



**Rochester City Council Public Hearing  
October 15, 2019  
Council Chambers  
7:00 PM**

- 1. Call To Order**
  - 2. Shall we allow the operation of Sports Book Retail Locations within the City of Rochester? P. 5**
  - 3. Shall we allow the operations of Keno Games within the City of Rochester P. 10**  
  
***\*Executive Director of the NH Lottery Commission, Charlie McIntyre, will be available for questions***
  - 4. Adjournment**
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**Rochester City Council Special Meeting  
October 15, 2019  
Council Chambers  
*Immediately following the public hearing***

**Agenda**

- 1. Call to Order**
- 2. Resolution Confirming Results of the October 5, 2019 Public Auction *first reading, consideration for second reading and adoption* P. 15**
- 3. Supplemental Appropriation to the Rochester Economic Development Commission Fund in an amount of \$3,000,000.00 for the 145 Airport Drive Development Project and Borrowing Authority pursuant to RSA 33:9 *second reading and consideration for adoption* P. 17**
- 4. Adjournment**

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City Clerk's Office

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**Rochester City Council Workshop  
October 15, 2019  
Council Chambers  
*Immediately following the Special Meeting***

- 1. Call to Order**
- 2. Public Input**
- 3. Communications from the City Manager**
  - 3.1 Adopt-a-Spot Certificates P. 35**
- 4. Communications from the Mayor**
- 5. Department Reports P. 39**
- 6. Other**
- 7. Non-Public/Non-Meeting**
  - 7.1 Non-Public Session per RSA 91-A:3, II (d) Land**
- 8. Adjournment**

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Pursuant to RSA 287-I the New Hampshire Lottery Commission ("Lottery") has been authorized to conduct and regulate sports wagering within the State of New Hampshire through the use of contracted agents and vendors. This legislation, enacted as House Bill 480 (HB 480), allows three channels of sports wagering: internet mobile platform, physical sports book retail locations, and traditional lottery retailers. By law, all revenues raised by Lottery Commission must go to Education.

The information in this document is a brief overview and is intended to answer questions city leadership and voters may have about the law.

***Q. How and where will players place bets?***

A. There will be three platforms (channels):

- Internet mobile platform, available throughout the State and accessed on computer and mobile devices similar to iLottery. Only players physically located within the borders of New Hampshire will be able to place wagers, deposit money, or withdraw money through the mobile application.
- Physical sports books, at up to ten retail locations, which may be stand-alone or collocated in other businesses.
- Traditional lottery retail locations.

***Q. What type of sports wagering bets will New Hampshire allow?***

A. The term sports wagering shall include, but not be limited to, single game bets, teaser bets, parlays, over-under bets, money line bets, pools, exchange wagering, in game wagering, in-play bets, proposition bets, and straight bets.

***Q. What type of sports wagering will New Hampshire prohibit?***

A. All high school sports events, amateur sports events where the participants are generally under the age of 18, collegiate events involving a team from New Hampshire or occurring in New Hampshire. Wagers may be accepted on tournaments in which a New Hampshire college participates, so long as wagers are not accepted only on the game involving a New Hampshire team.

***Q. Who can participate in sports wagering? Who is prohibited?***

A. Anyone 18 or older can place a wager. Prohibited sports bettors include Lottery employees and members of their household; contractors and agents of sports wagering in the State; or athlete, agent, employee, officiant, coach, or official of a sport governing body on a team for which a wager can be made.

***Q. How does the new law regarding sports wagering affect municipalities?***

A. Municipalities must vote on whether to permit the operation of sports book retail locations within the city or town. If a municipality chooses not to put the question to voters, or if the question does not pass a vote, a retail sports book will not be permitted in that city or town. In a town, the question of allowing a physical sports book may be placed on the warrant for an annual town meeting, "and shall be voted on by ballot." In a city, it may be placed on the official ballot for any regular municipal election.

If a majority of those voting on the question vote in the affirmative, retail sports books may be operated within the town or city.

***Q. If the municipality passes sports betting, does that mean a sports book will be located in the city?***

A. Not necessarily; a business may not apply to operate within your city for one of the ten available sports book locations. The Lottery Commission will select retail locations that make the most sense for the State and municipalities. The cities/towns must grant approval for each location before the Lottery will permit them to begin operations.

***Q. Where does the money go?***

A. The proceeds received by the commission from sports wagering, less the administrative costs of the commission, prizes paid, and payments for problem gambling services, shall be deposited in the education trust fund.

***Q. What is the process for getting the question onto the ballot or warrant? Is it up to the governing body, or can citizens petition to have it included?***

A. The short answer is either one. Here is the longer answer:

For towns: The law says the question "shall be placed on the warrant of an annual town meeting under the procedure set out in RSA 39:3, and shall be voted on a ballot." That is the statute that authorizes citizens to submit a warrant article by petition (signed by at least 25 voters or two percent of the registered voters), so one might conclude that *only* the citizens, not the selectmen, may initiate the warrant article. However, RSA 31:131 states, "Any question which an enabling statute authorizes to be placed in the warrant for a town meeting by petition may also be inserted by the selectmen, even in the absence of any petition." Thus, the selectmen may place the question on the warrant at their own initiative, and they *must* place it on the warrant if a valid petition is received under RSA 39:3.

For cities: The new law states that the legislative body (city council or board of aldermen) "may vote to place the question on the official ballot for any regular municipal election, or, in the alternative, shall place the question on the official ballot for any municipal election upon submission to the legislative body of a petition signed by 25 of the registered voters."

***Q. So the governing body is not required to put the question on the ballot unless it receives a citizen petition?***

A. Correct. In the absence of a citizen petition, the governing body *may* place the question on the ballot (or the warrant), at its sole discretion. If a valid citizen petition is received, the governing body *must* submit the question to the voters.

***Q. If the question is placed on the warrant for a town meeting, should it go on the official ballot?***

A. It depends. Of course, if a town has adopted the official ballot referendum (SB 2) form of town meeting, *all* questions must go on the official ballot.

In a town with a traditional (non-SB 2) town meeting, the question *may* be, but is not *required* to be, placed on the official ballot. This is because the new law specifies the form of the question and says that

it will be "voted on a ballot," but does not use the term "*official* ballot." Under RSA 39:3-d, II, any law that prescribes the wording of a question, but does not use the term "*official* ballot," is deemed to "authorize, but not require, the use of the official ballot for that question, unless a contrary intent is specified."

RSA 39:3-d, II, goes on to say that if the question is *not* placed on the official ballot, "the prescribed wording shall be placed in the warrant, and may also be placed upon a preprinted ballot to be acted upon in open meeting in the same manner as a secret 'yes-no' ballot." Although the statute says the question *may* be placed on a preprinted ballot, HB 480 says the question *shall* be voted on by ballot, so there is no discretion. Thus, if the question is not placed on the *official* ballot, it must be voted on by "unofficial" written ballot at the open meeting.

In short, non-SB 2 towns have a choice: put the question on the official ballot, or put it on the warrant and vote on it by written ballot at the open meeting.

***Q. What exactly is "the question" that should go on the ballot or warrant?***

A. The law states, "The wording of the question shall be substantially as follows: 'Shall we allow the operation of sports book retail locations within the town or city?'"

***Q. Must it be stated exactly in that manner?***

A. No, not *exactly*. Note that the law says "*substantially*." Further, RSA 31:130 states, "The forms of questions prescribed by municipal enabling statutes shall be deemed advisory only, and municipal legislation shall not be declared invalid for failure to conform to the precise wording of any question prescribed for submission to voters, so long as the action taken is within the scope of, and consistent with the intent of, the enabling statute or statutes." So, for example, there would be nothing wrong with omitting the words "town or" when the question is placed on the ballot in a city, or omitting the words "or city" on a town meeting warrant.

***Q. In an SB 2 town, the question would be placed on the warrant that goes to the deliberative session. May the deliberative session amend the question?***

A. No. RSA 40:13, IV(a) states, "Warrant articles whose wording is prescribed by law shall not be amended" at the deliberative session. If the question is placed on the warrant, voters may discuss and debate it as much as they want at the deliberative session, but they may not amend it. The question must go on the official ballot "*substantially*" as provided in HB 480.

***Q. Can the governing body include an explanation of the issue along with the question on the warrant or ballot?***

A. No. This would be a supplement to the language required by the law, and is likely to be deemed inconsistent with the requirement that the question be "*substantially*" in the form stated in the law. If the question is going to be submitted, it should be as stated above, without anything extra. The time for explaining the issue to voters is at the hearing that is required before the vote. It also can be explained as part of the discussion at the deliberative session (in a SB 2 town) or at the town meeting (in a non-SB 2 town).

***Q. May the question be submitted at a special town meeting?***

A. No, the law specifically says the question shall be placed on the official ballot for any regular municipal election or at on the warrant of an annual town meeting.

**Q. When is the hearing required to be held? Is it different for a town and a city?**

A. For either a town or a city, the governing body must hold a hearing "at least 15 days but not more than 30 days before the question is to be voted on." Notice of the hearing must be "posted in at least 2 public places in the municipality and published in a newspaper of general circulation at least 7 days before the hearing."

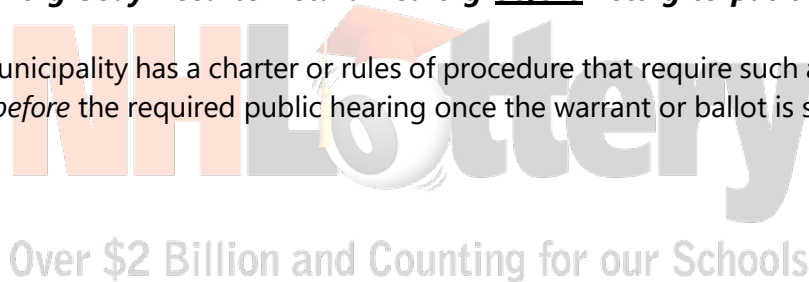
In a town, the date of the hearing will depend on the session at which the vote will be taken. In an SB 2 town, because the question will be on the official ballot, the hearing must be held 15 to 30 days before the second (voting) session—not before the deliberative session. In a town with a traditional town meeting, if the question is going to be on the official ballot, the hearing must be held 15 to 30 days before the voting session. If, instead, it is going to be voted on by written ballot at the open meeting, the hearing must be held 15 to 30 days before the meeting.

In a city, the hearing must be held 15 to 30 days before the municipal election at which the question will be on the ballot.

In all cases, be sure to post and publish the required notice of the hearing as stated above.

**Q. Does the governing body need to hold a hearing before voting to put the question on the ballot or warrant?**

A. No, unless the municipality has a charter or rules of procedure that require such a hearing. (Again, this refers to a hearing *before* the required public hearing once the warrant or ballot is set.)







## **Updates on KENO 603 to include:**

- **Current municipality and retailer count**
- **Current average sales per retailer & revenue projection**
- **Upcoming town meetings & potential for new retailers**
- **Revenue projections based on 60% of towns passing KENO 603**

# Current Municipality & Retailer Count

76 towns with a total of 113 locations

1 unincorp. township with 1 location

7 cities; total locations below per city

- Berlin (3)
- Claremont (4)
- Franklin (3)
- Laconia (8)
- Manchester (35)
- Nashua (16)
- Somersworth (6)

Total of 190 locations in 84  
municipalities\*

# Sales Goals

## KENO 603 Overall Goals:

- 250 locations
- \$43,750,000 in total sales per year
- \$3,645,833 in total sales per month
- \$841,346 in total sales per week

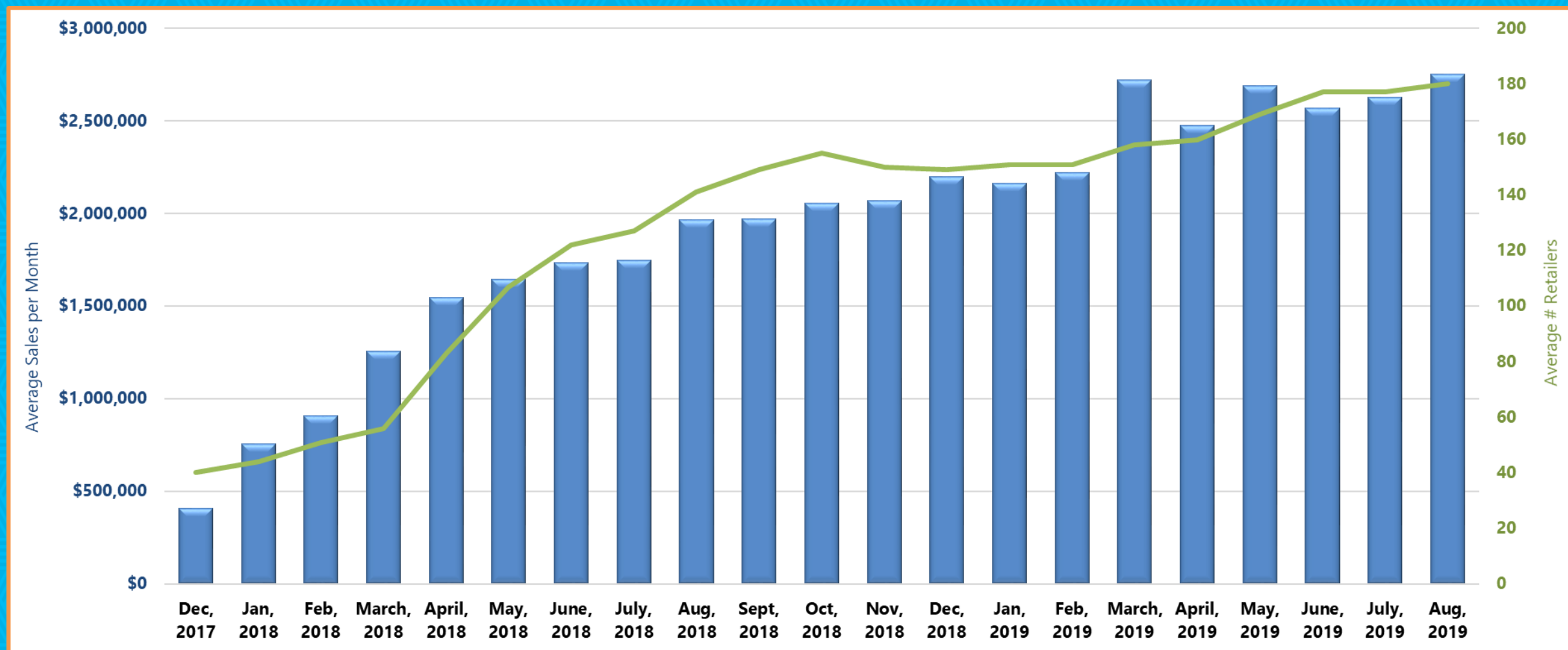
## Per Retailer Goals:

- \$175,000 in total sales per year
- \$14,583 in total sales per month
- \$3,365 in total sales per week

<b><i>FY 2018 Total</i></b>	<b>\$8,272,240</b>
<b><i>FY 2019 Total</i></b>	<b>\$26,786,637</b>
<b><i>FY 2020 Total to date</i></b>	<b>\$5,719,095</b>
<b><i>Since Dec 15, 2017</i></b>	<b>\$40,777,972</b>

*\*Projected, based on  
average daily sales*

# KENO 603 Sales by Month





# KENO 603 FY20 Revenue Projections\*

- Weekly Gross: \$713,416 (based on October 2018 average weekly sales)
- Annual Gross: \$37,097,632
- November of CY2019: Cities vote, with 5 cities to potentially pass KENO 603. This is 317 potential locations (likely 155 qualifying locations, with a conversion of ~40)

\*After 2019 town voting, applications and installations, based on previous slide's passage and retailer projections

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**Resolution Confirming Results of the October 5, 2019 Public Auction**

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

That the following results of the October 5, 2019 Public Auction are confirmed as follows:

<b><u>Property</u></b>	<b><u>Purchaser</u></b>	<b><u>Amount</u></b>
0 Old Wakefield Road	Robert DeButts	\$400.00
0 Broadway Street	Kurt MacVitte	\$700.00
10 Lanai Drive	Affordable Mobiles, LLC	\$70,000.00
35 Linden Street	Matthew Spellissy	\$5,000.00
12 Downfield Lane	Timothy Wilder	\$100.00
0 Dora Drive	David Lemieux	\$8,100.00
5 Lois Street	Bernier Real Estate, LLC	\$31,000.00
24 D'Amours Avenue	Danziger Properties	\$500.00
19 Main Street	Henry Demers	\$72,000.00

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**Supplemental Appropriation to the Rochester Economic Development Commission Fund  
in an amount of \$3,000,000.00 for the 145 Airport Drive Development Project and  
Borrowing Authority pursuant to RSA 33:9**

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

That the amount of Three Million Dollars (\$3,000,000.00) is hereby appropriated as a supplemental appropriation to the Rochester Economic Development Commission Fund for the purpose of paying costs associated with the 145 Airport Drive development project.

Further, 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 is authorized to borrow the sum of Three Million Dollars (\$3,000,000.00) 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. The entirety of the borrowing authority shall be exercised in regards to a loan from the New Hampshire Business Finance Authority.

Still further, the City Manager is hereby authorized to execute all documents necessary to complete the above transactions on behalf of the City.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish a new fund named Rochester Economic Development Commission (REDC) Fund and designate such accounts and/or account numbers as are necessary to implement the transactions contemplated in this Resolution.

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**Agenda Item**

**Agenda Item Name:** REDC construction of facility in Granite State Business Park-162K TIF

**Date Submitted:** 10/10/19

**Name of Person Submitting Item:** Michael Scala-Director of Economic Development

**E-mail Address:** [Michael.scala@rochesternh.net](mailto:Michael.scala@rochesternh.net)

**Meeting Date Requested:** 10/15/19

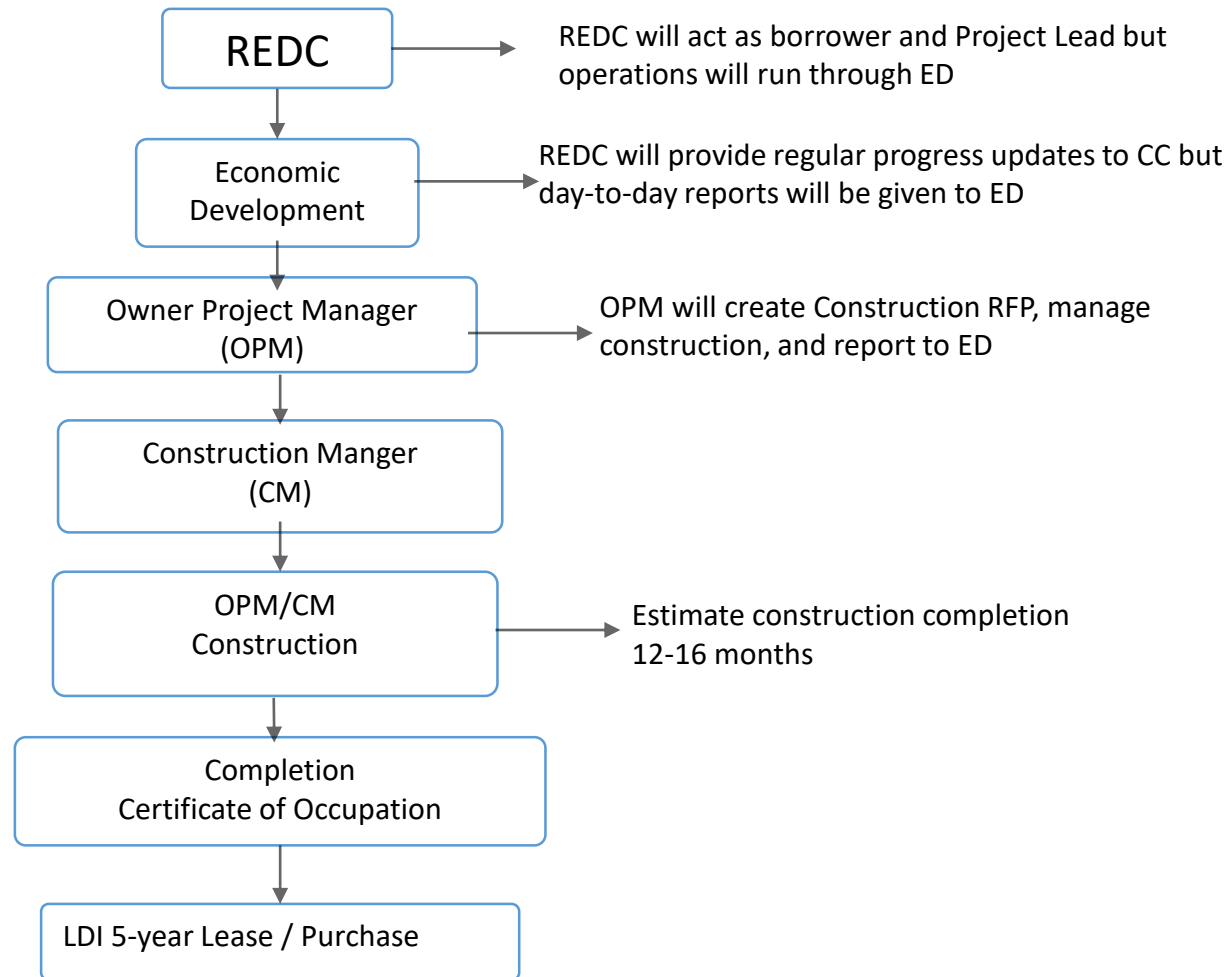
**Issue Summary Statement.** Under the provisions of RSA 162-G Rochester Economic Development Commission (REDC) will secure a loan from State of New Hampshire Business Finance Authority (NHBFA) and construct a 24,000 square foot manufacturing facility in the Granite State Business Park. The NHBFA loan will be \$3 million at an interest rate of 4.75%. The NHBFA loan will be a five (5) year loan with a 20 year amortization schedule. The facility will be constructed and then leased to LDI Solutions, a manufacturing business that produces specialty upholstery products for the medical industry.

REDC (City of Rochester) shall own the building during the lease period. LDI Solutions will enter into a five (5) year lease agreement with REDC and purchase the facility at the end of five (5) years. The purchase price shall be the principal balance due on the NHBFA loan. LDI Solutions' annual lease payment will equate to the full annual principal and interest payments due on the loan. In addition, LDI Solutions will pay all costs associated with managing the facility and will also pay annual property taxes that will be incremental revenue for the Granite State Business Park TIF. There will be formal lease and development agreements created between REDC and LDI Solutions.

LDI Solutions has annual sales of \$9 million with strong net income. LDI Solutions has been in business for fifteen years and will be relocating from Portsmouth, NH, and will bring 25-40 new jobs to Rochester. City Finance Department as well as NHBFA have performed thorough financial and credit reviews of LDI Solutions which have returned favorable results. Attached is a basic flow chart of the construction and related financial process.

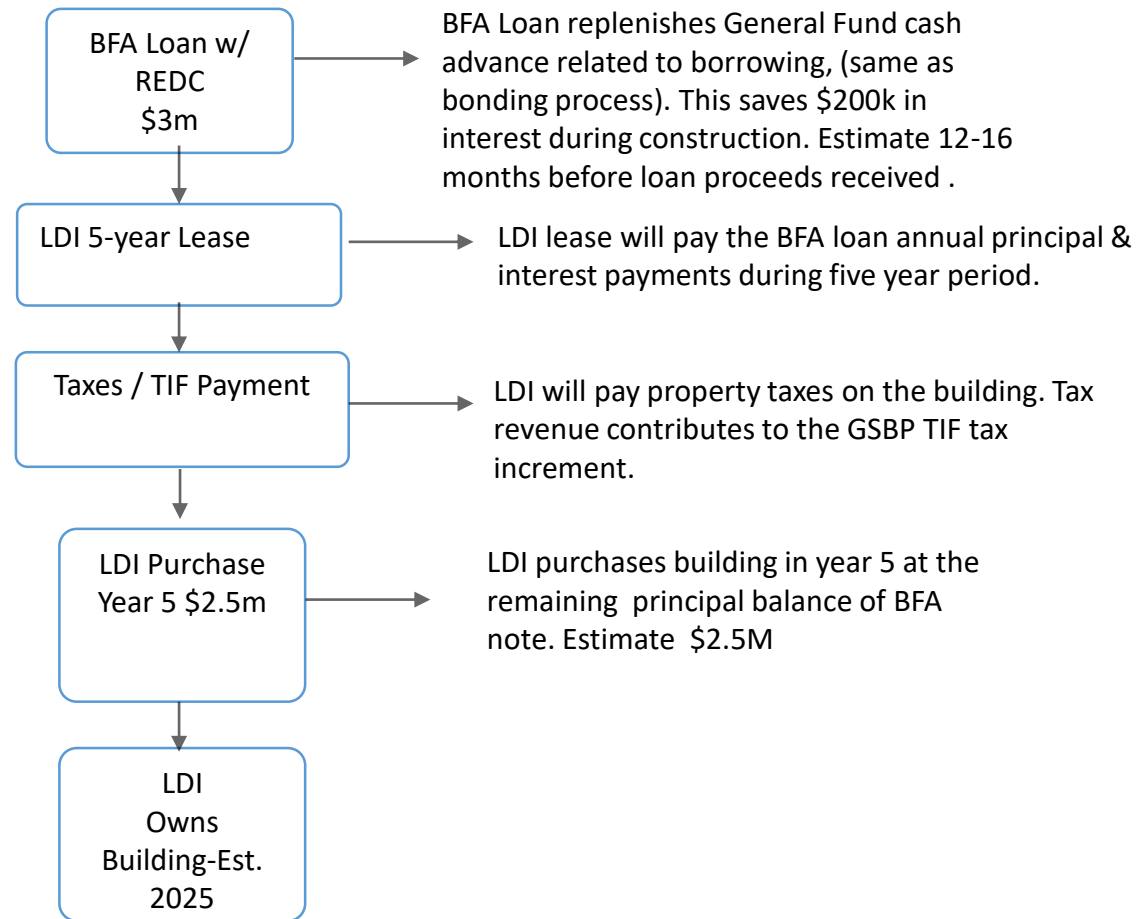
# Granite State Business Park162K TIF REDC-LDI Project Flow

10/10/2019





## REDC-LDI Funding/Property Tax



# CITY COUNCIL COMMITTEE

## Agenda Item

10/10/2019

**Agenda Item Name:** REDC construction of facility in Granite State Business Park

**Date Submitted:** 10/10/19

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

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

**Meeting Date Requested:** 10/15/19

**Issue Summary Statement.** LDI Solutions-Financial Review

A financial and credit review was performed on LDI Solutions as part of the qualifying process for the contemplated REDC facility construction project. LDI Solution's profit and loss financial statements, balance sheets, and IRS tax returns for the years 2016, 2017, and 2018 were analyzed. LDI Solution's has demonstrated strong net income, and solid revenue to expense operating ratios. Furthermore, the company currently has no long term debt. In addition, a Dunn & Bradstreet credit report was obtained on the company and the results classified LDI Solutions as a stable company with low credit risk. NHBFA & REDC have also performed their own independent financial reviews of LDI Solutions and have also conclude the company has strong financials. Attached is the P&L financial summary.

<b>LDI P&amp;L Review</b>	<b>2019 (as of 6-30-19)</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
Total Income	\$4,396,287	\$7,662,304	\$6,726,541	\$6,390,075.63
Cost of Goods Sold (COGS)	\$2,247,877	\$4,090,216	\$3,627,156	\$3,315,619.71
<b>Gross Profit</b>	<b>\$2,148,410</b>	<b>\$3,572,087</b>	<b>\$3,099,386</b>	<b>\$3,074,456</b>
<b>Gross Profit Percentage</b>	<b>48.87%</b>	<b>46.62%</b>	<b>46.08%</b>	<b>48.11%</b>
<b>Change Prior Year</b>		<b>15.25%</b>	<b>0.81%</b>	
<b>OPERATING EXPENSES</b>				
Employee Payroll Expenses	\$606,244	\$985,176	\$949,995	\$1,004,401
Employee Recognition	\$3,187	\$9,737	\$7,133	\$5,706
General Admin	\$172,773	\$273,432	\$258,828	\$177,106
Marketing	\$115,154	\$204,796	\$160,096	\$241,598
Occupancy Lease	\$36,762	\$73,525	\$73,525	\$73,525
Other Occupancy Expense	\$16,907	\$33,378	\$33,223	\$34,618
Utilities	\$14,786	\$27,398	\$26,776	\$28,132
Equip Maintenance	\$9,628	\$16,241	\$36,451	\$8,981
Travel Expenses	\$84,124	\$141,069	\$166,874	\$160,888
Interest Expense	\$1,793	\$2,347	\$3,705	\$1,764
Warranty Expenses	\$7,826	-\$4,671	-\$55,010	\$61,516
Other Uncatergorized Expenses	\$0	\$0	\$180,916	\$0
<b>TOTAL OPERATING EXPENSES</b>	<b>\$1,069,182</b>	<b>\$1,762,427</b>	<b>\$1,842,511</b>	<b>\$1,798,234</b>
<b>Change Prior Year</b>		<b>-4.35%</b>	<b>2.46%</b>	
<b>EBITDA</b>	<b>\$1,079,228</b>	<b>\$1,809,660</b>	<b>\$1,256,875</b>	<b>\$1,276,222</b>
<b>Change Prior Year</b>		<b>43.98%</b>	<b>-1.52%</b>	
<b>NON-OPERATING EXPENSES</b>				
R&D Expenses	\$119,532	\$305,841	\$289,430	\$227,385
Net Other Income /Expenses	\$0.00	\$0	-\$3,434	\$0
State of NH Business & Other Taxes	\$15,021.86	\$13,828	\$14,630	\$10,842
Depreciation & Amortization		\$95,735	\$31,942	\$51,465
<b>TOTAL NON OPERATING EXPENSES</b>	<b>\$134,553.69</b>	<b>\$415,403.47</b>	<b>\$332,568.45</b>	<b>\$289,691.67</b>
<b>NET ORDINARY INCOME</b>	<b>\$944,674</b>	<b>\$1,394,256</b>	<b>\$924,306</b>	<b>\$986,530</b>
<b>Change Prior Year</b>		<b>50.84%</b>	<b>-6.31%</b>	
<b>EBITDA Ratio</b>	24.55%	23.62%	18.69%	19.97%
<b>Operating Ratio</b> (Operating Expenses to Gross Profit)	49.77%	49.34%	59.45%	58.49%

# TITLE XII

## PUBLIC SAFETY AND WELFARE

### CHAPTER 162-G

### ACQUISITION, DEVELOPMENT AND DISPOSAL OF INDUSTRIAL LAND AND FACILITIES

#### Section 162-G:1

##### **162-G:1 Adoption. –**

- I. Any city or town that adopts the provisions of this chapter shall have all of the authority, powers, duties and responsibilities set forth in this chapter.
- II. Adoption in a town with a town meeting shall be by a majority vote of all of the registered voters present and voting at a regular town meeting or at a special town meeting duly warned for the purpose, after a public hearing before the planning board, or selectmen where there is no planning board, of which hearing notice has been given as provided in RSA 21:32. Upon the petition of 25 voters for the adoption of the provisions of this chapter, a hearing shall be held as provided above and the question of adoption shall be placed before the voters at a regular or duly warned special town meeting in the same manner and subject to the same requirements as set forth above.
- III. Adoption in a town with a town council shall be by a majority vote of all of the members of the town council after a public hearing before the council. Notice of such hearing shall be given as provided in RSA 21:32.
- IV. Adoption in a city shall be by a majority vote of all of the members of the city council or the board of mayor and aldermen after a public hearing before the council or board of which hearing notice has been given as provided in RSA 21:32.

**Source.** 1972, 57:1. 1975, 481:17. 1994, 331:3, eff. Aug. 7, 1994.

#### Section 162-G:2

**162-G:2 Declaration of Need and Purpose. –** It is hereby declared that there is a need for the development and preservation of business and industry within the state in order to alleviate and prevent unemployment, to insure the continued growth and prosperity of the state, and of the cities and towns within the state and to promote the general welfare of all its citizens. It is the purpose of this chapter to authorize the cities and towns of the state to foster and encourage the development of business and industrial facilities within or without their respective boundaries, acting directly or through a business and industrial development authority or a voluntary, nonprofit corporation, alone or in concert with one or more other governmental units, by acquiring, developing, expanding, leasing, and disposing of such facilities, where such development is more appropriate under this chapter than under RSA 162-A, as determined by the governing body. It is further declared that the acquisition of title to such facilities, either directly or through a business and industrial development authority or a voluntary, nonprofit corporation, and the lease or sale of such facilities as provided hereunder is a public purpose and shall be regarded as performing an essential governmental function in carrying out the provisions of this chapter. However, competition among communities in this state merely for the purpose of seeking relocation of business and industrial facilities located in this state is contrary to the policy of this chapter.

**Source.** 1972, 57:1. 1975, 481:1. 1994, 331:4. 2000, 161:1, eff. July 22, 2000.

#### Section 162-G:3

**162-G:3 Definitions. –**

As used in this chapter, unless the context otherwise requires, the following words and terms shall have the following meanings:

I. "Bond" shall mean an evidence of indebtedness issued by the governmental unit or a business and industrial development authority under this chapter to finance a project in whole or in part or to refund indebtedness incurred for that purpose and which, in the case of business and industrial development authority bonds, is payable solely from revenues, other than taxes or payments in lieu thereof, derived from such project or facility.

II. "Governing body" shall mean the board or body in which the general executive powers of the governmental unit are vested as defined in RSA 21:48.

III. "Governmental unit" shall mean a city or a town.

III-a. "Business and industrial development authority" hereinafter referred to as the "authority" shall mean the board of directors of a corporation described in RSA 162-G:15 or a board described in RSA 162-G:15-a.

IV. "Business and industrial facility" shall mean any land, any building or other improvement, and all real and personal properties, including but not limited to, machinery and equipment deemed necessary in connection therewith, whether or not now in existence, which shall be suitable for use for commercial, business service, mixed-use development, manufacturing, warehousing, processing wastes, renewable energy, or other business and industrial purposes, but shall not include raw materials, work in process or stock in trade. Facilities incidental to the foregoing such as utility lines, storage accommodations, and transportation facilities shall be deemed to be part of a business and industrial facility.

V. "Lease" means:

(a) In the case where the authority is the lessor, "lease" shall mean a written instrument to which the authority and a tenant are parties and which provides for the use and occupancy of a business and industrial facility and the payment of rent to the authority.

(b) In the case where the authority is the sublessor from a governmental entity, "lease" shall mean a written instrument to which the authority and a tenant are parties and which provides for the use and occupancy of a business and industrial facility and the payment of rent to the authority, a part or all of which will be paid to the governmental entity according to the terms of the lessor/sublessor agreement. The rent paid by the authority to the lessor shall not exceed the total of the amounts appropriated by the legislative body of the municipality which authorized the lessor/sublessor arrangement to meet such rent plus the revenue derived by the authority from its sublessee in excess of the authority's costs in meeting its obligation as a sublessor to the sublessee.

(c) In the case where the authority is the lessee of property owned by a nongovernmental entity, "lease" shall mean a written instrument to which the authority and a tenant are parties and which provides for the use and occupancy of a business and industrial facility by the authority's existing or future sublessees, and the payment of rent to the authority, part or all of which shall be paid to the nongovernmental entity according to the terms of the lessor/lessee agreement between the authority and the nongovernmental entity. The rent paid by the authority to the lessor or sublessor shall not exceed the total of the amounts appropriated by the legislative body of the municipality which authorized the leasing of the property to meet such rent plus the revenue derived by the authority from its sublessee in excess of the authority's costs in meeting its obligation as a lessee to the sublessee.

V-a. "Legislative body" shall mean legislative body as defined in RSA 21:47.

VI. "Project" shall mean the establishment or expansion of a business and industrial facility which is financed by the issue of bonds or other means of accomplishing the purposes of this chapter.

VII. "Project costs" shall mean the costs of establishing or expanding a business and industrial facility and of placing the same in operation. Such costs may include the costs of:

(a) Acquiring land, buildings, structures, and facilities, whether by purchase, construction, or otherwise;

(b) Acquiring rights in or over land, air, or water;

(c) Improving land and improving buildings, structures, and facilities by remodeling, reconstruction, or enlargement;

(d) Acquiring and installing machinery and equipment;

(e) Obtaining professional or advisory services;

(f) Interest prior to and during construction and until one year after the completion of a project;

(g) Creating or making contributions for loans, loan guarantees, and projects; and

(h) Issuing bonds or notes to finance a project.

Such costs may also include any other costs or expenses which are reasonably incidental to a project.

VIII. "Rent" shall mean the payments which a tenant is obligated to make under a lease.

IX. "Tenant" shall mean the person primarily liable for the payment of rent under a lease.

X. "Trust indenture" shall mean a written instrument between the governmental unit and any national bank or trust company doing business in the state of New Hampshire or in the Commonwealth of Massachusetts as trustee, which secures one or more series of bonds.

**Source.** 1972, 57:1. 1975, 481:2, 18. 1992, 262:24, 25. 1993, 328:6, 7. 1994, 331:5. 2000, 161:1. 2009, 56:1, eff. July 21, 2009. 2016, 25:1, eff. June 24, 2016.

## **Section 162-G:4**

### **162-G:4 Powers of the Governmental Unit. –**

The governmental unit shall have the following powers in addition to any other powers conferred upon it.

I. To engage in projects and to acquire, lease as lessee, own, and dispose of business and industrial facilities within or without the municipality, and to enter into option contracts to allow a municipality to acquire business and industrial facilities at or before some certain date, at some certain price, or below some certain price.

II. To issue bonds to pay project costs, or to reimburse a tenant for payments for project costs made before or after the bonds are issued, or to refund bonds previously issued.

III. To lease business and industrial facilities as owner and lessor or as lessee and sublessor.

IV. To mortgage, pledge, or assign as security for bonds, through use of a trust indenture or otherwise, any interest which the governmental unit may have in a business and industrial facility as owner and lessor.

V. In the event of a default by a tenant, to lease or sell the business and industrial facility to another person in whole or in part.

VI. To enter into lease subsidy contracts with business and industrial facility tenants upon a vote by the authority and the governing body that the business or industrial tenancy has a demonstrable public benefit.

VII. To make contracts or take any other action which is necessary or desirable in connection with the exercise of the foregoing powers. Nothing in this chapter shall be construed to authorize the governmental unit to operate a business and industrial facility itself or to conduct any business enterprise therein.

VIII. To accept grants that assist in the carrying out of the purposes of this chapter, and to do any and all things necessary or convenient in order to avail itself of such aid.

**Source.** 1972, 57:1. 1992, 262:26, 27. 1994, 331:6. 2000, 161:1, eff. July 22, 2000.

## **Section 162-G:4-a**

### **162-G:4-a Sales and Leases. –**

I. The sale or lease of any business and industrial facility or any part thereof shall be on such terms and conditions as is deemed appropriate by the legislative body or the business and industrial development authority to which the power to make such findings has been delegated, except that no property of the municipality shall be sold or leased for less than the value of such property as determined by the legislative body or the business and industrial development authority. In the case of findings made by the legislative body as to value of the property for the purpose of its sale or lease, the legislative body shall obtain and consider an opinion as to its value for such purpose furnished by a qualified, independent real estate appraiser certified under RSA 310-B.

Any determination of value reached by the legislative body or the business and industrial development authority in good faith shall be conclusive. If the business and industrial development authority determines the value of the property then, in all instances, the public benefit shall be demonstrable in actions entered into by the business and industrial development authority.

II. In all lease actions entered into by a business and industrial development authority or governmental unit, public benefit shall be demonstrable.

**Source.** 1975, 481:3. 1992, 262:28. 2000, 161:1, eff. July 22, 2000.

## **Section 162-G:5**

**162-G:5 Leases. –**

I. Every lease or sublease entered into by a municipality as lessor or sublessor shall:

- (a) Provide for the payment of rent by the tenant at such times and in such amounts as are necessary in order to pay the principal and interest of all bonds issued to finance the project as they become due; and
- (b) Obligate the tenant to pay all the costs and expenses of operation, maintenance, and upkeep of the business and industrial facility.

II. Any lease or sublease entered into by a municipality as lessor or sublessor may:

- (a) Provide for payments of rent which include amounts in addition to the amounts required to pay bonds;
- (b) Obligate a tenant to pay rent before the business and industrial facility exists or becomes functional and to pay rent after the business and industrial facility has ceased to exist or be functional to any extent and from any cause whatsoever;
- (c) Obligate a tenant to pay rent regardless of whether the tenant is in possession or is entitled to be in possession of the business and industrial facility;
- (d) Allocate responsibility between the municipality and the tenant for making purchases and contracts required for the project, provided that in the case of leases in which the municipality acts through its business and industrial development authority, any allocation of responsibility to the authority shall not exceed the total of the amounts appropriated by the legislative body for purposes of meeting such responsibility, and the rent derived from the lease in excess of costs of servicing bonds, unless the legislative body ratifies the lease;
- (e) Contain a tenant's option to purchase the business and industrial facility from the governmental unit for nominal consideration upon payment of the bonds or upon the tenant's making adequate and secure provision for their payment and provide for the automatic conveyance of the facility upon the effective exercise of such option;
- (f) Provide that some or all of the tenant's obligations thereunder shall be unconditional and shall be binding and enforceable in all circumstances whatsoever notwithstanding any other provision of law; and
- (g) Contain such other provisions and covenants relating to the use, maintenance, and replacement of the business and industrial facility which the governmental unit and the tenant deem necessary for the protection of themselves or others.

III. No lease may be for a term of more than 40 years.

**Source.** 1972, 57:1. 1992, 262:29-31. 2000, 161:1, eff. July 22, 2000.

**Section 162-G:6****162-G:6 Trust Indentures. –**

I. A trust indenture may contain a mortgage, pledge, or assignment of all or part of any interest or right which the governmental unit may have as the owner or lessor of a business and industrial facility. Any pledge or assignment of a right to receive money which is contained in a trust indenture shall be fully effective from the time when the trust indenture is executed with or without any subsequent physical delivery or segregation of such money and without any filing or recording under the uniform commercial code or otherwise.

II. A trust indenture may also contain covenants of the governmental unit as to:

- (a) The creation and maintenance of reserves;
- (b) The issuance of other bonds with respect to the business and industrial facility;
- (c) The maintenance, repair, and replacement of the business and industrial facility;
- (d) The insurance of the business and industrial facility against risk of loss;
- (e) The custody, investment, and application of moneys;
- (f) The use of surplus bond proceeds;
- (g) Action by the governmental unit in the event of a default by the tenant under the lease;
- (h) The subjecting of additional property to the lien of the indenture; and
- (i) Any other matter which affects the security for the bonds in any way .

III. A trust indenture may limit the rights of bondholders to enforce obligations of the governmental unit under the trust indenture or obligations of the governmental unit or the tenant under the lease.

**Source.** 1972, 57:1. 2000, 161:1, eff. July 22, 2000.

## Section 162-G:7

### **162-G:7 Bonds. –**

I. Bonds authorized under this chapter may be issued:

- (a) In one or more series of one or more denominations and bearing one or more rates of interest;
- (b) In bearer form or registered form with or without privileges of conversion and reconversion from one form to the other;
- (c) Payable in serial installments or as term bonds, and any series may consist of both types of bond, provided that all of the bonds of every series shall mature no later than 40 years after their dates;
- (d) Subject to redemption prior to maturity, with or without the payment of any redemption premium, in accordance with the provisions of the trust indenture;
- (e) By a governmental unit; and
- (f) By any business and industrial development authority created under this chapter.

II. Bonds shall bear the manual signature of the mayor and city treasurer, the city manager and city treasurer, or the chairman of the board of selectmen and the town treasurer, as the form of government of the municipality may prescribe; and interest coupons, if any, shall bear the manual or facsimile signature of the treasurer in each case. Bonds shall also bear the seal of the governmental unit or a facsimile thereof. Bonds executed as herein provided shall be valid notwithstanding that before the delivery thereof and payment therefor any or all of the persons whose signatures appear thereon shall have ceased to hold office.

III. Every bond shall bear a statement on its face that it does not constitute an indebtedness of the governmental unit except to the extent permitted by this chapter. Bonds may be sold at public or private sale. The price at which bonds are sold may be par or may be more or less than par, but the original purchaser thereof shall be obligated to pay accrued interest for the period, if any, from the date of the bonds to the date of delivery. All bonds issued under this chapter and interest coupons applicable thereto, if any, shall be deemed to be negotiable instruments and to be investment securities under the uniform commercial code.

IV. No purchaser of bonds shall be in any way bound to see to the proper application of the proceeds thereof.

**Source.** 1972, 57:1. 1975, 481:19. 1994, 331:7. 2000, 161:1, eff. July 22, 2000.

## Section 162-G:7-a

### **162-G:7-a Authority Bonds. –**

I. A business and industrial development authority established under RSA 162-G:15-a may issue bonds to pay project costs or to reimburse a tenant for payments for project costs made before or after the bonds are issued or to refund bonds previously issued.

II. Bonds shall bear the manual signature of the chairman of the board and the manual or facsimile signature of at least one other member of the board; and interest coupons, if any, shall bear the facsimile signature of the chairman. Bonds shall also bear the seal of the authority or a facsimile of the seal. Bonds executed as herein provided shall be valid notwithstanding that before the delivery thereof and payment therefor any or all of the persons whose signatures appear thereon shall have ceased to hold office.

III. Every bond shall bear a statement on its face that it does not constitute an indebtedness of any governmental unit or any authority except to the extent permitted by this chapter. Bonds may be sold at public or private sale. The price at which bonds are sold may be par or may be more or less than par, but the original purchaser thereof shall be obligated to pay accrued interest for the period, if any, from the date of the bonds to the date of delivery. All bonds issued under this section and interest coupons applicable thereto, if any, shall be deemed to be negotiable instruments and to be investment securities under the uniform commercial code.

**Source.** 1975, 481:4. 1994, 331:8. 2000, 161:1, eff. July 22, 2000.

## Section 162-G:8

### **162-G:8 Approval of Governing Body or Business and Industrial Development Authority. –**

I. Except as provided in paragraph II, no municipality shall acquire any business and industrial facility, or



execute any lease or trust indenture or issue any bonds with respect thereto, unless the governing body has found after a hearing that the proposed acquisition, leasing, operation, and use of such business and industrial facility will serve a public use and provide a public benefit and that such acquisition and leasing will be within the policy of and the authority conferred by this chapter. The governing body shall, before or after hearing, determine the appropriateness of proceeding under this chapter as required under RSA 162-G:2. The determination required by this section may be made by the governing body only after finding to its satisfaction that:

- (a) The proposed business and industrial project can be feasibly located on the intended site and required utilities and access are or will be provided; and
- (b) The establishment and operation of the business and industrial facility will alleviate or prevent unemployment or underemployment, either in whole or in part, in the area in which such business and industrial facility is located; and
- (c) Such business and industrial facility will consist of land, or land and business and industrial building, or buildings, which are suitable for business, industrial, manufacturing, waste processing, or warehousing purposes; and
- (d) Any proposed purchasers or tenants have the skills and financial resources necessary to operate the business and industrial facility successfully; and
- (e) Adequate provision has been, or will be, made for the payment of the cost of the construction of such business and industrial facility and that under no circumstances will the municipality be obligated, directly or indirectly, for the payment of the cost of construction of such business and industrial facility, or for the payment of the principal of, or interest on, any obligations issued to finance such construction from funds other than those received under the provisions of the lease or the trust indenture except to the extent permitted by this chapter; and
- (f) Adequate provision has been, or will be, made in the lease for the payment of all costs of operation, maintenance, and upkeep of such business and industrial facility by the tenant or occupant so that under no circumstances will the municipality be obligated, directly or indirectly, for the payment of such costs from funds other than those received under the provisions of the lease or trust indenture except to the extent permitted by this chapter; and
- (g) The proposed acquisition, leasing, operation, and use of such business and industrial facility will aid in the development, growth, and prosperity of the municipality in which such business and industrial facility is located, or of the municipality undertaking the project.

II. Notwithstanding the requirements of paragraph I of this section, one or more municipalities acting through a business and industrial development authority may acquire facilities, purchase options to buy business and industrial facilities, and execute agreements to purchase leases and notes and mortgages with respect thereto, if such business and industrial development authority makes the findings and determinations required under paragraph I, provided that no contract entered into by any business and industrial development authority under this section shall commit any municipality to make expenditures in excess of the total of appropriations by the individual municipality's legislative body specifically for meeting the commitments made and the income from leases and subleases of the subject premises. In all instances the public benefit shall be demonstrable.

III. Notwithstanding the provisions of RSA 91-A, the hearings required by this section may be held in nonpublic session, and reports of the investigations which may be conducted in aid of the determinations and findings required by this section may be kept confidential, to the extent necessary in respect of the sensitive, confidential, or proprietary nature of information supplied by prospective vendors, including optionors; vendees, including optionees; lessors; lessees; sublessors; and sublessees of business and industrial facilities.

IV. Any governmental unit may form and have in operation more than one business and industrial development authority at a time.

**Source.** 1972, 57:1. 1975, 481:5-8, 14, 15. 1992, 262:32. 1993, 328:8. 1994, 331:9-11. 2000, 161:1, eff. July 22, 2000.

## Section 162-G:9

**162-G:9 Obligations of the Governmental Unit.** – No lease, trust indenture, bond, or other instrument shall in any way obligate the governmental unit to raise any money by taxation or use other public funds for any

purpose in relation to a business and industrial facility, except to the extent permitted by this chapter. The governmental unit shall not pay or promise to pay any debt or meet any financial obligation to any person at any time in relation to a business and industrial facility financed in whole or in part by the issue of bonds, except from moneys received or to be received under the provisions of a lease or trust indenture entered into under this chapter or derived from the exercise of the governmental unit's rights under such instruments. Notwithstanding the foregoing provisions of this section, the governmental unit may accept and expend with respect to an industrial facility any gifts or grants received from any source in accordance with the terms of such gifts or grants. The governmental unit may borrow money under RSA 33 for purposes of engaging in industrial projects; provided that obligations of the governmental unit incurred under this chapter shall be deemed to be outside its debt limitation. The total amount of obligations incurred by a governmental unit under this chapter outstanding at any time shall not exceed 8 percent of the most recent assessed valuation of the governmental unit; provided that the amount of such outstanding obligations shall be reduced by an amount equal to the total amount of moneys on deposit in a reserve account in the name of the governmental unit which are expressly allocated to be used to retire outstanding obligations of the governmental unit incurred under this chapter.

**Source.** 1972, 57:1. 1975, 481:9. 2000, 161:1, eff. July 22, 2000.

## Section 162-G:10

### **162-G:10 Action by the Governmental Unit. –**

I. Action under this chapter may be in concert with the business finance authority acting under RSA 162-A, or projects may be sold to such authority at any time during their development. Business and industrial facilities may be located outside the boundaries of the governmental unit or units undertaking the project, either directly or through a business and industrial development authority created by such governmental unit or units, if such projects are approved by the legislative body of the city or town in which they are located as follows: if the facility is to be located in a city, by a majority vote of all the duly-elected members of the city council or if located in a town with a town council form of government, by a majority vote of the duly-elected members of the town council, or if the town is governed by town meeting, by a majority vote of the registered voters present and voting at an annual or duly-called special town meeting.

II. Governmental units, unless this chapter expressly provides otherwise, may take action under this chapter as follows:

- (a) In a town with a town meeting, by a majority vote of all of the registered voters present and voting at an annual town meeting or at a special town meeting duly warned for the purpose;
- (b) In a town with a town council, by a majority vote of all of the members of the town council;
- (c) In a city, by a majority vote of all of the members of the city council or the board of mayor and aldermen.

**Source.** 1972, 57:1. 1975, 481:20. 1994, 331:12. 2000, 161:1, eff. July 22, 2000.

## Section 162-G:11

**162-G:11 Trust Funds. –** All moneys received or held pursuant to a lease or a trust indenture shall be deemed to be trust funds to be held and applied solely in accordance with the lease or the trust indenture.

**Source.** 1972, 57:1, eff. May 26, 1972.

## Section 162-G:12

**162-G:12 Bonds Exempt From Taxation. –** All bonds and the interest thereon shall be exempt from taxation in the state of New Hampshire.

**Source.** 1972, 57:1, eff. May 26, 1972.

## Section 162-G:12-a

**162-G:12-a Covenants With Bondholders.** – The governmental unit, by resolution of its governing body, may covenant with holders of its bonds, issued under this chapter, in such manner and to such extent as the governing body deems necessary, that the governmental unit will act in such a way as to preserve, or refrain from acting in such a way as to defeat, any exemption from federal income tax which may be applicable with respect to interest on such bonds at the time when they are issued.

**Source.** 1975, 481:10. 2000, 161:2, eff. July 22, 2000.

## Section 162-G:13

**162-G:13 Net Project Cost.** – [Repealed 1975, 481:13, eff. Aug. 22, 1975.]

## Section 162-G:14

**162-G:14 Tax Exemption.** – Any business and industrial facility while owned by a governmental unit or by a voluntary, nonprofit corporation acting in behalf of the governmental unit is declared to be public property and shall be exempt from all taxes and special assessments of the state or any political subdivision thereof; provided, that when such facilities are being operated under a lease they shall be subject to taxation in the same manner as any other real property.

**Source.** 1972, 57:1. 2000, 161:3, eff. July 22, 2000.

## Section 162-G:15

**162-G:15 Voluntary Nonprofit Corporations; Authorities.** – Any voluntary, nonprofit corporation or association formed under RSA 292:1 for the purpose of taking advantage of this chapter shall be a body politic and corporate constituting a public corporation. The governmental unit may loan money to such corporation or association or an authority established under RSA 162-G:15-a, with proper security. Such corporation or association shall have all the authority and powers granted to a governmental unit by this chapter to act in behalf of the governmental unit except the powers to execute trust indentures and issue bonds. Sums of money may be advanced to such corporation or association or an authority established under RSA 162-G:15-a by the governmental unit to meet operating and maintenance costs and shall be repaid by it, if the governmental unit so requires at the time of making such advances.

**Source.** 1972, 57:1. 1975, 481:11, eff. Aug. 22, 1975.

## Section 162-G:15-a

**162-G:15-a Action Through Business and Industrial Development Authority.** –

I. The powers and duties granted by this chapter, unless otherwise expressly provided in this chapter, may be exercised by one or more governmental units acting through one or more business and industrial development authorities established under this section.

II. The legislative bodies in one or more governmental units may establish one or more business and industrial development authorities to exercise such powers and duties in the following manner:

(a) An authority shall consist of a board of directors of not less than 9 nor more than 15 members appointed for 3-year terms. If an authority is formed by a single governmental unit, a majority of the board members shall reside within the boundaries of that governmental unit. If an authority is formed by 2 or more governmental units, each such governmental unit shall be represented on the board, and a majority of the board members shall reside within the boundaries of those governmental units forming such authority. The board members from towns shall be appointed by the board of selectmen or the town council; board members from cities shall be appointed by the mayor subject to the provisions of the city charter. The terms of the initial members of any board so established shall be staggered so that 1/3, or as close to 1/3 as possible, of the board members will be appointed each year.

- (b) Each legislative body may provide that such municipal officers as it designates shall serve as ex officio nonvoting members of the board of an authority in addition to those members appointed under subparagraph (a).
- III. All actions by an authority under this chapter shall be authorized by resolutions of the board passed on the affirmative votes of at least 2/3 of the board members present and voting, the majority of whom shall reside within the boundaries of the governmental unit or units forming such authority.
- IV. Any governmental unit may form and have in operation more than one business and industrial development authority at any time.

**Source.** 1975, 481:12. 1992, 262:33. 1994, 331:13. 2000, 161:4, eff. July 22, 2000.

## Section 162-G:16

### 162-G:16 Construction and Effect of Other Laws. –

- I. The powers conferred by this chapter are supplemental and alternative to other powers conferred by law, and this chapter is intended to be an independent and comprehensive conferral of powers to accomplish the purposes set forth in RSA 162-G:2.
- II. No notice, proceedings, or approval shall be required with respect to any action taken under this chapter except as provided in this chapter and in RSA 91-A.
- III. Purchases and contracts required for the establishment or expansion of a business and industrial facility may be made or let without regard to any provision of law relating to public purchases or contracts.
- IV. The provisions of this chapter shall be liberally construed in order to effect its purposes.
- V. If any provision of this chapter shall be held invalid in any circumstance, such invalidity shall not affect any other provisions or circumstances.
- VI. This chapter shall be construed in all respects so as to meet all constitutional requirements. In carrying out the purposes and provisions of this chapter, all steps shall be taken which are necessary to meet constitutional requirements whether or not such steps are required by statute.

**Source.** 1972, 57:1. 1975, 481:16. 2000, 161:4, eff. July 22, 2000.

## Section 162-G:17

### 162-G:17 Water Facilities. –

- I. Any municipality or other political subdivision enabled to adopt the provisions of RSA 162-G may, by similar action, adopt the provisions of this section. Any such municipality or other political subdivision which adopts the provisions of this section may engage in projects under RSA 162-G which have as their purpose the improvement of the furnishing of water for domestic, industrial, agricultural, or other uses, if the water for such uses is to be available on reasonable demand to members of the general public.
- II. For the purposes of this section: "business and industrial facility" shall include and mean any facility suitable for collecting, purifying, storing, or distributing water for the aforesaid uses and shall hereinafter be called a "water facility"; "lease" shall include any conveyance or contract, however titled or described, providing for the use and operation of a water facility; "tenant" shall mean any corporation which is organized under the laws of this state for the purpose of furnishing water for any one or more of the uses described above and which is responsible for the use and operation of a water facility under a lease; and "trust indenture" shall include any conveyance, contract, or assignment to a trustee or other person to secure bonds issued to finance a water facility. A trust indenture may include a pledge of system revenues in whole or in part. A lease and a trust indenture may be combined as one instrument.
- III. No such municipality or other political subdivision acting by itself, or through a business and industrial development authority pursuant to RSA 162-G:15-a, shall be required hereby to have any ownership or other possessory interest in a water facility. In making findings under RSA 162-G:8 when acting under this section, the governing body, instead of making the findings required by subparagraphs I(b) and I(c) of RSA 162-G:8, shall find that the tenant has the necessary powers and franchises to construct and operate the proposed water facility and that the proposed water facility is suitable for the furnishing of water for the uses for which it is intended.

**Source.** 1978, 40:31. 2000, 161:4, eff. July 22, 2000.

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City Clerk's Office

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10/10/2019

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

AGENDA DATE	OCTOBER 16, 2018	
DEPT. HEAD SIGNATURE	PETER C. NOURSE, PE original on file City Clerks Ofc	
DATE SUBMITTED	October 15, 2018	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Funding Resolution	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1adopters list

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	
CITY MANAGER	

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**

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**SUMMARY STATEMENT**

The City Manager and Mayor annually award Adopt a Spot participants with the Certificates of Appreciation at the City Council Workshop Meeting in October. All of the present adopters are called to the stage and then all adopters names are read aloud. Those in attendance shake hands with the City Manager and Mayor.

A list of expected and all adopters is attached.

**RECOMMENDED ACTION**



**ADOPTERS SCHEDULED TO ATTEND**

<b>SPOT #</b>	<b>CERTIFICATES</b>
8 & 11	Walkway @ PD/City Hall Island - Becky Warburton
21	Parson Main - Rochester Main Street, Angela Mills
22	Wellsweep Flagpole - Brian & Jenny Brown (Volunteers)
28	Welcome to Rochester/Rte. 125 - Michele & Larry Dumont (Volunteers)

**OTHER ADOPTERS NOT ATTENDING**

1	Atlantic Broadband
2	Eastern Propane
3	Rochester Democratic Committee
4	Rochester Elk's & Rochester Emblem
5	Rochester Social Club
6	Friends of Woodman Square Park
7	Tax Revenue Office
9	SUR Construction & Salmon Falls Decorators
10	First City Cars and Trucks
12	Nancy & John Paradis (Volunteers)
13	Rochester Grange #86
14	Blue Seal Feeds & Needs
15	Studley's
16	Junior Troop #12005
17	Albany Engineered Composites
18	Plante's Landcare & Rochester Fire Department
19	Daughter's of the American Revolution
20	Service Credit Union-Walmart Branch
23	GSGWM Troop 10515
24	City of Rochester Planning Department
25	Elf's Landscaping
26	Monarch School of New England
27	Community Partners
29	Department of Public Works
30	Service Credit Union-Rochester Branch
31	Michael McKeown (Volunteer)
32	LAARS Heating Systems

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City Clerk's Office

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***September Department Reports:***

- 5.1 Assessor's Office P. 41**
- 5.2 Building, Zoning, and Licensing Services P. 43**
- 5.3 City Clerk's Office P. 49**
- 5.4 Department of Public Works P. 53**
- 5.5 Economic & Community Development P. 59**
- 5.6 Finance Office P. 65**
- 5.7 Planning & Development Department P. 79**
- 5.8 Recreation & Arena P. 83**
- 5.9 Rochester Fire Department P. 85**
- 5.10 Rochester Police Department P. 89**
- 5.11 Rochester Public Library P. 103**
- 5.12 Tax Collector's Office P. 105**
- 5.13 Welfare Department P. 107**

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City Clerk's Office

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## City of Rochester, New Hampshire

### Assessor's Office

19 Wakefield Street

Rochester, New Hampshire 03867-1915

(603) 332-5109

Email: [assessor@rochester.net](mailto:assessor@rochester.net)

Web Site: [www.rochesternh.net](http://www.rochesternh.net)

October 9, 2019

To: City Manager/Council

From: Theresa Hervey, Assessing

### **Subject: September Council Report**

#### Revenue Received/Collection Warrants issued:

Timber Tax	\$1,304.33
Property Record Cards & Copy Revenue	\$ 22.00

- City Wide Revaluation is ongoing
- Christian Kuhn attended the first half of the New Hampshire State Statue Course, September 16<sup>th</sup>-19<sup>th</sup> at the Department of Revenue in Concord, NH.

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City Clerk's Office

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# End of Month Council Report

10/10/2019

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 September 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	September 2019	Year to Date
Building Permits	\$103,618.80	\$178,390.80
Electrical Permits	\$4,115.00	\$9,010.00
Gas Permits	\$0.00	\$0.00
Plumbing Permits	\$3,324.00	\$5,517.00
Zoning Permits	\$0.00	\$808.00
FireSuppression Permits	\$0.00	\$0.00
FireAlarm Permits	\$1,063.00	\$2,030.00
Sprinkler Permits	\$3,044.00	\$5,159.00
Mechanical Permits	\$3,340.00	\$9,062.00
Food_Milk Licenses	\$1,900.00	\$3,941.50
Taxi Licenses	\$0.00	\$20.00
General Licenses	\$25.00	\$420.00
<b>Net Revenue</b>	<b>\$120,429.80</b>	<b>\$214,358.30</b>

# End of Month Council Report

10/10/2019

## Building Permit Detail

New Permits		September 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	0	\$0.00
	Addition - Residential	1	\$50,000.00	2	\$65,000.00
	Alteration - Residential	7	\$102,511.00	22	\$819,327.00
	Alterations- Non Residential	4	\$235,000.00	9	\$648,200.00
	Apartment	1	\$236,364.00	6	\$2,791,364.00
	Barn	0	\$0.00	1	\$25,000.00
	Building - Non-Residential	1	\$4,500.00	1	\$4,500.00
	Condo	0	\$0.00	0	\$0.00
	Deck	16	\$81,018.00	48	\$225,884.00
	Demolition	3	\$18,700.00	12	\$69,440.00
	Fence	7	\$34,764.26	22	\$103,258.61
	Footing/ Foundation	12	\$64,555.00	19	\$76,755.00
	Garage	2	\$118,000.00	7	\$190,200.00
	Manufactured Home	3	\$193,500.00	7	\$488,500.00
	New Home	5	\$610,987.00	14	\$2,024,287.00
	Other	0	\$0.00	2	\$27,000.00
	Pool - Above Ground	0	\$0.00	4	\$41,750.00
	Pool - In Ground	0	\$0.00	3	\$92,350.00
	Repair/Replace - Non-Residential	0	\$0.00	1	\$30,000.00
	Repair/Replace - Residential	4	\$18,350.00	13	\$131,700.00
	Roofing	11	\$98,710.00	38	\$342,955.00
	Shed	9	\$29,300.00	19	\$60,135.00
	Siding	0	\$0.00	4	\$15,148.92
	Sign	1	\$10,000.00	4	\$28,078.00
	Windows	8	\$87,134.00	12	\$152,246.00
Electrical Permits	Electrical Underground	0	\$0.00	1	\$1,000.00
	Generator	5	\$24,135.00	7	\$42,735.00
	Low Voltage	0	\$0.00	2	\$77,000.00
	Meters	1	\$4,000.00	3	\$12,000.00
	Service	4	\$144,484.00	9	\$193,111.99
	Solar Electric System	2	\$71,876.00	6	\$109,481.00
	Temp Service	0	\$0.00	0	\$0.00



# End of Month Council Report

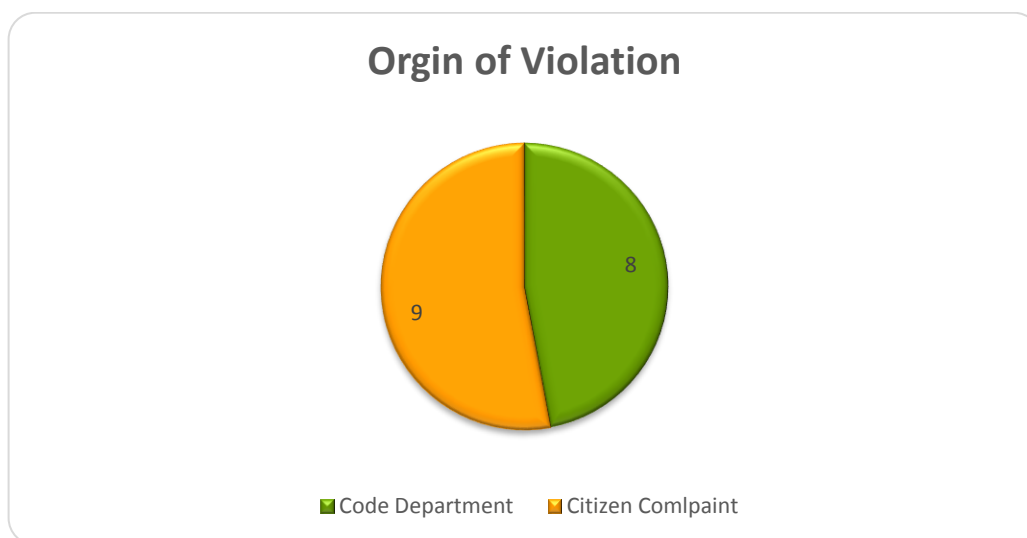
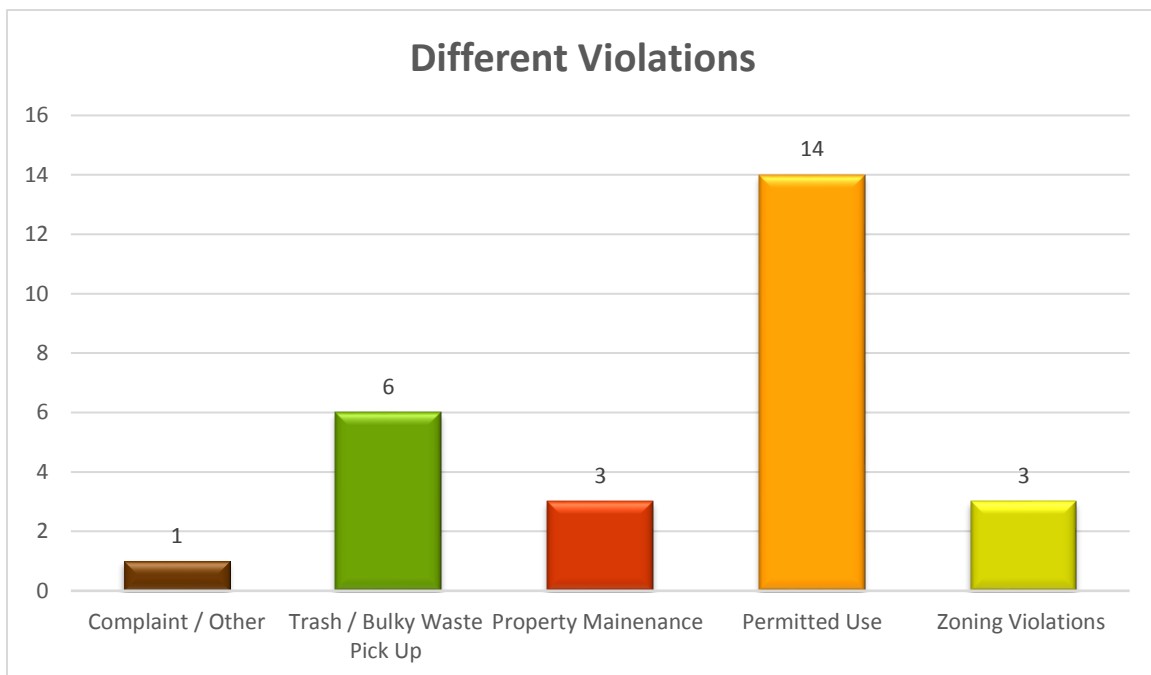
10/10/2019

	Wiring	35	\$182,784.00	100	\$551,473.99
FireAlarm Permits	Fire Alarm Permit	0	\$0.00	1	\$12,815.00
FireSuppression Permits	Fixed Fire Suppression System	0	\$0.00	0	\$0.00
Mechanical Permits	Air Conditioning	4	\$36,396.00	19	\$232,108.00
	Furnace/Boiler	21	\$134,682.00	49	\$672,884.00
	Gas Line	2	\$1,000.00	8	\$6,950.00
	Gas Piping	6	\$5,075.00	19	\$51,770.00
	Heating	4	\$14,390.00	18	\$105,239.00
	Hot Water Heater	1	\$4,200.00	2	\$5,432.00
	Mechanical Underground	0	\$0.00	0	\$0.00
	Other	1	\$800.00	2	\$15,800.00
	Pressure Testing	6	\$1,530.00	7	\$2,430.00
	Propane Tank	10	\$4,700.00	37	\$16,450.00
	Sheet Metal Work	0	\$0.00	0	\$0.00
	Tank Installation	22	\$16,264.00	32	\$53,014.00
	Ventilation	1	\$4,304.00	3	\$11,770.00
Plumbing Permits	Plumbing	14	\$235,101.00	46	\$472,101.00
	Water Heater	3	\$10,517.00	7	\$15,620.00
Sprinkler Permits	Fire Sprinkler Systems	0	\$0.00	3	\$47,335.00
	<b>Total Permit Issued</b>	<b>237</b>	<b>\$2,889,631.26</b>	<b>651</b>	<b>\$11,161,598.51</b>

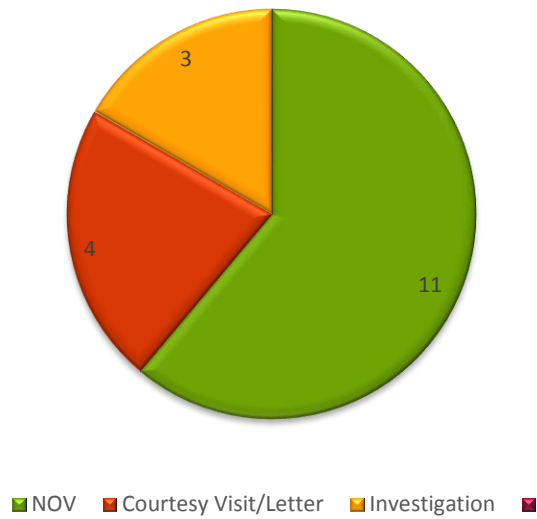
# September 2019 Code Compliance

## Monthly Report

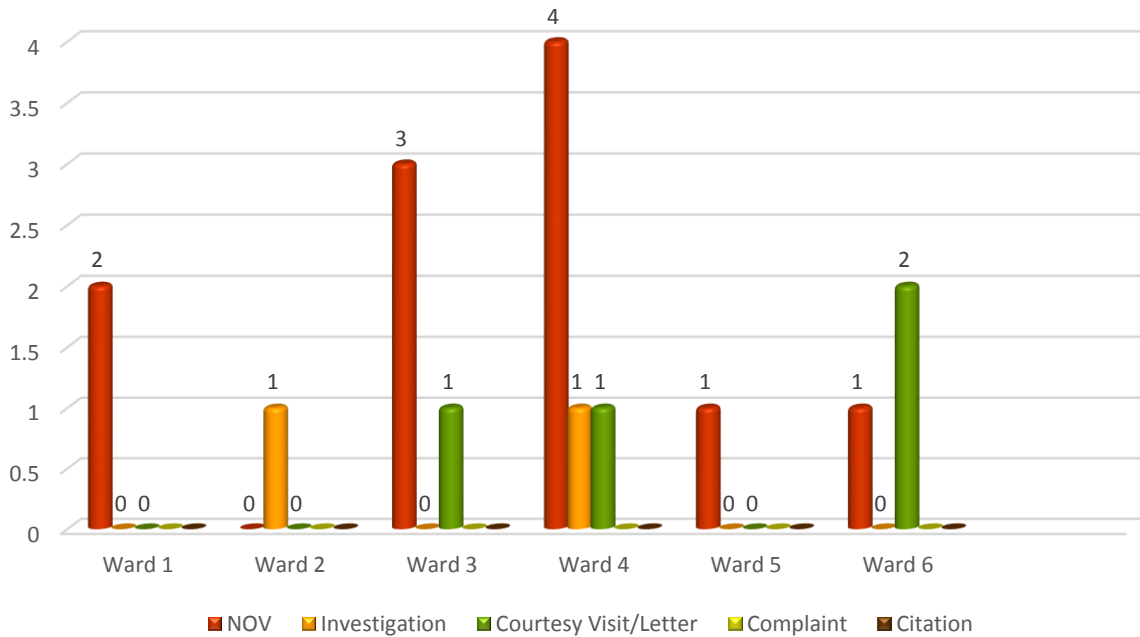
For the month of September, Code Compliance dealt with 17 properties with a total of 27 documented compliance or zoning issues. All property owners in these cases have been notified and received Notice of Violations, Citations or Courtesy Visits asking for them to bring their property into compliance. Of these 17 properties, 21 of them have been brought into compliance with 6 still pending. Of the 9 properties with pending issues from August, 7 have been closed and brought into compliance.



## Type of Correspondence



## Breakdown By Wards



Respectfully Submitted,

Joseph Devine

Compliance Officer



# City of Rochester, New Hampshire

## Department of Building, Zoning & Licensing Services

### ZONING MONTHLY REPORT - SEPTEMBER 2019

#### Postponed Cases:

**2019-13** Thomas Demchak applicant seeks a Variance from section 20.2(P)(1,2,&3) of the Zoning Ordinance to permit a commercial stable where none of the following requirements will be met:

- i. 1. The minimum lot size required shall be 5 acres.
  - ii. 2. The side and rear setbacks for structures housing horses shall be 100 feet from any property line.
  - iii. 3. 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.

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

**2019-14** Thomas Demchak applicant seeks a Variance from section 23.2(A)(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:

- i. The activity is not carried out as a business;
- ii. A lot in the AG District is at least 3 gross acres;
- iii. A lot in all other districts is at least 2 gross acres;
- iv. There is an additional ¼ acre of land beyond the minimum specified in iii. and iv, above, for each animal kept beyond the first one;
- v. 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;
- vi. Handling of manure/animal waste must follow best management practices and not be a nuisance for neighbors;
- vii. 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.

**2019-15** 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 were withdrawn*

#### Motion to Rehear:

**a. 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 is 6,098 square feet where 9,000 square feet is required.

**Location:** 7 Academy Street, Rochester, NH 03867, MLB 0125-0199-0000 in the R2 Zone..

*Variance was denied*



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 September 2019

### Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 269 initial copies of vital records, and 148 subsequent copies of vital records in the month of September. The City Clerk's staff issued 21 Marriage Licenses.

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

- 16 births were reported in Rochester during the month of September; 6 of these children were born to Rochester residents.
- 24 resident deaths were reported in Rochester.
- 8 couples celebrated their wedding ceremonies in Rochester during the month of September.

Did you know that the Rochester City Clerk's office can issue your NH birth certificate, death certificate, marriage certificate, or divorce decree even if these events took place in other NH cities or towns? Due to a large scale data input of millions of records into the state vital records system, it is no longer necessary to travel to a specific City Hall in order to obtain your NH vital records. Contact the City Clerk's Office for more information.

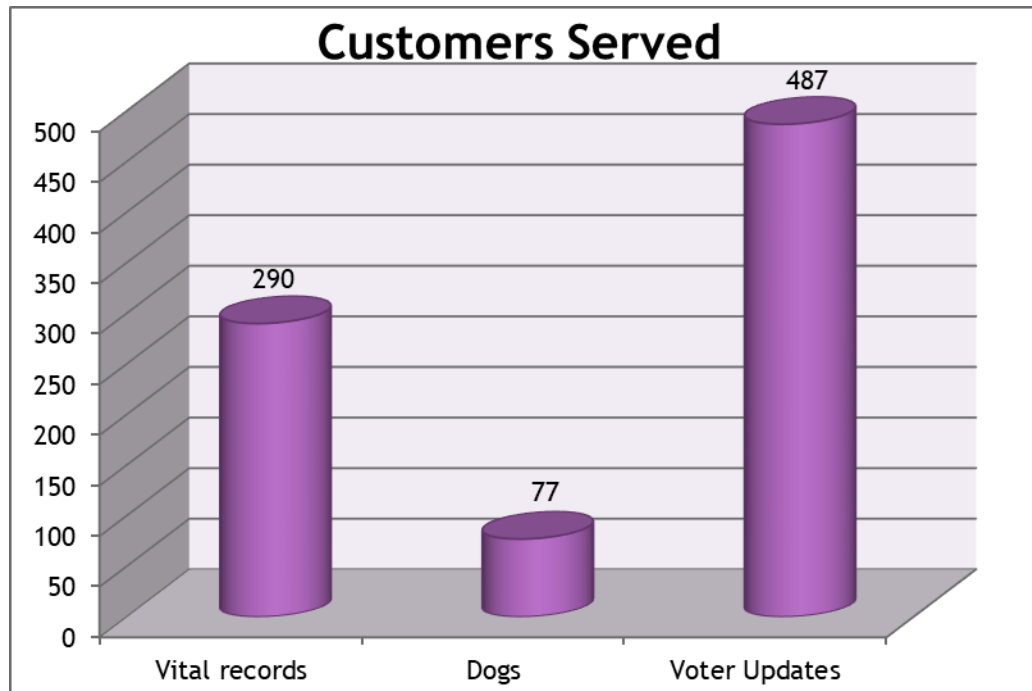
### Revenue – Vital Records/Marriage Licenses

	2018		2019	
	State	City	State	City
Initial/Subsequent copies:	\$2,947	\$2,703	\$2,892	\$2,623
Marriage Licenses:	\$1,161	\$189	\$903	\$147
<b>Total:</b>	<b>\$4,108</b>	<b>\$2,892</b>	<b>\$3,795</b>	<b>\$2,770</b>

### **Dog Licensing**

The City Clerk's office licensed 77 dogs during the month of September. There were \$325 in Civil Forfeiture fees collected.

### **Customers Served during the month of September 2019**



### **Elections**

The filing period for the Municipal Election was open from Friday, September 6, 2019 through Monday, September 23, 2019. The Municipal election will decide seats for Mayor, City Council, Police Commission, School Board and Election Officials.

On November 5, 2019 there will be 8 contested races, including 7 for City Council seats and one for School Board At-Large. This election marks the first time in the history of Rochester's non-partisan Municipal elections, starting in 1981, in which there has been a single candidate for Mayor running uncontested. The last uncontested Mayoral race took place at the Municipal Election held 74 years ago in October of 1945 (up until 1981, Rochester held a primary leading up to the municipal election). To put this in perspective, President Harry Truman was in office the last time Rochester had an uncontested election for Mayor.

There was a Supervisor's of the Checklist session held on September 5<sup>th</sup> 2019. The Supervisors met in preparation of the upcoming election to approve new voter registrations and changes to existing voter registrations, to remove voters from the checklist who have died or moved out of Rochester, and to discuss election procedures for the November 5<sup>th</sup> Municipal Election.

**Voter registration summary by party as of September 30, 2019:**

<b>Ward</b>	<b>Democrats</b>	<b>Republicans</b>	<b>Undeclared</b>	<b>Totals</b>
<b>1</b>	<b>1,042</b>	<b>1,143</b>	<b>1,492</b>	<b>3,677</b>
<b>2</b>	<b>965</b>	<b>1,088</b>	<b>1,671</b>	<b>3,724</b>
<b>3</b>	<b>1,022</b>	<b>1,190</b>	<b>1,411</b>	<b>3,623</b>
<b>4</b>	<b>851</b>	<b>789</b>	<b>1,694</b>	<b>3,334</b>
<b>5</b>	<b>935</b>	<b>1,105</b>	<b>1,479</b>	<b>3,519</b>
<b>6</b>	<b>1,003</b>	<b>814</b>	<b>1,293</b>	<b>3,110</b>
<b>Totals:</b>	<b>5,818</b>	<b>6,129</b>	<b>9,040</b>	<b>20,987</b>

**Staff Development**

Deputy City Clerk Cassie Givara attended the 94<sup>th</sup> annual Clerk's Conference in North Conway September 11<sup>th</sup> through the 13<sup>th</sup>. The conference hosts over 250 clerks from all over the state for an opportunity to meet with officials from the Secretary of State's Office, The Attorney General's Office, State Veterinarian, Department of Vital Records, Department of Revenue Administration and Department of Motor Vehicles. The clerks received updates on election procedures and laws as well as an introduction to the State's forthcoming update to our vital records system.

The City Clerk's Office was sad to lose our part-time employee Michele Grant this month to a great new full-time position as a utility billing administrator. After two and a half years in our office, Michele has moved way over to the revenue building at 19 Wakefield Street, leaving an opening in the Clerk's Office.

Although we will miss Michele, we are happy to announce that we have hired a new part-time Clerk Typist to help us out just in time for the busy election season! Ashley Greene will be working 20 hours a week and has been a wonderful addition to our office. If you have a chance, please stop in to introduce yourself and welcome Ashley to the City of Rochester!

Respectfully submitted,

Cassie Givara  
Deputy City Clerk

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left blank...*

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City Clerk's Office

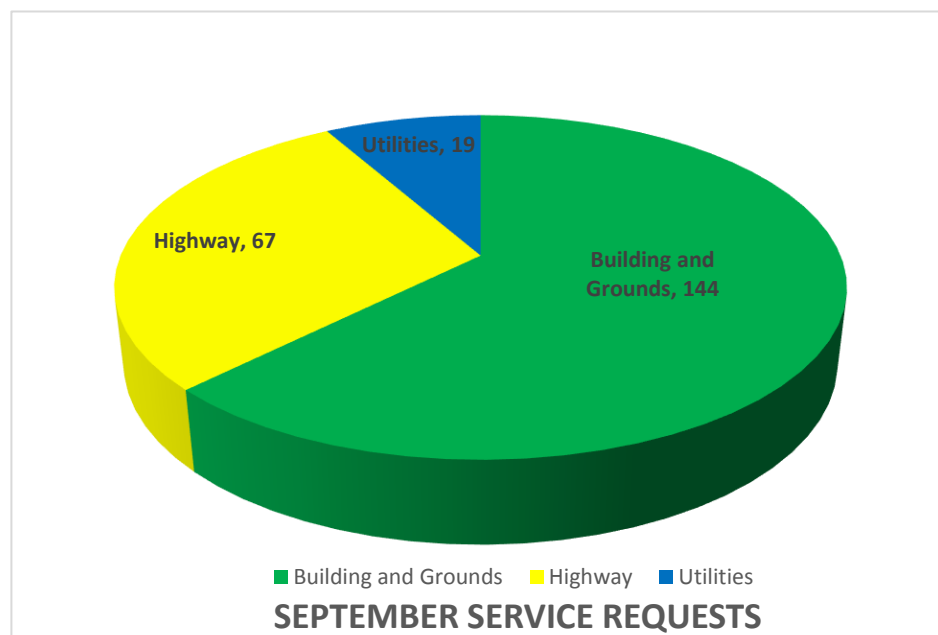
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## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT SEPTEMBER 2019

In addition to the scheduled work performed, the Department of Public Works responded to approximately 230 requests for service in the month of September. The Highway Division had 67 requests that ranged from requests to clean storm drains, pothole repairs, traffic light maintenance, and roadside brush trimming and sidewalk repairs. The Utilities Division responded to 19 requests, which included sewer concerns, manhole cover repair, water connection inspection requests and daily digsafes mark outs. Buildings and Grounds Department completed 144 service requests during the month of September. Service request included plumbing repairs, electrical repairs, painting, watering of hanging flower pots, ground flower pots and adopt a spots.



### HIGHWAY & FLEET MAINTENANCE WORK COMPLETED:

- Patched pot holes
- Repaired 6 catch basins
- Cleaned 50 catch basins
- Adjust catch basins and repaved a section of Union Street parking lot
- Repaired several sections of sidewalks
- Painted crosswalks and arrows throughout the city
- Ditched Salmon Falls Road
- Paved bad sections of road on Salmon Falls Road
- Ditched Ten Rod Road
- Installed drainage swale at #30 First Street
- Install under drainage at #1 Mandela Drive
- Graded dirt roads
- Worked on GIS for all street signs
- Repaired and installed street signs throughout the City of Rochester
- Brush trimming throughout the City
- Repairs made to the flail mower #38
- Replaced door hinges on the one ton dump #24
- Replaced power steering pump and hoses on six wheel dump #17

- Started servicing of all the sanders, 7 of them completed
- Replaced all 4 tires on the street sweeper #13
- Replaced rear tires and back up alarm on ten wheel dump #9
- Replaced pulley and belt on Sullivan air compressor
- New tires on public buildings trailer
- New tires on pickup truck # 53
- New brakes and exhaust on crane truck # 63
- Replaced left front wheel bearing on truck # 62
- Finished the state inspections



**Paved Section of Road**



**Repaired sections of sidewalks**

#### **UTILITIES DIVISION WORK COMPLETED:**

Utilities Division performed monthly maintenance on problematic sewer runs and the city's sewer siphons. In addition to daily utility mark outs for digsafes, staff responded to multiple emergency sewer back-ups. Sewer manhole adjustments were made on Franklin and Portland Streets. Three new sewer manhole cover installations were done on Jackson Street, which was recently paved in-house. Camera sewers in the Strafford Square project footprint. JTI Construction tied in to 12" main on 156 Old Dover Road for Hayes Hill Development. The Bi-annual hydrant flushing began on September 23<sup>rd</sup> at 12 AM and will continue through October 24<sup>th</sup>, 2019.



**Hydrant Flushing**

### BUILDINGS AND GROUNDS DIVISION

Buildings and grounds Department completed 144 service requests in the month of September. Requests included plumbing repairs, electrical repairs, painting, watering of hanging flower pots, ground flower pots and adopt a spots. Staff removed the hanging baskets and pots in the downtown area to get ready for Fall. The grounds staff continue to work on their weekly schedule of mowing, trimming and weeding of all City property. The city maintained pools have been closed and winterized for the season. The maintenance technicians painted the newly restored concrete wall at the Police Department. Repairs to the brick pavers at the Public Library has been completed. The installation of the mini splits at the Recreation Department has been completed. The painting and re-decking of the bandstand has been completed at the Commons. Shingle roof replacement on the bump outs was done at the Revenue building. The Congress Street Lighting project has been awarded and the work has begun, this will include installing 7 new decorative lighting fixtures, electrical service, controls, and wiring in the Congress Street Municipal Parking Lot.



Mini Split installation at Recreation Department



Shingle Repairs to Revenue Building

### WASTEWATER TREATMENT DIVISION

The Wastewater Treatment Division continues to work with the coalition of communities on related wastewater and Great Bay Estuary issues. A meeting was held with NHDES regarding permitting and nutrient related issues. PLC upgrade – programming is being done on LCP #3 and hardware has been ordered for LCP #1. Preconstruction meeting for dewatering and chemical storage building was conducted – Project engineers (BC), contractor reps, NHDES staff and City officials were all present. Worked with industries on various issues. Received and answered questions from potential bidders for River St pump upgrade – addendums were issued and bid opening is scheduled for 10-3. Working to finalize contract for generator main blower project, once completed review and approval from finance will be required to proceed. Program changes to EOS control and alarm monitoring systems at the 29 pumps station are required due to cable company programming upgrades. Herbicide application around rip-rap has been completed. Staff attended state sponsored training classes. Completed repairs to the sidewall system in aeration basin #1. Staff performed preventative and corrective maintenance on equipment, machinery and instrumentation at the WWTF and pump stations. All required testing for EPA and DES has been completed and submitted. Average effluent flow for the month was 2.526 Million Gallons per Day (MGD). Percent of design flow = 50.2%. Percent of design flow for 2019 =

63.7%. Precipitation for the month = 0.61". Precipitation for 2019 = 34.23".

### **WATER TREATMENT DIVISION**

Treated water volume for the month of September was approximately 54.6 million gallons from the surface water treatment facility and 4.0 million gallons from the well, totaling 58.6 million gallons. All water quality testing and monitoring was completed in accordance with NHDES requirements. Annual Inorganic, Synthetic, and Volatile chemical monitoring was conducted this month. Third quarter disinfection byproducts remained within compliance levels and reflected general improvement in distribution water quality. We are pleased to report that the City of Rochester again met and exceeded all State and Federal standards for drinking water. New regulations on per-and-polyfluoroalkylated substances (PFAS) have been finalized by NHDES and the water system will commence sampling for both sources in quarter 4. Inspections were conducted throughout the entire watershed. Instruments measured approximately 0.25 inches of rain at the reservoir and organic concentrations remained near 7 mg/l. Increased harvesting of upstream pond capacity was performed this month, and we are drawing down Round Pond for water quality and capacity within the Rochester Reservoir. NH Department of Environmental Services completed and released the 2019 Sanitary Survey for the Rochester Water Department. The city received commendation for management and operation of the system. Copies are available upon request. Equipment and grounds maintenance was performed at the Water Treatment Facility, Cocheco Well, and tanks/stations. Cyanobacteria and watershed sampling continued this month. Public education packets for sourcewater protection were mailed to new abutters. Station maintenance included pump and motor inspections and housekeeping. Cocheco well production was limited due to low river flow. Maintenance at the Water Treatment Facility included repairs to environmental and life safety systems, equipment inspections, and chemical feed system optimizations. Staff attended several training events this month, including a NHWWA technical meeting discussing PFAS sampling and an electrical safety class. Consultants and staff have conducted site reviews for residents along the Route 202A water main extension project corridor. The Low Lift Pump Station Project progressed this month with installation of the new raw water manifold and mag meter. Punch list and substantial completion items are under review by staff and consulting engineers. Fall hydrant flushing commenced September 22<sup>nd</sup>.





New Mag Meter, Vacuum Prime System, and Raw Water Pump #1 at the Low Lift Station.

## ENGINEERING

- **Asset Management:** The City has selected a vendor for the new Asset Management software; six to nine months are expected for implementation with a “go live” date anticipated in early 2020. 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 be completed in the next month or two. 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 was postponed until until completed some planned gas main installation work, which should be complete in October 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 now will include drainage improvements within the project area. With the addition of drainage infrastructure work, construction of Phase 2 will continue through the 2020 construction season. Funding for a future phase of this multi-phased sewer extension program has been approved in the FY20 CIP budget. Additional funding for a final phase of sewer extension and drainage improvements in future phases will be requested in the FY21 CIP budget.
- **Pavement Maintenance & Rehabilitation:** Sampson Road reclaim/pave and drainage repair was begun in September and will be final paved in October 2019. The City’s 2019 paving rehabilitation program is essentially complete, with only final minor work remaining, including some striping and painting. Paving maintenance work, including cracksealing, is being planned for completion in the coming months.
- **Sidewalk Rehabilitation:** Sidewalk rehabilitation work for 2019 is now complete.
- **Strafford Square Roundabout:** Final design continues. Bidding of the roundabout construction contract is now anticipated for late 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 completed in preparation for the construction contracts.

- **Granite Ridge Development – Phase 2:** A scoping meeting was held in July between the City, Waterstone, and NHDOT; as a result of this meeting, a revised traffic impact analysis study is anticipated to be completed in October 2019.
- **Water Treatment Plant Low Lift Pump Station Upgrade:** Construction is nearing completion. Substantial Completion of this project is anticipated in October 2019.
- **Granite State Business Park Water Main Interconnection:** This construction contract was awarded in September 2019. Construction is anticipated to commence in early November 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.
- **WWTF Biosolids Dewatering Facility & Carbon Storage and Feed Building:** The construction contract was awarded in late August 2019. Construction is anticipated to commence in October 2019.
- **River Street Sewer Pump Station Upgrade:** Bids will be received in early October 2019. Construction is anticipated to begin in late 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 before the end of calendar year 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. The first annual report for the MS4 permit was submitted to EPA in September 2019. USEPA Region 1 is also proposing an estuary-wide general permit structure for nutrient loading, specifically total nitrogen (TN), 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. Regulators have stated that this TN General Permit will likely be a voluntary permit, and that a draft of the permit may be published as early as October 2019.
- **New DPW Facility:** The new DPW facility is in final design. RFQ responses for the establishment of qualified bidders were received in September 2019. Bid advertisement for construction of the facility is anticipated in late October or early November 2019.

# Economic & Community Development



9/30/2019

MANAGEMENT REPORT



*Economic Development Report, Written by Jennifer Murphy Aubin*

*Community Development Report, Written by Julian Long*



## ECONOMIC DEVELOPMENT DEPARTMENT

MICHAEL SCALA, DIRECTOR OF ECONOMIC DEVELOPMENT

### PROJECTS IN THE PIPELINE

Scala, Atty. O'Rourke, Dept. Director Sullivan continue to work out the details of the LDI deal. Resolution is due for a final vote on October 15.

Director Scala, Director Campbell, Director Grant, and CM Cox continued work on the amendment to Chapter 275 of the Planning Code.

Scala continues to meet with real estate developers and downtown area business owners to discuss strategy, needs, and the current status of their enterprises.

### STAFF DEVELOPMENT

From 9/18 - 9/20 Scala attended a IEDC training in Baltimore on "Neighborhood Development Strategies" as part of his CEcD certification process

### GRANITE RIDGE DEVELOPMENT DISTRICT – WATERSTONE PHASE II

Director Scala attended a meeting with Waterstone to discuss Phase II of the Ridge Project

### WAYFINDING RFP

Director Scala and Specialist Marsh asked Executive Aubin to develop an RFP for Wayfinding for the downtown signage project.

### GRANITE STATE BUSINESS PARK

Director Scala, CM Cox, Director Nourse, Engineer Bezanson, Attorney O'Rourke, and Deputy Sullivan continue to work with Index Packaging and their plan to relocate to the GSBP

### REDC – EXPANDING ROLES AND BUSINESS RESOURCES

Director Scala continues to work on the details of expanding resources and responsibilities of the REDC as the Industrial Development Agency for the city.



## JENN MARSH, ECONOMIC DEVELOPMENT SPECIALIST

### FARMERS MARKET

A fall festival marked the last day of the 2019 Market with hayrides, face painting and crafts for the whole family.

### MAIN STREET ACADEMY

The ED Department has been working with UNH Cooperative Extension in planning for the October 15<sup>th</sup> Main Street Academy to held at the Rochester Performing Arts Center.

### MAIN STREET

Volunteers helped repair and dress the scarecrows to decorate downtown in preparation for the Halloween Spooktacular on October 25, with Trick or Treat in the Downtown from 4-6 and the Zombie Walk starting at 7pm.

### RSA 79E

Approval for the second RSA 79E project for 73-77 North Main Street with the City Manager, Mayor and RSA 79E applicants signing the covenants.

### ROCHESTER LISTENS & ROCHESTER RISE UP

Rochester Listens facilitated a second Rochester Rise Up meeting to talk about action planning. Rochester Rise Up requested one more facilitated meeting in October to help guide the group into action groups.

### REDC – TOUR OF SAFRAN

REDC met at Safran for the September meeting. SAFRAN HR/Talent Acquisition Director, Sean Hoeing gave the committee an extensive tour. The REDC plans to meet offsite every other month to tour other Rochester businesses, the city council will receive invitation to tour businesses in the future.

**From NHPR:** Julian Long is the Community Development Coordinator for the City of Rochester. He says funding for social services relies heavily on Census numbers and the people who most need these services are sometimes the hardest to count.

*“For populations that might have other things going on – severe mental health issues or substance use disorders – responding to a Census inquiry isn’t at the top their lists,” said Long. “But they’re people that need services and they definitely need to be counted.”*

For more:

<https://www.nhpr.org/post/rochester-kicks-census-2020-efforts#stream/0>

**From Fosters:** On Tuesday at Great Bay Community College in Rochester, the city kicked off its Complete Count Committee initiative, designed to encourage full, active participation in the 2020 Census.

A community with an 11% poverty rate — nearing twice the average statewide — and one historically property poor, “we need to make sure no money is left on the table,” said Jennifer Aubin, economic development executive secretary for the city. Aubin said from economic and community development standpoints, “gathering this information is critical.”

*“Getting hard-to-reach populations to participate and dispelling myths or fear, we are taking a proactive approach to get the word out early,” she continued. “Rochester has been identified as having lower response rates. The more people we gather around the table from all walks of life, the better.”*

For more:

<https://www.fosters.com/news/20190917/rochester-sees-2020-census-as-critical-for-citys-kids>

## JENNIFER MURPHY AUBIN, EXECUTIVE SECRETARY

### WAY FINDING

Executive Aubin is drafting the RFP for Phase 1 Wayfinding.

### CENSUS DATE – COMPLETE COUNT COMMITTEE OUTREACH

Executive Aubin, Great Bay at Rochester Joan Belladue, Government Channel Coordinator Plaia along with Nicole McKenzie, Census Regional Coordinator, had the campaign Kick Off meeting. Community partners from academia, housing, transportation, local government, law enforcement and representatives from commissions participated. The event was covered by Fosters and NHPR; resulting in articles across NH, from Keene Sentinel to the Seacoast highlighting Complete Count efforts spearheaded by the Rochester.

### FILM AWARD – ART, CULTURE & THE ECONOMY

Executive Aubin, along with Government Channel Coordinator Plaia and Senior Planner Mears, won awards for Art, Culture and Economy and Annex Restoration videos, from ACM-NH Nor-Easter Video contest, a well-regarded municipal film organization. Here is the link: <https://vimeo.com/284148963>

### IEDC CERTIFICATION

Executive Aubin is studying for upcoming certified economic developer exam, which is the economic equivalent to the Bar Exam. There are three components, multiple choice, essay and oral board with judging by an expert panel. It has a 30% pass rate. She will sit for it in October.



## GRAPHIC DESIGN ROTARY FLYER – LOTTERY NIGHT

Executive Aubin was asked by Rotary to design the Lottery Night flyer with proceeds from the event to benefit local charities.

JULIAN LONG, CDBG COORDINATOR &  
GRANTS MANAGER

## COORDINATOR REPORT Prepared by the Community Development Coordinator

September 2019  
CDBG PROGRAM

Both the October and November Community Development Committee meetings have been cancelled, so the next Community Development Coordinator report will be in December.

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City Clerk's Office

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# FINANCE COMMITTEE

## Agenda Item

10/10/2019

**Agenda Item Name:** Monthly Financial Statements Summary – as of September 30, 2019.

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

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

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

**Meeting Date Requested:** October 8, 2019

### **Issue Summary Statement**

The September 30, 2019 financial summary reports are attached.

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CITY OF ROCHESTER  
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 03

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
11031 CITY CLERK REVENUE	105,920	0	105,920	31,341.76	74,578.24	29.6%
11051 ASSESSORS REVENUES	0	0	0	58.00	-58.00	100.0%
11061 BUSINESS OFFICE REVENUE	350,000	0	350,000	147,498.90	202,501.10	42.1%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	.00	1,000.00	.0%
11071 TAX COLLECTOR REVENUE	32,271,384	0	32,271,384	15,277,450.77	16,993,933.23	47.3%
11081 GENERAL OVERHEAD REVENUE	4,080,748	1,634,966	5,715,714	760,252.12	4,955,461.88	13.3%
11082 GENERAL OVERHEAD REVENUE	1,548,683	0	1,548,683	.00	1,548,683.00	.0%
11091 PUBLIC BLDGS REVENUE	0	0	0	220.05	-220.05	100.0%
11101 PLANNING	16,250	0	16,250	17,811.59	-1,561.59	109.6%
11201 REV LEGAL OFFICE	50,000	0	50,000	12,700.00	37,300.00	25.4%
12011 POLICE CITY REVENUE	325,400	0	325,400	52,583.59	272,816.41	16.2%
12021 FIRE CITY REVENUE	25,500	0	25,500	2,385.94	23,114.06	9.4%
12022 FIRE STATE REVENUE	41,812	0	41,812	.00	41,812.00	.0%
12031 DISPATCH CENTER	60,290	0	60,290	.00	60,290.00	.0%
12041 CODE ENFORCEMENT REVENUE	394,175	0	394,175	206,437.50	187,737.50	52.4%
13011 PUBLIC WORKS REVENUE	33,700	0	33,700	5,048.90	28,651.10	15.0%
13012 STATE HIGHWAY SUBSIDY	634,612	0	634,612	194,752.64	439,859.36	30.7%
14011 WELFARE REVENUE	2,500	0	2,500	611.45	1,888.55	24.5%
14021 RECREATION REVENUE	120,000	0	120,000	76,648.70	43,351.30	63.9%
14031 LIBRARY REVENUE	14,200	0	14,200	2,493.77	11,706.23	17.6%
TOTAL GENERAL FUND	40,076,174	1,634,966	41,711,140	16,788,295.68	24,922,844.32	40.2%

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 CITY OF ROCHESTER  
 YEAR-TO-DATE BUDGET REPORT

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FOR 2020 03

ACCOUNTS FOR: 5001	WATER ENTERPRISE FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
510001	WATER WORKS REVENUE	6,607,310	0	6,607,310	1,233,702.30	5,373,607.70	18.7%
	TOTAL WATER ENTERPRISE FUND	6,607,310	0	6,607,310	1,233,702.30	5,373,607.70	18.7%

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 CITY OF ROCHESTER  
 YEAR-TO-DATE BUDGET REPORT

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FOR 2020 03

ACCOUNTS FOR: 5002	SEWER ENTERPRISE FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
520001	SEWER WORKS REVENUE	8,017,640	0	8,017,640	1,311,179.77	6,706,460.23	16.4%
520002	SEWER WORKS REVENUE	411,989	0	411,989	.00	411,989.00	.0%
TOTAL SEWER ENTERPRISE FUND		8,429,629	0	8,429,629	1,311,179.77	7,118,449.23	15.6%



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 CITY OF ROCHESTER  
 YEAR-TO-DATE BUDGET REPORT

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FOR 2020 03

ACCOUNTS FOR: 5003	ARENA ENTERPRISE FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
530001	ARENA REVENUE	402,865	0	402,865	95,208.00	307,657.00	23.6%
	TOTAL ARENA ENTERPRISE FUND	402,865	0	402,865	95,208.00	307,657.00	23.6%

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 CITY OF ROCHESTER  
 YEAR-TO-DATE BUDGET REPORT

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FOR 2020 03

ACCOUNTS FOR: 6000	COMMUNITY CENTER SP REV FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
600001	COMMUNITY CENTER REVENUE	861,466	0	861,466	232,455.74	629,010.26	27.0%
	TOTAL COMMUNITY CENTER SP REV FUND	861,466	0	861,466	232,455.74	629,010.26	27.0%

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YEAR-TO-DATE BUDGET REPORTP 1  
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FOR 2020 03

ACCOUNTS 1000	FOR: GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11000051	CITY MANAGER	470,894	0	470,894	97,553.58	45,854.17	327,486.25	30.5%
11012351	ECONOMIC DEVELOPMENT	510,030	0	510,030	171,769.22	44,233.47	294,027.31	42.4%
11020050	IT SERVICES	797,462	0	797,462	179,517.14	81,085.72	536,859.14	32.7%
11030051	CITY CLERK	334,803	0	334,803	76,060.43	4,961.30	253,781.27	24.2%
11040050	ELECTIONS	54,479	0	54,479	3,469.59	767.19	50,242.22	7.8%
11050070	ASSESSORS	569,498	0	569,498	133,978.79	13,610.48	421,908.73	25.9%
11060051	BUSINESS OFFICE	543,461	0	543,461	143,041.64	2,385.03	398,034.33	26.8%
11063151	HUMAN RESOURCES	213,071	10,000	223,071	52,393.31	27,684.30	142,993.39	35.9%
11070070	TAX COLLECTOR	382,295	0	382,295	99,365.82	9,151.12	273,778.06	28.4%
11080050	GENERAL OVERHEAD	1,021,733	-52,130	969,603	102,746.16	175,032.71	691,824.13	28.6%
11090050	PB CITY WIDE 50	668,503	4,000	672,503	156,963.45	32,843.66	482,695.89	28.2%
11090051	PB CITY HALL 51	66,066	0	66,066	14,013.26	37,416.63	14,636.11	77.8%
11090052	PB OPERA HOUSE 52	48,551	0	48,551	11,915.01	24,603.57	12,032.42	75.2%
11090054	PB CENTRAL FIRE 54	10,979	0	10,979	4,404.50	3,744.50	2,830.00	74.2%
11090055	PB GONIC FIRE 55	10,594	0	10,594	3,382.00	4,299.50	2,912.50	72.5%
11090056	PB LIBRARY 56	18,893	0	18,893	7,265.56	9,077.30	2,550.14	86.5%
11090057	PB DPW GARAGE 57	11,874	0	11,874	4,974.50	5,479.50	1,420.00	88.0%
11090059	PB ER FIRE STATION 59	775	0	775	48.43	276.57	450.00	41.9%
11090061	PB HISTORICAL MUSEUM 61	1,520	0	1,520	.00	997.00	523.00	65.6%
11090063	PB HANSON POOL 63	5,100	0	5,100	1,806.71	91.33	3,201.96	37.2%
11090064	PB GONIC POOL 64	2,900	0	2,900	918.34	13.33	1,968.33	32.1%
11090065	PB EAST ROCHESTER POOL 65	2,600	0	2,600	918.34	13.34	1,668.32	35.8%
11090068	PB GROUNDS 68	12,160	0	12,160	984.58	-230.00	11,405.42	6.2%
11090069	PB DOWNTOWN 69	17,000	0	17,000	63.29	3,218.60	13,718.11	19.3%
11090070	PB REVENUE BUILDING 70	22,331	0	22,331	6,304.01	13,044.54	2,982.45	86.6%
11090071	PB PLAYGROUNDS 71	3,000	0	3,000	.00	.00	3,000.00	.0%
11090075	PB NEW POLICE STATION	24,252	0	24,252	7,416.34	9,247.00	7,588.66	68.7%
11090077	PB ANNEX	4,260	0	4,260	.00	2,325.58	1,934.42	54.6%
11102051	PLANNING	433,139	0	433,139	103,687.01	8,705.42	320,746.57	25.9%
11200051	LEGAL OFFICE	597,718	0	597,718	117,692.88	7,675.03	472,350.09	21.0%
12010053	PD ADMINISTRATIVE SERVICES	1,976,055	0	1,976,055	550,436.36	110,497.42	1,315,121.22	33.4%
12012453	PD PATROL SERVICES	4,951,564	0	4,951,564	978,711.75	.00	3,972,852.25	19.8%
12012553	PD SUPPORT SERVICES	425,815	0	425,815	87,010.97	.00	338,804.03	20.4%
12020054	FIRE DEPARTMENT	4,669,781	0	4,669,781	1,156,227.64	49,896.26	3,463,657.10	25.8%
12020055	FIRE DEPT 55 GONIC SUBSTAT	28,735	0	28,735	3,716.62	-665.02	25,683.40	10.6%
12020754	CALL FIRE	31,373	0	31,373	705.33	1,627.67	29,040.00	7.4%
12023354	EMERGENCY MANAGEMENT	41,812	0	41,812	.00	.00	41,812.00	.0%
12030153	DISPATCH CENTER	882,328	0	882,328	181,266.69	12,254.77	688,806.54	21.9%
12040051	CODE ENFORCEMENT	606,553	0	606,553	139,722.80	15,156.83	451,673.37	25.5%
12050050	AMBULANCE	61,832	0	61,832	.00	.00	61,832.00	.0%
13010057	PUBLIC WORKS	2,301,219	38,130	2,339,349	533,966.56	-11,332.98	1,816,715.42	22.3%
13010957	WINTER MAINTENANCE	518,492	0	518,492	1,612.69	85,022.36	431,856.95	16.7%
13020050	CITY LIGHTS	218,000	0	218,000	27,447.75	64,857.25	125,695.00	42.3%
14010051	WELFARE	469,070	0	469,070	111,881.50	12,183.00	345,005.50	26.4%

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 CITY OF ROCHESTER  
 YEAR-TO-DATE BUDGET REPORT

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FOR 2020 03

ACCOUNTS 1000	FOR: GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14022072	RECREATION ADMINISTRATION	650,242	-800	649,442	152,084.31	12,925.89	484,431.80	25.4%
14022150	RECREATION PLAYGROUNDS/CAM	98,951	0	98,951	81,978.29	-6,278.87	23,251.58	76.5%
14022250	RECREATION POOLS	83,588	800	84,388	59,362.29	1,106.93	23,918.78	71.7%
14030056	LIBRARY	1,299,148	0	1,299,148	338,675.87	55,188.08	905,284.05	30.3%
15000051	COUNTY TAX	6,610,000	0	6,610,000	.00	.00	6,610,000.00	.0%
17010051	TRANSFERS/PAYMENTS DEBT SV	4,159,335	0	4,159,335	1,412,915.23	.00	2,746,419.77	34.0%
17030050	OVERLAY	92,000	0	92,000	7,536.62	.00	84,463.38	8.2%
17040051	TRANSFER TO CIP & OTHER FU	3,040,340	1,634,966	4,675,306	1,634,966.00	.00	3,040,340.00	35.0%
TOTAL GENERAL FUND		40,076,174	1,634,966	41,711,140	8,962,879.16	970,047.48	31,778,213.36	23.8%

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 CITY OF ROCHESTER  
 YEAR-TO-DATE BUDGET REPORT

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FOR 2020 03

ACCOUNTS FOR: 5001	WATER ENTERPRISE FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51601057	WATER WORKS EXPENSE	5,294,828	0	5,294,828	835,673.79	55,450.76	4,403,703.45	16.8%
51601073	WATER TREATMENT PLANT	1,250,396	0	1,250,396	195,663.79	160,319.52	894,412.69	28.5%
51601570	WATER REVENUE OFFICE	62,086	0	62,086	15,039.11	-1,131.99	48,178.88	22.4%
TOTAL WATER ENTERPRISE FUND		6,607,310	0	6,607,310	1,046,376.69	214,638.29	5,346,295.02	19.1%

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 CITY OF ROCHESTER  
 YEAR-TO-DATE BUDGET REPORT

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FOR 2020 03

ACCOUNTS FOR: 5002	SEWER ENTERPRISE FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52602057	SEWER WORKS EXPENSE	4,513,071	0	4,513,071	1,973,881.99	34,142.51	2,505,046.50	44.5%
52602074	SEWER TREATMENT PLANT	3,855,328	0	3,855,328	300,061.56	264,046.76	3,291,219.68	14.6%
52602470	SEWER REVENUE OFFICE	61,230	0	61,230	14,935.82	-1,131.30	47,425.48	22.5%
TOTAL SEWER ENTERPRISE FUND		8,429,629	0	8,429,629	2,288,879.37	297,057.97	5,843,691.66	30.7%

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 CITY OF ROCHESTER  
 YEAR-TO-DATE BUDGET REPORT

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FOR 2020 03

 ACCOUNTS FOR:  
 5003 ARENA ENTERPRISE FUND
ORIGINAL  
APPROPTRANFRS/  
ADJSTMTSREVISED  
BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE  
BUDGETPCT  
USED

53603060 ARENA EXPENSE	402,865	0	402,865	75,320.52	43,322.29	284,222.19	29.4%
TOTAL ARENA ENTERPRISE FUND	402,865	0	402,865	75,320.52	43,322.29	284,222.19	29.4%

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 CITY OF ROCHESTER  
 YEAR-TO-DATE BUDGET REPORT

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FOR 2020 03

ACCOUNTS FOR: 6000	COMMUNITY CENTER SP REV FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6070572	COMMUNITY CENTER EXPENSE	861,466	0	861,466	172,785.80	175,993.16	512,687.04	40.5%
	TOTAL COMMUNITY CENTER SP REV FUND	861,466	0	861,466	172,785.80	175,993.16	512,687.04	40.5%



**FY19 Use of General Fund Unassigned Fund Balance**  
**Unaudited Estimate**

Description	Date	City & County	School	Subtotal
FY19 Adopted Budget		1,275,000.00	-	1,275,000.00
City Clerk - Dog License Software	08/21/2018	7,000.00	-	7,000.00
DPW - Asset Management Program	09/04/2018	60,000.00	-	60,000.00
DPW - Sidewalk Replacement Program	10/02/2018	135,000.00	-	135,000.00
Public Bldgs - Alarm Panel & Sensors	10/02/2018	50,000.00	-	50,000.00
DPW - Demolition & Removal 3 Magic Ave	10/02/2018	50,000.00	-	50,000.00
Public Bldgs - City Hall Atrium Glass Replacement	11/13/2018	7,800.00	-	7,800.00
Police Interceptor SUV Replacement	12/18/2018	33,906.00	-	33,906.00
GSBP Water Main Interconnect	01/08/2019	600,000.00	-	600,000.00
Fire SUV Replacement - Primex Unreimbursed Amt	03/05/2019	1,000.00	-	1,000.00
School Building Capital Reserve Fund	04/02/2019	-	824,762.00	824,762.00
Community Center LED Lighting Upgrades	05/07/2019	155,000.00	-	155,000.00
Community Center LED Lighting Upgrades	05/07/2019	14,000.00	-	14,000.00
		-	-	-
<b>FY19 Use of GF Unassigned Fund Balance</b>		<b>2,388,706.00</b>	<b>824,762.00</b>	<b>3,213,468.00</b>

<b>Beginning Balance 06/30/2018 (MS-535)</b>				<b>16,796,293.00</b>
FY19 Expenditures (report as of 10/02/2019)	6/30/2019	38,040,831.00	62,084,314.59	100,125,145.59
FY19 Revenues (report as of 10/02/2019)	6/30/2019	41,232,232.78	63,627,229.29	104,859,462.07
<b>Increase(Decrease) Unassigned Fund Balance</b>		<b>3,191,401.78</b>	<b>1,542,914.70</b>	<b>4,734,316.48</b>
<b>Ending Balance 06/30/2019 (Estimated)</b>				<b>21,530,609.48</b>

**% of Total FY19 General Fund Expenditures** **38,040,831.00**    **62,084,315.59**    **22%**

<b>Five Major Contributors</b>				
> School				1,542,914.70
> Tax Collector - Motor Vehicle Permits				1,383,005.07
> General Overhead - Host Community Fees				933,247.55
> City Business Office - Interest Income				575,812.86
> Net Effect of the Reserve for Uncollected Taxes/60 Day Rule Year End Journals				398,950.12

**Note: this is only an unaudited estimate and is subject to change by additional fiscal year end journals as well as auditor adjustments**

**FY20 Sale of City Property (11081-405801)**  
as of September 30, 2019

[illegible]



**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 Board  
 Conservation Commission  
 Historic District Commission  
 Arts & Culture Commission

## **PLANNING & DEVELOPMENT DEPARTMENT MONTHLY REPORT FOR SEPTEMBER 2019**

The Planning Board, Conservation Commission, Historic District Commission (HDC), and the Arts & Culture Commission all held their regular meetings in September. You will find the summaries of the agendas and discussions further down in this report. The Planning Board also held their September workshop meeting. In addition to the surety and inspection update, the Board had four (4) applications on the agenda. They continued two without discussion and held discussion on Index Packaging's Conditional Use Permit, Site Plan, and Subdivision applications and held a preliminary review of a 54-lot subdivision off Portland Street.

The Planning & Development Department remains extremely busy in general with many meetings with citizens, developers, applicants, and the processing of applications. The Department received one (1) new application and will have five (5) applications that were continued for the October Planning Board meeting. In addition, we continued working with our consultants, VHB, on the Transportation Master Plan and will be looking to have a draft for an October Steering Committee meeting. We are hoping to wrap up the Transportation Master plan in November. The Downtown Master Plan Steering Committee also met with the consultants for the Downtown Master Plan Chapter and we have begun the public outreach campaign. We are making good progress on the Downtown Master plan and are shooting for a December completion date. 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 monthly COAST Board meeting now that I am the representative for the City. Staff also participated in the TRG meetings, pre-construction meetings, Minor Site Plan Review meeting, Special Downtown Review and the Metropolitan Planning Organization's Technical Advisory Committee (MPO TAC) monthly meeting. We also continued work on a Zoning Amendment for the Downtown Commercial District for allowing housing on the first floor in certain instances. That amendment went back to the Planning in September and was unanimously endorsed by the Board before sending it to the City Council. City staff continued meet with representatives from NHDES on the Highfield Commons development and the issues revolving around the amount of work being done in relation to the permits they have (or don't have). They are back on track, which is good to see.

Michelle Mears came back to work in September and we said goodbye to Elizabeth (Liz) Durfee who filled in for Michelle on a temporary basis while she was out. Liz really helped to keep us moving forward and not falling too much behind in our work.

**APPLICATIONS REVIEWED BY THE PLANNING BOARD**

**Pavan Reddy, 74 South Main Street** Conditional Use Permit to allow a building addition. Case# 120 – 338 – DTC – 19 **APPROVED**

**Nantucket Beadboard, 109 Chestnut Hill Road** (by Norway Plains Assoc.) Site plan to construct two 10,000 s.f. manufacturing & materials storage buildings in phases. Case# 222 – 16 – I – 19 **APPROVED**

**Thomas & Diane Aubert, 828 Portland Street** (by Berry Surveying & Engineering) Preliminary review for a 54-lot subdivision. Case# 108 – 53 – R1 – 19 **PRELIMINARY**

**400 North Main Street, LLC, 400 North Main Street** (by TF Moran, Inc.) Site plan for vehicle sales, and service station. Case# 114 – 2 – HC – 19 **APPROVED**

**Glenn Davids Integrity Auto, Inc., 415 North Main Street** (by Berry Surveying & Engineering) Site plan to expand vehicle sales and service. Case# 114 – 4&5 – HC – 19 **CONTINUED TO 10/7/2019**

**Donald & Bonnie Toy, 418 Old Dover Road** (by Berry Surveying & Engineering) 14-unit expansion of mobile home park. Case# 256 – 54-1 – A – 19 **CONTINUED TO 10/7/2019**

**Real Estate Advisors, Inc., 24 Jeremiah Lane** (by Berry Surveying & Engineering) Amendment to an approved subdivision to change from 53-lots to 54-lots and change from 72 units to 74 units. Case # 223 – 21 – A – 19 **CONTINUED TO 10/7/2019**

**Index Packaging, Inc., 91 Innovation Drive** (by Berry Surveying & Engineering) Site plan, 2-lot subdivision, and Conditional Use Permit to construct a 130,933 s.f. light industrial building and an 85,750 s.f. warehouse. Case# 242 – 5 – I – 19 **CONTINUED TO 10/7/2019**

**APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION**

- 1.) **Minutes:** the meeting minutes of August 28, 2019 were reviewed, with edits were suggested.
- 2.) **Conservation Overlay District:** NONE.
- 3.) **Discussion:** The Commission discussed the Eversource project at 33 Twombly Street which includes rebuilding and upgrading the current substation. Mr. Creighton informed them that a NH DES wetland application was submitted for this project because it proposes 500 +/- sq. ft. of wetland fill. Mr. Creighton said he walked the site and met with the wetland scientist, and that he and the wetland scientist agreed the wetlands were previously impacted and of low value. Mr. Creighton said Staff has no concern with this wetland impact; the Conservation Commission agreed.

- 4.) **Notice of Intent to Cut Wood or Timber/Intent to Excavate:** There were no new Intent to Cut or Excavate permits, but Mr. Creighton said that the excavation pit on Franklin Torr's property at Map-Lot 207-1, between Little Falls Bridge Rd/Route 11/Chestnut Hill Rd, will become fully active again very soon and that SUR Construction will be moving the material.
- 5.) **New Business:** a) Ms. Lulek gave the Commission an update regarding Rochester Rise Up. She said they have been working on trash pick-up at homeless camps along with providing trash collection areas for them. Ms. Lulek said they have also provided safe needle disposals to the camps as well. b) Mr. Creighton informed the Commission the Planning Department is working to update the Downtown Master Plan and asked that they take the related surveys. c) Mr. Creighton suggested monitoring the Hope Farm with the high school Environmental Education students. d) Mr. Jennings informed the Commission he has completed water quality monitoring for the year. e) Ms. Lineweber told the Commission she had an invasive species display set up at the Rochester Fair. f) Ms. Lineweber informed the Commission that the owner of an easement on Dry Hill Road had passed away and wanted to know if the Commission had to do anything regarding the easement. Mr. Creighton said nothing needs to be done because the deed/easement is on record at the Registry of Deed and runs with the land.
- 6.) **Non-Public Session** pursuant to RSA 91-A:3 II (d): Discussion of acquisition of real property and/or recent site walks LACE Sheets.
- 7.) **Old Business:** None.
- 8.) **Adjournment:** Ms. Soley motioned to adjourn at 7:34pm, and Mr. Nickerson seconded

### **APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION**

The HDC reviewed 73 North Main, LLC, 73-77 North Main Street which was a Certificate of Approval for window replacement, fire escape, HVAC screening, and trim paint color.

#### **Approval of No Negative Effect**

##### **Statura, 103 North Main Street**

Re-side the front of the building and replace broken clapboards with new cedar clapboard to match the existing siding. Repair and replace rotting trim board to match the material and color of the existing trim.

##### **Piazzzi, 107 North Main Street**

Replacing a few damaged shingles with asphalt singles to match existing shingles. Replacing a couple damaged clapboards on the back of the building with clapboards that match existing clapboards. Painting the house(clapboards)in a light yellow color "Sweet Buttercup" that is very similar to the HDC approved color "Pale Organza." Repainting trim white. Repainting exterior doors (front and set back, front left side) black. The doors are currently black. Replacing an outdoor wooden stair case with a 4ft x 4ft wooden fire escape with a 36 in tall railing. The fire escape will be unpainted.

Historic District Sign and Façade Application it will be on a first come first serve basis. The funding is coming from the Community Development Block Grant so income threshold levels will need to be approved.

### **ARTS AND CULTURE COMMISSION ACTIVITIES**

The Arts and Culture Commission held a reboot meeting on September 26, 2019. The Arts and Culture Commission welcomed back Matt Wyatt who was appointed Chair. The goals of the ACC is to actively promote ALL arts organizations and projects public and private within the City of Rochester.

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:** October 8, 2019  
**Re:** September 2019 Report

Adult Open Gym 30+	4
Adult Rec Ice Hockey League	98
Adult Volleyball	114
Circle of Moms	15
Community Coffee	6
Learn To Skate	10
Parent/Child (Adult) Stick	3
Parent/Child Open Gym	2
Public Ice Skating	15
Senior Art	35
Senior Breakfast	70
Senior Dance Lessons	12
Senior Power Hour	108
Senior Trips	46
Senior Yoga Chair	32
Senior Yoga Gentle	30
SHS/BCA open Gym	219
Coach Smart Classes	5
Advanced Senior Fitness	25
Hiking with Heather	6
<b>SEPTEMBER TOTAL</b>	<b>855</b>

## Fall Kick Off Meeting

Rec & Arena started the month of September with a “Fall Kick Off Meeting”. All full time staff attended to reflect on the past fiscal year, acknowledge department successes, create areas of focus and review goals for the upcoming season.

## Ice Season

September always kicks off the ice season with the completion of ice installation. Public Skate also started up, with additional sessions this year, including a Saturday Public Ice Skate time. Learn to Skate classes begun as well as Adult Ice Hockey registration. Given the popularity of our adult hockey program, registration quickly hit 98 people within the month.

## Parking Lot Project

The much anticipated Rochester Arena parking lot upgraded started in September. Regular ice customers are chomping at the bit to see the new, safe, better-organized parking lot when it’s complete. Many “thank you” messages have been received from long time customers, as they are excited to finally see this renovation take place.

## Zamboni Lessons

As a result of a trivia contest from our Rochester Chamber of Commerce After Hours at the Rec Office, winners Councilor Lauterborn and Lisa Stanley completed their very first Zamboni driving lesson! Both sat through a rigorous training with Director Chris and Arena Supervisor Steve before driving the Zamboni under their watchful eye.

## Senior Bus Trip

Our Senior Trips are so popular that every trip has a waiting list. The September Fall Foliage Trip had a wait list of over 30 people, so Recreation Supervisor Art decided it best to rent a coach bus to accommodate everyone. The group totaled 46 seniors. Everyone enjoyed touring the beautiful NH foliage and stopping for a group lunch on the way home. Several senior participants have requested that the Rec explore purchasing a bus so that trips can accommodate more people.



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left blank...*

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City Clerk's Office

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# ROCHESTER FIRE DEPARTMENT

**MARK E. KLOSE**  
CHIEF OF DEPARTMENT



37 Wakefield Street

Rochester NH, 03867  
[www.rochfd.org](http://www.rochfd.org)

Tel (603) 335-7545

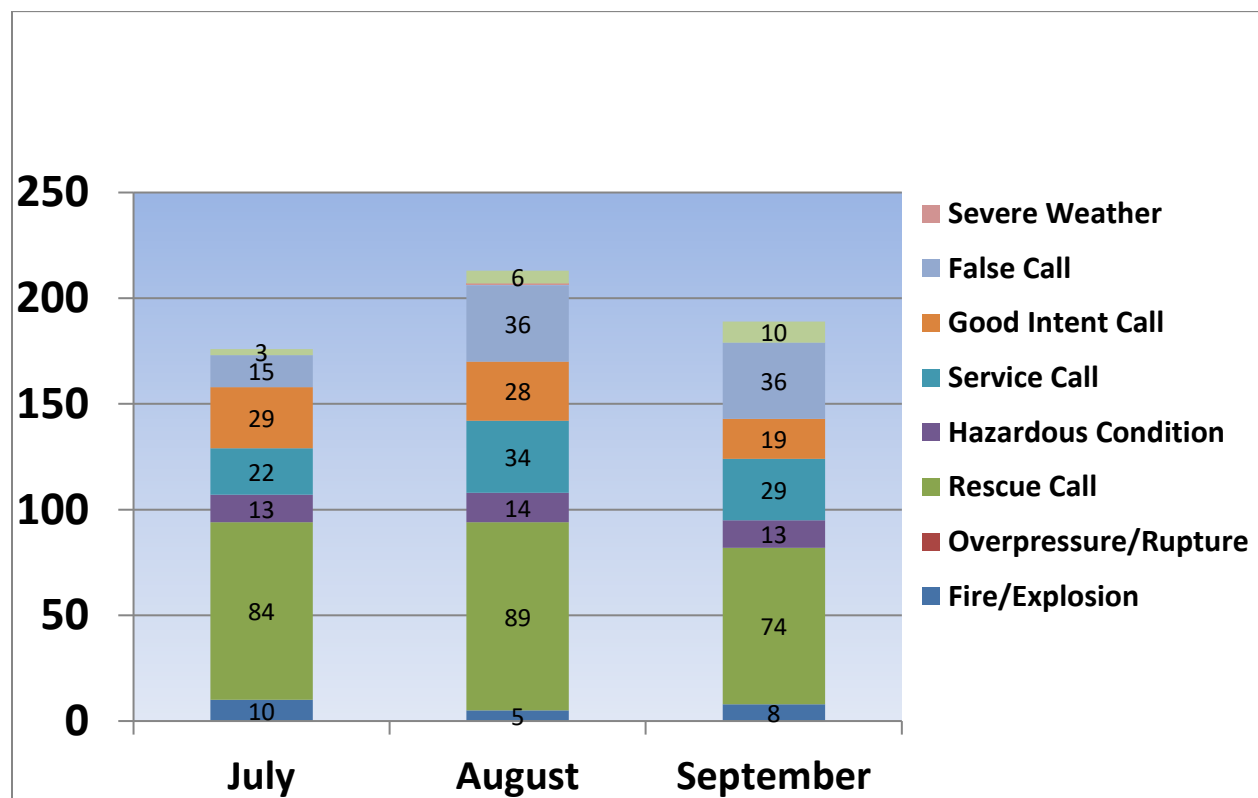
To: Blaine Cox, City Manager

From: Mark E Klose, Fire Chief

Date: October 9, 2019

Ref: Monthly Report for September 2019

On behalf of the Rochester Fire Department, I am pleased to provide you with the following report. The report serves as a summary of the activities, incidents, projects and programs underway within the department.



The above graph shows our runs for Fiscal Year 2020 with September's data shown individually with their respective totals. For the month of September there were **189** calls for service. Rochester Fire responded to a total of **578** calls for Fiscal Year 2020.

**FIRE DEPARTMENT OPERATIONS**

Managed shift coverage assignments

Managed and organized equipment and supply purchases as needed

Fire Department members spent 1.5 hours each Friday mentoring a student from the Monarch School

Managed apparatus repairs as needed

**FIRE PREVENTION BUREAU**

Completed the remainder of Childcare facilities annual inspections. All school and childcare facilities are complete for 2019

Conducted inspections: residential sprinkler, food truck, food pantry, foster care (life-safety)

Attended Codes and Ordinance meeting

Eversource expansion on Twombly

Knox Box key installations

Follow up on previous life-safety concerns

Main Street properties review

Assembly permits

Call Force Training

Installed new house numbers for Pickering Road resident

Follow-up on report of impedance of activated public fire alarm

Rochester Ice Arena Occupancy load and emergency lighting

Occupancy load for Rochester Community Center Gymnasium for public events

Follow up on residential detectors randomly going off

Follow up to unpermitted special amusement, life safety issues

Worked with FF Taatjes and Secretary Gray on the 3<sup>rd</sup> Annual Life Safety Festival and Parade

**DEPARTMENT INFORMATION:**

Administration completed necessary shift transfers to equal out shifts to help with overtime.

- 3 Shifts at 9 Firefighters (1 Captain, 1 Lieutenant and 7 Firefighters)
- 1 Shift at 7 Firefighters (1 Captain, 1 Lieutenant and 5 Firefighters[B Shift])
- Manning Station 1 and Gonic Station

The Fire Apparatus Committee continues to work on the new engine with Eastern Fire Apparatus and Toyne

The Rescue Apparatus Committee has been meeting and working on the new Rescue apparatus

A new command vehicle was purchased to replace the current Car 3. The vehicle was purchased at Hilltop Chevrolet.

A rescue boat was ordered and has been delivered to Central Station.

The gear washer/extractor has been purchased. Delivery date to be determined.

The SCBA Compressor has been purchased. Delivery date to be determined.

#### **PERSONNEL:**

Members of the department continue to attend advanced firefighter courses and leadership classes.

B Shift has an opening due to a firefighter resignation. The hiring process has begun to fill this spot.

We have two members on active duty military assignments and one member on TAD.

FF Laferte is deployed on active duty with the United States Air Force

FF Taatjes is out on medical TAD

FF Berry is deployed on active duty with the United States Marine Corps

#### **RESPONSE ACTIVITY:**

September 6<sup>th</sup> – Rochester – Vehicle Fire. Engine 1, Rescue 1 and Engine 3 responded to Columbus Avenue for a motor vehicle fire. Arrived on scene to a pickup truck with a small fire in the bed of the truck that was extinguished prior to arrival. All apparatus cleared and returned in service.

September 7<sup>th</sup> – Middleton – Structure Fire. Engine 7 and Engine 1 responded to Middleton for a 2<sup>nd</sup> alarm structure fire. Worked with crews and stayed until the fire was under control. All crews returned to the City.

September 8<sup>th</sup> – Rochester – Hay on Fire. Engine 3 arrived on scene to find a 10' by 20' pile of hay on fire with no exposure issues. Engine 7 responded to the scene as well. Crews applied approximately 3000 gallons of water and extinguished the fire. All apparatus cleared and returned in service.

September 9<sup>th</sup> – Rochester – Hay of Fire. Engine 3 and Engine 7 responded to the scene with a pile of hay smoldering. Engine 7 was utilized with hand tools to spread out and extinguish the fire. Engine 1 arrived to the scene to assist with manpower. All apparatus cleared and returned in service.

September 12<sup>th</sup> – Farmington – Structure Fire. Engine 5, Engine 7 and Car 3 arrived on scene to a well involved mobile home fire. Fire ended up being a fatal fire. Once the fire was deemed under control, Rochester apparatus was released from the scene and returned to the City.

September 14<sup>th</sup> – Rochester – Bus Fire. Engine 5 was requested by Engine 1 to assist with a bus fire that was part of the demolition bus derby at the Rochester Fair. Engine 7 also responded for water supply. Fire was extinguished. Engine 5 and Engine 7 returned to Station 1. Engine 1 stayed at the fairgrounds for the remainder of the detail.

September 20<sup>th</sup> – Ossipee – Structure Fire. Engine 5 was dispatched to the Ossipee Corner Fire Department for station coverage. While en route, Engine 5 was requested to the scene and responded. Once all tasks were completed, crews were released and returned to the City in service.

September 28<sup>th</sup> – Northwood – Structure Fire. Engine 3, Engine 7, Chief 1 and Chief 2 were dispatched to Northwood for a structure fire. Crews arrived on scene to find a large building well over 70% involved. Crews assisted with fire control, water supply, water shuttle, exposure protection and overhaul. Once tasks were complete, all crews returned to the City with all equipment in service.

Respectfully submitted,

*Mark E Klose*

Mark E Klose, Fire Chief



PAUL R. TOUSSAINT  
*Chief of Police*

## ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127  
FAX (603) 330-7159  
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*"Dedication, Pride, Integrity"*

POLICE COMMISSION

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

October 8, 2019



TO: City Manager Blaine Cox  
RE: Monthly Report – September 2019

**OPERATIONS:** Wards 1, 2, 4 and 5 met this period. Police issues brought up included parking concerns, speeding, fireworks complaints, sidewalk issues, staffing of the Police Department, panhandlers, suspicious activity. The Police Department discussed crime trends, reviewed the comp stat report, and encouraged people to inventory valuables, lock homes and cars and to report suspicious activity.

The investigations bureau had 30 cases sent up from patrol for review or investigation. There are currently 42 cases assigned. There were 15 cases presented to the Grand Jury all with true bills. There were three detective call outs (an overdose death, an assault on a child and an assist other department). There were two polygraphs and two backgrounds. There were 279 pieces of evidence logged in, 38 items returned to owners and an additional 462 pieces destroyed.

**CEO/ COMMUNITY ENGAGEMENT OFFICER:** Off. Danie had evidence team training, assisted with Civilian Response to Active Shooter training at the high school and at SAFRAN, and assisted Economic Development with some designs in the downtown that had been attracting crime. He assisted at the Senior Breakfast, attended a safety day at Kohl's, and spent time at events leading up to Thank a Police Officer Day.

**COMP STAT:** Traffic stops were up by 100 stops since the previous report. There were 31 accidents in parking lots most attributed to poor maneuvering in parking lots. There were also 15 accidents on Farmington Road and 8 on Washington Street. There was a reduction in property crime. Lab results are pending from seven incidents in the prior month before potential charges are levied. There were six firearms stolen this period from various locations. Only one has been recovered. Thefts *from* motor vehicles there was a two-night spree where several vehicles were gone through. All but two vehicles were unlocked.

**COMMUNICATIONS:** The two new communications specialists are off to a good start in training. We will be putting together another hiring process to prepare for anticipated vacancies.

**DIVERSION:** Teen night in October begins the 10<sup>th</sup> year. We have a full staff of Rec and PD lined up as well as community partners bringing in youth resources every month. Nicole will be working with the schools to bring in a guest speaker who talks about addiction stemming from sports injuries, to kick off Red Ribbon Week. Nicole is working with the Strafford County Public Health Network on the Addiction Task Force Summit and is preparing to discuss juvenile court diversions best practice in screening juvenile offenders for mental health and substance use. She attending a presentation at Police Standards on ACERT (Adverse Childhood Experience Response Team) which connects youth who may have been at a trauma call with services. Manchester PD and Laconia PD have working models of this.

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

**FINANCIAL/PURCHASING:** Our backline vehicle is being assembled, and our front line vehicles have been ordered. We do not have delivery dates confirmed. We have been able to purchase some of the equipment needed for the cars that will streamline outfitting them when they arrive. We saved approximately \$59,000 in discounts due to quarter end purchasing incentives for the radio project. We have additional savings by purchasing some equipment from our current radio vendor and avoiding intermediary price mark ups.

**FORFEITURE SPENDING:** None

**HIRING:** Officer Root tested out of the law package. He has entered into field training and is progressing well. Two candidates were extended conditional offers following the most recent interviews with the Police Commission. Backgrounds will commence soon.

**HONOR GUARD:** The Honor Guard participated in the September 11 memorial at the central fire station. The Honor Guard will also participate in a retirement ceremony for Director Donald Vittum from Police Standards and Training.

**PROSECUTION - ADULT:** There were 451 new cases with 627 charges. There were 168 guilty pleas, 98 not guilty, 67 cases nol prossed and 23 cases continued. There were 203 who failed to appear, 39 found guilty by the court, 25 cases dismissed by the court and 4 cases placed on file.

**PROSECUTION - JUVENILE:** Juvenile prosecution had six petitions and one CHINS. There were ten arraignments (8 set for trial, 1 resolved by plea, 1 rescheduled). There were six review hearings, five violation hearings, one dispositional hearing and one sentencing hearing. Thirteen trials resolved by plea. Additionally Lt. Gould completed seventeen investigations (complaint and warrant) for bail jumping. She also completed eight motions to impose suspended sentences.

#### **SCHOOL RESOURCE OFFICERS:**

High School Highlights: Off. Jackson began training with entire school regarding ADD (Avoid, Deny, Defend) active shooter training. He spoke with all classes regarding tobacco use, securing personal items to avoid theft and other school safety issues. He has begun teaching LEAD classes. The Explorer program will hold an open house October 21, 2019 at the Police Department.

Middle School Highlights: Sgt. Deluca is preparing to teach LEAD classes. He completed 10 investigations, and filed two charges. He completed welcome orientations for new students and started a school lunch program.

Elementary School Highlights: Off. Porfido welcome new students at the elementary schools. He chaperoned a trip for the Magnet School to the Hanson Pines, assisted with a harassment complaint at Chamberlain School, and conducted extra patrols of the school playgrounds

**TRAINING:** Officers Coffey, Crawford and Riddle are progressing well in field training. We anticipate them being released to solo patrol by the end of November. Lt. Bossi attended a weeklong FBI LEEDA command Leadership Institute training in Hampton. Our annual use of force training is under way. Dep. Chief Boudreau taught two classes for supervisory staff for Civilian Response to Active Shooter at SAFRAN.

Respectfully Submitted,

Paul R. Toussaint  
Chief of Police

# Rochester Police Department

## August 2019 Comp Stat Report





# Field Activities

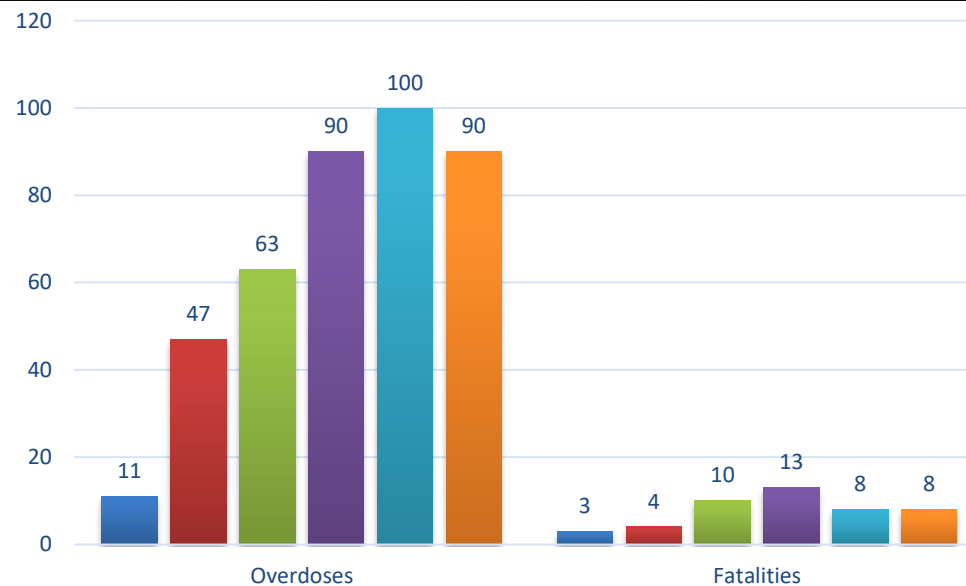
Specific Crimes	Aug-19	Aug-18	% Change	Jul-19	% Change	Jun-19	YTD 19	YTD 18	% Change	YTD 17
Traffic Stops	376	491	-23%	273	38%	323	3285	6168	-47%	4033
Arrests from Stops	18	29	-38%	19	-5%	17	154	234	-34%	154
Summons	25	29	-14%	25	0%	18	156	398	-61%	244
Warnings	318	404	-21%	212	50%	273	2842	5343	-47%	3535
No Action	16	22	-27%	12	33%	14	116	160	-28%	97
Accidents	100	80	25%	81	23%	104	640	609	5%	568
Summons from ACs	4	4	0%	2	100%	3	17	19	-11%	14
Arrests from ACs	4	2	100%	3	33%	6	36	37	-3%	34
Field Interviews	10	16	-38%	18	-44%	12	77	59	31%	95
DWI	8	4	100%	8	0%	11	58	48	21%	17
Narcotics	2	0	100%	1	100%	3	15	12	25%	17
Alcohol	6	4	50%	7	-14%	8	43	36	19%	17
DWI from Accidents	2	1	100%	2	50%	3	16	13	23%	17

# Property Crimes

All Incident Reports												
Specific Crimes	Aug-19	Aug-18	% Change	Jul-19	% Change	Jun-19	YTD 19	YTD 18	% Change	YTD 2019 Closure Rate	YTD 2018 Closure Rate	YTD 17
Burglary	6	4	50%	21	-71%	11	77	50	54%	18%	20%	44
Shoplifting	7	21	-67%	15	-53%	13	143	156	-8%	101%	87%	153
Theft from a Building	26	10	160%	18	44%	13	124	127	-2%	19%	18%	112
Theft from M/V (including Parts)	40	19	111%	33	21%	34	168	70	140%	5%	4%	100
All Other Theft	21	46	-54%	31	-32%	21	110	284	-61%	5%	2%	75
M/V Theft	3	4	-25%	4	-25%	3	25	21	19%	24%	19%	14
Vandalism	37	39	-5%	39	-5%	31	255	270	-6%	31%	32%	209
<b>Total Property</b>	<b>140</b>	<b>143</b>	<b>-2%</b>	<b>161</b>	<b>-13%</b>	<b>115</b>	<b>902</b>	<b>928</b>	<b>-3%</b>	<b>31%</b>	<b>27%</b>	<b>663</b>
Arrests												
Specific Crimes	Aug-19	Aug-18	% Change	Jul-19	% Change	Jun-19	YTD 19	YTD 18	% Change			YTD 17
Burglary	0	0	0%	4	-100%	2	14	10	40%			6
Shoplifting	12	14	-14%	7	71%	14	144	136	6%			100
Theft from a Building	1	2	-50%	3	-67%	0	23	23	0%			14
Theft from M/V (including Parts)	1	1	0%	2	-50%	1	9	3	200%			8
All Other Theft	2	12	-83%	0	0%	2	6	5	20%			7
M/V Theft	0	1	-100%	0	0%	3	6	4	50%			2
Vandalism	3	6	-50%	11	-73%	19	79	86	-8%			63
<b>Total Property</b>	<b>19</b>	<b>36</b>	<b>-47%</b>	<b>27</b>	<b>-30%</b>	<b>39</b>	<b>267</b>	<b>267</b>	<b>0%</b>			<b>194</b>

# Drug Incidents

All Incident Reports												
Specific Crimes	Aug-19	Aug-18	% Change	Jul-19	% Change	Jun-19	YTD 19	YTD 18	% Change	YTD 2019 Closure Rate	YTD 2018 Closure Rate	YTD 17
Possession	14	23	-39%	13	8%	16	85	98	-13%	84%	79%	111
Drug Events	38		N/A	37	3%	34	186	N/A	N/A			N/A
Overdoses	16	7	129%	15	7%	13	90	124	-27%			90
Fatalities	1	0	0%	2	-50%	0	8	10	-20%			13
Total Drug	52	23		50	4%	50	271	222				214
Arrests												
Specific Crimes	Aug-19	Aug-18	% Change	Jul-19	% Change	Jun-19	YTD 19	YTD 18	% Change			YTD 17
Possession	13	25	-48%	10	30%	13	71	77	-8%			



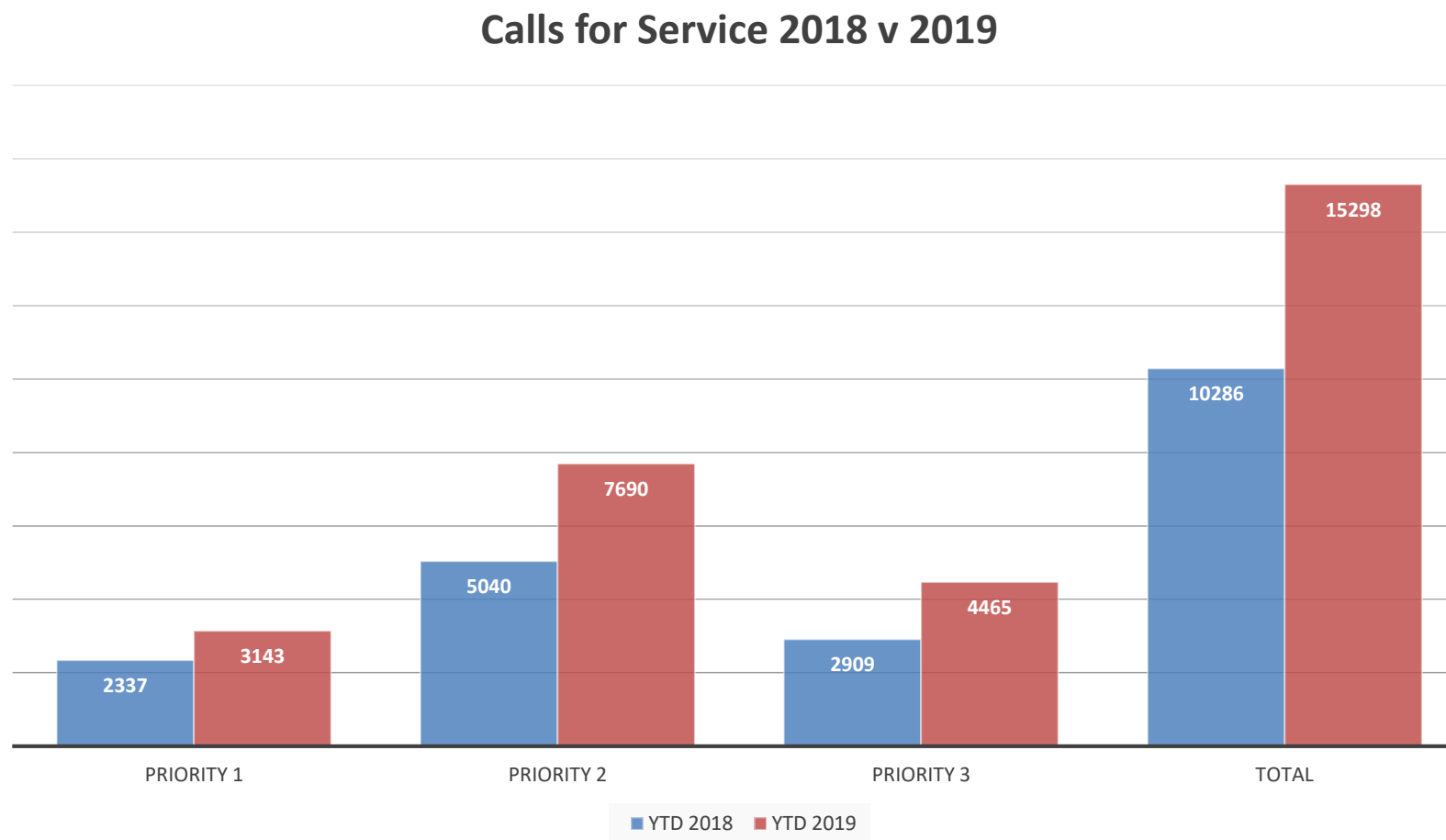
# Violent Crimes

All Incident Reports												
Specific Crimes	Aug-19	Aug-18	% Change	Jul-19	% Change	Jun-19	YTD 19	YTD 18	% Change	YTD 2019 Closure Rate	YTD 2018 Closure Rate	YTD 17
Homicide	0	1	-100%	0	0%	0	0	2	-100%	0%	0%	0
Robbery	1	1	0%	1	0%	1	5	11	-55%	80%	45%	18
Aggravated Assault	4	7	-43%	5	-20%	8	40	40	0%	60%	55%	34
<i>from DV*</i>	1	2	-50%	3	-67%	2	12	19	-37%	75%	74%	10
Simple Assault	26	33	-21%	35	-26%	43	223	282	-21%	65%	50%	239
<i>from DV*</i>	6	19	-68%	15	-60%	25	106	135	-21%	74%	61%	113
<b>Total Violent</b>	<b>31</b>	<b>42</b>	<b>-26%</b>	<b>46</b>	<b>-33%</b>	<b>52</b>	<b>268</b>	<b>335</b>	<b>-20%</b>	<b>51%</b>	<b>38%</b>	<b>291</b>
Arrests												
Specific Crimes	Aug-19	Aug-18	% Change	Jul-19	% Change	Jun-19	YTD 19	YTD 18	% Change			YTD 17
Homicide	0	0	0%	0	0%	0	1	0	0%			0
Robbery	1	1	0%	0	0%	0	4	5	-20%			7
Aggravated Assault	3	4	-25%	0	0%	6	24	22	9%			16
<i>from DV*</i>	1		0%	0	0%	1	9	14	-36%			8
Simple Assault	19	14	36%	14	36%	29	144	141	2%			99
<i>from DV*</i>	8		0%	10	-20%	18	78	83	-6%			61
<b>Total Violent</b>	<b>23</b>	<b>19</b>	<b>21%</b>	<b>14</b>	<b>64%</b>	<b>35</b>	<b>196</b>	<b>168</b>	<b>17%</b>			<b>122</b>

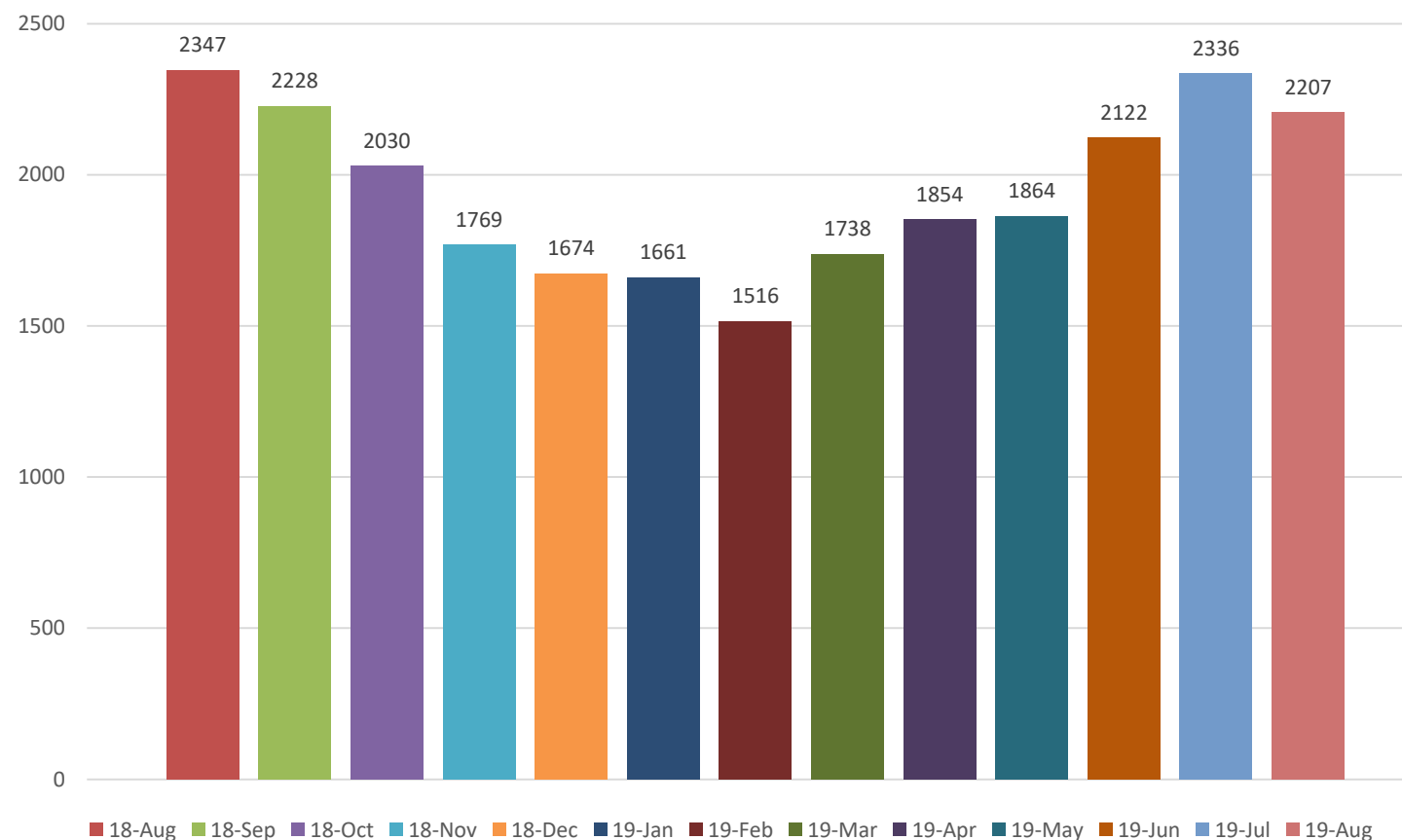
# August 2019 Threshold

Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	86	71-100	100	Normal
Traffic Stop	804	470-1138	376	Low
DWI	7	4-10	8	Normal
Robbery	2	0-3	1	Normal
Aggravated Assault	6	3-9	4	Normal
Simple Assault	39	31-48	26	Slightly Low
Burglary	9	6-13	6	Normal
Shoplifting	25	18-32	7	Low
Theft from Building	18	11-25	26	Slightly High
Theft from MV	16	7-24	40	High
MV Theft	3	0-5	3	Normal
Vandalism	35	27-44	37	Normal
Possession	16	10-22	14	Normal
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	47	37-57	31	Low
Property	122	94-151	140	Normal

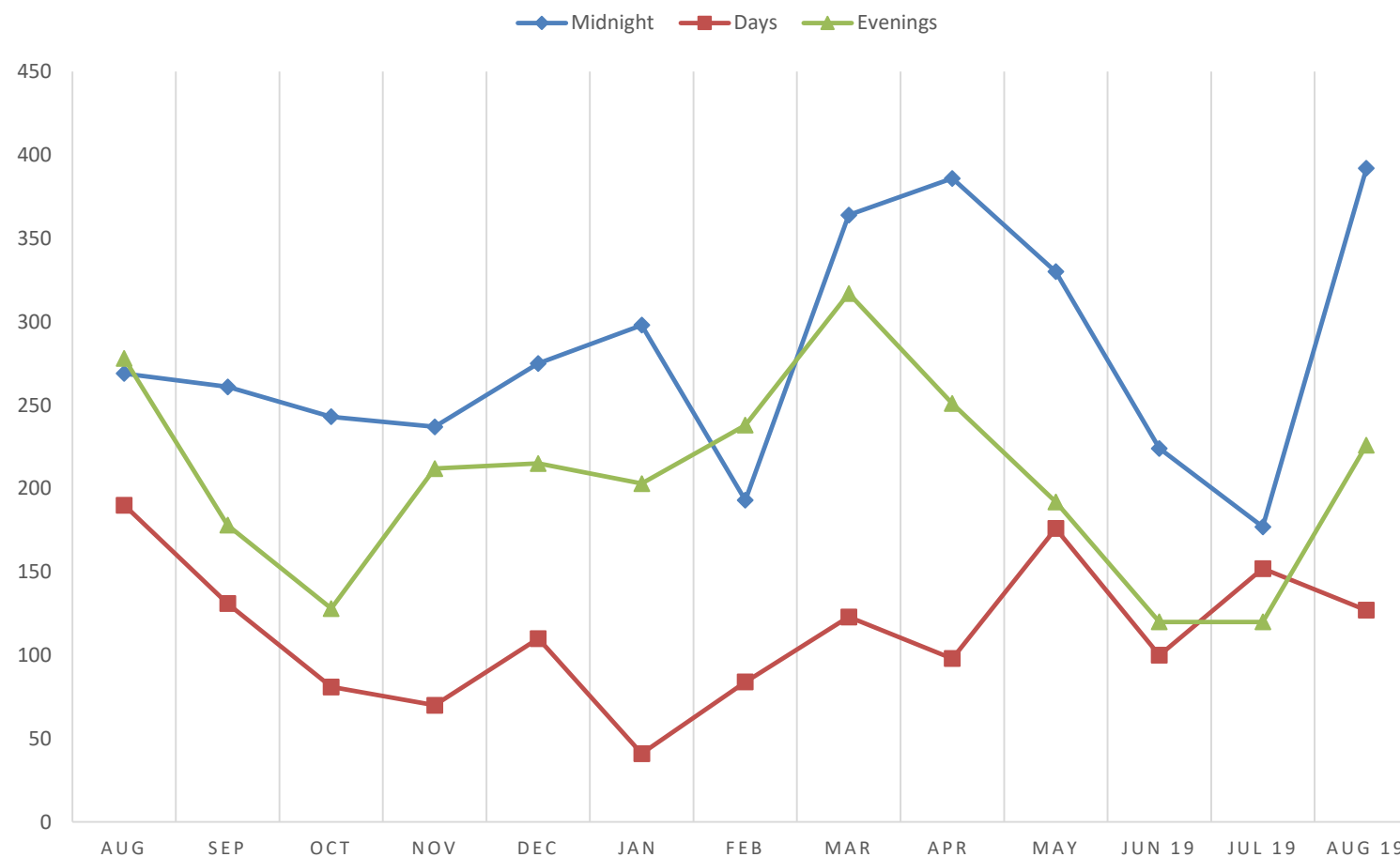
# Calls for Service 2018 v 2019



# YTD Calls for Service 2018 v 2019



# August 2019 Proactive Hours by Shift





# August 2019 DV Statistics

10/10/2019

Dates	4/1/18 - 4/30/18	5/1/19- 5/31/19	6/1/19- 6/30/19	7/1/19 – 7/31/19	8/1/19 – 8/31/19	Prior Verbal (PV)	YTD 2019	PV YTD	YTD 2018
Misdemeanor Arrests	10	24	19	24	6	1	140	18	141
Felony Arrests	1	3	2	2	1	0	15	2	21
Verbal Cases	14	14	16	19	20		145		169
Total Cases	25	41	37	45	27	1	300	20	331

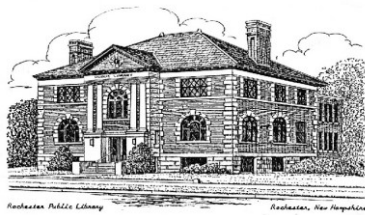
Month	Jan	Feb	March	April	May	June
New Clients	2	4	3	3	6	10
Unique Clients	15	19	20	18	26	27
Rochester Residents					8	10
	July	August	September	October	November	December
New Clients	7	Not				
Unique Clients	30	Available				
Rochester Residents	11					

Month	Jan	Feb	March	April	May	June
New Clients	13 (13)	18 (17)	6 (19)	6 (21)	8 (24)	5 (12)
	July	August	September	October	November	December
New Clients	2 (16)	5 (25)	2 (13)	3 (22)	2(17)	5 (10)

**\*\*\*FJC stats now represent new clients and unique clients\*\*\***

**(Unique clients are those that have active case management and new clients are excluded from that number)**





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

10/10/2019

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

## **MONTHLY REPORT**

### **September 2019**

There were a total of 14,294 items circulated with 10,484 people visiting the library in the month of September. One hundred seventy-five patrons used the library's Internet computers for 553 hours. Current number of patron registrations is 39,486. Interlibrary loan activity included 62 materials borrowed from other libraries and 201 loaned to other libraries.

Fall Story Times began September 16<sup>th</sup> in the Children's room. Each program has been created by Marie Kelly and her creative staff to be enjoyable for toddlers through kindergarten age children. Toddler programs have the children, along with their parent or caregiver; join the Librarian for stories, songs and finger plays, while the older Story Time groups enjoy stories, songs and a variety of crafts. This month nine Story Times were provided for 170 children.

September 14<sup>th</sup>, the Children's Room and Artstream Studios invited the children of Rochester to join us in updating the exhibit of art in the Children's Room. In 1997, the RPL Children's Librarians and Susan Schwake of Artstream Studios worked together with the children of Rochester to decorate the walls of the new children's room. Now twenty-two years later the latest generation of Rochester Children helped create "Collage Monsters" for the Children's Room walls.

In honor of "Thank a Police Officer Day", the Children's Room created a display of thanks encouraging children to color and write messages on postcards for our local officers. All supplies were made available along with a mailbox for the children to "mail" their postcards. The cards were then delivered to the Rochester Police Department.

The librarians in Adult Services created displays of books and movies throughout the month of September with the "Paint the City Blue" theme in honor of our Police Officers.

The Rochester Public Library was pleased to present the artwork of Beth Wittenberg during the month of September. Wittenberg describes her work as a graffiti or street art style, which incorporates strong graphic images with words. This raw approach to materials and subject matter are what drive the artist. "I am influenced by street art pop surrealism, children's art, art brut, and a visual language made up of texture, patterns, and color with an emphasis on words,

signs, and symbols." Wittenberg received her Masters of Fine Arts at the Maryland Institute, College of Art in Baltimore MD, she reportedly feels like an outsider artist.

Library patrons and staff collected six bags of food for Gerry's Food Pantry in September.

In addition to the print versions of available books, 199 of our library patrons downloaded 1,487 e-books to media devices through the library's web site this month. The RPL website also enabled 30 patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 318 digital downloads from Hoopla.

**City of Rochester Tax Collector's Office**  
**September 30, 2019**

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2019	Semi Annual	32,520,503	31,131,881.60	95.73%	1,388,621.40	4.27%
2018	Warrant	63,834,824	62,993,746.82	98.68%	841,077.18	1.32%
2017		60,524,791	59,997,456.53	99.13%	527,334.47	0.87%
2016		58,196,003	57,974,794.89	99.62%	221,208.11	0.38%
2015		56,938,119	56,805,599.29	99.77%	132,519.71	0.23%
2014		55,068,779	54,985,411.30	99.85%	83,367.70	0.15%
2013		53,324,262	53,256,728.21	99.87%	67,533.79	0.13%
2012		50,952,912	50,912,269.57	99.92%	40,642.43	0.08%
2011		48,856,892	48,818,325.52	99.92%	38,566.48	0.08%
2010		47,308,832	47,276,359.52	99.93%	32,472.48	0.07%
2009		46,898,827	46,869,070.57	99.94%	29,756.43	0.06%
2008		46,522,769	46,505,442.89	99.96%	17,326.11	0.04%
2007		42,964,450	42,950,071.94	99.97%	14,378.06	0.03%
2006		40,794,160	40,784,880.95	99.98%	9,279.05	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%
					<b>3,507,990.10</b>	

Tax Collector  
Doreen Jones, CTC

CSS Count FY 20		
Month	Total \$\$	# of Payments
July	\$ 832,265.53	656
Aug	\$ 86,735.97	451
Sept	\$ 133,727.95	391
Oct		
Nov		
Dec		
Jan		
Feb		
Mar		
Apr		
May		
June		
<b>Totals</b>	<b>\$ 1,052,729.45</b>	<b>1498</b>

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 September 2019.

**DATE:** October 1, 2019

This office reported 166 case notes for the month.

Voucher amounts issued were as follows:

	29 <u>Families</u> 9 new	26 <u>Single</u> 9 new
Burial .....	650.00	1,950.00
Dental .....	00.00	00.00
Electricity .....	798.64	570.75
Food .....	.00	00.00
Fuel heating .....	0.00	00.00
Mortgage .....	.00	00.00
Prescriptions .....	00.00	00.00
Rent .....	6,048.81	5,327.00
Temporary Housing .....	2,099.00	00.00
Transportation .....	<u>00.00</u>	<u>00.00</u>
<b>TOTAL</b>	<b>\$9,596.45</b>	<b>\$7,847.75</b>

This represents an average cost per case/family of \$330.09 and case/individual of \$301.83 for this month.

Total vouchers issued: \$17,444.20

There was an increase of \$4,646.59 in assistance issued this month compared to September 2018. There was a decrease of \$1,172.54 in vouchers issued this month compared to last month.

We received reimbursements from the Interim Assistance Program SSI, Liens and Personal Reimbursements totaling: \$611.45.

### NOTES

Increasing rental rates and insufficient homeless shelter capacity has resulted in higher rental assistance costs and increased temporary housing assistance (motels) until transitions to permanent housing or available homeless shelters. The Welfare Department continues to minimize the increases.