



**City of Rochester, NH  
Preamble for November 17, 2020 City Council  
Public Hearing and Workshop Meeting**

Good Evening, as Chairperson of the City Council, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

a.) **Public Input:** Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, when permitted, with the City Council (Public Hearing and/or Workshop settings) are encouraged to do so by the following methods:

- **Mail:** City Clerk/Public Input, 31 Wakefield Street, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
- **email** [PublicInput@rochesternh.net](mailto:PublicInput@rochesternh.net) (*must be received no later than 4:00 pm of meeting date*)
- **Voicemail** 603-330-7107 (*must be received no later than 12:00 pm on said meeting date in order to be transcribed*)

Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

In addition to the above listed public access information, the City Council will be allowing the public to enter Council Chambers and speak in person during the Public Input portion of this meeting. In an effort to adhere to CDC guidelines: enter only at the front Wakefield Street entrance and exit on the side closest to the police department and adhere to 6-foot social distancing while inside. Hand sanitizer and facemasks will be available at the Wakefield Street entrance. Participants will be admitted into Council Chambers one at a time to speak, and will exit directly thereafter. Please note; the seating in Council Chambers will not be available for the public during meetings.

At this time, I also welcome members of the public accessing this meeting by phone. The public can call-in to the below number using the conference code. This meeting will be set to allow the public to "listen-in" only, and there will be no public comment taken via conference line during the meeting.

Phone number: 857-444-0744      Conference code: 843095

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City Clerk's Office

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b.) **Roll Call:** Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name (and/or ward), also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. (Additionally, Council members are required to state their name and ward each time they wish to speak.)

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**City Council Public Hearing  
November 17, 2020  
Council Chambers  
31 Wakefield Street and  
Remotely via Microsoft Teams  
6:30 PM**

**Agenda**

- 1. Call to order**
  - 2. Resolution Authorizing a Supplemental Appropriation in the Amount of \$290,000.00 for the Purchase of 11 Barker Court P. 7**
  - 3. Resolution Authorizing Supplemental Appropriation to the Department of Public Works (DPW) CIP Fund in the Amount of \$200,000.00 for the Milton Road/Amarosa Drive/Salmon Falls Road Intersection Improvement Project P. 17**
  - 4. Adjournment**
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**City Council Workshop Meeting  
November 17, 2020  
Council Chambers  
31 Wakefield Street and  
Remotely via Microsoft Teams  
*Immediately Following the Public Hearing***

**Agenda**

- 1. Call To Order**

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City Clerk's Office

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- 2. Public Input**
- 3. Communications from the City Manager**
- 4. Communications from the Mayor**
  - 4.1 Tri-City Extreme Weather Warming Facility \$1M Grant Initiative**
- 5. Update: Recovery Friendly Workplace Initiative (Director Bowlen, Recreation & Arena)**
- 6. Department Reports P. 23**
- 7. Other**
- 8. Adjournment**

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City Clerk's Office

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**Resolution Authorizing a Supplemental Appropriation  
in the Amount of \$290,000.00 for the Purchase of 11 Barker Court**

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

That the amount of Two Hundred Ninety Thousand Dollars (\$290,000.00) is hereby appropriated as a supplemental appropriation for the purpose of paying costs associated with the purchase of 11 Barker Court. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.

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

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City Clerk's Office

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11/12/2020

## 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
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COUNCIL ACTION ITEM <input type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
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RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>
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AGENDA DATE			
DEPT. HEAD SIGNATURE			
DATE SUBMITTED			
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

**PURCHASE AND SALES AGREEMENT**  
**New Hampshire Association of REALTORS® Standard Form**



\_\_\_\_\_, \_\_\_\_\_ ("EFFECTIVE DATE")  
 EFFECTIVE DATE is defined in Section 21 of this Agreement.

1. **THIS AGREEMENT** made this 7th day of October, 2020 between David Hurlburt, Elizabeth Hurlburt

\_\_\_\_\_, \_\_\_\_\_ ("SELLER") of 9 Homestead Ln  
 City/Town Dover, State NH Zip 03820-4689  
 and City of Rochester

\_\_\_\_\_, \_\_\_\_\_ ("BUYER") of 31 Wakefield St  
 City/Town Rochester, State NH Zip 03867-1916

2. **WITNESSETH:** That SELLER agrees to sell and convey, and BUYER agrees to buy certain real estate situated in City/Town of Rochester located at 11 Barker Ct

County Strafford Book 3600 Page 349 Date 12/07/2007 ("PROPERTY").

3. The **SELLING PRICE** is Two Hundred Ninety Thousand Dollars \$290,000.00.  
 A DEPOSIT in the form of Personal Check, is to be held in an escrow account by None  
 ("ESCROW AGENT"). BUYER ☐ has delivered, or ☒ will deliver to the ESCROW  
 AGENT's FIRM within 5 days of the EFFECTIVE DATE, a deposit of earnest money in the amount of \$N/A.  
 BUYER agrees that an additional deposit of earnest money in the amount of \$N/A will be delivered on or before  
N/A. If BUYER fails to deliver the initial or additional deposit in compliance with the above  
 terms, SELLER may terminate this Agreement. The remainder of the purchase price shall be paid by wire, certified, cashier's  
 or trust account check, in the amount of \$290,000.00.

4. **DEED:** Marketable title shall be conveyed by a General Warranty deed, and shall be free  
 and clear of all encumbrances except usual public utilities serving the PROPERTY.

5. **TRANSFER OF TITLE:** On or before November 6, 2020 at TBD  
 \_\_\_\_\_ or some other place of mutual consent as agreed to in writing.

6. **POSSESSION:** Full possession and occupancy of the premises with all keys shall be given upon the transfer of title free of  
 all tenants and occupant's personal property and encumbrances except as herein stated. Said premises to be then in the  
 same condition in which they now are, reasonable wear and tear excepted. SELLER agrees that the premises will be  
 delivered to BUYER free of all debris and in "broom clean" condition. Exceptions: None

Buyer reserves the right to conduct a walk through inspection upon reasonable notice to SELLER's real estate FIRM within  
24-72 hours prior to time of closing to ensure compliance with the terms of this Agreement.

7. **REPRESENTATION:** The undersigned SELLER(S) and BUYER(S) acknowledge the roles of the agents as follows:

Andy Yau of RE/MAX Shoreline  
 is a ☒ seller agent ☐ buyer agent ☐ facilitator ☐ disclosed dual agent\*  
City of Rochester of City of Rochester

is a ☐ seller agent ☒ buyer agent ☐ facilitator ☐ disclosed dual agent\*

\*If agent(s) are acting as disclosed dual agents, SELLER and BUYER acknowledge prior receipt and signing of a Dual  
 Agency Informed Consent Agreement.

☒ **NOTICE OF DESIGNATED AGENCY:** If checked, notice is hereby given that BUYER is represented by a  
 designated buyer's agent and SELLER is represented by a designated seller's agent in the same firm.

8. **INSURANCE:** The buildings on said premises shall, until full performance of this Agreement, be kept insured against fire, and  
 other extended casualty risk by SELLER. In case of loss, all sums recoverable from said insurance shall be paid or assigned,  
 on transfer of title, to BUYER, unless the premises shall previously have been restored to their former condition by SELLER;  
 or, at the option of BUYER, this Agreement may be rescinded and the DEPOSIT refunded if any such loss exceeds  
\$3,000.00.

SELLER(S) INITIALS DEH / EH BUYER(S) INITIALS BMC / \_\_\_\_\_

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 PAGE 1 OF 5



**PURCHASE AND SALES AGREEMENT**  
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9. **TITLE:** If upon examination of title it is found that the title is not marketable, SELLER shall have a reasonable time, not to exceed thirty (30) days from the date of notification of defect (unless otherwise agreed to in writing), to remedy such defect. Should SELLER be unable to provide marketable title within said thirty (30) days, BUYER may rescind this Agreement at BUYER'S sole option, with full deposit being refunded to BUYER and all parties being released from any further obligations hereunder. SELLER hereby agrees to make a good faith effort to correct the title defect within the thirty (30) day period above prescribed once notification of such defect is received. The cost of examination of the title shall be borne by BUYER.

10. **PRORATIONS:** Taxes, condo fees, special assessments, rents, water and sewage bills shall be prorated as of time and date of closing. Buyer shall pay for all fuel remaining in tank(s) calculated as of the closing date or such earlier date as required to comply with lender requirements, if any. The amount owed shall be determined using the most recently available cash price of the company that last delivered the fuel.

None

11. **PROPERTY INCLUDED:** All Fixtures N/A

12. In compliance with the requirements of RSA 477:4-a, the following information is provided to BUYER relative to Radon Gas and Lead Paint:

**RADON:** Radon, the product of decay of radioactive materials in rock may be found in some areas of New Hampshire. Radon gas may pass into a structure through the ground or through water from a deep well. Testing of the air by a professional certified in radon testing and testing of the water by an accredited laboratory can establish radon's presence and equipment is available to remove it from the air or water.

**Arsenic:** Arsenic is a common groundwater contaminant in New Hampshire that occurs at unhealthy levels in well water in many areas of the state. Tests are available to determine whether arsenic is present at unsafe levels, and equipment is available to remove it from water. The buyer is encouraged to consult the New Hampshire department of environmental services private well testing recommendations ([www.des.nh.gov](http://www.des.nh.gov)) to ensure a safe water supply if the subject property is served by a private well.

**LEAD:** Before 1978, paint containing lead may have been used in structures. Exposure to lead from the presence of flaking, chalking, chipping lead paint or lead paint dust from friction surfaces, or from the disturbance of intact surfaces containing lead paint through unsafe renovation, repair or painting practices, or from soils in close proximity to the building, can present a serious health hazard, especially to young children and pregnant women. Lead may also be present in drinking water as a result of lead in service lines, plumbing and fixtures. Tests are available to determine whether lead is present in paint or drinking water.

Disclosure Required ☐ YES ☒ NO

13. **BUYER ACKNOWLEDGES PRIOR RECEIPT OF SELLER'S PROPERTY DISCLOSURE FORM AND SIGNIFIES**

**BY INITIALING HERE:** BMC

14. **INSPECTIONS:** The BUYER is encouraged to seek information from licensed home inspectors and other professionals normally engaged in the business regarding any specific issue of concern. SELLER'S real estate FIRM makes no warranties or representations regarding the condition, permitted use or value of the SELLER'S real or personal property. This Agreement is contingent upon the following inspections, with results being satisfactory to the BUYER:

TYPE OF INSPECTION:	YES	NO	RESULTS TO SELLER	TYPE OF INSPECTION:	YES	NO	RESULTS TO SELLER
a. General Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	within _____ days	f. Lead Paint	<input type="checkbox"/>	<input checked="" type="checkbox"/>	within _____ days
b. Sewage Disposal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	within _____ days	g. Pests	<input type="checkbox"/>	<input checked="" type="checkbox"/>	within _____ days
c. Water Quality	<input type="checkbox"/>	<input checked="" type="checkbox"/>	within _____ days	h. Hazardous Waste	<input type="checkbox"/>	<input checked="" type="checkbox"/>	within _____ days
d. Radon Air Quality	<input type="checkbox"/>	<input checked="" type="checkbox"/>	within _____ days	i. _____	<input type="checkbox"/>	<input type="checkbox"/>	within _____ days
e. Radon Water Quality	<input type="checkbox"/>	<input checked="" type="checkbox"/>	within _____ days	j. _____	<input type="checkbox"/>	<input type="checkbox"/>	within _____ days

**The use of days is intended to mean calendar days from the effective date of this Agreement. TIME IS OF THE ESSENCE** in the observance of all deadlines set forth within this Paragraph 14. All inspections will be done by licensed home inspectors or other professionals normally engaged in the business, to be chosen and paid for by BUYER. If BUYER does not notify SELLER in writing that the results of an inspection are unsatisfactory within the time period set forth above, the contingency is waived by BUYER. **If the results of any inspection specified herein reveal significant issues or defects, which were not previously disclosed to BUYER then:**

(a) BUYER shall have the option at BUYER'S sole discretion to terminate this Agreement and all deposits shall be returned to BUYER in accordance with NH RSA 331-A:13; or

(b) If BUYER elects to notify SELLER in writing of the unsatisfactory condition(s) then:

1) SELLER and BUYER can reach agreement in writing on the method of repair or remedy of the unsatisfactory condition(s); or

SELLER(S) INITIALS [Signature] / EH BUYER(S) INITIALS BMC / \_\_\_\_\_



**PURCHASE AND SALES AGREEMENT**  
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2) If SELLER elects not to repair or remedy the unsatisfactory condition(s) the BUYER may release the home inspection contingency and accept the property as is; or

3) If SELLER and BUYER cannot reach agreement in writing with respect to the method of repair and remedy of the unsatisfactory condition(s), then this Agreement is terminated and all deposits shall be returned to BUYER in accordance with NH RSA 331-A:13.

Notification in writing of SELLER'S intent to repair or remedy or not to repair or remedy pursuant to Section (b) above, shall be delivered to BUYER or their licensee within five (5) days of receipt by SELLER of notification of unsatisfactory condition(s). BUYER shall respond in writing to SELLER'S notification within five (5) days. If BUYER does not respond within five (5) days, SELLER may elect to terminate this Agreement and all deposits shall be returned to BUYER in accordance with NH RSA 331-A:13.

In the absence of inspection mentioned above, BUYER is relying upon BUYER'S own opinion as to the condition of the PROPERTY.

**BUYER HEREBY ELECTS TO WAIVE THE RIGHT TO ALL INSPECTIONS AND SIGNIFIES BY INITIALING**

HERE: BMC

**15. DUE DILIGENCE:** This Agreement is contingent upon BUYER'S satisfactory review of the following:

	YES	NO		YES	NO
a. Restrictive Covenants of Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	d. Condominium documentation per N.H. RSA 356-B:58	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Easements of Record/Deed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	e. Co-op/PUD/Association Documents	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Park Rules and Regulations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	f. Availability of Property/Casualty Insurance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			g. Availability and cost of Flood Insurance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If such review is unsatisfactory, BUYER must notify SELLER in writing within 10 days from the effective date of the Agreement failing which such contingency shall lapse.

**16. LIQUIDATED DAMAGES:** If BUYER shall default in the performance of their obligation under this Agreement, the amount of the deposit may, at the option of SELLER, become the property of SELLER as reasonable liquidated damages. In the event of any dispute relative to the deposit monies held in escrow, the **ESCROW AGENT** may, in its sole discretion, pay said deposit monies into the Clerk of Court of proper jurisdiction in an Action of Interpleader, providing each party with notice thereof at the address recited herein, and thereupon the **ESCROW AGENT** shall be discharged from its obligations as recited therein and each party to this Agreement shall thereafter hold the **ESCROW AGENT** harmless in such capacity. Both parties hereto agree that the **ESCROW AGENT** may deduct the cost of bringing such Interpleader action from the deposit monies held in escrow prior to the forwarding of same to the Clerk of such court.

**17. PRIOR STATEMENTS:** Any verbal representation, statements and agreements are not valid unless contained herein. This Agreement completely expresses the obligations of the parties.

**18. FINANCING:** This Agreement ( ☐ is ) ( ☒ is not ) contingent upon BUYER obtaining financing under the following terms:

AMOUNT CASH TERM/YEARS N/A RATE N/A MORTGAGE TYPE CASH

For the purposes of this Agreement, financing is to be demonstrated by a conditional loan commitment letter, which states that BUYER is creditworthy, has been approved and that the lender shall make the loan in a timely manner at the Closing on specified customary conditions for a loan of the type specified above. BUYER is responsible to resolve all conditions included in the loan commitment by the Closing date.

SELLER(S) INITIALS

[Signature]

EH

BUYER(S) INITIALS

BMC



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The existence of conditions in the loan commitment will not extend either the Financing Deadline described below or the closing date.

BUYER hereby authorizes, directs and instructs its lender to communicate the status of BUYER'S financing and the satisfaction of lender's specified conditions to SELLER and SELLER'S/BUYER'S real estate FIRM.

TIME IS OF THE ESSENCE in the observance of all deadlines set forth within this financing contingency.

BUYER agrees to act diligently and in good faith in obtaining such financing and shall, within N/A calendar days from the effective date, submit a complete and accurate application for mortgage financing to at least one financial institution currently providing such loans, requesting financing in the amount and on the terms provided in this Agreement.

If BUYER provides written evidence of inability to obtain financing to SELLER by N/A ("Financing Deadline"), then:

- (a) This Agreement shall be null and void; and
- (b) All deposits will be returned to BUYER in accordance with the procedures required by the New Hampshire Real Estate Practice Act (N.H. RSA 331-A:13) ("the Deposit Procedures"); and
- (c) The premises may be returned to the market.

BUYER may choose to waive this financing contingency by notifying SELLER in writing by the Financing Deadline and this Agreement shall no longer be subject to financing.

If, however:

- (a) BUYER does not make application within the number of days specified above; or
- (b) BUYER fails to provide written financing commitment or written evidence of inability to obtain financing to SELLER by the Financing Deadline,

Then SELLER shall have the option of either:

- (a) Declaring BUYER in default of this Agreement; or
- (b) Treating the financing contingency as having been waived by BUYER.

If SELLER declares BUYER in default, in addition to the other remedies afforded under this Agreement:

- (a) SELLER will be entitled to all deposits in accordance with the Deposit Procedures; and
- (b) This Agreement will be terminated; and
- (c) The premises may be returned to the market for sale.

If SELLER opts to treat the financing contingency as waived or relies on a conditional loan commitment and BUYER subsequently does not close in a timely manner, SELLER can then declare BUYER in default. SELLER then, in addition to the other remedies afforded under this Agreement:

- (a) Will be entitled to all deposits in accordance with the Deposit Procedures; and
- (b) This Agreement will be terminated; and
- (c) The premises may be returned to the market for sale.

BUYER shall be solely responsible to provide SELLER in a timely manner with written evidence of financing or lack of financing as described above.

**WIRE FRAUD ALERT.** Sophisticated criminals are targeting the email accounts of real estate agents, title companies, settlement attorneys and others to generate fake wire transfer instructions designed to divert closing funds to the criminals. The emails are professionally created and look real. Buyer and Seller should not send personal information such as social security numbers, bank account numbers or credit card numbers except through secure email or personal delivery of the information. **Buyer and Seller are advised not to wire any funds without personally speaking with the intended recipient of the wire to confirm the routing number and the account number.** Seller \_\_\_\_\_ Buyer \_\_\_\_\_

SELLER(S) INITIALS

*DS*

/ *EH*

BUYER(S) INITIALS

*BMC*



**PURCHASE AND SALES AGREEMENT**  
**New Hampshire Association of REALTORS® Standard Form**

**19. ADDITIONAL PROVISIONS:**


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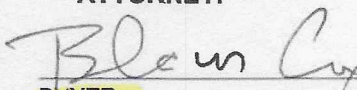
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**20. ADDENDA ATTACHED:** ☐ Yes ☒ No


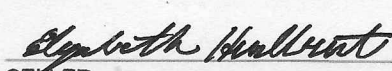
**21. EFFECTIVE DATE/NOTICE:** Any notice, communication or document delivery requirements in this agreement may be satisfied by providing the required notice, communication or documentation to the party or their licensee. All notices and communications must be in writing to be binding except for withdrawals of offers or counteroffers. This Agreement is a binding contract when signed and all changes initialed by both BUYER and SELLER and when that fact has been communicated in writing which shall be the EFFECTIVE DATE. Licensee is authorized to fill in the EFFECTIVE DATE on Page 1 hereof. The use of days is intended to mean calendar days from the EFFECTIVE DATE of this Agreement. Deadlines in this Agreement, including all addenda, expressed as "within x days" shall be counted from the EFFECTIVE DATE, unless another starting date is expressly set forth, beginning with the first day after the EFFECTIVE DATE, or such other established starting date, and ending at 12:00 midnight Eastern Time on the last day counted. Unless expressly stated to the contrary, deadlines in this Agreement, including all addenda, expressed as a specific date shall end at 12:00 midnight Eastern Time on such date.

Each party is to receive a fully executed copy of this Agreement. This Agreement shall be binding upon the heirs, executors, administrators and assigns of both parties.

**PRIOR TO EXECUTION, IF NOT FULLY UNDERSTOOD, PARTIES ARE ADVISED TO CONTACT AN ATTORNEY.**

			<u>10/7/20 1 4:48 PM</u>			<u>1</u>		
BUYER			DATE/TIME			BUYER		
City of Rochester						DATE/TIME		
31 Wakefield St						MAILING ADDRESS		
MAILING ADDRESS						MAILING ADDRESS		
Rochester	NH	03867-1916						
CITY	STATE	ZIP	CITY	STATE	ZIP			

SELLER accepts the offer and agrees to deliver the above-described PROPERTY at the price and upon the terms and conditions set forth.

			<u>10/12/20</u>						<u>10/12/20</u>		
SELLER			DATE/TIME			SELLER			DATE/TIME		
David Hurlburt						Elizabeth Hurlburt					
9 Homestead Ln						9 Homestead Ln					
MAILING ADDRESS						MAILING ADDRESS					
Dover	NH	03820-4689	Dover	NH	03820						
CITY	STATE	ZIP	CITY	STATE	ZIP						

Unofficial Property Record Card - Rochester, NH

General Property Data

Parcel ID 0121-0398-0000

Prior Parcel ID

Property Owner HURLBURT DAVID B & ELIZABETH

Mailing Address 9 HOMESTEAD LN

City DOVER

Mailing State NH

Parcel/Zoning DTC

Account Number 301

Property Location 11 BARKER CT

Property Use FOUR FAMILY

Most Recent Sale Date 12/7/2007

Legal Reference 3600-349

Grantor NEGM M A LLC

Sale Price 224,000

Land Area 0.050 acres

Current Property Assessment

Card 1 Value	Building Value 180,800	Xtra Features Value 0	Land Value 47,000	Total Value 227,800
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Building Description

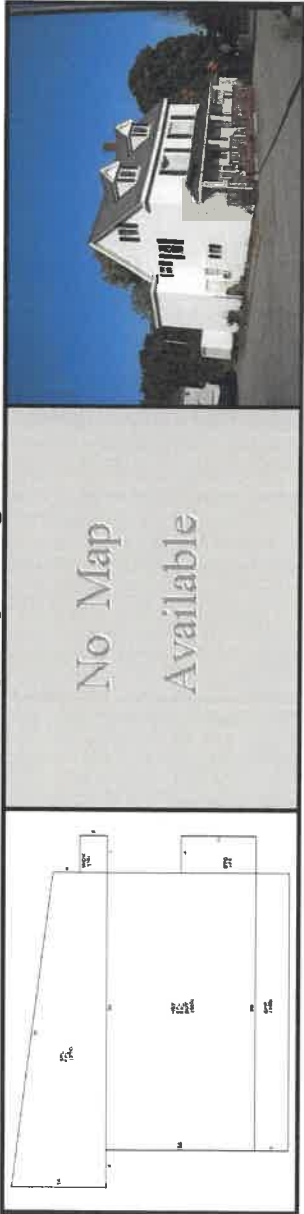
Building Style MULTIFAMILY	Foundation Type BRICK/STONE	Flooring Type AVERAGE
# of Living Units 4	Frame Type WOOD	Basement Floor CONCRETE
Year Built 1920	Roof Structure GABLE	Heating Type FORCED H/W
Building Grade AVERAGE	Roof Cover ASPH SHINGLE	Heating Fuel GAS
Building Condition Avg-Good	Siding VINYL	Air Conditioning 0%
Finished Area (SF) 2398	Interior Walls AVERAGE	# of Bsmt Garages 0
Number Rooms 10	# of Bedrooms 5	# of Full Baths 1
# of 3/4 Baths 3	# of 1/2 Baths 0	# of Other Fixtures 0

Legal Description

Narrative Description of Property

This property contains 0.050 acres of land mainly classified as FOUR FAMILY with a(n) MULTIFAMILY style building, built about 1920 , having VINYL exterior and ASPH SHINGLE roof cover, with 0 commercial unit(s) and 4 residential unit(s), 10 room(s), 5 bedroom(s), 1 bath(s), 0 half bath(s).

Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

**Resolution Authorizing Supplemental Appropriation to the  
Department of Public Works (DPW) CIP Fund in the Amount of \$200,000.00 for the  
Milton Road/Amarosa Drive/Salmon Falls Road Intersection Improvement Project**

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

That the amount of Two Hundred Thousand Dollars (\$200,000.00) is hereby appropriated as a supplemental appropriation to the DPW CIP Fund for the purpose of paying costs associated with the Milton Road/Amarosa Drive/Salmon Falls Road Intersection Improvement Project. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.

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

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City Clerk's Office

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11/12/2020

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

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**



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

Fund (select):

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

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

**Appropriation**

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

**Revenue**

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

DUNS # CFDA # Grant # Grant Period: From   
To 

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

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

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## ***October Department Reports:***

- 6.1 Assessor's Office P. 25**
- 6.2 Building, Zoning, and Licensing Services P. 27**
- 6.3 City Clerk's Office P. 29**
- 6.4 Department of Public Works P.33**
- 6.5 Economic & Community Development P.41**
- 6.6 Finance Office P. 51**
- 6.7 Planning & Development Department P. 59**
- 6.8 Recreation & Arena P. 61 forthcoming**
- 6.9 Rochester Fire Department P. 63 forthcoming**
- 6.10 Rochester Police Department P. 65**
- 6.11 Rochester Public Library P. 87**
- 6.12 Tax Collector's Office P. 89**
- 6.13 Welfare Department P. 91**

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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)

November 10, 2020

To: City Manager/Council

From: Jonathan Rice, Chief Assessor

### **Subject: October Council Report**

#### Revenue Received/Collection Warrants issued:

Timber Warrants	\$	229.56
Excavation Warrants	\$	161.38

- CAMA software conversion with Vision Government Solutions Inc., is still ongoing with Live Database Transition scheduled for November.
- All real estate sales continue to be validated in preparation of conducting a ratio study for equalization this fall, about  $\frac{3}{4}$  complete.
- Theresa Hervey, Nancy Miller and Darcy Freer took IAAO Course 311 – Real Property Modeling Concepts.

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City Clerk's Office

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## End of Month Council Report

11/12/2020

**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 October 2020**

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 2020
Building Permits	\$53,523.70
Electrical Permits	\$3,353.00
Plumbing Permits	\$658.00
Zoning Permits	\$780.15
FireSuppression Permits	\$0.00
FireAlarm Permits	\$0.00
Sprinkler Permits	\$0.00
Mechanical Permits	\$5,410.00
Food_Milk Licenses	\$1,160.00
Taxi Licenses	\$0.00
General Licenses	\$360.00
<b>Net Revenue</b>	<b>\$65,244.85</b>



# City of Rochester, New Hampshire

*Department of Building, Zoning & Licensing Services*

## ZONING MONTHLY REPORT - OCTOBER 2020

### Cases:

### New Cases:

**Z-20-14** Aneka Market Inc. applicant seeks a *Special Exception* from table 18-B of the Zoning Ordinance to permit a grocery store in the Office Commercial District.

**Location:** 159 Rochester Hill Rd, Rochester, NH 03867, MLB 0243-0060-0000 in the OC Zone

*Special Exception* was **APPROVED** with the following conditions.

1. The store is to remain no larger than 800 sq ft.
2. Hours of operation will be no more than 12:00 PM to 6:00 PM Monday through Saturday.





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 October 2020

### Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 214 initial copies of vital records, and 155 subsequent copies of vital records in the month of October. The City Clerk's staff issued 23 Marriage Licenses.

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

- 10 births were reported in Rochester during the month of October, 7 of these children were born to Rochester residents.
- 36 resident deaths were reported in Rochester.
- 5 couples celebrated their wedding ceremonies in Rochester during the month of October.

### Revenue – Vital Records/Marriage Licenses

	2019		2020	
	State	City	State	City
Initial/Subsequent copies:	\$3,197	\$2,903	\$2,487	\$2,273
Marriage Licenses:	\$473	\$77	\$989	\$161
<b>Total:</b>	<b>\$3,670</b>	<b>\$2,980</b>	<b>\$3,476</b>	<b>\$2,434</b>

The City Clerk's Office is open for walk-in business. Our office is open between the hours of 8:00 AM – 5:00 PM. We intend for the hours of 8:00AM – 9:00 AM to be reserved for seniors and high risk populations. We will be closed between the hours of 1:00 PM – 2:00 PM.

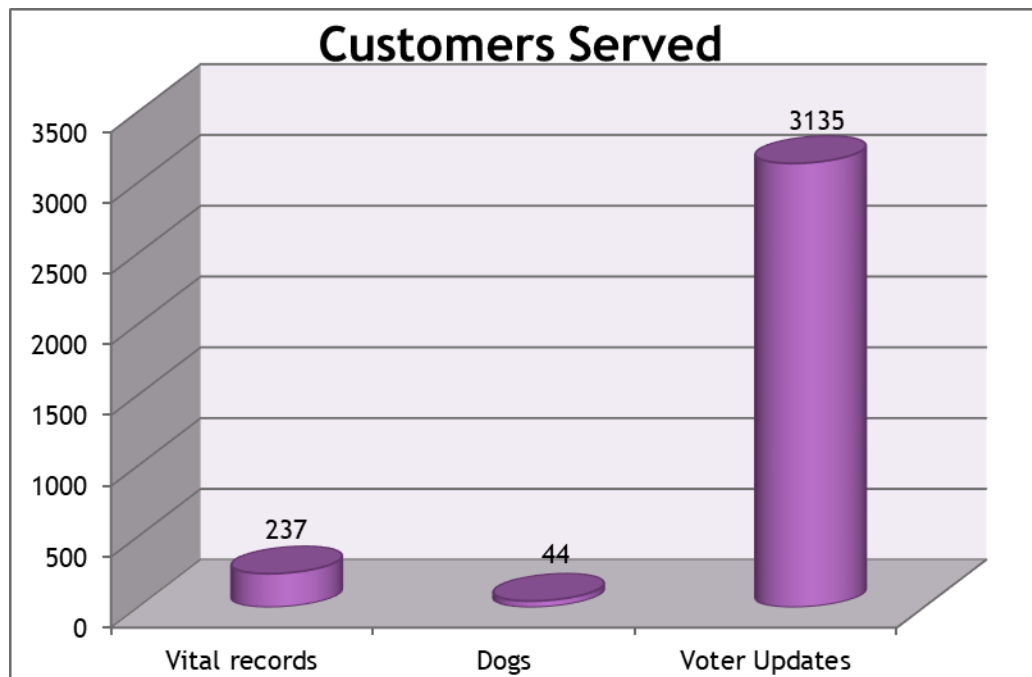
## **Dog Licensing**

The City Clerk's office licensed 44 dogs during the month of October. There were \$250 in Civil Forfeiture fees collected for dogs unlicensed from the prior fiscal year.

Residents needing to license their dog(s) who would prefer to avoid coming to City Hall can license in one of several other ways:

- Visit our online dog licensing portal [Dog Licensing](#) for payment via credit card or ACH
- Send check or money order to the City Clerk's office
- Drop off a payment utilizing the drop box on the Revenue Building at 19 Wakefield Street
- Licensing over the phone via credit card during office hours Monday through Friday 9 am – 5pm

## **Customers Served during the month of October 2020**



## **Elections**

October was an extremely busy month for the City Clerk's office with the ongoing preparations for the November 3, 2020 General election. There was no lull in activity following the September 8 State Primary; voter registrations, absentee ballots and election inquiries continued to pour into the office at an historic rate. We anticipate that, even with the great increase in absentee ballot requests, Tuesday, November 3 will be a very heavily attended election.

On October 5, 2020, in an effort to accommodate the increase volume in voter registrations and absentee ballot requests, the City Clerk's office opened a satellite elections office in the Community Center (150 Wakefield Street). This satellite office was open Monday through Friday, 10 AM to 5 PM.

Due to the large size of the Community Room where we were located, the satellite office not only allowed the City Clerk's office to more comfortably and efficiently process the increased numbers of voter changes, but also allowed us to do so as safely as possible during COVID. In the first two and a half weeks the satellite office was open, we were able to process over 1700 voter changes and over 1500 absentee ballot requests.

The Supervisors of the Checklist held a session on Saturday, October 24 to authorize all new voter registrations and to accept any changes to the checklist in anticipation of the General Election. These changes include voter removals for those who have died or moved out of the City, name changes, party affiliation changes, and address/ward changes.

On Saturday, October 31, election officials from wards 2, 3, 4 and 5 were able to partially pre-process all absentee ballots received up until that point in a public session; the outer envelope of the ballots was opened and election staff was able to verify whether or not the voter had correctly completed/signed their affidavit envelope. If any mistakes were discovered, staff was able to reach out to voters to correct the issues and ensure that the vote would be counted. Normally these errors would not be discovered until Election Day with no option for remedy. Staff was also able to audit and compare our listings of absentee ballot requests with the ballots that had been received back and make sure the information was correct and up to date. This partial pre-processing of the ballots cut down on time spent processing absentees at the polling locations which would have been significant due to the large volume received over previous elections. The pre-processing session took upwards of 5 hours due to the large volume of absentee ballots received. Wards 1 and 6 were able to hold a similar pre-processing session on Monday, November 2.

The satellite election office will be open on Election Day to accept absentee ballots. Voters from any of the City's six wards, or family members/spouses/authorized care takers of these votes, will be able to drop off their completed ballots at this location up until 5:00 PM on Tuesday, November 3.

**Voter registration summary by party as of October 31, 2020:**

Ward	Democrats	Republicans	Undeclared	Totals
1	1,196	1,226	1,407	3,829
2	1,113	1,156	1,536	3,805
3	1,233	1,307	1,352	3,892
4	1,054	874	1,577	3,505
5	1,071	1,169	1,450	3,690
6	1,167	864	1,255	3,286
<b>Totals:</b>	<b>6,834</b>	<b>6,596</b>	<b>8,576</b>	<b>22,006</b>

Respectfully submitted,

Cassie Givara,  
Deputy City Clerk

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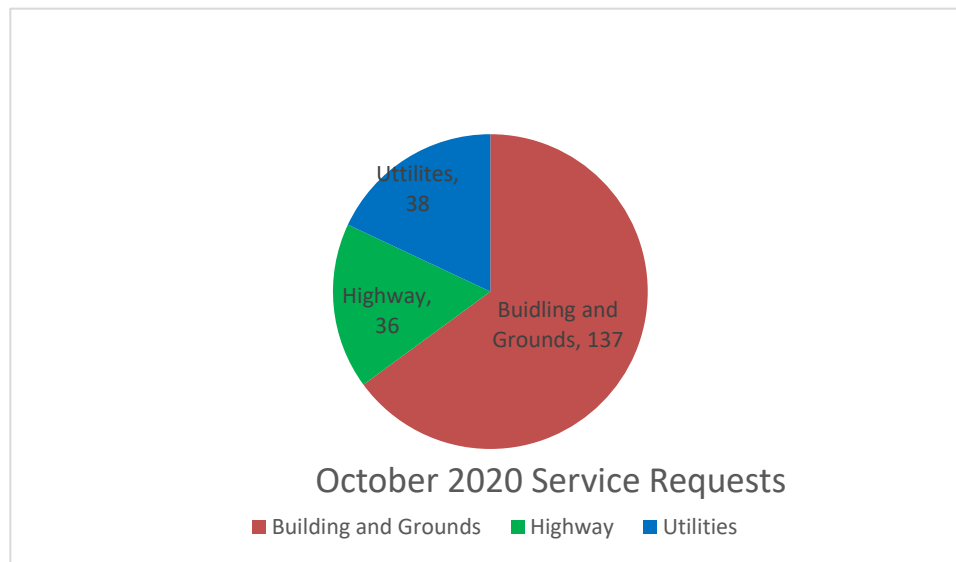
City Clerk's Office

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## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT OCTOBER 2020

In addition to the scheduled work performed, the Department of Public Works responded to approximately 211 requests for service in the month of October. The Highway Division had 36 requests that ranged from pothole repairs, traffic light maintenance, clean storm drains, repair culverts, replace missing street signs and pick up trash and debris on the side of the road. The Utilities Division responded to 38 requests including sewer concerns, water and sewer inspections and daily dig safe mark outs. Buildings and Grounds Department completed 137 service requests including street light repairs, filling janitorial supply orders for departments, unclogging drains, set up tables for voting, cleaning and disinfecting buildings and maintaining the city maintained grounds.



### HIGHWAY & FLEET MAINTENANCE WORK COMPLETED:

- Patch pot holes
- Repaired a 7 catch basins throughout the city
- Cleaned 150 catch basins
- Sweep streets in the city
- Trim sides of roads with the flail mower
- Continue to paint crosswalks
- Replaced 30" culvert on Howard Brook Drive
- Repaved base and top coat Stewarts Court
- Hauled in some winter sand
- Work around the yard in prep for winter
- Painted out 1,463 catch basins
- Removal of six stumps in the city
- Repaired sidewalk at 7 Logan Street
- Paved sewer repair cut on Charles Street
- Test all preemption's and cross walk lights in the city
- Painted out 739 catch basins for winter maintenance
- Mill and paved low spot on Sarah Court
- Clean up ditch and side of roads on Isabella Lane
- Raised drain manholes on Portland Street
- Removal of outside dining on North Main Street
- Gravel sides of roads
- Graded dirt roads
- Removed trees on Whitehouse Road, Charles Street and Logan Street



Repaired and installed street signs thought the City  
 Brush trimming overhang though the City  
 Repaired #38 flail mower and replace two bearings  
 Replaced hydraulic line on the Sullivan compressor  
 Replaced two transmission circuit breakers on ten wheel dump #9  
 Inspected all one ton and pickup trucks plows  
 Went through the big snow blower for winter  
 Replaced door handle on pickup #33  
 Repaired rear seal on street sweeper #13  
 Installed new batteries on one ton rack body #108  
 Took four Mack trucks over for reprograming on computers  
 Installed new batteries in service truck #42  
 Replaced fuel peddle on ten wheel dump #9  
 Repaired water plant Kubota  
 Replaced steering box on six wheel dump #8  
 Repaired hole in the hood six wheel dump #15  
 Replaced mirror on bucket truck #22  
 Repaired nox sensor on service truck #48  
 Replaced hydraulic hoses on Cat loader #39  
 Replaced hydraulic hoses on Cat loader old #38  
 Replaced break cam lock on six wheel dump #20  
 Repaired wiring and transmission on the grader #27  
 Small repairs to some of the small generators  
 Serviced five plows on one tons and pickups  
 Lube, oil and filter service on 5 vehicles  
 Several minor repairs on several vehicles  
 Several minor repairs on several small equipment



**Howard Brook Culvert Work**





**Culvert Repair**



**Paving on Stewart Court**

### **UTILITIES DIVISION**

Utilities Division completed 38 service requests which included performing monthly maintenance on sewer cleaning in problematic areas. There was 124 utility mark outs for dig safe, 4 emergency sewer backups and staff completed the hydrant flushing. An emergency sewer service repair was done in front of 131 Charles Street which was performed by SUR Construction. An emergency sewer line replacement was done at Kentucky Fried Chicken on Columbus Avenue. Completed in-house replacement of Stuart Court 2" water main. The Regency Court water main replacement has been completed.



**Sewer Repair near 131 Charles Street**



**Sewer Line Replacement Kentucky Fried Chicken on Columbus Avenue**

## **BUILDING AND GROUNDS DIVISION**

Building and Grounds Division completed 137 work requests including street light repairs, filling janitorial supply orders for departments, changing light bulbs and ballasts, unclogging drains, fixing leaky pipes, fixed broken door locks and removed graffiti from City property. Staff has been busy assisting the City Clerk's office with voting preparations. The fall cleanup has begun throughout the city.

## **WASTEWATER TREATMENT DIVISION**

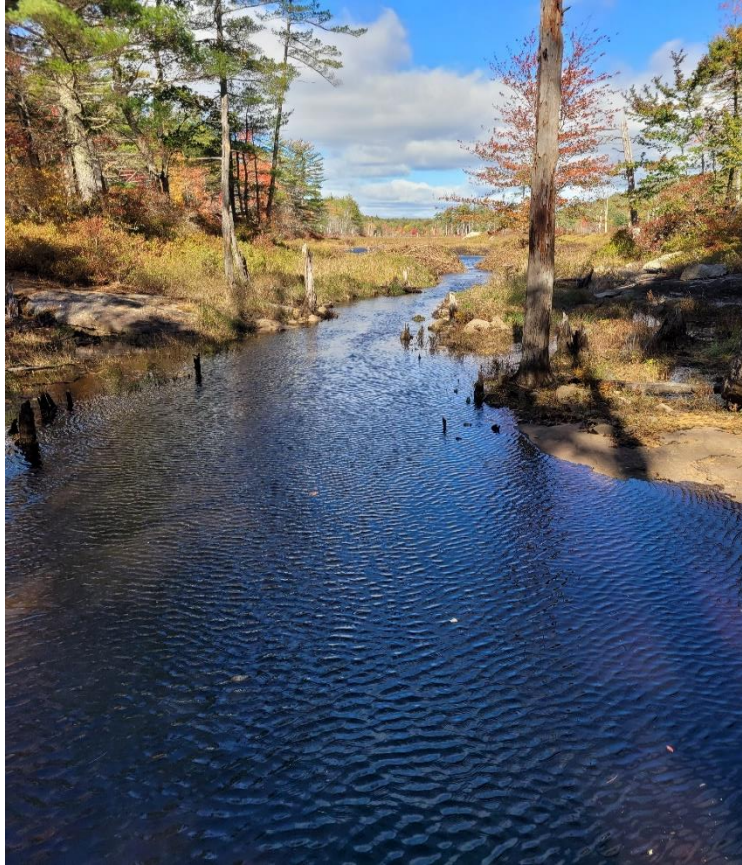
Items that were completed during the month of September: We continue to work with the Great Bay Estuary watershed communities in response to EPA's Draft Great Bay Total Nitrogen General Permit – the City has been notified that the Permit has been sent to EPA headquarters for approval but we have not seen what Region 1 has submitted. Issuance could be weeks or months? River Street pump station – power has been installed and demo has started! We have received results for the NetDMR blind sample testing – we had 100% compliance. Congrats to Kristen on an outstanding job. Staff attended State sponsored training classes. Working with city engineering and IT staff on internal I/I study criteria. Working with industries on various issues. Dewatering and carbon storage building project – schedule and quality concerns still persist. Attending weekly/monthly construction meetings. Emergency PLC replacement for pump controls at Front Street pump station. Working with EPA/NHDES/Terence on sewer use ordinance (chap 200) modifications as required as part of the EPA approved industrial pretreatment program. Annual fire extinguisher inspection completed. Working with RFD to improve on building identification signage and fire alarm panel messaging back to dispatch. Staff performed preventative and corrective maintenance on equipment, machinery and instrumentation at the WWTF and pump stations. All required testing for EPA and DES completed and submitted. Average effluent flow for the month was 1.847 million gallons per day (MGD), Percent of design flow = 36.7%. Percent of design flow for 2020 = 59.9%. Precipitation for the month = 6.73“. Precipitation for 2020 = 30.69“

## **WATER TREATMENT DIVISION**

Treated water volume for the month of September was approximately 68.3 million gallons from the surface water treatment facility. Groundwater production was again offline for the month due to flow restrictions in the Cocheco River. All water quality testing and monitoring was completed in accordance with NHDES requirements. We are pleased to report that the City of Rochester again met all State and Federal standards for drinking water. Our final unregulated contaminant monitoring sampling round is scheduled for November. Watershed inspections and walkabouts this month focused on the Whalebacks, Berry Pond and Crown Point Crossing. Additional inspections were performed along the Rochester and Round Pond Reservoir perimeters between Weeks Lane and Dry Hill Road. Many thanks to the utility staff who helped us clean and flush the Berry Pond intake structure. Weather instruments recorded 3.8 inches of rainfall at the Reservoir. Strafford County remains in a category D3 Extreme Drought. Our water supply remains in acceptable condition - recent rains have helped us recover in Round and Oxbow, enough to keep Tufts Pond closed and spilling over. Production dropped to ~2-2.2 mgd; the lower use and stable-to-increasing storage has kept us in a steady-state of 70% supply. Equipment and grounds maintenance was performed at the plant, well and tanks/stations. We are winterizing sites and performing fall inspections. Telemetry upgrades continued at Rochester Hill, Richardson Street and Chesley Hill stations. Baseline sampling for lagoon hydrosolids commenced this month. The Consecutive System Sanitary Survey was completed. Results are available upon request. Maintenance at the well included heating system PMI, generator inspection and housekeeping. Maintenance at the WTF included grounds keeping and winter preparation; service to the filter sweetener systems and activated carbon system; and equipment relocation in the lab to prepare for installation of the iron and manganese analyzers. Staff attended the NH Water Works Association "Water is Essential" remote training seminars; topics included regulation and treatment of Arsenic & PFAS; distribution system hydrant monitoring; Emergency Response and Pandemic Planning; Continuity of Operations; Well Cleaning Techniques; SCADA Systems and Water Audit/Revenue analysis. Staff continued review and discussion of the Water Audit and Demand Analysis,



Residuals Handling, Asset Management, Hydraulic Modeling and Route 202A projects. The Chief Operator attended the NH Public Works Association October Board Meeting. Fall flushing was completed this month. Thanks to all who helped with this important duty. Congratulation to Karl Bostrom for earning his Grade I Water Treatment Operator license this month!



**Oxbow at 50%**

### **ENGINEERING**

- **Asset Management:** The City continues to work with the selected vendor for the new Asset Management software for implementation. DPW plans to “go live” with the Service Request portion of the software in November. Efforts continue as staff constantly improve City infrastructure information linked from our GIS software to our Asset Management software. In the future more detailed information, such as asset age, material and condition as well as baseline information that has been developed related to our water, sewer, and stormwater systems' “level of service”, “likelihood of failure”, “consequence of failure” and “life cycle cost analysis”, will be incorporated into our Asset Management software. NHDES has recently awarded the City funding for wastewater asset management work from the CWSRF.
- **Colonial Pines Sewer Extension:** Phase 2, including a portion of Birch Drive, Juniper Street, Towle Street, Vinewood Lane, Susan Lane, Hickory Lane, Wildwood Lane and a portion of Hillside Drive was substantially completed in September. Final paving in the Phase 2 project area was completed in October and final completion is expected in November. Funding for Phase 3 of this multi-phased sewer extension program has been approved in the FY20 & FY21 CIP budgets. Construction of Phase 3 is anticipated to commence in spring 2021. Additional funding for a final phase of sewer extension and drainage improvements will be requested in the FY22 CIP budget.

- **Gonic Brickyard – Soil Remediation:** The NHDES Petroleum Reimbursement Fund is funding the soil remediation work at the city-owned Gonic Brickyard site on Pickering Road. The remediation work began in September and is anticipated to be complete in November.
- **10-16 Wallace Street – Soil Remediation:** NHDES Brownfields grant funds are primarily funding the soil remediation work at the 10-16 Wallace Street – Former Advanced Recycling site. The contaminated soil was excavated and excavations were backfilled in September. Soil piles are scheduled to be trucked off the site and the project completed in November.
- **Four Rod Road Culvert Rehabilitation:** This 6'-11"x10'8" arched corrugated metal pipe was considered a "Red-Listed Bridge" by NHDOT and in need of repair. This rehabilitation project, which included the application of a geopolymer liner on the inside of the existing pipe, was completed in October.
- **Portland Street Twin Culvert Replacement:** This twin 36" corrugated metal pipe culvert is at end of life and in need of replacement. This culvert replacement project, which includes replacing existing culvert pipes with twin 36" reinforced concrete pipes that are re-aligned with the stream and providing a widened shoulder for future sidewalk installation, was awarded in September. Work began in October and is expected to be completed in 2020.
- **Pavement Maintenance & Rehabilitation:** The FY20 Paving list included: Chapman, Huckins, Jonathan and portions of Columbus, Cross and Salmon Falls. Paving work was completed in October.
- **Sidewalk Rehabilitation:** The FY20 Sidewalk Rehabilitation list included: portions of Portland Street and Mill Street in East Rochester. Sidewalk work began in September and was completed in October.
- **Strafford Square Roundabout:** Final design has been submitted to NHDOT for approval to bid. Bidding of the roundabout construction contract is now anticipated in 2021. Prior to that contract and in preparation for that construction, a utility infrastructure contract is anticipated to be advertised for bids prior to the end of 2020.
- **Granite Ridge Development – Phase 2:** Waterstone has submitted to NHDOT a response to comments on the revised traffic impact analysis study of November 2019. Further discussion with NHDOT and Waterstone, as well as the Planning Board approval process, in the coming months will direct the development of a design package for bidding of the public infrastructure to be constructed with TIF funds per the Developers Agreement. Construction is currently anticipated in 2021.
- **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 attenuation tanks. Design of the attenuation tanks has begun. 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:** Construction of this project commenced in October 2019. Construction is expected to continue through 2020 and into 2021.
- **River Street Sewer Pump Station Upgrade:** Construction has begun and is expected to be substantially completed in March 2021. Final completion is anticipated by June 2021.
- **Route 11 Sewer Pump Station Upgrade:** The 100% design documents have been transmitted to the City for review. This project is expected to be ready for bid advertisement in the next couple of months. Construction is projected to commence in early 2021 and have a duration of one year.
- **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 and Programmable Logic Controllers (PLC) Replacement. All of these projects are expected to be completed in 2020.
- **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):**
  - In January 2020, USEPA Region 1 published in the Federal Register a draft General Permit for total nitrogen (TN) loading in the Great Bay Estuary watershed. This draft permit would add a TN load limit

to the WWTF effluent, require a Nitrogen Optimization Plan and require contribution to the cost of a monitoring program in the estuary, as well as an optional non-point source/stormwater point source reduction pathway. Comments on the draft general permit were submitted to EPA in early May 2020. In July, Rochester officials had a video conference call with the USEPA Region 1 Administrator and other EPA and NHDES staff to express concerns with the General Permit as drafted.

- As far as the City's individual National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Facility (WWTF), a new draft permit has not yet been issued by USEPA Region 1.
- And, 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 second annual report for the MS4 permit was submitted to EPA in September 2020.
- **New DPW Facility:** Site work is being completed and structural steel for the building began being installed in October. Construction of the facility is anticipated to continue through September 2021.

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City Clerk's Office

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# Economic & Community Development



10/31/2020

MANAGEMENT REPORT



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

*Community Development Report, Written by Julian Long*



## ECONOMIC DEVELOPMENT DEPARTMENT

### MICHAEL SCALA, DIRECTOR OF ECONOMIC DEVELOPMENT

#### PROJECTS IN THE PIPELINE

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

#### SCENIC/SALINGER

Chinburg Properties is continuing the process of asbestos abatement for both properties. Discussions have been held with DPW concerning construction of a an extension off the Congress Street water main to provide service for both the ScenicSalinger Project and Paul Deslisle's sprinkler upgrades. We have also been involved in the discussions with Eversource concerning line and transformer placement.

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

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

#### WAYFINDING (Phase II)

The final quote for Phase II was received and processed. Work is scheduled to begin by the end of November. Phase III will be conducted during the spring of 2021.

#### SIG SAUER - AMAROSA DRIVE

Sig Sauer has agreed to the proposal submitted by the City in September. The formal announcement was released on October 13. We immediately began prepping for the



infrastructure work (Intersection/W/S line) so as to complete in a timely manner.

## GRANITE STATE BUSINESS PARK

The Groundbreaking for LDI was held on October 22.

Prep Partners is continuing the permit process for their build.

Pella windows has announced they will be constructing a 24k sf. warehouse/office along Airport Drive.

## 55 MAIN (HOFFMAN BUILDING)

The Market Survey is underway and scheduled for delivery in November.

## JENN MARSH, ECONOMIC DEVELOPMENT SPECIALIST

### RIVERWALK

The Riverwalk Committee will be working on potential projects over the winter months and looking at grant opportunities. The kayak launch was removed this month and will be installed again after May 15, 2021.

### TIF REPORTING

Jenn has been working on the non-financial reports for the 3 TIF Districts. The GRDD and GSBP advisory boards will meet in November to review the documents and make recommendations to the City Council.

### NEW BUSINESSES

Three new businesses opened in October 2020:

1. Alpaca and Things (the Ridge Marketplace)

### WAYFINDING

Jenn has been working with District 6 of the DOT and Public Works on permits for the Welcome to Rochester signs that will be located on the State's right of way. Advantage signs estimates that phase 2 should be installed sometime late November early December.

## JULIA LIBBY, EXECUTIVE SECRETARY

### OPENGOV (VIEWPOINT) PERMITTING SOFTWARE

During the month of October the weekly meetings with ViewPoint (now OpenGov) ended and they are now held on an as-needed basis. Julia continues to help employees with the software, answering questions and sending out updates as needed.

### MARKETING/DESIGN

The Groundbreaking Ceremony for LDI Solutions was on October 22 which we created the following invitation for.



Economic Development business cards were redesigned.



### E911 ADDRESSING COMMITTEE

All of Rochester Neck Road was readdressed for Waste Management's reconfiguration of the road and their new construction. Confirmation letters were created and sent out and the proper departments and companies were notified of the changes going into effect on November 2, 2020.



## STAFF DEVELOPMENT

Julia attended a Resiliency webinar through UNH. The webinar went through why it is important for small businesses, community leaders, municipal officials, and economic development professionals to focus on resiliency and what is involved.

## JULIAN LONG, CDBG COORDINATOR & GRANTS MANAGER

## COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

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

CARES Act Round 3 Funding Applications: The grant applications for the third round of CARES Act funding were due October 30th. The City of Rochester received twelve eligible applications requesting a total of \$207,500. There is \$146,576 available in Round 3 funds. Summaries of the grant applications are attached to this report.

FY 2020 Public Outreach and Public Input: The Community Development Coordinator has posted survey stations at the City Clerk's Office and the Tax Assessor's Office and has regularly monitored the stations to collect surveys and replace used pens. In addition, an online survey has been made available to the public at <https://www.surveymonkey.com/r/BTC7M9Y>. So far, there has been double-digit survey responses for both the hard-copy and online surveys.

FY 2021-2022 Annual Action Plan: The Community Development Coordinator has started the process of consulting with other city departments, neighboring local governments, and relevant non-profit agencies as part of the research for drafting the FY 22 Annual Action Plan.

FY 2020 Consolidated Annual Performance and Evaluation Report: HUD has requested minor revisions to the FY 20 CAPER, which the Community Development Coordinator has completed. The CAPER has been resubmitted for final approval.

HUD August 2019 Site Monitoring: The Community Development Coordinator has completed and submitted another round of revisions to the three draft CDBG policies and procedures (Financial Management, National Objectives, and Housing Rehabilitation) drafted as part of the City of Rochester's corrective action.

## NON-CDBG ACTIVITIES

Federal and State COVID-19 Grants: The Community Development Coordinator has been tracking COVID-19 grant opportunities and sharing information with relevant city departments. The Community Development Coordinator has submitted the final reimbursement request for state GOFERR municipal funding, and all requested funds have been received by the city.

Victims of Crime Act Grant: The Community Development Coordinator assisted the Finance Department in preparing and submitting the quarterly financial report for the Legal Department's VOCA grant. The VOCA grant funds the victim-witness advocate staff position in the prosecutor's office.

Emergency Management Performance Grant: The Community Development Coordinator submitted grant close-out documentation on behalf of the Fire Department, as requested by the state. The EMPG grant funded technology purchases by the Fire Department for the emergency operations center.

NH State Council on the Arts Grant: The City of Rochester has received an award of \$7,500 from the state for a downtown art walk project.

## REPORT ATTACHMENTS

- CARES Act Round 3 CDBG Funding – Grant Application Summaries

Name of organization	Amount requested	Project summary	Round 1 CARES Act funding
COAST/Alliance for Community Transportation	\$6,000.00	Free and low-cost rides for elderly residents and residents with disabilities	\$0.00
Community Partners Homeless Center for Strafford County Tricity Coop	\$10,000.00 \$20,000.00	Technology and staff for Zoom classes for adults with mental illness and developmental disabilities Purchase of apartment building to use for quarantine shelter	\$0.00 \$3,000.00
Rochester Opera House Strafford Nutrition Meals on Wheels	\$20,000.00 \$5,000.00	In-person learning supports for youth impacted by in-person school closures Increased number of meals for people who are quarantining/isolating	\$0.00 \$10,000.00
New Generation	10,000.00	Increased homeless women and children clients due to COVID-related job losses	\$0.00
Court Appointed Special Advocates of NH My Friend's Place	1,500.00 30,000.00	Funding to train one new advocate to represent Rochester children who have been neglected/abused Funding for hazard pay for staff	\$0.00 \$20,000.00
MY TURN	10,000.00	Supportive services and vocational services for out- of-school youth and unemployed young adults	\$0.00
Easter Seals	25,000.00	Increased costs for running adult day programs due to COVID-19 safety procedures	\$0.00
Strafford CAP	40,000.00	Emergency cold weather shelter operating expenses	\$25,000.00
HAVEN	30,000.00	Additional funding for hotel stays and staffing to support domestic violence survivors	\$30,000.00
<b>TOTAL REQUESTED:</b>	<b>207,500.00</b>		
<b>TOTAL AVAILABLE:</b>	<b>146,576.00</b>		

**CARES Act Round 3 Grant Applications**

***COAST/Alliance for Community Transportation***

Free and low-cost rides for elderly residents and residents with disabilities

Request: \$6,000.00

Round 1 Funding Received: \$0.00

***Community Partners***

Technology and staff for Zoom classes for adults with mental illness and developmental disabilities

Request: \$10,000.00

Round 1 Funding Received: \$0.00

***Homeless Center for Strafford County***

Purchase of apartment building to use for quarantine shelter

Request: \$20,000.00

Round 1 Funding Received: \$3,000.00

***Tricity Coop***

Ineligible for CARES Act funding

***Rochester Opera House***

In-person learning supports for youth impacted by in-person school closures

Request: \$20,000.00

Round 1 Funding Received: \$0.00

***Strafford Nutrition Meals on Wheels***

Increased number of meals for people who are quarantining/isolating

Request: \$5,000.00

Round 1 Funding Received: \$10,000.00

***New Generation***

Increased homeless women and children clients due to COVID-related job losses

Request: \$10,000.00

Round 1 Funding Received: \$0.00

***Court Appointed Special Advocates of NH***

Funding to train one new advocate to represent Rochester children who have been neglected/abused

Request: \$1,500.00

Round 1 Funding Received: \$0.00

***My Friend's Place***

Funding for hazard pay for staff

Request: \$30,000.00

Round 1 Funding Received: \$20,000.00

***MY TURN***

Supportive services and vocational services for out-of-school youth and unemployed young adults

Request: \$10,000.00

Round 1 Funding Received: \$0.00

***Easter Seals***

Increased costs for running adult day programs due to COVID-19 safety procedures

Request: \$25,000.00

Round 1 Funding Received: \$0.00

***Strafford CAP***

Emergency cold weather shelter operating expenses

Request: \$40,000.00

Round 1 Funding Received: \$25,000.00



***HAVEN***

Additional funding for hotel stays and staffing to support domestic violence survivors

Request: \$30,000.00

Round 1 Funding Received: \$30,000.00

***TOTAL REQUESTED: \$207,500.00***

***TOTAL AVAILABLE: \$146,576.00***

# FINANCE COMMITTEE

## Agenda Item

11/12/2020

**Agenda Item Name:** Monthly Financial Statements Summary – as of October 31, 2020

For the full detail report, click here: [October 2020 Financial Detail Report](#)

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

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

**Meeting Date Requested:** November 10, 2020

### **Issue Summary Statement**

The October 31, 2020 financial summary reports are attached. October represents approximately 33% completion of FY21. Below is a summary of revenues & expenses that Finance continues to monitor,

### **Revenues:**

**Motor Vehicle Registrations:** Through four months of FY21 motor vehicle registrations remain strong at 47% collected, or \$1,869,949.

**Waste Management Host Fees:** The second quarterly has been received and totaled \$1,045,093, the highest quarterly ever received. Year to date total is \$1,907,532.

**Building Permits:** Building permits have seen a rebound, and this revenue is at 111% of the FY21 Adopted amount of \$200,000 at \$221,903.

**Interest Income:** Interest Income remains soft at 22% received, or \$55,624. Interest income rates remain low at approximately .50%

**Interest on Delinquent Taxes:** Continues to trend soft at 22% received, or \$77,526

**State of NH Rooms & Meals:** Payment typically received in December of each year.

**Water-Sewer User Fees:** Payments have seen a recovery, will continue to monitor.

**Highway Block Subsidy:** First quarterly payment was \$185,000 slightly less than FY20 of \$194,000. Second quarterly payment of \$185,000 has been received, but will post to November-20.

**Cable Franchise Fees:** The first payments related to FY21 will be received in November. There are two Atlantic Broadband, and Comcast.

**Expenses:**

Overall General Fund salaries and benefits are trending to budget at 31.9% expended.

Fire Overtime is at 54% expended, or \$130,574. Same period FY20 was 50.4%

Police Overtime is 52% expended, or \$56,116. Same period FY20 was 47%

Welfare Direct Assistance is 14.7% expended, or \$26,443. Same period FY20 was 44.6%

Total General Fund expenditures trending to budget at 31.4%. Same period FY20 was 31.3%

**Summary:** Cash position remains strong, and in a good position. Finance will monitor all FY21 revenue and expense activities.

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 CITY OF ROCHESTER  
 YEAR-TO-DATE BUDGET REPORT

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FOR 2021 04

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
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1000 GENERAL FUND						
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11011 ECONOMIC DEVELOPMENT REVENUE	0	0	0	750.70	-750.70	100.0%
11031 CITY CLERK REVENUE	124,850	0	124,850	38,967.25	85,882.75	31.2%
11051 ASSESSORS REVENUES	0	0	0	10.00	-10.00	100.0%
11061 BUSINESS OFFICE REVENUE	250,000	0	250,000	55,624.25	194,375.75	22.2%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	.00	1,000.00	.0%
11071 TAX COLLECTOR REVENUE	33,409,885	28,053	33,437,938	16,753,938.63	16,683,999.37	50.1%
11072 TAX COLLECTOR REVENUE	3,308	0	3,308	2,971.00	337.00	89.8%
11081 GENERAL OVERHEAD REVENUE	3,460,991	0	3,460,991	2,117,109.38	1,343,881.62	61.2%
11082 GENERAL OVERHEAD REVENUE	2,186,077	0	2,186,077	692,217.92	1,493,859.08	31.7%
11101 PLANNING	18,250	0	18,250	6,244.25	12,005.75	34.2%
11201 REV LEGAL OFFICE	50,000	0	50,000	16,666.66	33,333.34	33.3%
12011 POLICE CITY REVENUE	363,479	0	363,479	73,526.98	289,952.02	20.2%
12021 FIRE CITY REVENUE	25,500	0	25,500	1,829.78	23,670.22	7.2%
12022 FIRE STATE REVENUE	41,812	0	41,812	.00	41,812.00	.0%
12031 DISPATCH CENTER	60,982	0	60,982	.00	60,982.00	.0%
12041 CODE ENFORCEMENT REVENUE	244,210	0	244,210	232,438.22	11,771.78	95.2%
13011 PUBLIC WORKS REVENUE	35,400	0	35,400	13,189.13	22,210.87	37.3%
13012 STATE HIGHWAY SUBSIDY	519,175	0	519,175	185,245.72	333,929.28	35.7%
14011 WELFARE REVENUE	2,500	0	2,500	22.99	2,477.01	.9%
14021 RECREATION REVENUE	60,050	0	60,050	5,220.00	54,830.00	8.7%
14031 LIBRARY REVENUE	10,800	0	10,800	1,949.35	8,850.65	18.0%
TOTAL GENERAL FUND	40,868,269	28,053	40,896,322	20,197,922.21	20,698,399.79	49.4%
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5001 WATER ENTERPRISE FUND						
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510001 WATER WORKS REVENUE	6,710,052	125,000	6,835,052	999,567.67	5,835,484.33	14.6%
TOTAL WATER ENTERPRISE FUND	6,710,052	125,000	6,835,052	999,567.67	5,835,484.33	14.6%
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5002 SEWER ENTERPRISE FUND						
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520001 SEWER WORKS REVENUE	7,945,222	125,000	8,070,222	1,070,242.59	6,999,979.41	13.3%
520002 SEWER WORKS REVENUE	396,081	0	396,081	.00	396,081.00	.0%
TOTAL SEWER ENTERPRISE FUND	8,341,303	125,000	8,466,303	1,070,242.59	7,396,060.41	12.6%
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5003 ARENA ENTERPRISE FUND						
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 CITY OF ROCHESTER  
 YEAR-TO-DATE BUDGET REPORT

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FOR 2021 04

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
530001 ARENA REVENUE	416,031	0	416,031	8,053.33	407,977.67	1.9%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	8,053.33	407,977.67	1.9%
6000 COMMUNITY CENTER SP REV FUND						
600001 COMMUNITY CENTER REVENUE	889,241	0	889,241	294,396.67	594,844.33	33.1%
TOTAL COMMUNITY CENTER SP REV FUND	889,241	0	889,241	294,396.67	594,844.33	33.1%
GRAND TOTAL	57,224,896	278,053	57,502,949	22,570,182.47	34,932,766.53	39.3%

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YEAR-TO-DATE BUDGET REPORTP 1  
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FOR 2021 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 GENERAL FUND							
11000051 CITY MANAGER	409,559	0	409,559	164,820.74	2,993.69	241,744.57	41.0%
11012351 ECONOMIC DEVELOPMENT	512,693	0	512,693	128,212.60	26,335.34	358,145.06	30.1%
11020050 IT SERVICES	897,327	0	897,327	269,869.25	98,599.39	528,858.36	41.1%
11030051 CITY CLERK	334,501	0	334,501	113,051.81	40,352.59	181,096.60	45.9%
11040050 ELECTIONS	70,168	0	70,168	45,349.71	8,820.29	15,998.00	77.2%
11050070 ASSESSORS	570,520	37,000	607,520	187,963.43	44,036.56	375,520.01	38.2%
11060051 BUSINESS OFFICE	608,770	0	608,770	224,856.12	834.30	383,079.58	37.1%
11063151 HUMAN RESOURCES	225,528	1,250	226,778	74,661.58	19,027.09	133,089.33	41.3%
11070070 TAX COLLECTOR	379,761	0	379,761	140,662.08	4,271.40	234,827.52	38.2%
11080050 GENERAL OVERHEAD	1,169,916	-60,197	1,109,719	246,910.01	215,302.25	647,506.74	41.7%
11090050 PB CITY WIDE 50	687,246	0	687,246	201,066.36	26,077.16	460,102.48	33.1%
11090051 PB CITY HALL 51	65,698	0	65,698	20,593.25	38,851.59	6,253.16	90.5%
11090052 PB OPERA HOUSE 52	48,769	0	48,769	10,846.63	24,752.10	13,170.27	73.0%
11090054 PB CENTRAL FIRE 54	10,945	0	10,945	3,730.33	3,672.00	3,542.67	67.6%
11090055 PB GONIC FIRE 55	10,787	0	10,787	3,930.37	3,961.53	2,895.10	73.2%
11090056 PB LIBRARY 56	19,313	0	19,313	7,955.91	9,124.16	2,232.93	88.4%
11090057 PB DPW GARAGE 57	12,155	0	12,155	6,175.96	5,102.00	877.04	92.8%
11090061 PB HISTORICAL MUSEUM 61	1,320	0	1,320	423.34	875.00	21.66	98.4%
11090063 PB HANSON POOL 63	6,700	0	6,700	163.64	200.00	6,336.36	5.4%
11090064 PB GONIC POOL 64	1,100	0	1,100	48.18	100.00	951.82	13.5%
11090065 PB EAST ROCHESTER POOL 65	800	0	800	48.18	100.00	651.82	18.5%
11090068 PB GROUNDS 68	10,880	0	10,880	1,542.11	1,942.89	7,395.00	32.0%
11090069 PB DOWNTOWN 69	17,000	0	17,000	2,474.54	5,089.46	9,436.00	44.5%
11090070 PB REVENUE BUILDING 70	21,368	0	21,368	7,294.32	7,339.53	6,734.15	68.5%
11090071 PB PLAYGROUNDS 71	3,000	0	3,000	1,800.00	.00	1,200.00	60.0%
11090075 PB NEW POLICE STATION	24,066	0	24,066	8,341.93	8,883.54	6,840.53	71.6%
11090077 PB ANNEX	11,140	0	11,140	1,996.51	1,309.89	7,833.60	29.7%
11102051 PLANNING	427,669	0	427,669	117,568.68	9,534.08	300,566.24	29.7%
11200051 LEGAL OFFICE	611,159	0	611,159	178,678.84	9,943.06	422,537.10	30.9%
12010053 PD ADMINISTRATIVE SERVICES	2,076,031	0	2,076,031	665,925.22	106,034.40	1,304,071.38	37.2%
12012453 PD PATROL SERVICES	5,463,738	0	5,463,738	1,658,250.64	.00	3,805,487.36	30.4%
12012553 PD SUPPORT SERVICES	417,396	0	417,396	139,214.95	.00	278,181.05	33.4%
12020054 FIRE DEPARTMENT	4,991,261	0	4,991,261	1,559,433.62	66,143.52	3,365,683.86	32.6%
12020055 FIRE DEPT 55 GONIC SUBSTAT	28,592	0	28,592	5,873.54	7,387.29	15,331.17	46.4%
12020754 CALL FIRE	29,890	0	29,890	.00	.00	29,890.00	.0%
12023354 EMERGENCY MANAGEMENT	42,101	0	42,101	.00	.00	42,101.00	.0%
12030153 DISPATCH CENTER	869,310	0	869,310	290,895.00	10,841.36	567,573.64	34.7%
12040051 CODE ENFORCEMENT	593,170	0	593,170	190,017.19	6,339.19	396,813.62	33.1%
12050050 AMBULANCE	282,321	0	282,321	16,160.25	48,480.75	217,680.00	22.9%
13010057 PUBLIC WORKS	2,412,336	0	2,412,336	707,183.63	464,255.20	1,240,897.17	48.6%

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CITY OF ROCHESTER  
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13010957 WINTER MAINTENANCE	530,920	0	530,920	3,350.96	96,705.37	430,863.67	18.8%
13020050 CITY LIGHTS	218,000	0	218,000	42,175.87	58,980.60	116,843.53	46.4%
14010051 WELFARE	480,831	0	480,831	102,253.69	10,412.42	368,164.89	23.4%
14022072 RECREATION ADMINISTRATION	671,686	3,000	674,686	217,506.48	2,859.25	454,320.27	32.7%
14022150 RECREATION PLAYGROUNDS/CAM	101,305	-3,000	98,305	24,995.85	359.48	72,949.67	25.8%
14022250 RECREATION POOLS	94,924	0	94,924	63,552.54	9,285.85	22,085.61	76.7%
14030056 LIBRARY	1,342,026	0	1,342,026	446,017.15	78,735.01	817,273.84	39.1%
15000051 COUNTY TAX	6,941,353	0	6,941,353	.00	.00	6,941,353.00	.0%
17010051 TRANSFERS/PAYMENTS DEBT SV	4,471,220	0	4,471,220	1,459,130.00	.00	3,012,090.00	32.6%
17030050 OVERLAY	350,000	0	350,000	.00	.00	350,000.00	.0%
17040051 TRANSFER TO CIP & OTHER FU	1,290,000	50,000	1,340,000	1,490,000.00	.00	-150,000.00	111.2%
TOTAL GENERAL FUND	40,868,269	28,053	40,896,322	11,252,972.99	1,584,250.58	28,059,098.43	31.4%
5001 WATER ENTERPRISE FUND							
51601057 WATER WORKS EXPENSE	5,353,392	125,000	5,478,392	1,315,473.28	41,027.30	4,121,891.42	24.8%
51601073 WATER TREATMENT PLANT	1,287,559	0	1,287,559	283,561.61	160,094.51	843,902.88	34.5%
51601570 WATER REVENUE OFFICE	69,101	0	69,101	24,583.54	.00	44,517.46	35.6%
TOTAL WATER ENTERPRISE FUND	6,710,052	125,000	6,835,052	1,623,618.43	201,121.81	5,010,311.76	26.7%
5002 SEWER ENTERPRISE FUND							
52602057 SEWER WORKS EXPENSE	4,106,648	125,000	4,231,648	2,421,661.10	30,171.00	1,779,815.90	57.9%
52602074 SEWER TREATMENT PLANT	4,167,052	0	4,167,052	449,788.76	305,736.04	3,411,527.20	18.1%
52602470 SEWER REVENUE OFFICE	67,603	0	67,603	24,480.52	.00	43,122.48	36.2%
TOTAL SEWER ENTERPRISE FUND	8,341,303	125,000	8,466,303	2,895,930.38	335,907.04	5,234,465.58	38.2%
5003 ARENA ENTERPRISE FUND							
53603060 ARENA EXPENSE	416,031	0	416,031	106,040.26	98,189.44	211,801.30	49.1%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	106,040.26	98,189.44	211,801.30	49.1%
6000 COMMUNITY CENTER SP REV FUND							

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 CITY OF ROCHESTER  
 YEAR-TO-DATE BUDGET REPORT

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FOR 2021 04

6000	COMMUNITY CENTER SP REV FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6070572	COMMUNITY CENTER EXPENSE	889,241	0	889,241	215,499.41	106,885.95	566,855.64	36.3%
	TOTAL COMMUNITY CENTER SP REV FUND	889,241	0	889,241	215,499.41	106,885.95	566,855.64	36.3%
	GRAND TOTAL	57,224,896	278,053	57,502,949	16,094,061.47	2,326,354.82	39,082,532.71	32.0%

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City Clerk's Office

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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 OCTOBER 2020

### APPLICATIONS REVIEWED BY THE PLANNING BOARD

**Prep Partners Group, LLC, 0 Innovation Drive** (by Norway Plains Assoc.) Request for an extension to meet the precedent conditions for an approved site plan to construct a 150,000 s.f. warehouse and distribution facility. Case# 255 – 21 – I – 20 **APPROVED**

**EIP Communications I, LLC, 133 Blackwater Road** (by Brian Grossman) Request for an extension to meet the precedent conditions for an approved site plan to construct a wireless communication tower. Case# 257 – 24 – A – 20 **APPROVED**

**Dance Dynamics, LLC, 167 Autumn Street** (by Jaime Hebert) Conditional Use Permit to allow a dance studio. Case # 103 – 107 – NMU – 20 **APPROVED**

**Hope on Haven Hill, Inc., 326 Rochester Hill Road** (by Norway Plains Assoc.) Site plan to construct a 24' x 36' building that will be utilized as a multi-purpose space for staff and patrons of Hope on Haven Hill. Case # 255 – 23 – A – 20 **APPROVED**

**Pella Windows and Doors of New England, 109 Airport Drive** (by Norway Plains Assoc.) Site plan and conditional use permit to construct a 24,000 s.f. distribution and executive office building. Case # 243 – 36&37 – I – 20 **APPROVED**

### APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

The Conservation held their meeting digitally and will continue to do so for the remainder of 2020. In January 2021 they will reconsider meeting in-person/hybrid.

#### 1. Conservation Overlay District:

a) **Pella Windows and Doors of New England, 109 Airport Drive** (by Norway Plains Assoc.) Site plan and conditional use permit to construct a 24,000 s.f. distribution and executive office building. Case # 243 – 36&37 – I – 20

*The Commission discussed this project with the applicant's civil engineer. The engineer and Planning Staff explained the project and focused on the proposed wetland buffer impacts. The Commission voted to approve the Conditional Use Permit request, per the presented design.*



**2. NH DES Wetland/Shoreland Applications.** None at this time.

**3. Notice of Intent to Cut Wood or Timber / Intent to Excavate:**

- a) Notice of Intent to Cut – Tax Map 210-154, Flat Rock Bridge Rd.
- b) Notice of Intent to Cut – Tax Map 210-166, Phillips Ln.
- c) Notice of Intent to Cut – Tax Map 211-9, Salmon Falls Rd.

The Commission had no concerns with these Intent to Cut permits. Two additional Intent to Cut permits were also discussed (both on Salmon Falls Rd), these too raised no objectionable concerns.

**4. Other Business:**

- a) Planning Staff explained the progress being made to acquire 104 Crowhill Rd. Currently the City and the land owners are reviewing and editing a draft Purchase and Sales agreement.

### APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission did not meet in October.

### ARTS AND CULTURE COMMISSION ACTIVITIES

The Arts and Culture Commission did not meet in October.

### PLANNING NEWS

October was a busy month as many of the Projects that were approved, immediately scheduled Pre Construction Meetings in order to get shovel in the ground before frost and snow, (with irony I write this on a beautiful 70 degree day in November).

The Planning Department staff with the help of Jon Rice of Assessing and Dana Webber of DPW (thanks to you both!!) interviewed candidates for the open Planner I position. Of many qualified candidates we selected Nicolette Womack who comes to us from Boise Idaho. She starts work for us in mid-November. Stay tuned for a more formal introduction in next month's Monthly Report!

Finally, we have begun to move forward on planning for the Downtown Parking Study. Please stay tuned as we complete this over the winter months.

Respectfully submitted,

Shanna B. Saunders,  
*Director of Planning & Development*

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# REC & ARENA

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# Fire Department

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FORTHCOMING

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City Clerk's Office

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PAUL R. TOUSSAINT  
*Chief of Police*

## ROCHESTER POLICE DEPARTMENT

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*"Dedication, Pride, Integrity"*

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November 2, 2020

TO: City Manager Blaine Cox

RE: Monthly Report – October 2020

**OPERATIONS:** All ward meetings remain on hold during the pandemic.

The investigations bureau had 40 cases submitted for review. There are currently 59 cases assigned. There were 21 cases presented to the Grand Jury and all were True Bills. There were four detective call outs. (1 Robbery, 1 OD Death, 1 reported kidnapping/sexual assault, 1 shooting on Washington St) there was one evidence call out. There is one background investigation. There were four pawn shop compliance checks. There was one evidence call out. There were 407 pieces of evidence logged in, and 25 items returned to owners. There were an additional 63 pieces destroyed.

**COMMUNITY ENGAGEMENT OFFICER/PROBLEM ORIENTED POLICING UNIT:** Officer Danie was away at training for most of the month so we have not really had much engagement in the CEO aspect of the job this month. The other POP Team members were able to help when needed for community issues and events.

The POP Unit spent many hours tending to issues surrounding homeless persons and camps as we continue to field many resident/business complaints. Information on available services are provided and the POP Unit works with residents and businesses in removing homeless camps from properties when requested. All of these investigations take considerable time tracking down property owners and landlords. The unit continues gathering drug intelligence as well as information regarding other crimes in the City.

Below are some of the other things the POP unit has worked on this month:

- Week long investigation behind Walmart regarding homeless camps. This resulted in 5 arrests and referrals to drug treatment facilities.
- Worked with ISB and Patrol during the robberies.
- POP worked with management at Hi-Vu to address some issues, which also resulted in an arrest of a top 10 fugitive.
- Working with several landlords regarding problem properties.
- Conducted several nights of surveillance at known drug locations.
- Recovered a stolen vehicle at the Hi-VU
- Sgt. Babine and Officer Robinson worked Drug Takeback day with Frisbie EMS

**CompStat:** Traffic stops have decreased significantly from last month, largely attributed to several manpower-intensive calls throughout the month. Extra patrols were completed in response to those calls, limiting resources for available proactive contacts. Traffic collisions have increased from past months, and continue to occur on main thoroughways in the city, with a large concentration still on Farmington Road near The Ridge and Walmart to include respective parking lots. There was one double-fatal crash on Washington Street which remains under investigation. DUI arrests are up slightly for the month, and it was noted that while DUI arrests have historically been mostly alcohol-related, the year-to-date figures show that the incidents involving drugs is increasing in ratio, trending towards an even distribution between the two.

Burglary reports are down significantly year-to-date. However there was an increase in burglary reports this period with independent trends possibly existing in Cocheco River Estates and on Seasons Lane. Shoplifting reports have increased while the closure rate on the cases has decreased. This is contributed to shoppers/suspects wearing facemasks, which has made identifying suspects difficult.

Thefts from motor vehicles has increased from last month, is the same as the previous month, and is down significantly year-to-date. There was one apparent spree of thefts from motor vehicles in the Blackwater Road area where the same suspects appear to have committed similar offenses just over the borders into Dover and Somersworth. One pair of potential suspects were identified on Industrial Way, and a bulletin was created and distributed to inform officers. While the data shows an increase in theft of motor vehicles, none of those offenses were actual thefts, but were instead instances of unauthorized use of motor vehicles or reports of loaned vehicles not being returned when expected.

The majority of the drug-related arrests were when drugs were found during a search incident to arrest for a separate charge. The POP unit contributed to the quantity of drug arrests as well, as the unit completed a warrant sweep during the month. Drug events had been trending down towards the beginning of the month, but saw an increase in the latter portion of the month which resulted in a slight increase over the past month.

While the figures for violent crimes appear favorable the actual events were significant, including 6 robberies, which resulted in the aforementioned resource drain that impacted field activities.

Viewing domestic violence incidents, there appears to be an increase in non-violent domestic disturbances over the past 3 years. It is unclear if this trend is COVID-related or a possible outlier year. The impacts of the pandemic have included an apparent trend on overall calls for service. The calls seem to be following the same pattern as last year, just on a slightly lower track.

**COMMUNICATIONS:** Though the new radios were cut over the second week in July, we continue to work out some kinks with 2 way. There are still wiring issues that need to be fixed before the final cutover in November. The center is also in the process of trying new headsets that will be able to accommodate the radio and phone at the same time.

We are continuing to work with Rapid SOS about the services they provide to emergency services regarding device based location data. The jurisdictional boundaries have been added we are just waiting to finalize the details on providing these services in the center.

Every dispatcher now has access to the crimeline tip software to be able to funnel crimeline tips appropriately.

We recently implemented IMC Paging for faster notifications to command staff in calls such as FD Structure Fires; FD Mutual Aid requests or any Technical Rescues that may require a Deputy Chief. We are also looking at cases that may be beneficial for Police as well. The dispatchers have been diligent in updating the Structure Fire books and updating the hydrants in the town to better serve the FD.

We received word from our senior dispatcher he will be retiring at the end of November, therefore creating an open position that will need to be filled. The position has been posted and we are looking forward to receiving applications.

**DIVERSION:** Nicole continues to work on the Juvenile Probation Transformation Certificate Program with the State team-the NH Probation Transformation Proposal was finalized and sent to Georgetown/ Anne E Casey Foundation for approval and to start the process.

Nicole has started working with the team on our legislation submission to align the work to funding and working on identifying partners for focus groups state-wide. Staff has been working on developing an on-line training series for Diversion programs across the State and for our jurors. These modules will include cultural awareness and sensitivity pertaining to juvenile justice and juvenile law confidentiality and ethics.

Nicole has participated in training from various entities on trauma-informed care, working with ACES and promoting resiliency in juveniles and the subsequent secondary trauma of the service-provider. Nicole continues to provide the Director for Waypoint with support, and pulling together collaborative partners. Nicole continues to work with Strafford County Diversion Program as they work on hiring a new Coordinator and transitioning services.

National Night Out went virtual this year. There was themed messaging around community resources and coloring pages with crime prevention messaging for kids to download.

Nicole has provided various prevention materials for our Facebook and media postings on Red Ribbon Week, Drug Take Back Day and planning for holiday messaging.

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

**FINANCIAL/PURCHASING:** We have received and issued the first shipment of the external vest carriers and associated pouches. Initial feedback from officers has been positive. Approximately 18 vests are pending delivery for those officers who couldn't make the first carrier sizing. We are getting samples from vendors for different shirt and jacket options for under the carriers.

Rochester Ford advised that our three frontline cruisers are scheduled to be built the week of November 9, 2020. This will put delivery in early December.

We have started the purchasing for the Investigations bureau renovation project. This was initially slated for FY20 but was pushed back due to COVID-19. Purchase orders for new workstations, flooring and some electrical work have been submitted. We will coordinate with public buildings for installation of the new furniture, flooring and walls being painted once a delivery date for the workstations is set.

Radio Replacement Project- the project continues to move forward with installation. We expect turning on the new antennas within the first couple of weeks in November.

Mobile Dispatch Backup-Bids were opened last month for the trailer. We only received one bid, which was unexpected. There has been an extreme demand for RV units due to the pandemic. Finance completed a review of the bid and approved awarding it to Rte. 125 RV and Marine in Rochester. The Zinger trailer has been ordered, but we do not have a build date yet. We are working with 2-Way on the radio equipment side of the project and making a list of what needs to be ordered.

During the month of October, there were several purchases over the \$5000 threshold, which would require commission signatures. These items included; Changeover costs and new equipment for the new cruisers from 2-Way, the new workstations for ISB, and flooring for ISB.

As we move into November and December, the FY22 budget building process will be beginning.

**FORFEITURE SPENDING:** There was no forfeiture spending this period.

**HONOR GUARD:** There are no events scheduled at this time.

**HOUSING:** There were 28 police related calls for service for the month. There were no areas of concern, but a slight uptick at Cold Spring Manor. Sgt. Babine and Officer Robinson spoke with a Cold Spring resident regarding a drug information call and will continue to monitor that situation.

In the recent past there has also been concern with transient people sneaking in to Wyandotte Falls to get out of the cold. Officer Mundy and Sgt. Babine have both completed walkthroughs and are staying proactive in this area. The rock throwing at Art Nickless building on Glenwood Ave has stopped at this point since the extra patrols, signs and walks on the tracks have occurred.

Officer Mundy conducted 8 background checks, performed many patrols at different hours and gave a bike safety talk to some children at Cold Spring.

**K-9:** This month the Rochester K-9 Unit responded to 3 calls for service—all were tracks in Rochester. There were no subjects located on these tracks. However two of the tracks were “good tracks” as far as the K9 picking up scent. In addition to Officer MacKenzie’s callouts—we called the NHSP once this past month for a track. The suspect was not located in that track.

**PROSECUTION - ADULT:** Due to limitations in operations being imposed/mandated by the Court, adult prosecution has been working in a reduced capacity, however they have begun doing more in person.

**PROSECUTION - JUVENILE:** Juvenile prosecution had 21 petitions. There were 5 scheduled arraignments (2 set for trial, 1 resolved by plea, and 2 rescheduled). The following hearings were also held: 5 review hearings, 4 violation hearings, 3 show cause hearings, 1 Emergency placement, 2 dispositional hearing, 2 trials resolved by plea. There were four motions to impose suspended sentences and two motions to bring a case forward for trial. There was one bail jumping complaint and four contempt investigations.

Lt. Gould covered hearings from October 13-20 for Attorney Mitrushi.

**RENTAL PROPERTY OWNERS ASSOC.:** Lt. Bossi attended the October meeting. Lt. Bossi spoke about the recent activity in the city. Lt. Bossi provided his contact information, and his schedule so that anyone would be able to reach out to him if they needed to. Moving forward the RPOA will meet via Zoom until further notice. The next meeting will be on November 5, 2020, at 8am.

**SCHOOL RESOURCE OFFICERS:**High School: Officer Jackson

- Officer Jackson completed 7 offense reports, 5 Arrest reports for tobacco violations, 1 accident report and completed 2 warrants regarding a patrol shift he worked.
- Worked with school district and patrol for mask mandates at outside school games
- Participated in interviews for Dept. of Education teacher of the year nomination for Jay Keough
- Assisted guidance department with welfare checks on a student
- Taught fingerprinting to Criminal Justice students
- Assisted Learning Academy for a student issue
- General perimeter checks and building safety throughout the month

Middle School: Sgt. Deluca

- Sgt. Deluca completed 5 offense reports and 4 Arrest reports (2 tobacco and 2 protective custody)
- Investigation of juvenile/pedestrian mv accident
- Assisting teachers with all new changes regarding students in school
- Worked with McClelland School for their traffic pattern for drop off/pick up as that directly affects the drop off/pick up at RMS
- Visited William Allen School to assist with their traffic issues
- Worked on the “End 68 Hours of Hunger” campaign
- Attended 4 peer intervention meetings
- General perimeter checks and building safety throughout the month

Elementary School (9): Officer Porfido

- Officer Porfido completed 2 offense reports and 2 arrest reports from a Patrol shift he worked.
- Filled in at several different crossing guard locations throughout month
- Did a presentation at School St School regarding school safety, bicycle safety, peer pressure, etc. as well as a stress management lesson plan on different date
- Assisted William Allen School with several issues, to include an animal matter and delivering school items to remote learning students
- Assisting patrol with issues that relate to Elementary Schools and the areas around the schools. He Conducted general perimeter checks and building safety throughout the month on all schools

Explorer Post: No meetings with Explorers due to Covid-19 restrictions. We have had several staff meetings (Lt. Gould, Officers Jackson, Danie and Porfido) to discuss the details of now having our own Explorer Post. Our original start date was going to be Nov 1, 2020, but due to the schools partially closing from Thanksgiving vacation to MLK Day we have decided to start the Post back up when all the kids are back in school full time.

**TRAINING:** Officer Rummo has completed 9 weeks of the academy. He has done a great job adjusting to the new format of being a day academy versus on site and overnight.

In early November we will start our annual use of force classes. The focus of the class will be review of intermediate tools such as OC spray, baton, Tasers, along with review of state laws and department policies. Additionally we will be utilizing Force on Force training (simunitions) scenarios focused on de-escalation.

Officers Danie and Turgeon attended SWAT I & II training classes host by the NH Tactical Officers Association.

Det. Rousseau virtually attended the National Law Enforcement Training on Child Exploitation.

Dep. Chief Boudreau virtually attended the International Chiefs of Police annual conference training, taking courses on leadership, hiring, and current events facing law enforcement.

Sgt. Cost is currently working on a train the trainer course on de-escalation tactics titled “Integrating Communications Assessment and Tactics (I.C.A.T.) through the Homefront Protective Group; Law Enforcement Training. This is still in the development stage. However if our agency hosts the training course we would be entitled to several free seats.

Sgt. Cost is currently working with AXON to host the TASER X26 Instructor Certification/Re-Certification course at our agency in December 2020. If we host the course, we can get free slots for our instructors.

**OTHER:** The Chief and Deputy Chief completed the review of the police-related City Ordinances. We will be meeting with the City Attorney to review our recommended changes which are scheduled for presentation at the December Codes meeting.

Drug Take Back Day was held on October 24<sup>th</sup>. We do not have the totals from the DEA at this time.

Respectfully Submitted,

Paul R. Toussaint  
Chief of Police



# Rochester Police Department

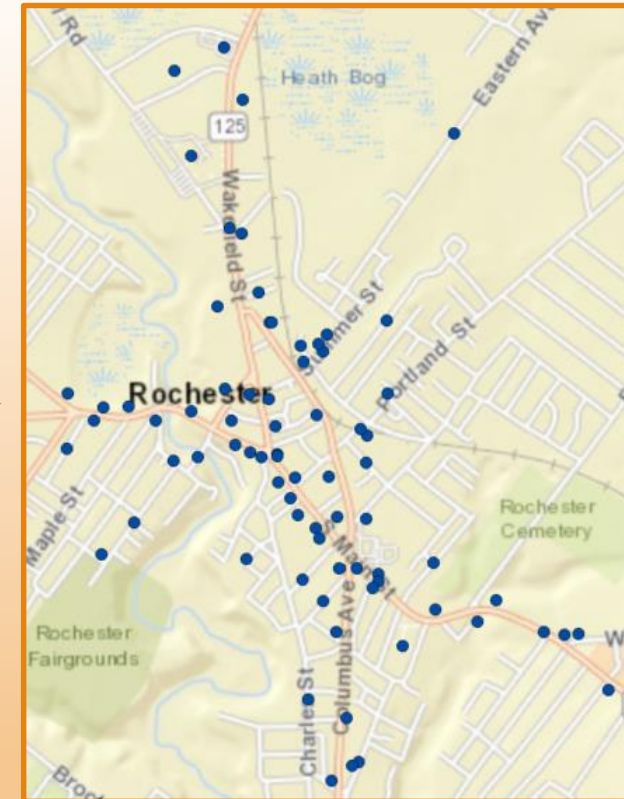
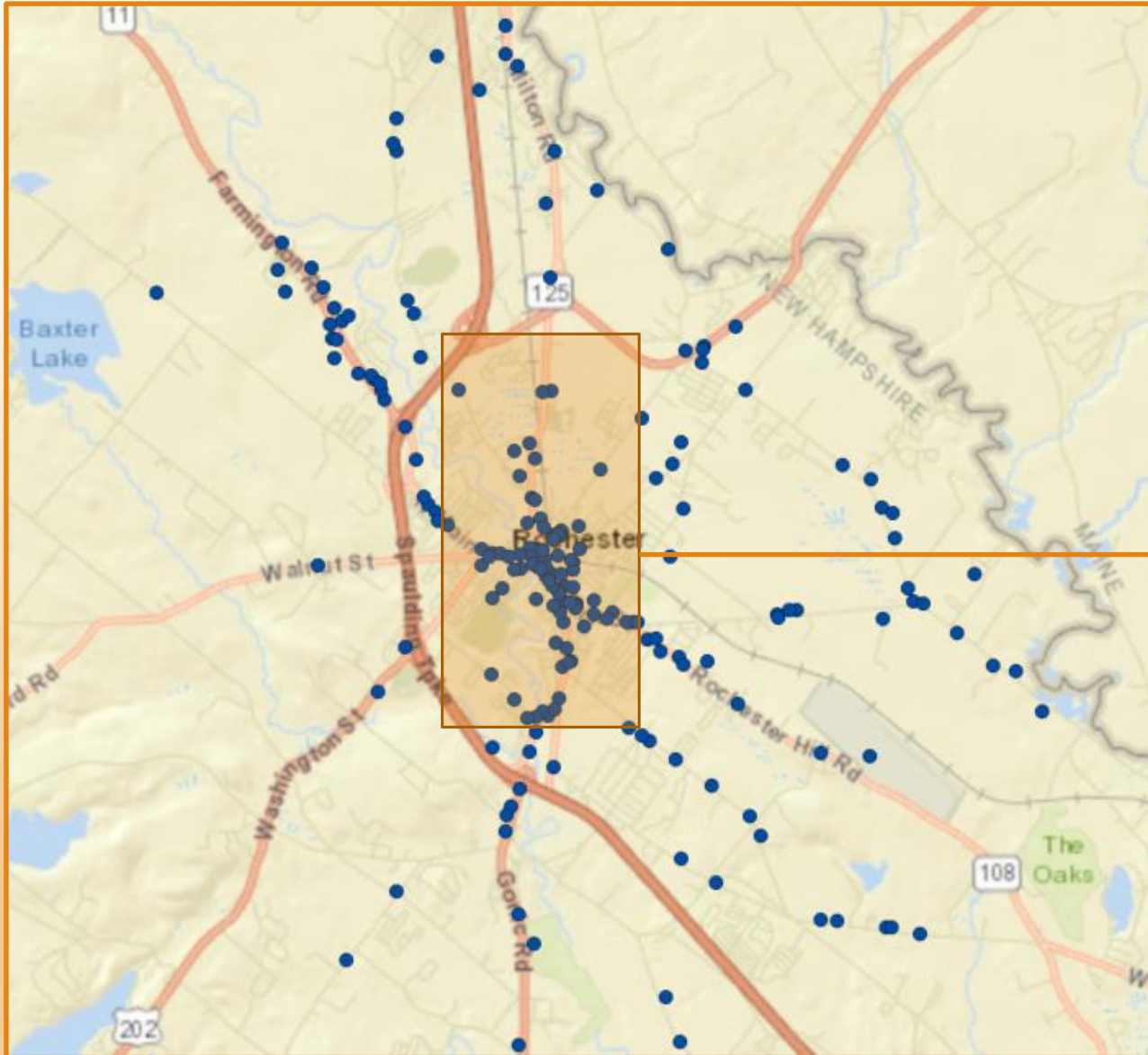
## October 2020 Comp Stat Report



# Field Activities

Specific Crimes	Oct-20	Oct-19	% Change	Sep-20	% Change	Aug-20	YTD 20	YTD 19	% Change	YTD 18
Traffic Stops	330	209	58%	436	-24%	860	4194	3839	9%	7348
Arrests from Stops	22	14	57%	11	100%	34	159	188	-15%	291
Summons	5	13	-62%	8	-38%	30	156	186	-16%	463
Warnings	294	176	67%	394	-25%	765	3754	3312	13%	6331
No Action	8	5	60%	12	-33%	24	91	133	-32%	204
Accidents	81	93	-13%	91	-11%	77	834	815	2%	868
Summons from ACs	1	6	-83%	0	0%	0	12	25	-52%	30
Arrests from ACs	8	1	700%	4	100%	4	51	40	28%	42
Field Interviews	12	1	1100%	20	-40%	28	135	87	55%	127
DWI	10	10	0%	11	-9%	6	71	77	-8%	59
<i>Narcotics</i>	3	4	-25%	6	-50%	3	28	20	40%	14
<i>Alcohol</i>	7	6	17%	5	40%	3	43	57	-25%	45
DWI from Accidents	5	7	-29%	5	0%	4	26	24	8%	21

## Traffic Stops



# Traffic Stop Breakdown

- 330 Total traffic stops
  - 22 Arrests
    - 12 – traffic offense related
    - 5 – in-house warrant related
    - 5 Capias/Bench Warrant related
  - 5 Summons
  - 294 Warnings
  - 8 No Action

## High Volume Roads/Days

11/12/2020

STREET	DAY	Total
FARMINGTON RD	Sunday	8
	Monday	9
	Tuesday	6
	Wednesday	2
	Thursday	4
	Friday	4
	Saturday	2
FARMINGTON RD Total		35
SALMON FALLS RD	Sunday	6
	Monday	4
	Tuesday	1
	Wednesday	1
	Thursday	3
	Friday	5
	Saturday	6
SALMON FALLS RD Total		26
SOUTH MAIN ST	Sunday	3
	Monday	1
	Tuesday	3
	Wednesday	7
	Thursday	1
	Friday	6
	Saturday	1
SOUTH MAIN ST Total		22
WHITEHALL RD	Sunday	1
	Tuesday	1
	Wednesday	3
	Thursday	5
	Friday	4
	Saturday	7
WHITEHALL RD Total		21
NORTH MAIN ST	Sunday	8
	Monday	2
	Tuesday	2
	Wednesday	6
	Thursday	2
NORTH MAIN ST Total		20



# Motor Vehicle Crashes

11/12/2020

- 81 total crashes

Down slightly from the previous month

- 8 Arrests

- 5 DWI arrests

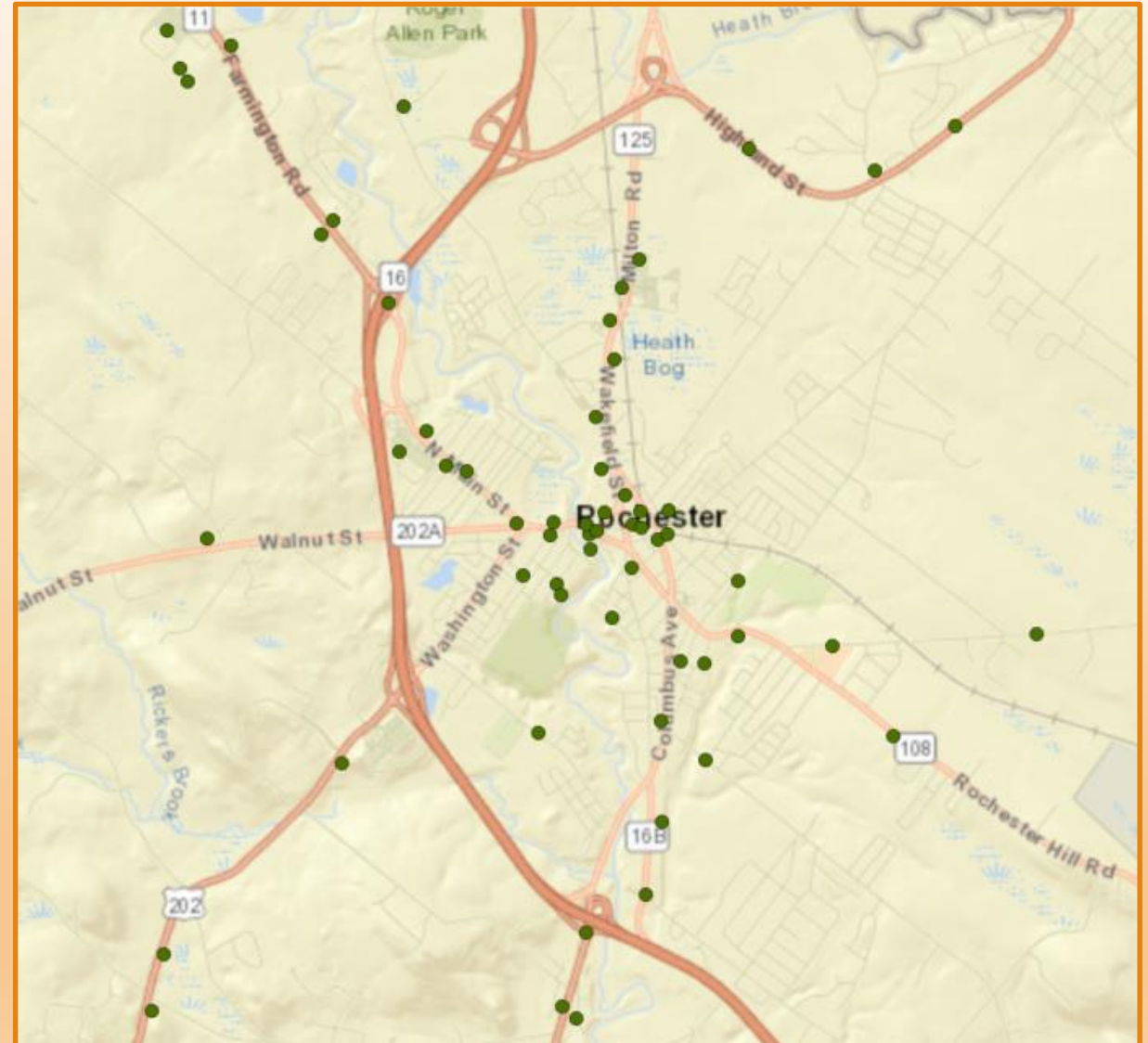
- 3 arrests various charges

- 22 Parking lot crashes

- 10 Hit & Run crashes

## High Volume Roads/Days

ADDRESS_	DAY	Total
FARMINGTON RD	Sunday	1
	Monday	3
	Tuesday	1
	Thursday	4
	Friday	2
	Saturday	3
	FARMINGTON RD Total	14
NORTH MAIN ST	Sunday	1
	Monday	1
	Wednesday	5
	Thursday	1
	Friday	2
	NORTH MAIN ST Total	10
WAKEFIELD ST	Sunday	2
	Monday	1
	Tuesday	1
	Wednesday	2
	WAKEFIELD ST Total	6
WASHINGTON ST	Tuesday	1
	Thursday	2
	Friday	2
	Saturday	1
	WASHINGTON ST Total	6



### M/V Crashes

## DWI Incidents

- 10 Total Incidents
  - 5 Crashes (4 Alcohol/1 Drug)
  - 4 Welfare Checks
  - 1 Traffic Stop
- 3 Drug / 7 Alcohol related incidents
- 9 Arrests



# Property Crimes

All Incident Reports												
Specific Crimes	Oct-20	Oct-19	% Change	Sep-20	% Change	Aug-20	YTD-20	YTD 19	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Burglary	4	4	0%	6	-33%	2	43	89	-52%	9%	15%	63
Shoplifting	37	17	118%	27	37%	19	200	178	12%	58%	82%	165
Theft from a Building	10	19	-47%	8	25%	10	114	156	-27%	19%	28%	185
Theft from M/V (including Parts)	11	13	-15%	12	-8%	4	86	200	-57%	0%	4%	104
All Other Theft	25	20	25%	22	14%	22	164	154	6%	5%	7%	130
M/V Theft	4	3	33%	10	-60%	4	41	30	37%	10%	18%	36
Vandalism	39	31	26%	27	44%	43	348	330	5%	23%	28%	338
<b>Total Property</b>	<b>130</b>	<b>107</b>	<b>21%</b>	<b>112</b>	<b>16%</b>	<b>104</b>	<b>996</b>	<b>1137</b>	<b>-12%</b>	<b>19%</b>	<b>28%</b>	<b>1021</b>
Arrests												
Specific Crimes	Oct-20	Oct-19	% Change	Sep-20	% Change	Aug-20	YTD-20	YTD 19	% Change			YTD 18
Burglary	0	1	-100%	0	0%	0	4	16	-75%			11
Shoplifting	24	10	140%	7	243%	8	116	166	-30%			151
Theft from a Building	0	3	-100%	0	0%	0	22	31	-29%			21
Theft from M/V (including Parts)	0	0	0%	0	0%	0	0	9	-100%			4
All Other Theft	1	0	0%	0	0%	0	8	9	-11%			28
M/V Theft	1	0	0%	0	0%	0	4	6	-33%			8
Vandalism	7	13	-46%	6	17%	7	79	113	-30%			105
<b>Total Property</b>	<b>33</b>	<b>27</b>	<b>22%</b>	<b>13</b>	<b>154%</b>	<b>15</b>	<b>233</b>	<b>350</b>	<b>-33%</b>			<b>328</b>

# Drug Incidents



All Incident Reports												
Specific Crimes	Oct-20	Oct-19	% Change	Sep-20	% Change	Aug-20	YTD-2020	YTD 2019	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Possession	17	13	31%	25	-32%	13	142	114	25%	58%	90%	143
Drug Events	12	4	200%	18	-33%	14	88	115	-23%			26
Overdoses	9	5	80%	9	0%	5	84	100	-16%			121
Fatal Overdoses	0	2	-100%	1	-100%	1	11	14	-21%			9
<b>Total Drug</b>	<b>38</b>	<b>24</b>	<b>58%</b>	<b>53</b>	<b>-28%</b>	<b>33</b>	<b>325</b>	<b>343</b>	<b>-5%</b>			<b>299</b>
Arrests												
Specific Crimes	Oct-20	Oct-19	% Change	Sep-20	% Change	Aug-20	TYD-20	YTD 19	% Change			YTD 18
Possession	8	9	-11%	16	50%	7	82	103	-20%			127

# Violent Crimes

All Incident Reports												
Specific Crimes	Oct-20	Oct-19	% Change	Sep-20	% Change	Aug-20	YTD 20	YTD 19	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Homicide	0	0	0%	2	-100%	2	4	0	NULL	0%	0%	2
Robbery	2	2	0%	6	-67%	2	17	9	89%	53%	56%	13
Aggravated Assault	0	4	-100%	1	-100%	0	23	52	-56%	57%	62%	58
<i>from DV*</i>	0	3	-100%	0	0%	0	12	17	-29%	83%	76%	28
Simple Assault	35	38	-8%	29	21%	41	337	327	3%	47%	62%	382
<i>from DV*</i>	15	23	-35%	11	36%	17	169	164	3%	67%	74%	215
<b>Total Violent</b>	<b>37</b>	<b>44</b>	<b>-16%</b>	<b>38</b>	<b>-3%</b>	<b>45</b>	<b>381</b>	<b>388</b>	<b>-2%</b>	<b>39%</b>	<b>95%</b>	<b>455</b>
Arrests												
Specific Crimes	Oct-20	Oct-19	% Change	Sep-20	% Change	Aug-20	YTD 20	YTD 19	% Change			YTD 18
Homicide	0	0	0%	0	0%	0	0	1	-100%			0
Robbery	2	0	NULL	2	0%	1	9	5	80%			6
Aggravated Assault	0	3	-100%	0	0%	0	13	32	-59%			35
<i>from DV*</i>	0	3	-100%	0	0%	0	10	13	-23%			19
Simple Assault	11	22	-50%	12	-8%	19	158	203	-22%			184
<i>from DV*</i>	9	16	-44%	8	13%	12	113	121	-7%			101
<b>Total Violent</b>	<b>13</b>	<b>25</b>	<b>-48%</b>	<b>14</b>	<b>-7%</b>	<b>20</b>	<b>180</b>	<b>241</b>	<b>-25%</b>			<b>225</b>

# Domestic Violence Related Calls

## October 2020

Misdemeanor – 23

Felony - 1

90F\* - 25

## 2020 Monthly Comparison

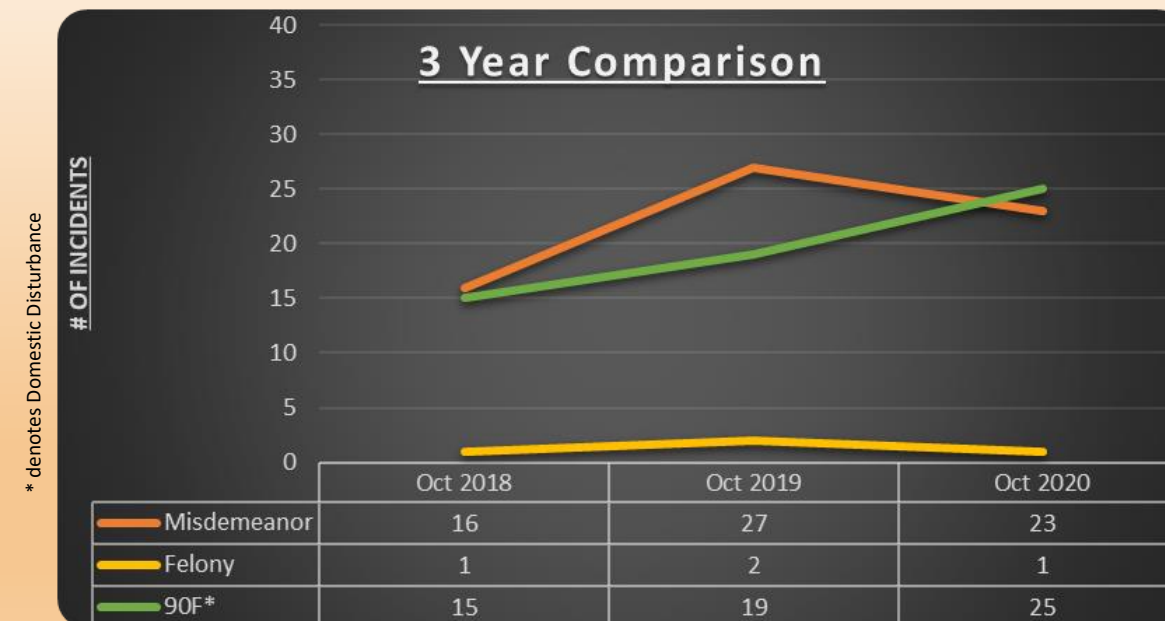
### 2020 Monthly Comparison



\* denotes Domestic Disturbance

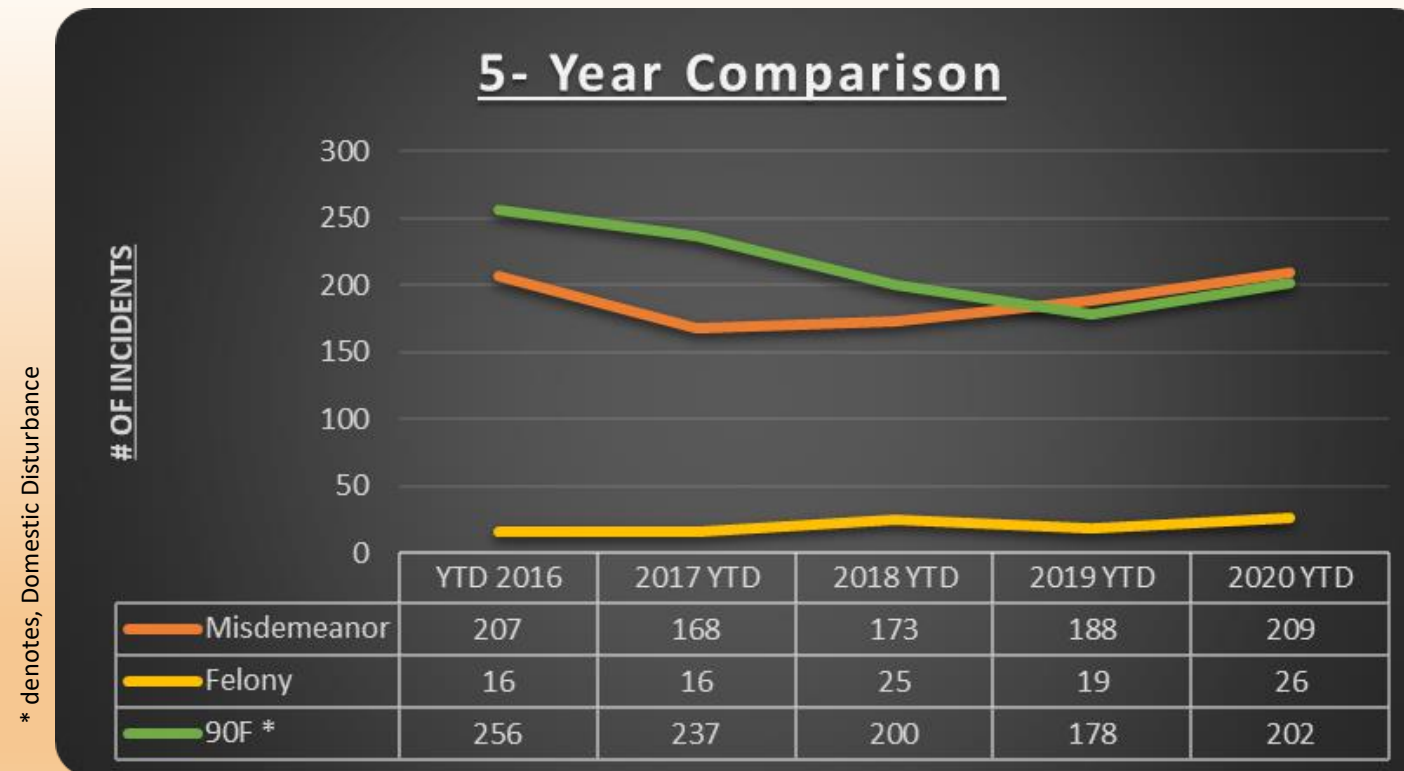
## 3-Year Comparison

### 3 Year Comparison



\* denotes Domestic Disturbance

## Domestic Violence Related Calls, (cont.)

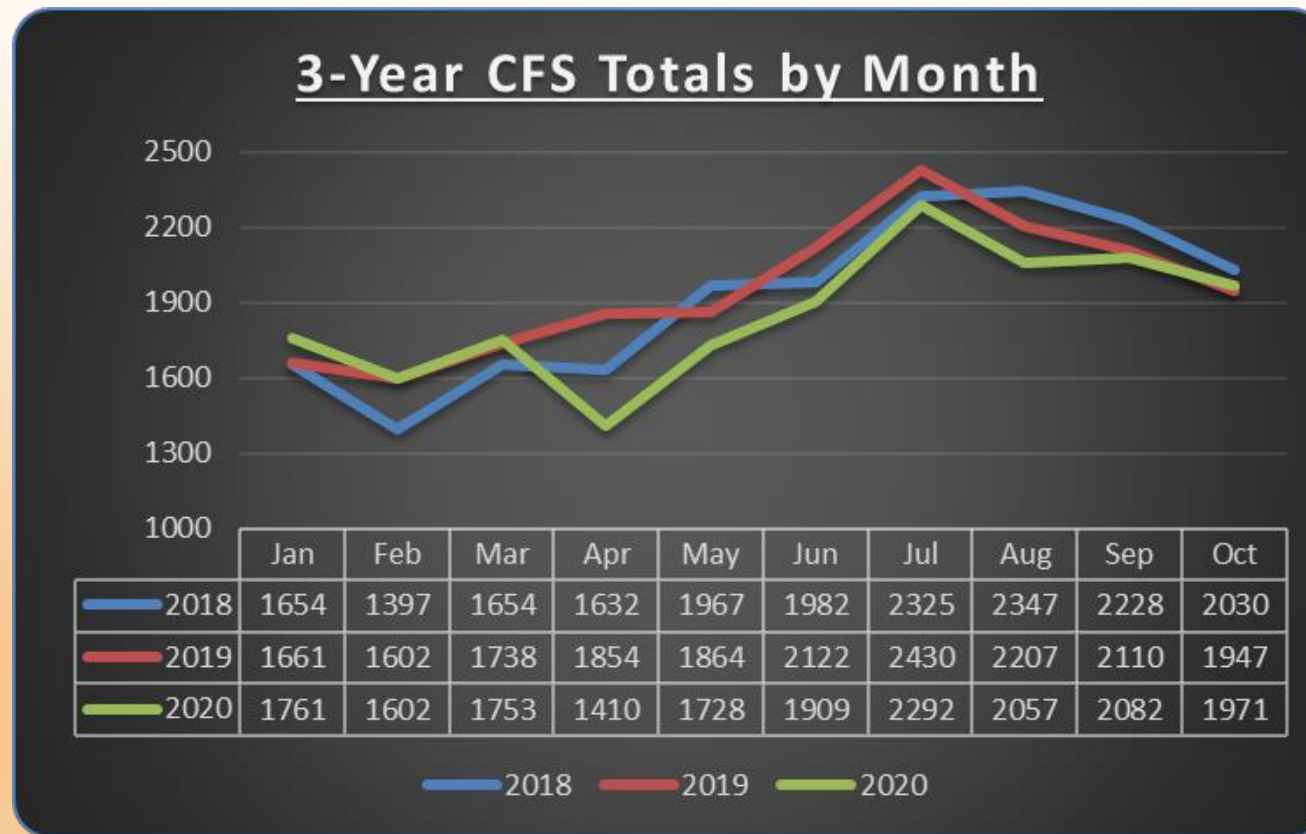


# Threshold

Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	85	69-101	81	Normal
Traffic Stop	726	372-1080	330	Moderately Low
DWI	7	5-10	10	Normal
Robbery	2	0-3	2	Normal
Aggravated Assault	5	3-8	0	Very Low
Simple Assault	38	30-46	35	Normal
Burglary	8	4-12	4	Normal
Shoplifting	24	16-31	37	Moderately High
Theft from Building	17	10-24	10	Normal
Theft from MV	15	7-24	11	Normal
MV Theft	3	1-5	4	Normal
Vandalism	35	27-43	39	Normal
Possession	16	10-21	17	Normal
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	45	36-55	37	Normal
Property	119	91-147	130	Normal

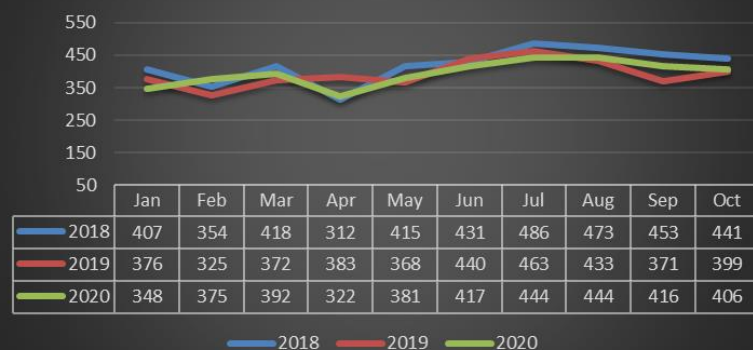


# Calls for Service 2018 v 2020

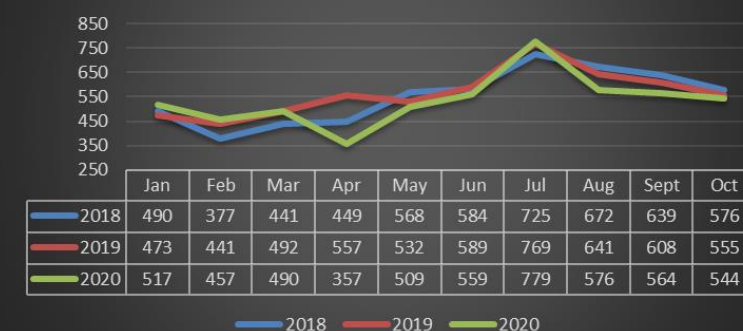


# Calls for Service by Priority

**Priority 1 CFS 3-Year Comparison by Month**



**Priority 3 CFS 3-Year Comparison by Month**

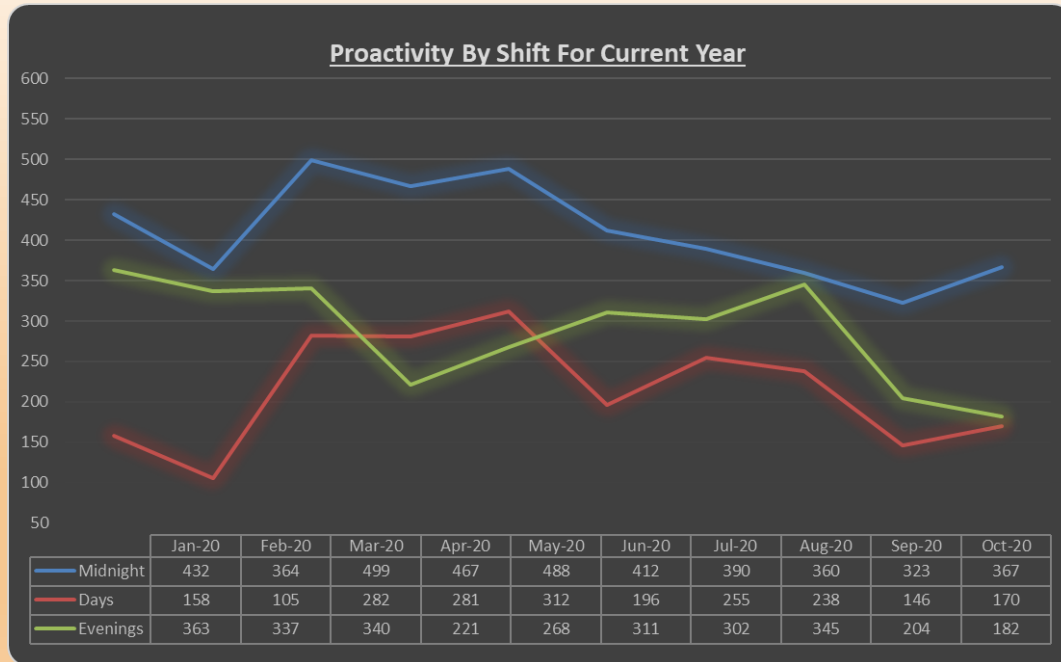


**Priority 2 CFS 3-Year Comparison by Month**

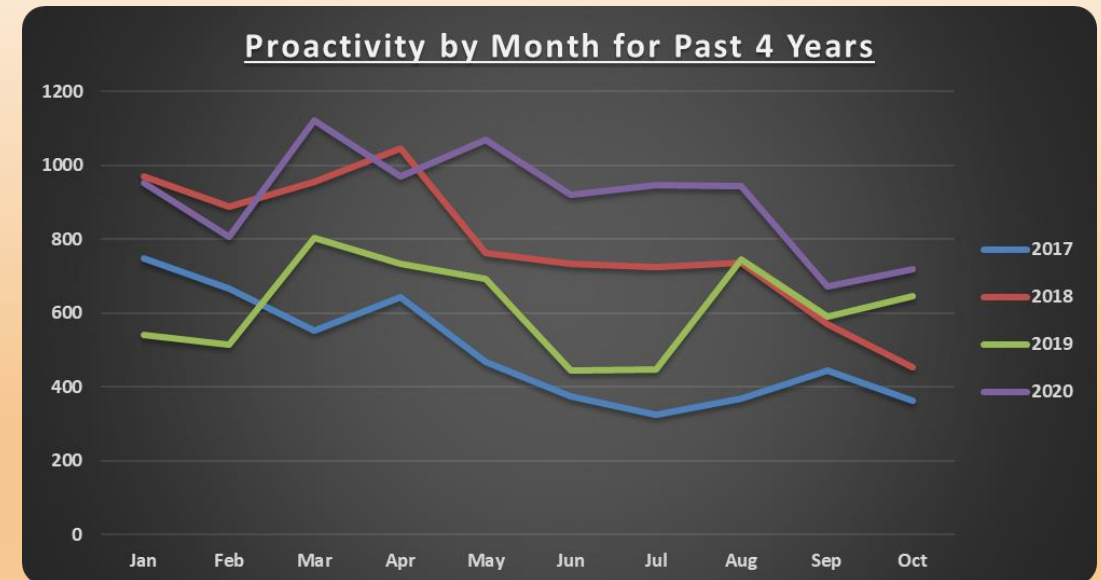


# Proactive Hours by Shift

## October 2020



## 4-year Comparison by Month





Credit: Vintage Historical Artifacts

1930's era Rochester Police Badge,



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

11/12/2020

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

Main Desk: (603) 332-1428

## **MONTHLY REPORT October 2020**

The Library staff continued throughout the month of October to post interactive content to social media pages and the library's website.

Beginning Monday, October 19<sup>th</sup> through Friday, October 23<sup>rd</sup> families were welcomed to pick-up "Ghost Finger Puppet" kits for a Take It & Make It at home craft project. The kits were available during Library business hours on a cart at the Children's Room entrance. Anyone visiting the library was welcomed to visit our Scarecrow in the library garden. Many young patrons and adults alike were able to take a picture with the Scarecrow and fall flowers.

The Children's Room held a Pumpkin Decorating Contest accepting submissions of decorated pumpkins from October 23-28<sup>th</sup>. Thirty-five patron and staff pumpkins were displayed in the library windows. The entries were an amazing display of creativity enjoyed by all. Artist's ages ranged from children, teens up to adults.

Tuesday, October 27<sup>th</sup> Reference Librarian Beth Nerbonne hosted a virtual book group featuring the book *Lovecraft Country* by Matt Ruff. The Virtual book club was held via Webex Meetings and copies of the book were available to download through Hoopla.

"RPL to Go" continued throughout the month. Patrons selected items online, through email or over the phone and staff members checked-out these items and called with a designated pick-up time. Items were packaged in bags and a contactless pick-up was available in the ground floor lobby. Over 549 appointments for pick-up were made throughout the month of October.

The library computers, printers, photocopiers, and Wi-Fi continued to be available to patrons by appointment this month. Over two hundred patrons took advantage of this service. Six hundred-twenty appointments were scheduled for 45 minutes of browsing through the library collection. There was a total of 8,244 items circulated from the library in the month of October.

Our Emerging Technologies Specialist, Jessica Carroll continues posting helpful technology tips on the library website under "Tech Tips". In the month of October, Jessica held twelve appointments for one on one tech help for patrons with downloadable resource, phone, tablet, or laptop questions.

Two hundred and eighty-one of our library patrons downloaded 1,544 e-books to media devices through the library's web site this month. The RPL website also enabled 25 patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 389 digital downloads from Hoopla.

Trustees will be meeting in the library on November 17<sup>th</sup> at 6pm.



# City of Rochester Tax Collector's Office

October 31, 2020

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2020	Semi Warrant	34,438,631.00	33,297,121.88	96.69%	1,141,509.12	3.31%
2019		66,169,796	65,285,408.95	98.66%	884,387.05	1.34%
2018		63,834,824	63,218,819.59	99.04%	616,004.41	0.96%
2017		60,524,791	60,244,810.39	99.54%	279,980.61	0.46%
2016		58,196,003	58,062,422.67	99.77%	133,580.33	0.23%
2015		56,938,119	56,839,916.78	99.83%	98,202.22	0.17%
2014		55,068,779	55,004,668.86	99.88%	64,110.14	0.12%
2013		53,324,262	53,273,353.20	99.90%	50,908.80	0.10%
2012		50,952,912	50,918,205.90	99.93%	34,706.10	0.07%
2011		48,856,892	48,823,018.08	99.93%	33,873.92	0.07%
2010		47,308,832	47,281,789.86	99.94%	27,042.14	0.06%
2009		46,898,827	46,875,984.72	99.95%	22,842.28	0.05%
2008		46,522,769	46,510,289.61	99.97%	12,479.39	0.03%
2007		42,964,450	42,953,024.09	99.97%	11,425.91	0.03%
2006		40,794,160	40,787,509.45	99.98%	6,650.55	0.02%
2005		38,024,453	38,019,001.03	99.99%	5,451.97	0.01%
2004		36,065,496	36,059,946.10	99.98%	5,549.90	0.02%
2003		33,310,579	33,306,755.65	99.99%	3,823.35	0.01%
2002		29,725,878	29,722,554.10	99.99%	3,323.90	0.01%
2001		26,943,136	26,940,225.01	99.99%	2,910.99	0.01%
2000		25,415,248	25,413,243.68	99.99%	2,004.32	0.01%
1999		22,973,308	22,971,980.41	99.99%	1,327.59	0.01%
1998		30,592,529	30,590,734.68	99.99%	1,794.32	0.01%
1997		29,835,914	29,834,230.90	99.99%	1,683.10	0.01%
1996		27,726,424	27,724,777.67	99.99%	1,646.33	0.01%
1995		27,712,029	27,711,835.43	100.00%	193.57	0.00%
					3,447,412.31	

Tax Collector  
Doreen Jones, CTC

CSS Count FY 21		
Month	Total \$\$	# of Payments
July	\$ 365,434.21	659
Aug	\$ 190,384.98	596
Sept	\$ 139,331.29	507
Oct	\$ 140,164.30	547
Nov		
Dec		
Jan		
Feb		
Mar		
Apr		
May		
June		
<b>Totals</b>	<b>\$ 835,314.78</b>	<b>2309</b>

#### Online Credit Card Payments (Citizen Self Service)

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 October 2020.**

**DATE: November 03, 2020**

This office reported 70 formal case notes for the month of October.

Voucher amounts issued were as follows:

	14 <u>Families</u> 7 new	10 <u>Single</u> 3 new
Burial .....	1,950.00	650.00
Dental .....	.00	.00
Electricity .....	.00	.00
Food.....	.00	.00
Fuel heating .....	84.95	.00
Mortgage .....	801.70	.00
Prescriptions .....	.00	.00
Rent .....	2,646.00	1,650.00
Temporary Housing.....	365.00	745.00
Transportation .....	<u>.00</u>	<u>.00</u>
<b>TOTAL</b>	<b>\$5,847.65</b>	<b>\$2,395.00</b>

General Assistance above represents an average cost per case/family of \$417.68 and case/individual of \$239.50 for this month.

Total vouchers issued: \$8,542.65

There was a decrease of \$9091.44 in assistance issued this month compared to October 2019. There was an increase of \$2357.65 in vouchers issued this month compared to last month.

We received reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaling \$5,652.74

### NOTES

October budget impact includes the Covid-19 Pandemic situation, including the availability of New Hampshire Housing Relief Program funds coordinated by Community Action.