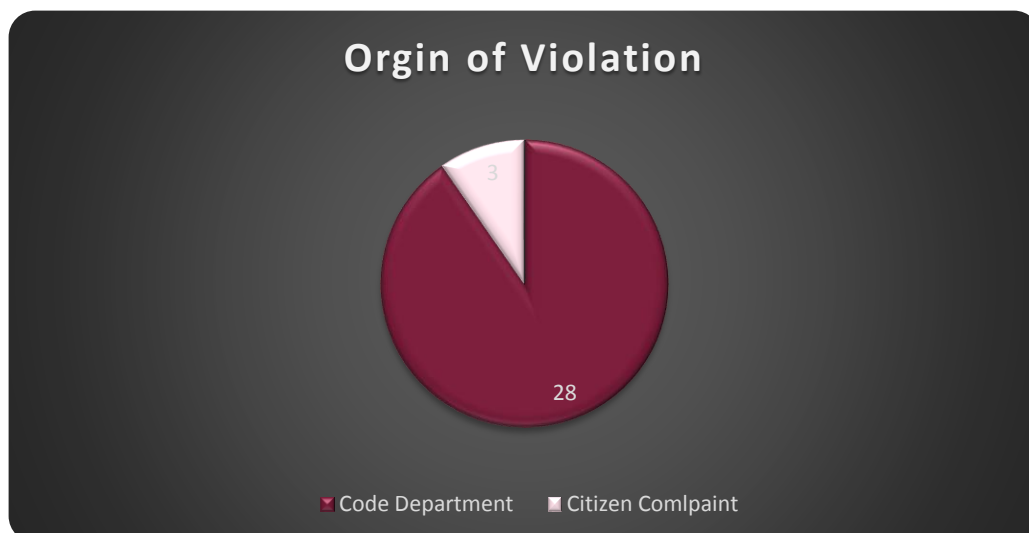
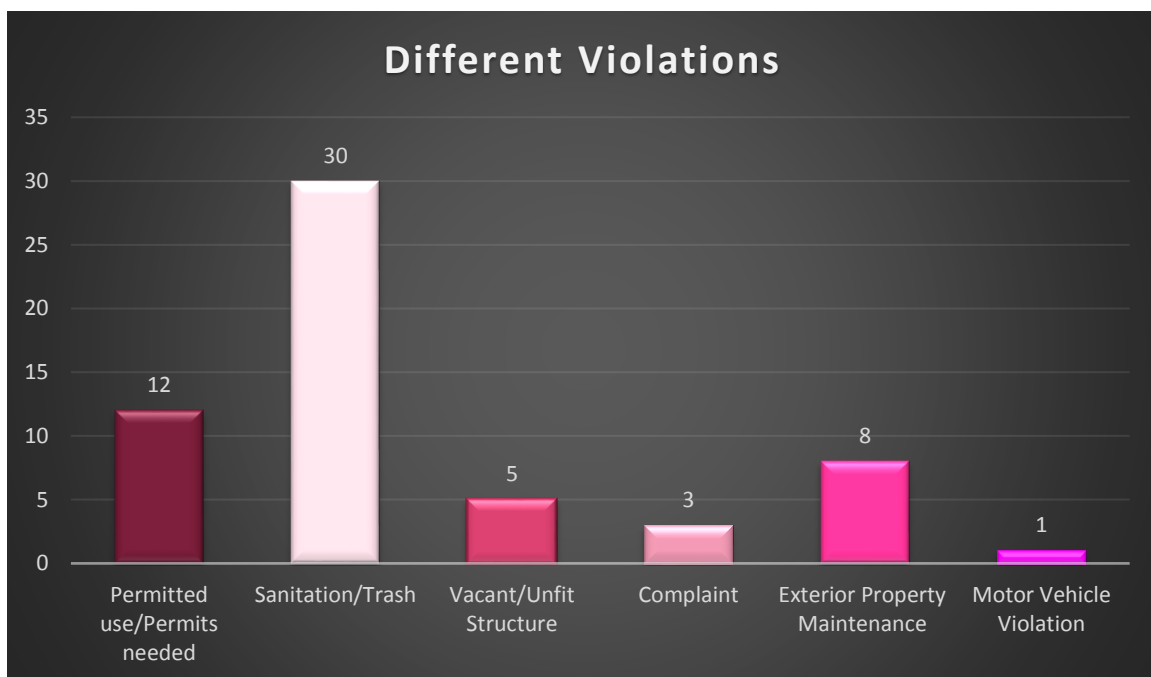
Location: 5 Hussey St, Rochester, NH 03867, MLB 0116-0037-0000 in the R1 Zone.

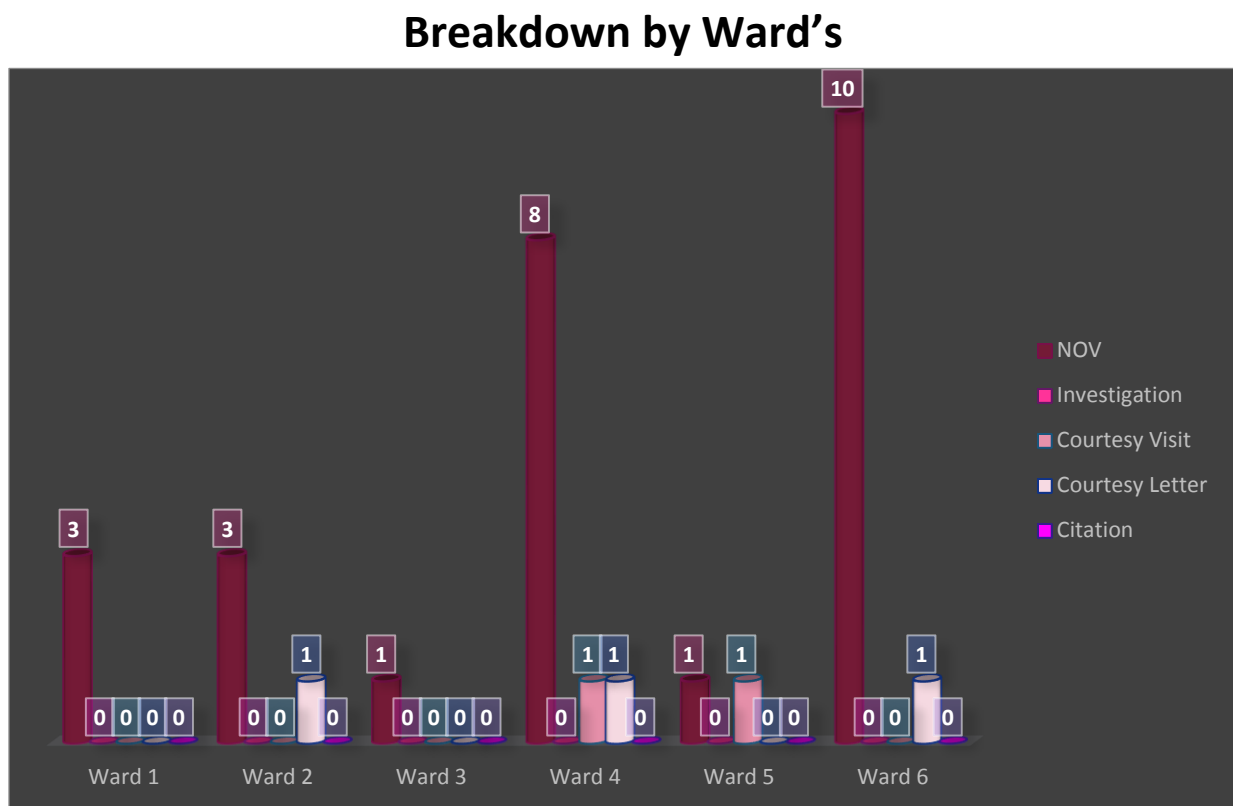
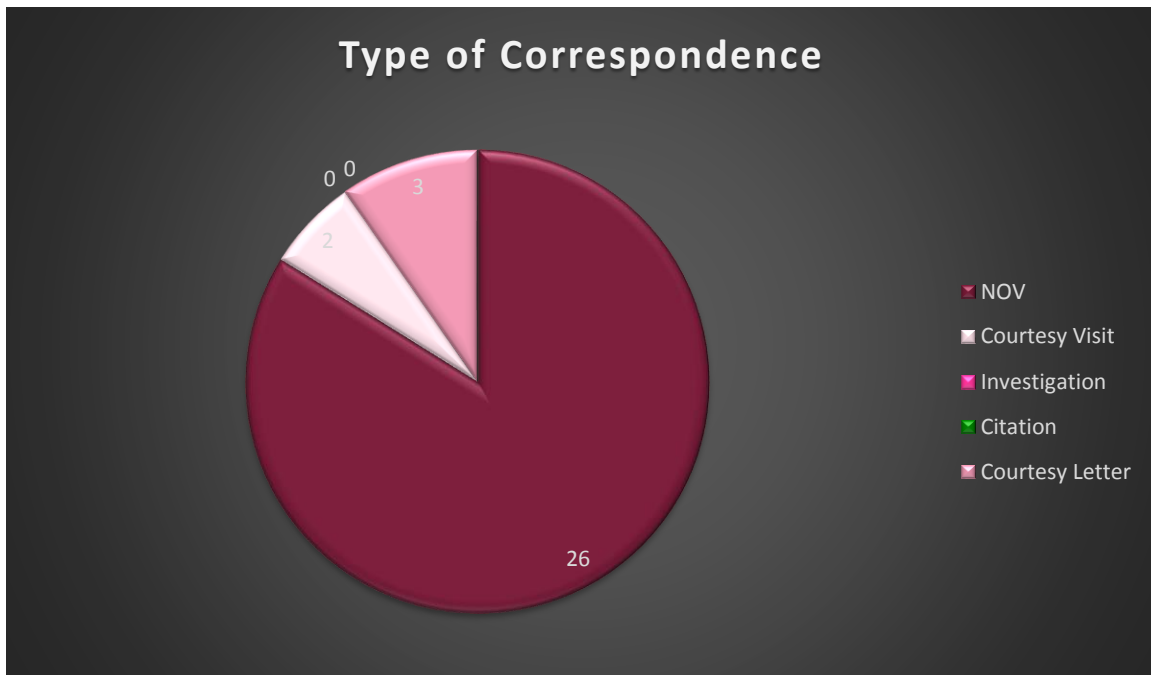
Special Exception was approved.

June 2019 Code Compliance

Monthly Report

For the month of June, Code Compliance dealt with 31 properties with a total of 59 documented compliance or zoning issues. All property owners in these cases have been notified and received Notice of Violations, Citations or Courtesy Visits asking for them to bring their property into compliance. Of these 31 properties, 21 of them have been brought into compliance with 10 still pending. Of the 10 properties with pending issues from May, 6 have been closed and brought into compliance.





Respectfully Submitted,

Joseph Devine

Compliance Officer



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>



City Clerk's Report June 2019

Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 258 initial copies of vital records, and 153 subsequent copies of vital records in the month of June. The City Clerk's staff issued 15 Marriage Licenses.

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

- 15 births were reported in Rochester during the month of June, 6 of these children were born to Rochester residents.
- 25 resident deaths were reported in Rochester.
- 14 couples celebrated their wedding ceremonies in Rochester during the month of June.

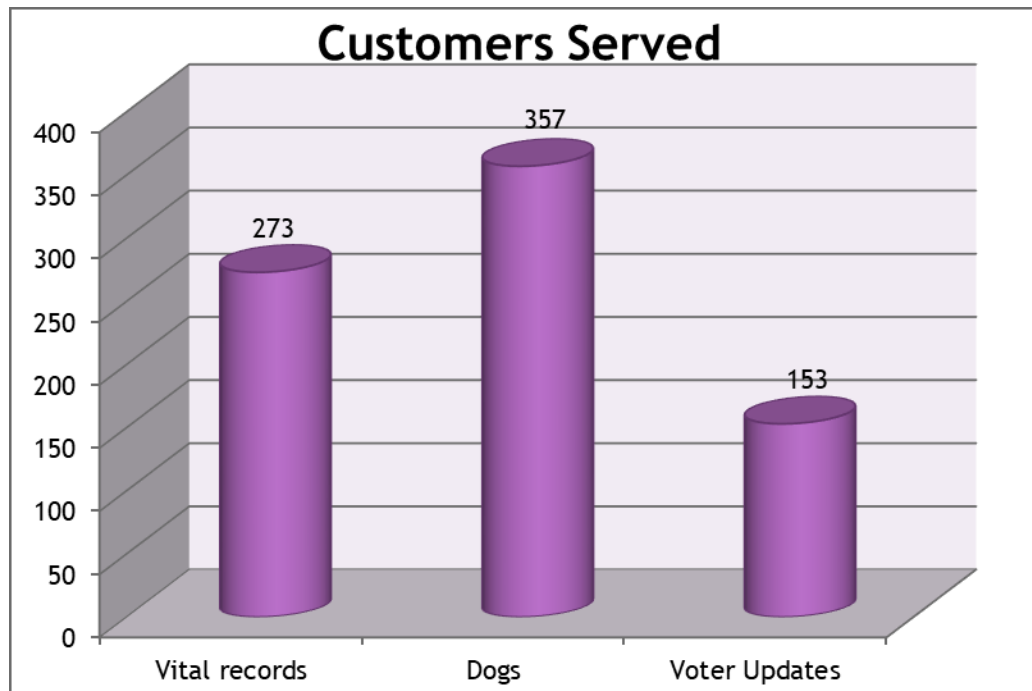
Revenue – Vital Records/Marriage Licenses

	2018		2019	
	State	City	State	City
Initial/Subsequent copies:	\$3,103	\$2,811	\$2,829	\$2,571
Marriage Licenses:	\$1,290	\$210	\$645	\$105
Total:	\$4,393	\$3,021	\$3,474	\$2,676

Dog Licensing

The City Clerk's office licensed 357 dogs during the month of June. There were no Civil Forfeiture fees collected.

Per NH RSA 466:1, all dogs must be licensed by April 30 of each year. As of June 1st, a late fee of \$1.00 has been added to each unlicensed dog account. There will be an additional \$1.00 per dog assessed as of July 1st at which point all unlicensed dogs will be assessed a Civil Forfeiture fee by the second week of July.

Customers Served during the month of June 2019**Voter registration summary by party as of June 30, 2019:**

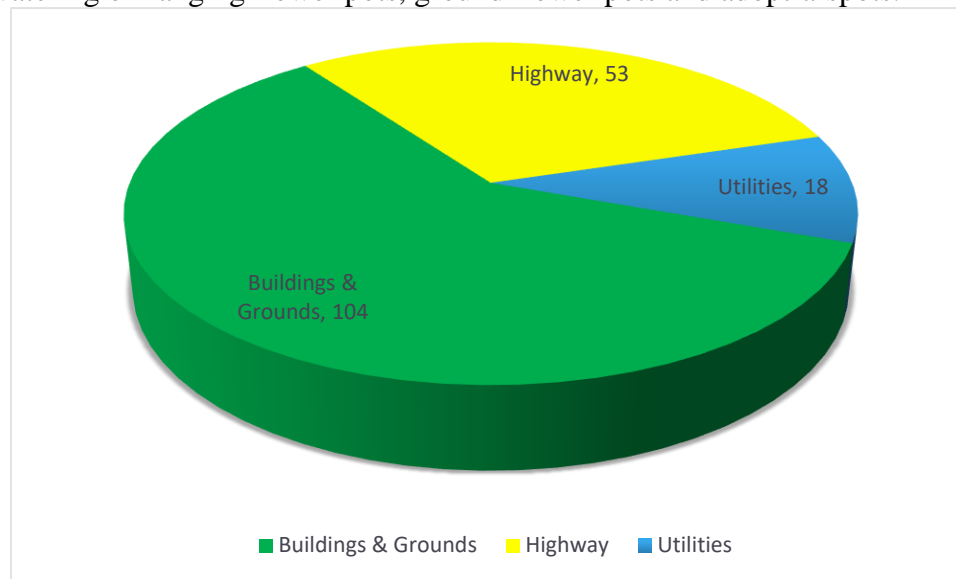
Ward	Democrats	Republicans	Undeclared	Totals
1	1,058	1,157	1,482	3,697
2	975	1,109	1,670	3,754
3	1,034	1,208	1,408	3,650
4	851	796	1,693	3,340
5	949	1,124	1,467	3,540
6	1,017	823	1,289	3,129
Totals:	5,884	6,217	9,009	21,110

Respectfully submitted,

Cassie Givara
Deputy City Clerk

ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT JUNE 2019

In addition to the scheduled work performed, the Department of Public Works responded to approximately 198 requests for service in the month of June. The Highway Division had 53 requests that ranged from requests to clean storm drains, pothole repairs, traffic light maintenance, and roadside brush trimming. The Utilities Division responded to 18 requests, which included sewer concerns, manhole cover repair, water connection inspection requests and daily digsafes mark outs. Buildings and Grounds Department completed 104 service requests during the month of June. Service requests included plumbing repairs, electrical repairs, and painting, watering of hanging flower pots, ground flower pots and adopt-a-spots.



JUNE SERVICE REQUESTS

HIGHWAY & FLEET MAINTENANCE WORK COMPLETED:

- Patched pot holes
- Repaired 6 catch basins.
- Cleaned 30 catch basins.
- Painted crosswalks and arrows throughout the city.
- Repaired and hydro-seed lawn damage.
- Repaired 15" drain line on Charles St.
- Milled and paved sections on Hansonville Road, Flat Rock Bridge Road and Franklin St.
- Milled and paved trench patch in front of Liu's Garden
- Replaced 2 catch basin flat tops in Stillwater Circle and Flat Rock Bridge Rd.
- Repaired drain line on Columbus Ave.
- Graded dirt roads.
- Installed sign bollards in the City Hall parking lot.
- Worked on GIS technician inputting all street signs.
- Repaired and installed street signs.
- Performed brush trimming throughout the city.
- Replaced the turbo on ten-wheel dump #9
- Replace hydraulic hoses and coupling on brush mower #38
- Replaced the flatbed floor and repaired the lift gate on one ton rack body #105

- Rewired and added junction box and replaced output speed sensor on one ton dump #23
- Replaced the starter in six wheel dump #8
- Replaced side wear plate and wash nozzle on street sweeper #13
- Repaired light bar and charge AC in Vac-Con Truck #47
- Worked on Diagnostic six-wheel dump #20
- P&M on Ten city Generators
- Performed Lube, oil and filter service on 3 vehicles.

BUILDINGS AND GROUNDS DIVISION

Buildings and Grounds completed washing exterior windows at the City Hall and the Library. LED lighting upgrades for the Community Center has begun, work on the first floor of Community Center is approximately 1/3 complete. Flooring in the stairwell at City Hall has been completed. The cupola was reinstalled on the annex without any issues. Maintenance completed the stripping and waxing of the community room which totals 8,900 sf. Grounds staff continues to work on their weekly schedule of mowing and trimming of the City's grounds, as well as watering the City's adopt-a spots, barrels and hanging baskets.



Reinstalling the Cupola on the Annex



New flooring in City Hall stairwell



Community Room Floor Refinishing Project



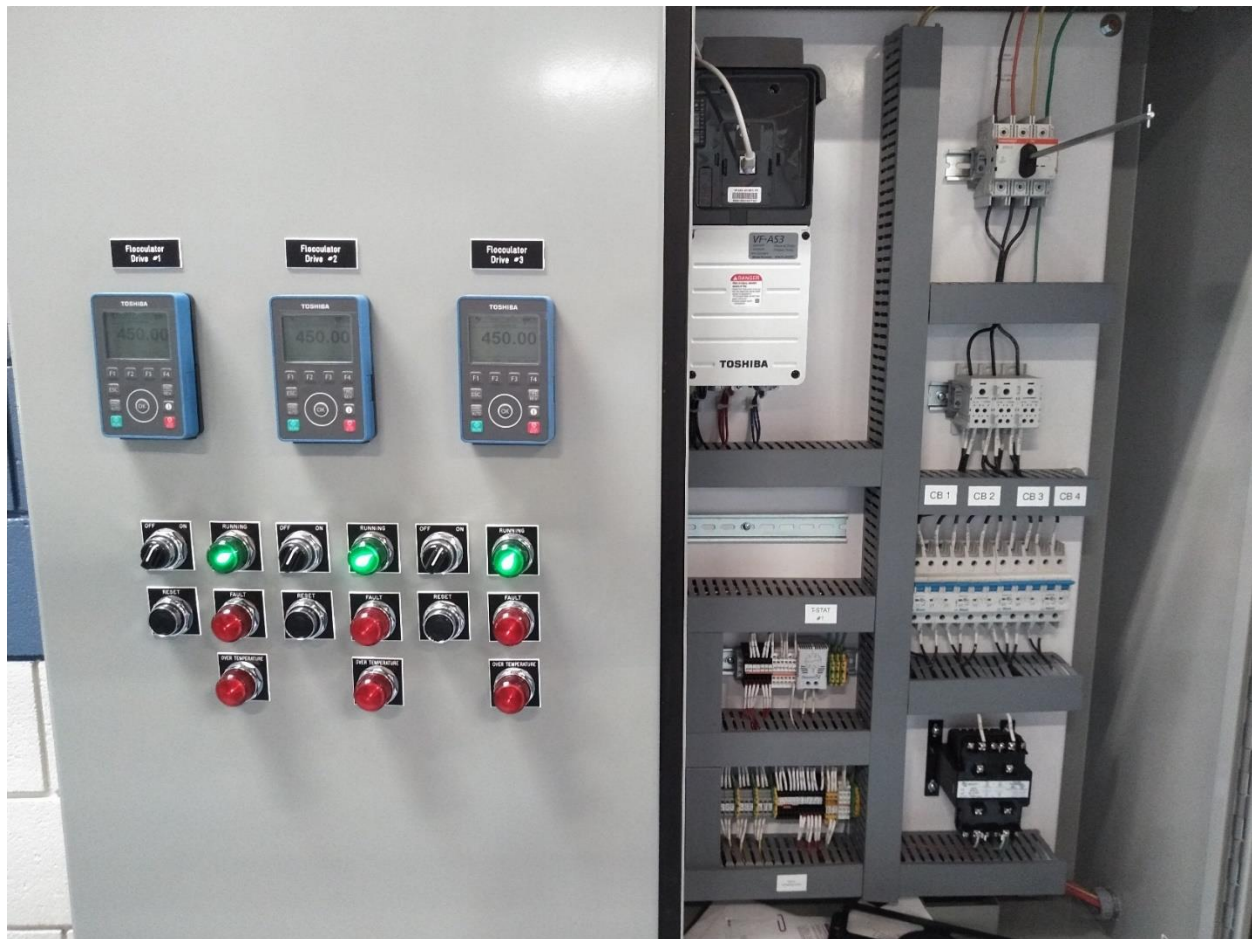
WASTEWATER TREATMENT DIVISION

The Wastewater Treatment Division continues to work with the coalition of communities on related wastewater and Great Bay Estuary issues. Staff also worked with industries on various issues regarding industrial pre-treatment. Members of this division attended state sponsored training classes. The generator radiator was repaired in the Chestnut Hill Road pump station. The administrative building insulation project is complete. Honeywell completed AC repairs due to

field mice damage. A Non-mandatory walkthrough for SCADA and field instrumentation services bid and bid opening took place this month. IT installed new firewall equipment for remote SCADA system access. NHDES permit and compliance bureau conducted their annual facility inspection. Chief Operator, Dave Green, spent time as part of the interview team for the Utility Supervisor position. WWTP is working on getting the aeration blower programmer on site to make necessary changes so that we can finish the automation project. Roof repairs for the lagoon blower building have been finished as well as herbicide application around rip-rap at the plant. Staff performed preventative and corrective maintenance on equipment, machinery and instrumentation at the WWTP and pump stations as well as performed repairs to field instrumentation. All required testing and for EPA and DES has been completed and submitted. Average effluent flow for the month was = 3.016 million gallons per day (MGD). Percent of design flow = 60.0%. Percent of design flow for 2019 = 69.0%. Precipitation for the month = 3.28". Precipitation for 2019 = 22.27".

WATER TREATMENT DIVISION

Treated water volume for the month of June was approximately 53.8 million gallons from the surface water treatment facility and 13.9 million gallons from the well, totaling 67.7 million gallons. All water quality testing and monitoring was completed in accordance with NHDES requirements. Second quarter disinfection remained within compliance levels and have trended as expected for the season. We are pleased to report that the City of Rochester again met and exceeded all State and Federal standards for drinking water. Watershed inspections were conducted at Round Pond, Rochester Reservoir, Tufts Pond, Crown Point Crossing, and the diversion dam. Independent watershed easement monitoring is underway. Berry River flows were stable at approximately 320 cubic feet per second. Instruments measured 6.6 inches of rain at the reservoir. All reservoirs are filled to capacity. Raw water temperature has risen to 20 C and organic concentrations have reached 7 mg/L. Treatment staff attended a meeting the UNH Freshwater Biology Lab to review cyanobacteria monitoring data and discuss calibration and analysis techniques. Equipment and grounds maintenance was performed at the Water Treatment Facility, Cocheco Well, and tanks/stations. Station maintenance included exhaust fan checks, generator inspections, and housekeeping. Maintenance at the well blower intake and filter cleaning, independent pump and wellhead inspections, and chemical system inspections. Maintenance at the Water Treatment Facility included sand filter cleaning and hood alignment; backwash rate calibrations; containment area cleaning and inspections; and seasonal process adjustments to optimize water quality and chemical feed rates. We are proceeding with plans to implement bidirectional backwash train travel for both filters. The flocculator system control, drive, and motor replacement project is complete. Paving at the surface water treatment facility is complete. The compliance assessment for the fuel oil tank was completed this month. An independent evaluation of the Cocheco Well screen, including video inspection, specific capacity, and pump flow curves was conducted this month. Recommendations include chemical redevelopment and pump replacement. Conventional hydrant flushing was completed this month. Many thanks to all who helped with this very important facet of our water system maintenance.



New flocculator system controls and drives

ENGINEERING

Project Updates for June 2019:

- Asset Management:** The City continues to move forward in the process of acquiring the new Asset Management software; the selection process is anticipated to conclude in July 2019, with an expected six to nine month implementation phase to follow. Efforts continue to improve the GIS data layers for City infrastructure, including the City's stormwater network, which is required by the MS4 Permit. The City is also working with SRPC to collect sidewalk inventory information, including a condition assessment; this effort is anticipated to resume in summer 2019. In addition to inventory work, staff continue to populate more detailed information such as asset age, material, and condition on all of our assets and coordinate with our consultants to develop baseline information related to our water, sewer, and stormwater systems' "level of service", "likelihood of failure", "consequence of failure", and "life cycle cost analysis". Our consultants are preparing for a presentation on the Asset Management Program to the Public Works & Buildings Committee in the coming months.
- Colonial Pines Sewer Extension:** Final paving of Railroad Avenue has been postponed until Unifit completes some planned gas main installation work in 2019. Phase 2 includes extension of the sewer from Birch Drive across Old Dover Road to Juniper Street, Towle Street, Vinewood Lane, Susan Lane, Hickory Lane, and a portion of Hillside Drive. Phase 2 construction continues with sewer installation beginning on Juniper Street in June. Funding for future phases of this multi-phased sewer extension program has been approved in the FY20 CIP budget, and additional funding will be requested in the FY21 CIP budget. Internal

plumbing and private property surveys have been conducted throughout the entire Colonial Pines area (more than 85% have been completed).

- **Pavement Maintenance & Rehabilitation:** Sampson Road reclaim/pave was attempted by the paving contractor in April; however the paving will need to be re-addressed. The City's new paving contractor began the 2019 paving program in June. Governors Rd. (Cross to Farmington Town Line) and Ten Road Rd. (Daytona to Four Rod Rd.) were paved in June; Charles St. (Columbus to Knight) and Walnut St. (Twombly to Strafford Square) were milled in June for paving in July; and the Municipal Parking Lot at Portland/Columbus, Main St. East Rochester (Cocheco to Autumn), and Colby St. will be paved in the coming months.
- **Sidewalk Rehabilitation:** Sidewalks were prepped for concrete on south side of Portland Street (between Olsen Way and Prospect St.) in June; concrete placement will begin in July.
- **Dewey Street Pedestrian Bridge:** A new City-owned utility pole and camera were installed at the end of Dewey Street in June.
- **Strafford Square Roundabout:** Final design continues. Bidding of the roundabout construction contract is now anticipated for 2020. Prior to that contract, and in preparation for that construction, a utility infrastructure contract is anticipated to be bid for construction in late 2019. Right-of-way and easement negotiations are being conducted in preparation for the construction contracts. A public information meeting for this project was held in May.
- **Granite Ridge Development – Phase 2:** A scoping meeting has been scheduled in July between the City, Waterstone, and NHDOT to discuss the improvements necessary for Route 11 as a result of this proposed development.
- **Water Treatment Plant Low Lift Pump Station Upgrade:** Construction is nearing completion. Substantial Completion of this project is anticipated in July 2019.
- **Water Treatment Plant Residuals Disposal:** An evaluation of alternatives has determined that the most cost effective method of disposal of residuals generated at the Surface Water Treatment Plant is an upgrade of the existing pipeline and addition of an attenuation tank. Funds for the implementation of this upgrade have either been approved in CIP budgets previously or will be requested in upcoming CIP budgets over the next few years.
- **Granite State Business Park Water Main Interconnection:** This project was advertised for bids in June 2019; construction is anticipated in 2019.
- **WWTF Biosolids Dewatering Facility:** This project was advertised for bids in late March 2019. Bids were received in May 2019. Additional funding will be required to award construction of this project.
- **River Street Sewer Pump Station Upgrade:** 100% design documents for this project were completed in June 2019 and are under final review. This project is anticipated to be advertised for bids in late July/early August 2019. Construction is anticipated to begin in 2019 and be completed within one year.
- **Route 11 Sewer Pump Station Upgrade:** This upgrade project is currently in design. This project is scheduled to be advertised for bids before the end of 2019, with construction occurring in 2020.
- **WWTF Upgrades (various projects):** There are several projects on-going at the WWTF: Soda Ash System Replacement, Aeration System Automation, Aeration Basin Sidewall Blower Tie-in (Iris Valve) and Mechanical Mixers, Standby Power Interconnection for Aeration Blowers, and Programmable Logic Controllers (PLC) Replacement. All of these projects are on schedule to begin construction by summer or fall 2019.
- **Wastewater Interceptor Upgrades:** A Basis of Design Report has been received from the design consultant. This report summarizes alternatives and recommends a sewer collection system master plan before proceeding with final design. Funding for a Sewer System Master

Plan was approved with the FY19 CIP Budget; consultant selection process will commence in the coming months.

- **NPDES Permits - Wastewater Treatment Facility & MS4 Permit (Stormwater):** A new draft National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Facility (WWTF) has not yet been issued by USEPA Region 1. As far as the Municipal Separate Storm Sewer System (MS4) NPDES General Permit for stormwater, the 2017 NH Small MS4 General Permit, issued by USEPA Region 1, became effective on July 1, 2018; on September 28, 2018, the City submitted a Notice of Intent (NOI) to comply with this MS4 General Permit; and, on June 12, 2019, the City was granted authorization by USEPA Region 1 to discharge stormwater from Rochester's MS4 under this permit. USEPA Region 1 is also proposing an estuary-wide general permit structure for nutrient loading, specifically nitrogen, in the Great Bay Estuary, which presumably would have additional requirements for nitrogen load reduction beyond the MS4 Permit requirements and the expected NPDES Permit requirements for Rochester's WWTF.

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City Clerk's Office

Economic & Community Development



6/30/2019

MANAGEMENT REPORT



Economic Development Report, Written by Jennifer Murphy Aubin

Community Development Report, Written by Julian Long



OFFICE OF ECONOMIC & COMMUNITY DEVELOPMENT

MICHAEL SCALA, DIRECTOR OF ECONOMIC DEVELOPMENT

The Economic Development Department welcomed new Director, Michael Scala, who is working closely on new and ongoing projects including the opportunities in the downtown, East Rochester and the Granite State Business Park. Director Scala met with stakeholders around the State, County and Federal Government, along with local business constituents.

JENN MARSH, ECONOMIC DEVELOPMENT SPECIALIST

ROCHESTER FARMERS MARKET

The Farmers Market started June 11 on the Common. Market Manager, Vicky Poland, planned few special events for the year including "Kid's Day" on June 25, which included offerings from the Rochester Recreation department, a storyteller, the balloon man, Upala Yoga and vendors with kid crafts.

The next event, "Raffle Day", will be held on July 30. Vendors will post a raffle and each attendee will receive 10 free tickets at the entrance for a chance to win the vendors raffle of their choice. The market utilized the Rochester Ice Arena on Lowell Street for a rainy day in June and the space worked very well.

ROCHESTER MAIN STREET

Rochester Main Street held their Wine in the Garden, Beer in the Woods event on June 5 at Studley's Flower Garden. Preparing for the second annual Fireworks show is ongoing. Upcoming events include Pride Day Saturday, August 24 from 12-3 and Porch Fest Sunday, September 29 from 12-5.

RIVER WALK COMMITTEE

The Riverwalk Committee is still working on their recreational trails grant as well as the kayak launch funding, awarded through CDBG. The committee also walked the interval behind Allen Street School in June.

STAFF DEVELOPMENT

Specialist Marsh attended her final course in preparation for her Economic Developers Certification. This course highlighted how to engage your board or council, staff and community stakeholders to receive results in job creation, tax base stabilization and community growth and development. It also covered how to leverage existing resources and working with regional organizations and improving knowledge management and internal process. Jenn looks to take her exam in February of 2020.

NEW BUSINESS ACTIVITIES

Economic Development staff has continued working with multiple businesses looking to locate to Rochester. These include industrial businesses, retail, restaurants and services. The department works as a liaison to assist the business through the City process, educate them on any State and City incentives, and help identify and address any needs they may have.

ROCHESTER ECONOMIC DEVELOPMENT COMMISSION

The Economic Development Commission will continue to work on the business retention program throughout the summer. In June, they met at Rokon and had a guided tour of the facility in Gonic from owner Tom Blais and his son. The committee also reviewed their goals and priorities with Economic Development Manager Mike Scala.

BUSINESS INCENTIVES - RSA 97E APPLICATION

The office of Economic Development received an RSA 79E application for 22 South Main Street. Staff reviewed the completed application and has set up meeting in June with the Community Development Committee, The Finance Committee and the Historic District. A public hearing will be held in August with hopes for a second reading and decision at the September City Council meeting.

JENNIFER MURPHY AUBIN, EXECUTIVE SECRETARY

FITNESS COURT

Executive Aubin submitted the National Fitness Court grant transfer application, detailing the demographics, the needs of the community and funding opportunities.

COMMUNICATIONS

Executive Aubin coordinated interviews resulting in several articles in the Union Leader Business Section and Fosters, to welcome Director Scala to Rochester, a focus on Opportunity Zones and other business initiatives.

- <https://www.fosters.com/news/20190623/scala-jumps-into-role-as-economic-development-director>
- https://www.unionleader.com/news/business/rochester-s-opportunity-zones-could-transform-downtown-area/article_954d39aa-2259-5b69-af61-b7504b297126.html

2020 US CENSUS

Executive Aubin and Coordinator Long met with the Regional US Census regional coordinator to plan the Rochester outreach plan. According to historical data, sections of Rochester have low census survey response rates, which has direct impact of future funding available on the concentration of services needed, from social services to business development loans and grants. If there is an underrepresentation, it has adverse impact for the community as a whole.

Executive Aubin is meeting with Great Bay at Rochester, (formerly Great Bay ATAC) to form a Census Complete Count Committee, planning a 2020 US Census kick off meeting in the fall.

SAVE THE DATE – JULY 11TH, 4:30 PM – 6:00 PM, PUBLIC ART RECEPTION

The Rochester Museum of Fine Arts invites the public to celebrate the city's latest permanent art installation. Three large metal sculptures, made by Adam Pearson, are located on a major gateway to downtown. With roughly 25,000 automobiles passing the site every day, it is a colorful welcome into the downtown.

The project was made possible by the Economic Development Department (City of Rochester) and Rochester Main Street. The sculptures are located on RT. 125 heading into town, across from KFC. The opening reception will take place Thursday, July 11th from 4:30-6pm. The public is encouraged to attend. There will be light refreshments and the artist in attendance. There is municipal parking behind the China Palace restaurant. Visit www.rochestermfa.org/publicart to learn more about the project.

JULIAN LONG, CDBG COORDINATOR & GRANTS MANAGER

COORDINATOR REPORT

Prepared by the Community Development Coordinator

June-July 2019

CDBG Program

FY 2019 Subrecipient Site Monitoring Visits: The Community Development Coordinator has met with all FY 2019 CDBG subrecipients to discuss program performance and to review program files. Except for the Rochester Housing Authority, all subrecipients have met or exceeded their goals for FY 2019.

Rochester Housing Authority – Charles St. Permanent Supportive Housing Project: In the subrecipient site visit with RHA to discuss the postponed Charles St. permanent supportive housing project, RHA suggested that density allowances similar to those implemented for the downtown district would assist in reducing project costs.

Community Partners: As discussed in the May 2019 report, Community Partners' rental assistance reported no clients served and no CDBG funds expended for both quarter 2 and quarter 3 of FY 2019. During the end of year site monitoring for Community Partners, Community Partners reported that it has served 7 clients in quarter 4 (to serve a total of 10 clients during FY 2019, which was its set goal) and has expended all but approximately \$60 of its remaining grant funds. The Community Development Coordinator will continue to hold quarterly meetings with Community Partners throughout FY 2020 to ensure timely expenditure of funds and service to clients.

Analysis of Impediments to Fair Housing: The U.S. Department of Housing and Urban Development (HUD) requires the City of Rochester, as part of its CDBG planning and reporting, to address impediments to fair housing within the city. The new HUD rule requiring a more comprehensive Analysis of Fair Housing (AFH), subject to HUD review and approval, has been indefinitely suspended, leaving the previous process of preparing an Analysis of Impediments to Fair Housing in place. The Community Development Coordinator has adapted prior work on the AFH into an updated Analysis of Impediments to Fair Housing for the City of Rochester. The draft Analysis of Impediments to Fair Housing is attached to this report.

FY 2020 Requests for Additional Funding: The Community Action Partnership of Strafford County (CAP) is seeking state CDBG funds to support an emergency winter homeless shelter, and the NH Community Development Finance Authority has asked CAP whether Dover and Rochester CDBG funding will be included in the project. CAP is requesting either unexpended FY 19 funds for this project or, alternately, to reallocate some of its FY 20 weatherization project funds for this project. In addition, the Homeless Center for Strafford County has expressed interest in requesting an additional \$3,000 to pay for the required Phase I environmental survey for their land purchase, and My Friend's Place is possibly interested in requesting funds to help pay for its back-up generator project which is anticipated to exceed its Dover funding allocation. Currently, the amount of unexpended FY 19 funded anticipated to be available for FY 20 reallocation is \$5,673.

FY 2020 Environmental Reviews: The Community Development Coordinator has continued to work on the environmental reviews for FY 20 construction projects. A considerable amount of time has been spent on the reviews for the Riverwalk Committee's proposed kayak/canoe launch project and the Homeless Center for Strafford County's land purchase, as they are more complex than the reviews for the other projects.

FY 2020-2025 Consolidated Plan: The Community Development Coordinator has continued the consultation and drafting processes for the FY 2020-2025 Consolidated Plan. The plan will be due concurrent with the FY 2020-2021 Annual Action Plan in May 2021.

NH Community of Action for Lead Safety: The first statewide meeting was held in late May. The City of Rochester's delegation included the Community Development Coordinator, Community Action Partnership for Strafford County, and the Strafford County Public Health Network. Discussion included the suggestion to approach Strafford County to discuss the possibility of sharing resources and implementing a countywide program. The next community-level Rochester meeting will be held in July.

2018 Municipal Leadership Award: At the Workforce Housing Coalition of the Greater Seacoast's 2019 awards dinner, the coalition awarded its 2018 Municipal Leadership Award to the City of Rochester in honor of its work for the downtown housing workshop. The Community Development Coordinator attended the awards dinner to accept on behalf of the city.

Non-CDBG Grant Activities

Economic Development Administration Grant: The Community Development Coordinator has finalized and submitted the six-year report for the city's EDA grant. EDA grant funds have been used to improve water/sewer infrastructure for Market Basket and Stonewall Kitchen in the north area of the city. The final, nine-year report will be due in July 2022.

City Hall Annex: The City Hall Annex lost its cupola during severe winds in February. The cupola was replaced in late June. The Community Development Coordinator has provided photographs of the new cupola and an update to the Land & Community Heritage Program (LCHIP), as required by the LCHIP grant.

NH Recreational Trails Program Grant: The Riverwalk Committee has been conducting fundraising to pay for an archaeological survey that the NH Department of Natural and Cultural Resources has required before construction on the footbridge project may proceed. The survey and construction must be completed by December 2019.

Other Items

Home for All Landlord Outreach Event: The Community Development Coordinator worked with coalition leadership to plan a property owner outreach event for June that focused on the new Family Unification

Program voucher opportunities. The program seeks to help families that are at risk of being separated due to lack of housing, as well as former foster youth ages 18 to 21. *Foster's Daily Democrat* provided coverage on the event at <https://www.fosters.com/news/20190612/teens-call-on-landlords-to-help-reduce-youth-homelessness>.

2020 Census: The Community Development Coordinator has met with Planning Department staff and Strafford Regional Planning Commission staff to discuss the 2020 Census and proposed tract changes for 2020. Due to population increases in two current tracts, the proposed changes would split these two current tracts. The current tracts and proposed new tracts are included as attachments to this report.

Public and Affordable Housing Research Corporation: The Public and Affordable Housing Research Corporation has a number of housing reports and data available on its website at <https://www.housingcenter.com/research/research-reports/>. The agency's "Strategies to Expand the Stock of Affordable Homes" is attached to this report.

Report Attachments

Draft Analysis of Impediments to Fair Housing – *electronic only* –
https://www.rochesternh.net/sites/rochesternh/files/uploads/city_of_rochester_analysis_of_impediments_draft.pdf

Public and Affordable Housing Research Corporation, "Strategies to Expand the Stock of Affordable Homes"



LOOSEN ZONING REGULATIONS

Easing design, lot size, and parking zoning regulations can make it easier and more cost effective to build multifamily housing. This strategy works well in communities with restrictive multifamily zoning regulations, particularly high-cost areas.



REZONE VACANT COMMERCIAL SPACE

Rezoning vacant commercial buildings can free up more land to build affordable homes. This strategy works well in cities with limited land availability and high commercial vacancy rates and housing costs.



EASE ACCESSORY DWELLING UNIT (ADU) REGULATIONS

Easing the regulation of ADUs can allow cities to expand the construction of naturally occurring affordable housing. ADUs are homes built by homeowners on their property that are detached from the main residence. They typically rent at below-market rates and are cost-effective to build. This strategy works well in neighborhoods with a large amount of single-family homes, limited land availability, strict zoning requirements, and opposition to affordable homes.



EXPAND FUNDING SOURCES

Increasing access to federal, state, and local funding sources is critical to meet the nation's growing housing needs. Locally funded subsidy programs, such as social impact bonds and housing trust funds, can provide additional supplementary funding and help housing providers fill gaps not met by federally funded housing subsidy programs. This strategy works well in all neighborhood types.



DEVELOP PARTNERSHIPS

Developing partnerships between private companies, nonprofits from other sectors, and foundations can bring in capital and other resources to build affordable homes and move development forward. This strategy works well for affordable homes that offer resident services and can foster cross-sector collaborations



STREAMLINE DESIGN

Using modular housing designs and manufactured housing can reduce the cost of constructing affordable homes relative to site-built homes. This strategy works well in neighborhoods with high construction and labor costs.

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FINANCE COMMITTEE

Agenda Item

07/11/2019

Agenda Item Name: Monthly Financial Statements Summary – as of June 2019.

For the full detail report, click here: [June 2019 Financial Detail Report](#)

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

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

Meeting Date Requested: July 9, 2019

Issue Summary Statement

Fiscal Year 2019 is 100% complete. As of June 30, 2019 overall General Fund expenses are at 95.9%, with overall General Fund salaries & benefits at 95.3%. General Fund Revenues collected are 101.3% of estimated FY19 budget. However, there are many fiscal year end journal entries that are pending, which will change these initial percentages. The summary reports are attached.

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YEAR-TO-DATE BUDGET REPORTP 1
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FOR 2019 12

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
1000 GENERAL FUND						
11011 ECONOMIC DEVELOPMENT REVENUE	0	0	0	540.00	-540.00	100.0%
11031 CITY CLERK REVENUE	113,210	0	113,210	127,858.82	-14,648.82	112.9%
11051 ASSESSORS REVENUES	0	0	0	291.50	-291.50	100.0%
11061 BUSINESS OFFICE REVENUE	100,000	0	100,000	632,312.29	-532,312.29	632.3%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	71.55	928.45	7.2%
11071 TAX COLLECTOR REVENUE	31,147,131	430,780	31,577,911	32,866,625.41	-1,288,714.41	104.1%
11072 TAX COLLECTOR REVENUE	0	2,029	2,029	.00	2,029.00	.0%
11081 GENERAL OVERHEAD REVENUE	3,759,605	1,948,941	5,708,546	4,009,198.28	1,699,347.72	70.2%
11082 GENERAL OVERHEAD REVENUE	1,547,810	873	1,548,683	1,548,683.19	-.19	100.0%
11091 PUBLIC BLDGS REVENUE	0	0	0	32,962.40	-32,962.40	100.0%
11101 PLANNING	16,250	0	16,250	40,269.10	-24,019.10	247.8%
11201 REV LEGAL OFFICE	50,000	0	50,000	50,315.33	-315.33	100.6%
12011 POLICE CITY REVENUE	277,850	0	277,850	416,518.51	-138,668.51	149.9%
12021 FIRE CITY REVENUE	23,000	0	23,000	27,900.16	-4,900.16	121.3%
12022 FIRE STATE REVENUE	52,668	0	52,668	6,750.00	45,918.00	12.8%
12031 DISPATCH CENTER	60,290	0	60,290	59,354.91	935.09	98.4%
12041 CODE ENFORCEMENT REVENUE	394,025	0	394,025	474,313.24	-80,288.24	120.4%
13011 PUBLIC WORKS REVENUE	33,700	0	33,700	125,925.43	-92,225.43	373.7%
13012 STATE HIGHWAY SUBSIDY	610,000	24,612	634,612	633,651.17	960.83	99.8%
14011 WELFARE REVENUE	5,000	0	5,000	4,051.31	948.69	81.0%
14021 RECREATION REVENUE	122,000	0	122,000	191,307.90	-69,307.90	156.8%
14031 LIBRARY REVENUE	16,050	0	16,050	11,232.41	4,817.59	70.0%
TOTAL GENERAL FUND	38,329,589	2,407,235	40,736,824	41,260,132.91	-523,308.91	101.3%
5001 WATER ENTERPRISE FUND						
510001 WATER WORKS REVENUE	6,937,368	182,000	7,119,368	3,519,552.67	3,599,815.33	49.4%
TOTAL WATER ENTERPRISE FUND	6,937,368	182,000	7,119,368	3,519,552.67	3,599,815.33	49.4%
5002 SEWER ENTERPRISE FUND						
520001 SEWER WORKS REVENUE	8,371,926	60,000	8,431,926	4,245,057.65	4,186,868.35	50.3%
520002 SEWER WORKS REVENUE	387,879	0	387,879	72,964.00	314,915.00	18.8%
TOTAL SEWER ENTERPRISE FUND	8,759,805	60,000	8,819,805	4,318,021.65	4,501,783.35	49.0%

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 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
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5003 ARENA ENTERPRISE FUND						
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530001 ARENA REVENUE	393,979	0	393,979	388,171.15	5,807.85	98.5%
TOTAL ARENA ENTERPRISE FUND	393,979	0	393,979	388,171.15	5,807.85	98.5%
6000 COMMUNITY CENTER SP REV FUND						
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600001 COMMUNITY CENTER REVENUE	841,000	0	841,000	707,979.22	133,020.78	84.2%
TOTAL COMMUNITY CENTER SP REV FUND	841,000	0	841,000	707,979.22	133,020.78	84.2%
GRAND TOTAL	55,261,741	2,649,235	57,910,976	50,193,857.60	7,717,118.40	86.7%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 GENERAL FUND							
11000051 CITY MANAGER	438,369	0	438,369	458,964.71	8,451.67	-29,047.38	106.6%
11012351 ECONOMIC DEVELOPMENT	480,918	3,201	484,119	457,750.12	9,225.82	17,143.06	96.5%
11020050 IT SERVICES	634,414	82,613	717,027	716,775.95	15,709.56	-15,458.51	102.2%
11030051 CITY CLERK	307,946	10,565	318,511	317,276.00	13,401.27	-12,166.27	103.8%
11040050 ELECTIONS	49,277	0	49,277	42,136.49	84.00	7,056.51	85.7%
11050070 ASSESSORS	438,675	3,155	441,830	428,563.39	4,079.72	9,186.89	97.9%
11060051 BUSINESS OFFICE	532,313	-675	531,638	400,999.11	8,108.47	122,530.42	77.0%
11063151 HUMAN RESOURCES	179,129	675	179,804	175,401.69	2,941.48	1,460.83	99.2%
11070070 TAX COLLECTOR	352,603	11,860	364,463	352,751.84	515.23	11,195.93	96.9%
11080050 GENERAL OVERHEAD	900,352	-190,518	709,834	510,053.55	7,614.47	192,165.98	72.9%
11090050 PB CITY WIDE 50	655,952	2,671	658,623	631,569.67	48,948.20	-21,894.87	103.3%
11090051 PB CITY HALL 51	60,635	6,000	66,635	76,800.87	3,648.93	-13,814.80	120.7%
11090052 PB OPERA HOUSE 52	44,815	0	44,815	44,690.67	.00	124.33	99.7%
11090054 PB CENTRAL FIRE 54	10,959	0	10,959	10,050.95	689.33	218.72	98.0%
11090055 PB GONIC FIRE 55	10,544	0	10,544	9,021.33	989.07	533.60	94.9%
11090056 PB LIBRARY 56	18,920	0	18,920	18,920.00	.00	.00	100.0%
11090057 PB DPW GARAGE 57	11,874	0	11,874	11,117.73	435.00	321.27	97.3%
11090059 PB ER FIRE STATION 59	750	0	750	475.24	.00	274.76	63.4%
11090061 PB HISTORICAL MUSEUM 61	1,440	0	1,440	759.01	411.00	269.99	81.3%
11090063 PB HANSON POOL 63	5,005	0	5,005	3,336.97	81.23	1,586.80	68.3%
11090064 PB GONIC POOL 64	7,380	0	7,380	5,169.51	371.57	1,838.92	75.1%
11090065 PB EAST ROCHESTER POOL 65	2,650	0	2,650	1,346.07	.00	1,303.93	50.8%
11090068 PB GROUNDS 68	9,285	0	9,285	8,386.80	837.54	60.66	99.3%
11090069 PB DOWNTOWN 69	17,000	0	17,000	10,444.84	597.02	5,958.14	65.0%
11090070 PB REVENUE BUILDING 70	22,170	0	22,170	18,022.88	4,222.74	-75.62	100.3%
11090071 PB PLAYGROUNDS 71	1,000	0	1,000	868.09	.00	131.91	86.8%
11090075 PB NEW POLICE STATION	21,160	0	21,160	20,193.75	966.24	.01	100.0%
11090077 PB ANNEX	29,022	-6,000	23,022	2,767.80	741.00	19,513.20	15.2%
11102051 PLANNING	388,048	5,305	393,353	378,247.46	3,876.40	11,229.14	97.1%
11200051 LEGAL OFFICE	569,274	-6,459	562,815	514,257.54	4,867.42	43,690.04	92.2%
12010053 PD ADMINISTRATIVE SERVICES	1,906,242	0	1,906,242	1,846,516.41	30,487.84	29,237.75	98.5%
12012453 PD PATROL SERVICES	4,825,787	-725	4,825,062	4,325,453.46	.00	499,608.48	89.6%
12012553 PD SUPPORT SERVICES	413,351	0	413,351	405,687.41	.00	7,663.59	98.1%
12020054 FIRE DEPARTMENT	4,552,980	4,664	4,557,644	4,330,386.05	61,676.49	165,581.46	96.4%
12020055 FIRE DEPT 55 GONIC SUBSTAT	28,735	0	28,735	16,115.98	2,303.34	10,315.68	64.1%
12020754 CALL FIRE	31,207	0	31,207	25,834.94	.00	5,372.06	82.8%
12023354 EMERGENCY MANAGEMENT	56,168	0	56,168	8,201.84	83.16	47,883.00	14.8%
12030153 DISPATCH CENTER	746,982	0	746,982	727,474.62	6,336.66	13,170.72	98.2%
12040051 CODE ENFORCEMENT	580,962	5,217	586,179	571,186.62	4,304.71	10,687.67	98.2%
12050050 AMBULANCE	59,874	0	59,874	59,873.92	.00	.08	100.0%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13010057 PUBLIC WORKS	2,131,690	75,346	2,207,036	2,109,568.64	72,236.97	25,230.39	98.9%
13010957 WINTER MAINTENANCE	507,413	30,100	537,513	532,408.78	11,240.00	-6,135.78	101.1%
13020050 CITY LIGHTS	243,000	0	243,000	193,538.60	35,795.66	13,665.74	94.4%
14010051 WELFARE	483,357	2,504	485,861	436,099.56	9,166.01	40,595.43	91.6%
14022072 RECREATION ADMINISTRATION	619,037	10,216	629,253	617,208.23	5,757.39	6,287.38	99.0%
14022150 RECREATION PLAYGROUNDS/CAM	98,265	-2,280	95,985	88,399.32	3,730.48	3,855.20	96.0%
14022250 RECREATION POOLS	81,025	-120	80,905	81,296.62	3,234.59	-3,626.21	104.5%
14030056 LIBRARY	1,233,378	2,501	1,235,879	1,188,165.61	12,636.37	35,077.02	97.2%
15000051 COUNTY TAX	6,551,172	-155,725	6,395,447	6,395,447.00	.00	.00	100.0%
17010051 TRANSFERS/PAYMENTS DEBT SV	4,295,199	0	4,295,199	4,044,179.51	.00	251,019.49	94.2%
17030050 OVERLAY	92,256	164,492	256,748	96,113.06	.00	160,634.94	37.4%
17040051 TRANSFER TO CIP & OTHER FU	2,589,630	1,888,652	4,478,282	4,478,282.06	.00	.00	100.0%
TOTAL GENERAL FUND	38,329,589	1,947,235	40,276,824	38,204,558.27	400,804.05	1,671,461.68	95.9%
5001 WATER ENTERPRISE FUND							
51601057 WATER WORKS EXPENSE	5,692,634	184,140	5,876,774	4,004,688.88	18,956.98	1,853,128.14	68.5%
51601073 WATER TREATMENT PLANT	1,183,119	-2,140	1,180,979	1,100,777.14	32,526.43	47,675.43	96.0%
51601570 WATER REVENUE OFFICE	61,615	0	61,615	61,012.73	102.45	499.82	99.2%
TOTAL WATER ENTERPRISE FUND	6,937,368	182,000	7,119,368	5,166,478.75	51,585.86	1,901,303.39	73.3%
5002 SEWER ENTERPRISE FUND							
52602057 SEWER WORKS EXPENSE	5,107,442	60,000	5,167,442	4,454,897.69	13,158.30	699,386.01	86.5%
52602074 SEWER TREATMENT PLANT	3,590,523	0	3,590,523	1,585,940.95	110,993.01	1,893,589.04	47.3%
52602470 SEWER REVENUE OFFICE	61,840	0	61,840	61,051.75	.00	788.25	98.7%
TOTAL SEWER ENTERPRISE FUND	8,759,805	60,000	8,819,805	6,101,890.39	124,151.31	2,593,763.30	70.6%
5003 ARENA ENTERPRISE FUND							
53603060 ARENA EXPENSE	393,979	0	393,979	360,306.34	8,563.67	25,108.99	93.6%
TOTAL ARENA ENTERPRISE FUND	393,979	0	393,979	360,306.34	8,563.67	25,108.99	93.6%
6000 COMMUNITY CENTER SP REV FUND							

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 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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6000	COMMUNITY CENTER SP REV FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6070572	COMMUNITY CENTER EXPENSE	841,000	0	841,000	779,938.03	30,352.43	30,709.54	96.3%
	TOTAL COMMUNITY CENTER SP REV FUND	841,000	0	841,000	779,938.03	30,352.43	30,709.54	96.3%
	GRAND TOTAL	55,261,741	2,189,235	57,450,976	50,613,171.78	615,457.32	6,222,346.90	89.2%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 GENERAL FUND							
511001 SALARIES - FULL TIME	11,017,155	31,296	11,048,451	10,377,726.48	.00	670,724.53	93.9%
511002 SALARIES - PART TIME	1,128,147	2,175	1,130,322	1,141,561.55	.00	-11,239.55	101.0%
511003 SALARIES - EARLY REPORTING	90,442	0	90,442	52,895.48	.00	37,546.52	58.5%
511004 SALARIES - HOLIDAY PAY	253,233	0	253,233	247,976.06	.00	5,256.94	97.9%
511005 SALARIES - OUTSIDE DUTIES	180,000	0	180,000	248,862.99	.00	-68,862.99	138.3%
511009 SALARIES - ELECTED OFFICIALS	42,300	-2,175	40,125	33,552.53	.00	6,572.47	83.6%
511099 SALARIES - ADJUSTMENT	66,144	0	66,144	59,921.58	.00	6,222.42	90.6%
513001 OVERTIME - REGULAR	563,760	0	563,760	659,580.74	.00	-95,820.74	117.0%
513002 OVERTIME - TRAINING	58,940	0	58,940	36,740.01	.00	22,199.99	62.3%
514000 EDUCATION INCENTIVE	55,300	0	55,300	52,056.46	.00	3,243.54	94.1%
515001 ON CALL	11,241	0	11,241	12,803.32	.00	-1,562.32	113.9%
516000 LONGEVITY	43,105	0	43,105	37,369.94	.00	5,735.06	86.7%
519000 TRAVEL ALLOWANCE	15,300	-850	14,450	11,334.54	.00	3,115.46	78.4%
521100 HEALTH	2,045,935	0	2,045,935	1,924,932.66	.00	121,002.34	94.1%
521200 DENTAL	35,300	0	35,300	40,917.53	.00	-5,617.53	115.9%
521300 LIFE	11,069	0	11,069	11,673.38	.00	-604.38	105.5%
522000 SOCIAL SECURITY	580,409	3,220	583,629	558,726.45	.00	24,902.52	95.7%
523000 RETIREMENT	2,660,017	5,320	2,665,337	2,495,066.32	.00	170,270.64	93.6%
525000 UNEMPLOYMENT	1,500	0	1,500	.00	.00	1,500.00	.0%
526000 WORKERS' COMPENSATION	251,926	0	251,926	251,966.00	.00	-40.00	100.0%
528001 DISABILITY INSURANCE	61,682	0	61,682	61,555.84	.00	126.16	99.8%
TOTAL GENERAL FUND	19,172,905	38,986	19,211,891	18,317,219.86	.00	894,671.08	95.3%
GRAND TOTAL	19,172,905	38,986	19,211,891	18,317,219.86	.00	894,671.08	95.3%
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City Clerk's Office



Planning Board
Conservation Commission
Historic District Commission
Arts & Culture Commission

Planning & Development Department
City Hall Annex
33 Wakefield Street
ROCHESTER, NEW HAMPSHIRE 03867-1917
(603) 335-1338 - Fax (603) 330-0023
Web Site: <http://www.rochesternh.net>

PLANNING & DEVELOPMENT DEPARTMENT MONTHLY REPORT FOR JUNE 2019

The Planning Board, Conservation Commission, and Historic District Commission (HDC) all held their regular meetings in May. The Arts & Culture Commission did not meet in June. You will find the summaries of the agendas and discussions further down in this report. The Planning Board also held their workshop meeting in June. They reviewed the May surety & inspection reports.

The Planning & Development Department remains extremely busy in general with many meetings with citizens, developers, applicants, and the processing of applications. The Department received three new applications for the July Planning Board meeting. We will have a very busy meeting in July since four (4) applications have been continued until the July meeting in addition to the three new applications. In addition, we continued working with our consultants, VHB, on the Transportation Master Plan and the consultant for updating the Downtown Master Plan Chapter.

I also participated in the monthly meeting of the Leadership Committee for the Economic Development Division of the American Planning Association, which I am a member. I attended the month COAST Board meeting now that I am the representative for the City. I also met with the Downtown Development Working Group to work on issues in the downtown. Staff also participated in the TRG meetings, pre-construction meetings, Rotary, and the Metropolitan Planning Organization's Technical Advisory Committee (MPO TAC) monthly meeting. Seth Creighton and I also attended a Sustainable Construction and Affordable Housing workshop in Portsmouth. On June 19th I also attended the Workforce Housing Coalition's Annual Meeting and Awards Ceremony in Portsmouth. The Workforce Housing Coalition awarded the City of Rochester with the 2018 Municipal Leadership Award for our work on affordable housing and the housing charrette that we held at the Rochester Performing Arts Center. Michelle and Seth also split the days attending the New Hampshire Planners Association Spring Conference. I attended the LOCUS National Leadership Summit in Washington, DC that dealt with Opportunity Zones, public/private partnerships, and smart growth. In addition, I attended the New Hampshire Economic Developers Association Summer Meeting in Newmarket at the renovated mills. The workshop was on Public/Private Partnerships (P3).

On a very happy note, Michelle Mears, Senior Planner, had a baby girl in June and everyone is happy and healthy. Michelle will be out for maternity leave and we will be bringing someone in part-time to fill in for her.

APPLICATIONS REVIEWED BY THE PLANNING BOARD

TSB Properties, LLC, 124 Milton Road (by Berry Surveying & Engineering) Site plan and conditional use permit to construct six new self-storage units and one commercial unit. Case# 210 – 32 – HC – 19 **CONTINUED TO 7/8/2019**

SL Sweet Properties, LLC, Betts Road (by Berry Surveying & Engineering) Subdivision of one lot into three lots via the Porkchop subdivision standards. Case# 204 – 34 – A – 19 **CONTINUED TO 7/8/2019**

Lilac Community LP, 41 Tebbetts Road (by Norway Plains Assoc.) 3-Lot subdivision. Case# 253 – 83 – A – 19 **CONTINUED TO 7/8/2019**

201 Storage, LLC, 201 Highland Street (by Fuss & O'Neill, Inc.) Site plan to replace a 2,800 sf one-story storage structure with a 18,126 sf two-story storage structure, and remove 600 sf of an existing one-story storage structure. Case# 106 – 3 – NMU – 19 **CONTINUED TO 7/8/2019**

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

1. Minutes: The Meeting Minutes of May 22, 2019 were reviewed and accepted.

2. Conservation Overlay District:

a) Nantucket Beadboard, 109 Chestnut Hill Road: *Site plan and conditional use permit (wetlands/wetland buffer impact) to construct a 10,000 sf. light manufacturing & materials storage building.*

This Conditional Use Permit request was approved with the following conditions:

- 1) The impacted wetland buffer is to be seeded with a conservation seed mix and to be mowed no more than two times per year or left to grow naturally.
- 2) Conservation Area signs be installed along the wetland buffer at 100' intervals.
- 3) Move dumpster to other end of parking lot, away from drainage swales and wetland buffers.

3. NH Department of Environmental Services Applications:

a) City of Rochester, 10 Hillsdale Road: *Wetlands Permit by Notification to install a seasonal dock for launching canoe/kayak*

The Commission signed the State of NH Dept. of Environmental Services application so that it could be expedited by the State.

b) Integrity Auto, 415 North Main St: *NH DES Shoreland Application*

The Commission asked staff to send a letter to NH DES stating that Commission has several questions about this property and proposal and as such withhold comments until the applicant makes a presentation to the Commission and allows the Commission to walk the property.

4. New Business:

- a) Resident Dan Nickerson introduced himself and said he is interested in joining the Commission. He said he has 40+ years' experience as a logger/forester and would like to help the City.
- b) A member stated that Millie Henderson passed away. Millie was one of the family members involved with the Henderson conservation easement.
- c) A member said that a new culvert installed in Highland St near Dunkin Donuts looks very good.
- d) A member asked about the status of Highfield Commons Phase 1B. Staff said the site was out of compliance. The Commission asked staff to send a letter to NH DES requesting them to walk the site and review for and enforce against noncompliance.

5. Old Business:

- a) **Water Quality Monitoring** – The water quality monitoring equipment is being calibrated by NH DES and upon return a member will begin monitoring two locations on the Cocheco River. A member is also simplifying the 'how-to' instructions.
- b) A member said the Riverwalk Committee chairperson declined to meet with the Conservation Commission and suggested the Commission request the meeting minutes from Econ Dev Dept. The Commission expressed their disappointment over this response.
- c) A member said she would like to see the ravine on Congress St cleaned up.
- d) A member suggested the Farmers Market be better advertised because folks don't know that it's going on.
- e) The group asked Staff if there is any news to report on the Gonic Dams; staff didn't have any. A member said that he had heard the State determined ownership of the dams.

6. Reports:

- a) Technical Review Group.
- b) Planning Board.

Staff said that most of the applications from the June Planning Board meeting had been continued to July.

7. Discussion: None.

8. Non-Public Session pursuant to RSA 91-A:3 II (d): Discussion of acquisition of real property and/or recent site walks and LACE sheets was had.

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

Creteau Hackett Lachapelle and Associates, LLC. Certificate of Approval for vinyl siding, exterior lighting, and stone veneer to one side of foundation. Case #HDC 116-203-DTC-19.
APPROVED

A conceptual project to allow a mural was also reviewed. The Commission is supportive of the idea and the applicant will formally apply once a location has been determined.

ARTS AND CULTURE COMMISSION ACTIVITIES

The Arts and Culture Commission did not meet for the month of June.

Respectfully submitted,
James B. Campbell,
Director of Planning & Development

Memorandum

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

From: Lauren Krans, Recreation & Arena
Date: July 5, 2019
Re: June 2019 Report

June Program	Participant Total
Adult Open Gym 30+	9
Adult Volleyball	94
Concert on the Common	Rained Out!
Fishing Derby	12
Granite Track & Field	65
Restorative Meditation	4
Senior Art	26
Senior Breakfast	99
Senior Dance Lessons	21
Senior Power Hour	72
Senior Swim	46
Senior Trips	13
Senior Yoga Chair	10
Senior Yoga Gentle	11
SHS/BCA open Gym	38
Summer Camp	150
Swim Lessons Level 1+	82
Swim Lessons Toddler	21
Teen Travel Camp	30
Public Swim ER Pool	691
Public Swim Gonic Pool	437
Public Swim HP Pool	1231
Wings and Wheels	200
Advanced Senior Fitness	11
Hiking with Heather	7
June Total	3,380

Rochester Arena Summer Events

The first indoor Farmers Market took place at the Rochester Arena this month! Feedback was very positive, many vendors commented on how convenient the parking and access to the facility was. The Rochester Arena also hosted a Wheelchair Lacrosse Clinic for Northeast Passage in June. The user group loved the facility space and will return for a second workshop in August.

Children's Day at the Rochester Farmers Market

Our staff took part in Children's Day at the Rochester Farmers Market by hosting a very popular face painting station. Our department never wants to disappoint- Program Coordinator Cindy was at the Common for an hour after the Farmers Market ended to make sure every child in line got their face painted!

Outdoor Facility Upgrades

We celebrated the renovated Hanson Pines Basketball Courts and outdoor tennis court lights with a press release. Input from recreation, community development and public works was incorporated into this article and helped to highlight the beautiful, accessible outdoor spaces our City has to offer.

The outdoor tennis court lights have provided an opportunity for our die-hard Pickleball players to play well into the evening! Pickleball moves outside during the summer season and our participants have continued to consistently meet multiple times each week to play both during the morning and at night!

Rec & Arena Commission Update

Our advisory commission will be taking a break during the months of July and August. We will reconvene in September!



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City Clerk's Office

Forthcoming: Rochester Fire Department Report...

City Clerk's Office

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City Clerk's Office



PAUL R. TOUSSAINT
Chief of Police

ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127
FAX (603) 330-7159
www.rochesterpd.org
"Dedication, Pride, Integrity"

POLICE COMMISSION

DEREK J. PETERS
Chairman
DAVID R. STEVENS
Vice Chairman
LISA M. STANLEY
Commissioner

July 9, 2019



TO: City Manager Blaine Cox

RE: Monthly Report – June 2019

Please note this is an abbreviated report and does not include the comp stat report. The July report will have the comp stat report.

OPERATIONS: Wards 4, 5 and 6 met this period. Discussion included a review of the compstat report, discussion of police staffing, bail reform, burglaries and thefts from motor vehicles and tips to prevent being a victim of such crimes. Julian Long from the Planning Department reviewed CDBG funding projects.

The investigations bureau had 18 cases sent up from patrol for review or investigation. There are currently 53 cases assigned. There were 26 cases presented to the Grand Jury all with true bills. Compliance checks completed for two pawnshops. There were two detective call outs (1 overdose death and 1 drug/theft case). There were 291 pieces of evidence logged in, 72 items returned to owners and an additional 674 pieces destroyed.

CEO/ COMMUNITY ENGAGEMENT OFFICER: Due to staffing shortages, Officer Danie has been added to the patrol schedule. He is expected to return to CEO duties after July 1. Officer Danie and Lt. Gould were on the cadre for the Police Cadet Academy at the end of June.

COMP STAT: Traffic stops were consistent with the previous month, as were the calls for service. One notable arrest from a traffic stop was a known drug dealer arrested on a warrant. Approximately one quarter of accidents this period happened in parking lots. DWI arrests were down, however, 3 of the 5 were from accidents. We will continue to focus on this. Thefts from motor vehicles are increasing, and a public service announcement was done. Additionally there has been an uptick in thefts of bicycles. There was a significant increase in overdoses from May (5) to June (24).

COMMUNICATIONS: We had received 125 applications for the open dispatch position and 44 confirmed attending the written test. We will be setting up interviews and oral boards for the open dispatch supervisor position. There is a compression issue in pay for new dispatchers compared to those who are currently serving. The junior dispatcher has 6 months experience, the next has more than two years with Rochester and additional years in another county, while the most senior dispatcher has 14 years experience.

DIVERSION: The Teen night wrap up shows that Rec and PD feel we are meeting the highest need youth in the community. Teen Travel camp stepped off on June 26th, with 18 attending. Café-Red housed in the basement of the Grace Community Church accommodates over thirty attendees every Thursday after school for fun, food and activities. We will work with them on outreach information and support their activities while connecting them with the Teen Night population for consist adult role models for community youth.

ACEs (adverse childhood experiences) training was held for the Diversion jurors. All attending felt the training was valuable to helping them handle youth with more intensive trauma backgrounds. Nicole has been working with the Strafford County Addiction and Prevention Task Forces developing the new 3-year strategies for the County.

Nicole completed LEAD classes with the high school SRO and is gearing up for a new school year and curriculum. With the fall semester we will see the first of our LEAD students getting the benefit of the second round of courses, as the program is offered at the 3, 6 and 9 grade levels.

HOUSING: Calls remain steady. There were 40 police related calls. We have done and will do more proactive work to assist with those residents falling victim to thefts from motor vehicles. There were 17 background checks completed for prospective tenants.

PROSECUTION - ADULT: There were 249 cases with 313 charges. There were 112 guilty pleas, 66 not guilty, 30 cases nol prossed and 42 cases continued. There were 51 who failed to appear, 22 found guilty by the court, 14 cases dismissed by the court and 4 cases placed on file.

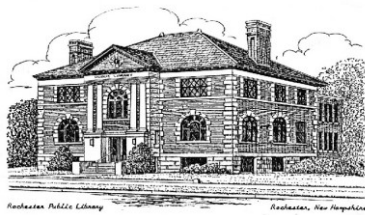
PROSECUTION - JUVENILE: Juvenile prosecution had 20 petitions. There were 4 contempt investigations. There were 7 review hearings, 5 violation hearings, 1 emergency placement hearings, There were 8 arraignments, 6 trials resolved by plea. Additionally Lt. Gould completed 7 investigations (complaint and warrant) for bail jumping. She also completed motions for bring a trial forward, imposing suspended sentences and witness fees for defendant failing to appear for trial. Lt. Gould served on the cadre for the Police Cadet Academy at the end of June.

RENTAL PROPERTY OWNERS ASSOCIATION: At the June 6th meeting Lt. Bossi provided information about the fireworks ordinance in the city. He discussed abandoned vehicles on private property and other towing related questions.

EMD USE: Display and Deploy: None
 Display Only: Two

Respectfully Submitted,

Paul R. Toussaint
 Chief of Police



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

07/11/2019

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

MONTHLY REPORT

June 2019

There were a total of 14,284 items circulated with 12,515 people visiting the library in the month of June. One hundred sixty-nine patrons used the library's Internet computers for 541 hours. Current number of patron registrations is 39,200. Interlibrary loan activity included 46 materials borrowed from other libraries and 190 loaned to other libraries.

The Summer Reading Program, "Polar Reading!" began Monday, June 17th and will run for six weeks. This reading program includes monkeys, sloth, a friendly elephant, lily pads to hop on and read a book and a jungle camp within the vines and leaves for all to explore. All children 2 and up are welcome to participate regardless of their reading abilities or any other limitations. Our Children's room staff is ready and willing to help all children and young people to participate and be successful in the program.

The morning of June 21st, the busy Children's Room staff had fun with a 102 children creating a color changing chameleon craft for participants to make and take home.

June 25th the Children's Room was pleased to present Magician Norman Ng. A crowd of 315 children and adults were treated to the mind blowing magic, and hilarious comedy of this unique magic show that was packed full of audience participation. A truly fun event for all ages to enjoy.

Christa Blackwood is the featured artist in the historic Andrew Carnegie Gallery throughout the summer until partially through September. This space, curated by the Rochester Museum of Fine Arts is located at the top of the library's beautiful double staircase with an abundance of natural light to highlight each work of art. Christa is a photo, text and installation artist working with themes related to identity, gender, history, and popular culture.

In addition to the print versions of available books, 303 of our library patrons downloaded 1,521 e-books to media devices through the library's web site this month. The RPL website also enabled 29 patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 282 digital downloads from Hoopla.

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City Clerk's Office

City of Rochester Tax Collector's Office

June 30, 2019

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2019	Semi Annual	32,520,503	18,319,406.10	56.33%	14,201,096.90	43.67%
2018	Warrant	63,834,824	62,671,238.70	98.18%	1,163,585.30	1.82%
2017		60,524,791	59,950,848.20	99.05%	573,942.80	0.95%
2016		58,196,003	57,908,098.67	99.51%	287,904.33	0.49%
2015		56,938,119	56,789,870.90	99.74%	148,248.10	0.26%
2014		55,068,779	54,975,385.91	99.83%	93,393.09	0.17%
2013		53,324,262	53,250,881.60	99.86%	73,380.40	0.14%
2012		50,952,912	50,908,971.99	99.91%	43,940.01	0.09%
2011		48,856,892	48,817,789.72	99.92%	39,102.28	0.08%
2010		47,308,832	47,275,334.59	99.93%	33,497.41	0.07%
2009		46,898,827	46,869,038.61	99.94%	29,788.39	0.06%
2008		46,522,769	46,505,442.89	99.96%	17,326.11	0.04%
2007		42,964,450	42,949,974.64	99.97%	14,475.36	0.03%
2006		40,794,160	40,784,720.81	99.98%	9,439.19	0.02%
2005		38,024,453	38,017,087.20	99.98%	7,365.80	0.02%
2004		36,065,496	36,057,439.13	99.98%	8,056.87	0.02%
2003		33,310,579	33,305,001.65	99.98%	5,577.35	0.02%
2002		29,725,878	29,720,692.63	99.98%	5,185.37	0.02%
2001		26,943,136	26,937,802.91	99.98%	5,333.09	0.02%
2000		25,415,248	25,411,043.45	99.98%	4,204.55	0.02%
1999		22,973,308	22,969,992.33	99.99%	3,315.67	0.01%
1998		30,592,529	30,587,901.82	99.98%	4,627.18	0.02%
1997		29,835,914	29,831,457.52	99.99%	4,456.48	0.01%
1996		27,726,424	27,722,073.99	99.98%	4,350.01	0.02%
1995		27,712,029	27,709,191.61	99.99%	2,837.39	0.01%
1994		26,989,803	26,987,206.62	99.99%	2,596.38	0.01%
1993		25,611,050	25,608,622.48	99.99%	2,427.52	0.01%
1992		24,746,736	24,744,940.64	99.99%	1,795.36	0.01%
1991		24,296,285	24,294,507.32	99.99%	1,777.68	0.01%
					16,793,026.37	

Tax Collector
Doreen Jones, CTC

Online Citizen Self Service Totals FY 19		
Month	Total \$\$	# of Payments
July	\$ 70,642.36	32
Aug	\$ 25,303.24	16
Sept	\$ 3,047.61	7
Oct	\$ 28,402.05	5
Nov	\$ 48,552.23	14
Dec	\$ 123,132.45	117
Jan	\$ 161,311.48	237
Feb	\$ 93,687.34	189
Mar	\$ 575,396.95	231
Apr	\$ 96,946.04	290
May	\$ 73,913.99	443
June	\$ 250,193.77	440
Totals	\$ 1,550,529.51	2021

Doreen Jones, CTC
Tax Collector

Rochester, New Hampshire
Inter office Memorandum

TO: Blaine Cox
City Manager

FROM: Todd M. Marsh
Director of Welfare



SUBJECT: Analysis of Direct Assistance for June 2019.

DATE: July 5, 2019

This office reported 156 formal interview notes for the month.

Voucher amounts issued were as follows:

	33 <u>Families</u> 9 new	30 <u>Single</u> 13 new
Burial	00.00	1,950.00
Dental00	00.00
Electricity	304.87	169.37
Food.....	.00	00.00
Fuel heating	0.00	00.00
Mortgage00	00.00
Prescriptions00	00.00
Rent	8,877.10	4,551.00
Temporary Housing.....	1,457.00	1,445.00
Transportation	<u>.00</u>	<u>470.50</u>
TOTAL	\$10,638.97	\$8,585.87

This represents an average cost per case/family of \$322.39 and case/Individual of \$286.19 for this month.

Total vouchers issued: \$19,224.84

There was an increase of \$8,619.72 in assistance issued this month compared to June 2018. There was an increase of \$2,594.43 in vouchers issued this month compared to last month.

We received reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaling \$157.98

NOTES

Decreased family homeless shelter availability has resulted in increased temporary housing assistance (motels) until transitions to permanent housing or available homeless shelters.



Rochester Welfare
Department
Analysis of Assistance Given
6/1/2019 - 6/30/2019

07/11/2019

	<u>Family</u>			<u>Single</u>		
	<u>Num</u>	<u>Amt</u>	<u>Pct</u>	<u>Num</u>	<u>Amt</u>	<u>Pct</u>
Burial	0	\$0.00	0.0%	3	\$1,950.00	22.7%
Electricity	4	\$304.87	2.9%	3	\$169.37	2.0%
Rent	24	\$8,877.10	83.4%	14	\$4,551.00	53.0%
Temporary Shelter	5	\$1,457.00	13.7%	7	\$1,445.00	16.8%
Transportation	0	\$0.00	0.0%	3	\$470.50	5.5%
Tot Household Assistance:	33	\$10,638.97		30	\$8,585.87	
Tot Assistance:		\$19,224.84				
New Families This Period:		9				
New Singles This Period:		13				
Case Notes This Period:		156				

Reimbursements This Period

Source	Amount
Lien	\$157.98
	\$157.98



Rochester Welfare
Department
Analysis of Assistance Given
6/1/2018 - 6/30/2018

07/11/2019

	<u>Family</u>			<u>Single</u>		
	Num	<u>Amt</u>	<u>Pct</u>	Num	<u>Amt</u>	<u>Pct</u>
Electricity	9	\$1,281.91	19.8%	3	\$345.32	8.4%
Prescriptions	1	\$110.74	1.7%	2	\$147.65	3.6%
Rent	8	\$3,287.00	50.6%	9	\$3,524.00	85.6%
Temporary Shelter	5	\$1,810.00	27.9%	0	\$0.00	0.0%
Transportation	0	\$0.00	0.0%	2	\$98.50	2.4%
Tot Household Assistance:	23	\$6,489.65		16	\$4,115.47	
Tot Assistance:		\$10,605.12				
New Families This Period:		9				
New Singles This Period:		5				
Case Notes This Period:		80				



Rochester Welfare
Department
Analysis of Assistance Given
5/1/2019 - 5/31/2019

07/11/2019

	<u>Family</u>			<u>Single</u>		
	<u>Num</u>	<u>Amt</u>	<u>Pct</u>	<u>Num</u>	<u>Amt</u>	<u>Pct</u>
Burial	2	\$1,300.00	13.1%	3	\$1,550.00	23.0%
Electricity	3	\$301.61	3.0%	2	\$407.66	6.1%
Prescriptions	0	\$0.00	0.0%	2	\$322.89	4.8%
Rent	16	\$6,570.25	66.4%	10	\$3,322.50	49.3%
Temporary Shelter	5	\$1,421.00	14.4%	4	\$850.00	12.6%
Transportation	2	\$304.50	3.1%	4	\$280.00	4.2%
Tot Household Assistance:	28	\$9,897.36		25	\$6,733.05	
Tot Assistance:		\$16,630.41				
New Families This Period:		7				
New Singles This Period:		8				
Case Notes This Period:		128				