



City of Rochester, NH
Preamble for March 16, 2021 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:

- **Email:** Please note that email correspondence will not be accessible for this meeting due to the City's email service being down. Please use either of the methods listed below
- **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*)
- **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

*Intentionally
left blank...*

City Clerk's Office

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.)

**City Council Public Hearing
March 16, 2021
Council Chambers
31 Wakefield Street and
Remotely via Microsoft Teams
6:30 PM**

Agenda

- 1. Call to order**
- 2. Resolution Adopting a FY 2022 Rochester CDBG "Action Plan For The City Of Rochester, N.H." and Approving And Appropriating the FY 2022 Community Development Budget For The City Of Rochester [CDBG Draft Action Plan](#)**
- 3. Amendment to the Granite Ridge Development District (GRDD) Tax Increment Development Program & Financing Plan ("TIF Plan") Pursuant to RSA 162-K:9, IV**
- 4. Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding the Location and Boundaries of Zoning Districts**
- 5. Adjournment**

*Intentionally
left blank...*

City Clerk's Office

**City Council Workshop Meeting
March 16, 2021
Council Chambers
31 Wakefield Street and
Remotely via Microsoft Teams
Immediately following the Public Hearing**

Agenda

- 1. Call to order**
- 2. Public Input**
- 3. Communications from the City Manager**
- 4. Communications from the Mayor**
- 5. **Update:** School Building Capital Reserve Fund Annual Transfer P. 55**
- 6. **Discussion:** Charter Commission P. 57**
- 7. **Discussion:** Ethics Committee P. 67**
- 8. Department Reports P. 85**
- 9. Other**
- 10. Adjournment**

*Intentionally
left blank...*

City Clerk's Office

RESOLUTION ADOPTING AN FY 2022 ROCHESTER CDBG
“ACTION PLAN FOR THE CITY OF ROCHESTER, N.H.” AND APPROVING AND
APPROPRIATING THE FY 2022 COMMUNITY DEVELOPMENT BUDGET FOR THE
CITY OF ROCHESTER

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the one-year FY 2022 (July 1, 2021—June 30, 2022) “Action Plan for the Community Development Block Grant (CDBG) Program for the City of Rochester, N.H.,” as prepared and presented to the Mayor and City Council by the City of Rochester Office of Economic and Community Development, in connection with the City’s CDBG program, including the goals, objectives, and concepts set forth therein;

Further, that a twelve (12) month Community Development Block Grant budget for the Office of Economic and Community Development for the City of Rochester in the total amount of Two Hundred Sixty Eight Thousand Eight Hundred Ninety Eight Dollars (\$268,898.00) be, and hereby is, approved and appropriated for fiscal year 2022 (July 1, 2021—June 30, 2022). Included in said approval and appropriation are expenditures set forth in the one-year action plan of the Office of Economic & Community Development for the City of Rochester for the Community Development Block Grant program, in the following categories and amounts:

Administration and Planning	\$53,779.60
Public Service Agencies	\$40,334.70
Housing/Public Facilities/Infrastructure	\$174,783.70

Total	\$268,898.00
--------------	---------------------

Further, that One Hundred Forty Three Thousand Eight Hundred Sixty Five Dollars and Ninety Cents (\$143,865.90) in the Job Opportunity Benefit revolving loan fund loan fund, plus the principal and interest received monthly from existing loans’ repayments, be appropriated for continued use in the FY 2022 Action Plan year in granting loans to qualified small businesses that commit to the creation and/or retention of jobs made available to low to moderate-income Rochester residents.

This budget and the one-year action plan for FY 2022 may be reconsidered if federal funding is changed or if it is inconsistent with the total FY 2022 budget adopted for the Office of Economic and Community Development.

The sums necessary to fund the above appropriation in the amount of Two Hundred Sixty Eight Thousand Eight Hundred Ninety Eight Dollars (\$268,898) shall be drawn in their entirety from the above- mentioned FY 2022 Community Development Block Grant from the federal

government to the City of Rochester. The Finance Director is hereby authorized to create such line item accounts as shall be necessary to implement this Resolution.

Furthermore, in the event that federal funding for the above Community Development Block Grant budget is less than the total appropriation amount provided for in this Resolution, then, and in such event, the City Manager, or the City Manager's designee in the Office of Economic and Community Development, is authorized to adjust the amounts for the budgetary categories stated above, as well as for any planned grants and/or other expenditures made from within such budgetary categories.

Date: March 10, 2021
To: City Council
From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2022 CDBG Annual Action Plan Funding

Since the first reading of the FY 2022 Community Development Block Grant (CDBG) Annual Action Plan and Community Development Committee funding recommendations at the March 2, 2021 City Council meeting, the City of Rochester has received its grant award allocation from the U.S. Department of Housing and Urban Development. The FY 2022 CDBG grant allocation is \$268,898, which is considerably higher than the working estimate of \$216,300.

The breakdown by funding subcategory is:

Administration and planning: \$53,779.60
Public services: \$40,334.70
Housing rehabilitation and public facilities: \$174,783.70

The revised resolution is included in the workshop agenda packet.

*Intentionally
left blank...*

City Clerk's Office



03/11/2021

City of Rochester Formal Council Meeting

AGENDA BILL

NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.

AGENDA SUBJECT

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

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

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

*Intentionally
left blank...*

City Clerk's Office

**Amendment to the Granite Ridge Development District (GRDD) Tax Increment
Development Program & Financing Plan (“TIF Plan”) Pursuant to RSA 162-K:9, IV**

THE CITY OF ROCHESTER ORDAINS:

WHEREAS, the 2014 Adopted GRDD TIF Plan was crafted to rely on retail and office space development to generate tax increment for the GRDD;

WHEREAS, the original GRDD TIF concept planned for the development of retail and office space as the main drivers for incremental assessment within the TIF, but market trends over the last several years has seen the demand for office and retail rental space decline at an accelerated rate;

WHEREAS, these economic shifts, amid other more recent influences, are reshaping the traditional approach to retail and office space development; and

WHEREAS, it is acknowledged that increasing diversity is necessary to assure tax incremental revenues remain at adequate levels in order to carry out the development plans of the GRDD.

THEREFORE, the Mayor and City Council of Rochester ordain that mixed use commercial and residential developments, and associated public parks, parking lots, open spaces, and recreational opportunities is recognized as allowable development activities within the GRDD TIF Plan and the GRDD TIF Plan is hereby amended to allow the same.

The effective date of these amendments shall be upon passage.

*Intentionally
left blank...*

City Clerk's Office



03/11/2021

City of Rochester Formal Council Meeting

AGENDA BILL

NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.

AGENDA SUBJECT

COUNCIL ACTION ITEM ☐
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☐ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☐ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☐

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

SUMMARY STATEMENT

RECOMMENDED ACTION



City of Rochester, New Hampshire
 Office of Economic & Community Development
 33 Wakefield Street, Rochester, NH 03867
 (603) 335-7522, www.rochesteredc.com

2/23/2021

Amendment to the Granite Ridge Development District Tax Increment Development Program & Financing Plan (TIF Plan)

The GRDD TIF-Plan was adopted in 2014 and does not reflect current real estate and market trends. Economic Development is requesting an amendment to the TIF-Plan that would allow for the development of mixed use commercial and residential developments and associated public parks, parking lots, open spaces, and recreational opportunities as.

Why amend?

Market Shift - Office

- No new office builds in Rochester since 2013
- 22% of workforce is expected to work from home by 2025
- Due to a shift to a remote workforce, NYC is currently experiencing office re-lease rates of 50% as opposed to 90%
- Prior to Covid, companies had already starting shifting to a hybrid work model – now they are letting more employees work remotely fulltime.
- Original plan for office space at the GRDD was based on CLD traffic count requirements not actual market demand

Market Shift - Housing

- Rochester currently has a 1.6% overall rental vacancy (.6% rate for 2BR)
- “Healthy” vacancy rate is between 5- 6%
- NH has the highest rate of millennial in-migration in the Northeast
- Millennials are more apt to rent than buy
- The trends call for smaller more efficient (500-800 sf. units) in close proximity to entertainment and services

Economic

- To increase the amount of discretionary income flows into the local economy
- To attract businesses - employers look for a healthy housing market when analyzing expansion plans
- To attract investment
- To attract businesses to the downtown and surrounding community
- To improve the financial health and stability of the GRDD-TIF



City of Rochester, New Hampshire
Office of Economic & Community Development
33 Wakefield Street, Rochester, NH 03867
(603) 335-7522, www.rochesteredc.com

Recommendation from the GRDD Advisory Board 2020 Draft Report (November 30, 2020)

1. 'Creating a more multi use district by adding permitting housing as an allowed use in the district. The Advisory Board reviewed the "GRDD Potential for Apartments as Secondary Use" report by Bruce Mayberry and recommends adding a residential component to the district. This would include updating the TIF Plan and Developers Agreement.'

More letters of support are included at the end of this packet.

**Amendment to the Granite Ridge Development District (GRDD) Tax Increment
Development Program & Financing Plan (“TIF Plan”) Pursuant to RSA 162-K:9, IV**

THE CITY OF ROCHESTER ORDAINS:

WHEREAS, the 2014 Adopted GRDD TIF Plan was crafted to rely on retail and office space development to generate tax increment for the GRDD;

WHEREAS, the original GRDD TIF concept planned for the development of retail and office space as the main drivers for incremental assessment within the TIF, but market trends over the last several years has seen the demand for office and retail rental space decline at an accelerated rate;

WHEREAS, these economic shifts, amid other more recent influences, are reshaping the traditional approach to retail and office space development; and

WHEREAS, it is acknowledged that increasing diversity is necessary to assure tax incremental revenues remain at adequate levels in order to carry out the development plans of the GRDD.

THEREFORE, the Mayor and City Council of Rochester ordain that mixed use commercial and residential developments, and associated public parks, parking lots, open spaces, and recreational opportunities is recognized as allowable development activities within the GRDD TIF Plan and the GRDD TIF Plan is hereby amended to allow the same.

The effective date of these amendments shall be upon passage.



February 4, 2021

Dear Mayor McCarley and Rochester City Councilors,

I am writing to support an adjustment to the zoning along RT 11 to allow for housing.

As you may be aware, my family has owned businesses in Rochester dating back to 1976. Over that time, we have witnessed and experienced many economic ups and downs in our own business, as well as those endured by very own city.

In the past decade or so, Rochester has taken great strides in proving to the surrounding communities that we can think “outside the box” and be leaders in creating solid long-term employment opportunities with good paying jobs. We have also facilitated the construction and growth of what’s known as “The Ridge,” which has attracted people from all directions. Much of this has been accomplished with incentives for businesses that no other community in our area ever thought of before now.

It is time to take the “next step.”

There is no doubt that the past year of pandemic has changed a lot of retail and consumer buying habits. Online shopping has become much more popular. We need to ensure that the “brick and mortar” that we already invested in continues to thrive. We also need housing to accommodate the employment growth that we experienced, and the two go hand in hand.

We need to update Rte 11 zoning for housing ***as soon as possible***, in order to keep our momentum going and protect our investments. Our new workforce, which includes millennials, empty nesters, and professionals, are looking for market rate apartments in proximity to established shopping and dining. A change in zoning would accomplish all of the above.

- According to the 2020 Residential Rental Market Survey, administered by the University of New Hampshire Survey Center, “(market rate)” rental housing units survey show that there is still a high demand for apartments, a tight supply, and a low vacancy rate, making it a challenging market for NH renters,” particularly in Strafford and Rockingham counties. Further, “to sustain NH’s economy, additional housing is needed to support our labor force.
- According to a recent study, about 20,000 more housing units are needed to meet current demand and stabilize the market.”

As a business owner or as a citizen, we are all invested in Rochester. Let’s protect that investment.

Thank you in advance for the consideration and action to move Rochester forward.

Ron Poulin
Owner



City of Rochester, New Hampshire
Office of Economic & Community Development
33 Wakefield Street, Rochester, NH 03867
(603) 335-7522, www.rochesterredc.com

January 27, 2021

Ms. Caroline McCarley
Mayor
City of Rochester
31 Wakefield Street
Rochester, NH 03867

Re: Amendment to the Granite Ridge Development District TIF to Allow for the Development of Residential Housing

Dear Mayor McCarley:

The Rochester Economic Development Commission (REDC) is submitting this letter in support of amending the Granite Ridge Development District (GRDD) Tax Increment Finance Plan (TIF) to allow for the development of residential housing.

The commonly accepted value for a “healthy” residential vacancy rate is around 5-6%. According to the most recent analysis by the Workforce Housing Coalition of the Greater Seacoast, Rochester’s vacancy rate calculates to 1.6%. These numbers take into account all sizes and levels of housing.

The REDC recognizes that this housing deficit is detrimental to both employees wishing to live close to work, and employers interested in hiring local. The addition of housing to the GRDD TIF will not only assist in reducing the housing deficit but will increase the overall strength and vitality of the GRDD TIF District.

The REDC is supportive of the addition of any housing units on any level, and feels that the addition of residential to the GRDD TIF would only serve to benefit the overall economic health and stability of the city.

Sincerely,

A handwritten signature in black ink, appearing to read "Jonathan Shapleigh", is written over a horizontal line.

Jonathan Shapleigh
Chairman, REDC



Rochester Main Street Program is a non-profit, volunteer organization devoted to the preservation, growth, and vitality of downtown Rochester.

Participate - Volunteer - Donate

February 1, 2021

Ms. Caroline McCarley
Mayor
City of Rochester
31 Wakefield Street
Rochester, NH 03867

Re: Amendment to the Granite Ridge Development District TIF to Allow for the Development of Residential Housing

Dear Mayor McCarley:

Rochester Main Street is submitting this letter in support of amending the Granite Ridge Development District (GRDD) Tax Increment Finance Plan (TIF) to allow for the development of residential housing.

After reviewing the plan, RMS feels that any residential housing in the GRDD will certainly benefit downtown businesses and have little to no ill effects on future sales volume or vacancy rates. We believe that increasing residency anywhere in the area is a win-win for the city.

Sincerely,

Michael Guillette
President
Rochester Main Street



Mark R. Farrell
Director of Manufacturing Operations
20 Industrial Way,
Rochester NH 03867
Phone: 603-834-6850
Email: mfarrell@laars.com
Website: www.laars.com

February 4, 2021

Dear Mayor McCarley and Rochester City Councilors,

I am writing to support an adjustment to the zoning along RT 11 to allow for housing.

As a business owner, having housing stock available to current employees and for the future workforce is crucial to LAARS's company's growth. By updating the RT 11 zoning for housing, it reflects the active and growing housing demand, which includes millennials, empty nesters, and professionals. This is advantageous for Rochester and LAARS.

Additionally, with the changes to the retail and consumer buying habits prior to the pandemic where there is an increase of shopping online, the pandemic only increases this pressure. By expanding RT 11 to have mixed use spaces, including available market rate apartments, in proximity to established shopping and dining, supports the continued success of the retail centers, and protects Rochester's investment in these developments.

- According to the [2020 Residential Rental Market Survey](#), administered by the University of New Hampshire Survey Center, "(market rate)" rental housing units survey show that there is still a high demand for apartments, a tight supply, and a low vacancy rate, making it a challenging market for NH renters," particularly in Strafford and Rockingham counties.
- Further, "to sustain NH's economy, additional housing is needed to support our labor force. According to a recent study, about 20,000 more housing units are needed to meet current demand and stabilize the market."

Thank you in advance for the consideration and action to move Rochester forward as we all strive to grow together.

Sincerely,

Mark R. Farrell



City of Rochester, New Hampshire

Granite Ridge Development District

Tax Increment Development Program & Financing Plan

Date Prepared: May 6, 2014

Date Adopted: June 17, 2014

A. Introduction and Objectives

Tax increment financing (TIF), authorized by New Hampshire RSA 162-K may be used to provide municipal incentives for economic development. Tax increment financing allows property taxes derived from growth in assessed valuation within a TIF district to be retained to pay for public improvements made within the district that encourage new businesses and industries to locate there. Cities and towns in northern New England use the TIF mechanism to compete with financial incentives offered in other regions of the United States. TIF districts are limited in duration, generally by the time required to amortize bonded debt and the recovery of other municipal costs incurred in creating the TIF district and providing public infrastructure.

1. History of Granite Ridge Development District (GRDD)

Well thought out and planned commercial districts benefit the community and landowners within the district in many ways. The Granite Ridge Development District was first studied in 1998 and was included in Rochester's Land Use Master Plan and Transportation Master Plans at the turn of the century. The plan to attract significant commercial investment was further enhanced in the Economic Development Master Plan, completed and implemented in 2006. An early report of the TIF build-out potential was completed by Bruce Mayberry in September 2006. CLD was selected in 2008 to provide further analysis on wetlands and land capacity, and potential infrastructure needs to support the anticipated development. The Buxton Company provided a comprehensive retail analysis, leakage report and prospects for attraction in a study completed the same year.

Rochester has clearly stated benefits identified as maximized tax revenue, minimized infrastructure burden, efficient and easy to navigate roads, and minimized traffic impacts. A specific zoning district ordinance for the Granite Ridge Development District (GRDD) was approved in April 2010, to support and enhance the city's goals and objectives. The city completed an application for the District to become a New Hampshire Economic Revitalization Zone in 2013, which was approved by the Department of Resources and Economic Development.

2. Objectives of Granite Ridge Development District TIF Program

The objectives of the Tax Increment Financing Program are to:

- Stimulate significant opportunities for business creation and expansion within the District.
- Enhance employment and earnings opportunities for area residents.
- Stimulate increases in the commercial tax base within the City, reducing and/or stabilizing the residential tax burden.
- Minimize infrastructure cost to the City through efficient planning for the district as a whole.
- Maximize the developable areas on individual parcels within the district through flexible requirements.
- Manage traffic impacts to NH Route 11 through implementation of a public connector road between development and parcels, and shared intersections and driveways.

These objectives will be achieved by improving water, sewer and highway infrastructure, and by developing a public shared access connector road on the North-east side of NH Route 11. The proposed improvements are more specifically defined in Section III.

The conceptual TIF District has been evaluated along the NH Route 11 corridor with respect to its potential build-out and the incremental valuation and tax revenue that it might generate. The most recent analysis was completed by CLD Consulting Engineers and included a thorough analysis of build-out potential and infrastructure requirements.

All or a portion of incremental tax revenues generated from increased assessed valuation within a TIF may be captured to recover the City's investment in infrastructure development costs.

3. Development Potential of Granite Ridge Development District

The CLD Report of 2009 was used to estimate the amount of land in Granite Ridge that is available to be developed based on current Land Use Regulations. In the study of land areas the primary limitations to development are wetlands and steep slopes. These areas were mapped as part of the report.

- The GRDD was surveyed by a wetland scientist, who determined where the wetlands are based on current definitions of wetlands. A 50-foot buffer was added around the wetlands per local and state regulations.
- The areas of the district where the slopes are too steep (greater than 15%) for building were determined from topographic data. The wetlands (including the 50-foot buffer) and the steep slopes were plotted on the corridor base map of the area.

A summary of estimates of the type and size of development that would be supported based on these estimates is approximately 1.6 million square feet of combined retail and other commercial or office uses.

Table 1: Granite Ridge Development Potential

Comparison Factor	
Gross Land Area (Acres)	913.09
Building Floor Area	
Existing	594,316
Growth Potential	1,615,904
Buildout Total	2,210,220
Taxable Assessed Value	
Existing	\$62,326,773.00
Growth Potential	\$362,419,005.00
Buildout Total	\$424,745,778.00
Annual Property Tax Yield (1)	
Existing	\$1,642,993.74
Growth Potential (Increment)	\$9,553,364.97
Buildout Total	\$11,196,298.71

(1) Computed at total 2013 tax rate of \$26.36 per thousand assessed value

4. Public Benefits of Granite Ridge TIF District Program

The construction of new commercial and hospitality business facilities promotes the long-term growth, stability and diversity of employment and the City's taxable valuation. Long term growth in commercial and industrial valuation ultimately supports higher quality services at a lower tax expense to residential uses. The Granite Ridge Development District TIF Program is expected to provide a number of public benefits, including:

- 1) Enhancing the efficiency of land use and encouraging development consistent with the City's Master Plan and its Economic Development Strategy;
- 2) Concentrating new economic development in desired areas through the efficient use of public infrastructure;
- 3) Stabilizing or expanding the City's employment base and resident access to new employment opportunities;
- 4) Encouraging the creation of diverse economic opportunities and improving the standard of living for residents;
- 5) Providing for long-term growth in the City's non-residential property valuation;
- 6) Diversifying the property tax base to enable Rochester to continue providing quality municipal services and facilities for residents; and
- 7) Supporting general growth and prosperity of the City and the general welfare of its citizens.

B. Description of the Granite Ridge Development District Tax Increment Financing Program Area

1. District Boundaries

The Development District includes 71 properties indicated in a map of the area labeled Map A, and followed by a spreadsheet labeled Table 2. It encompasses land between Exit 15 of the Spaulding Turnpike, along the NH Route 11 Corridor to the Farmington town line. As indicated in Table 2, the proposed TIF District contains 913.09 acres, which represents 3.18% of the total land area in the City of Rochester (28,688.05 acres). The total assessed value of taxable property in the proposed district is \$62,326,773 or 3.04% of the total assessed value of taxable property in the City (\$2,048,617,212). Thus the district complies with the size standards of RSA 162-K:5 as amended.

2. District Characteristics

The TIF District as defined contains significant parcels with vacant developable land, and those estimated as most likely to benefit from investment in public infrastructure. The gross land area includes 913.09 acres with a current taxable valuation of about \$62.327 million. In some cases, the vacant land parcels within the TIF is valued under current use provisions. This would mean a substantial increment in value would be created upon conversion of this land from current use status as it develops. The development district contains approximately 594,316 sq ft gross floor area in existing buildings, including some residential uses.

**Table 2: Granite State Business Park TIF District Parcels
Estimate of Original Assessed Valuation (Baseline) ¹**

Estimate of Original Assessed Valuation (Baseline)

Updated: January 2014

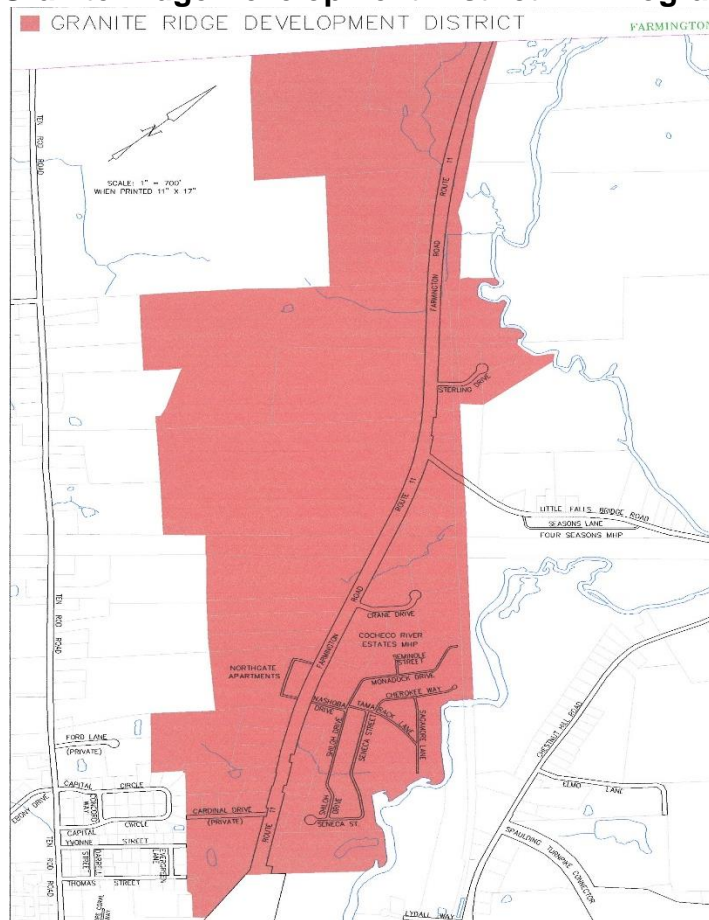
Parcel ID (PID)	Acres	Total Baseline Assessment	Other
0208-0001-0000	77.06	\$ 1,062,671.00	Partial CU
0208-0001-0001	34.18	\$ 13,838,300.00	
0208-0001-0002	5.44	\$ 291,600.00	
0208-0002-0000	32.00	\$ 1,736.00	CU
0208-0004-0000	1.30	\$ 155,200.00	
0208-0005-0000	0.63	\$ 144,300.00	
0208-0006-0000	1.05	\$ 328,200.00	
0208-0006-0001	0.94	\$ 392,800.00	

0208-0007-0000	1.33	\$ 348,100.00	
0208-0008-0000	60.00	\$ 2,423,333.00	Partial CU
0208-0008-0001	11.61	\$ 467,400.00	Partial CU
0208-0009-0000	4.30	\$ 915,900.00	
0208-0010-0000	1.02	\$ 712,800.00	
0208-0011-0000	4.00	\$ 394,100.00	
0208-0012-0000	75.00	\$ 177,580.00	
0208-0013-0000	16.09	\$ 118,061.00	CU
0208-0014-0000	165.49	\$ 2,623,500.00	Exempt
0208-0015-0000	0.29	\$ 46,800.00	Exempt
0208-0016-0000	1.66	\$ 234,900.00	
0208-0017-0000	8.90	\$ 233,100.00	
0208-0018-0000	1.65	\$ 234,700.00	
0208-0018-0001	2.08	\$ 241,200.00	
0208-0018-0002	2.88	\$ 1,638,700.00	
0208-0018-0003	5.02	\$ 285,300.00	
0208-0018-003A	0.64	\$ -	
0208-0019-0000	1.16	\$ 520,100.00	
0208-0019-0001	1.25	\$ 990,400.00	
0208-0019-0002	0.57	\$ 554,500.00	
0209-0001-0000	1.70	\$ 297,500.00	
0216-0001-0000	3.20	\$ 728,900.00	
0216-0002-0000	2.60	\$ 455,200.00	
0216-0003-0000	2.90	\$ 197,200.00	
0216-0004-0000	17.10	\$ 4,763,500.00	
0216-0005-0000	1.24	\$ 674,000.00	
0216-0006-0000	5.62	\$ 1,515,200.00	
0216-0007-0000	7.60	\$ 390,500.00	
0216-0008-0000	6.30	\$ 680,500.00	
0216-0009-0000	20.00	\$ 668.00	CU
0216-0010-0000	21.00	\$ 485,700.00	
0216-0011-0000	85.00	\$ 469,715.00	Partial CU
0216-0012-0000	1.89	\$ 187,900.00	
0216-0013-0000	11.80	\$ 39,700.00	Exempt
0216-0017-0000	12.00	\$ 40,300.00	Exempt
0216-0018-0000	3.50	\$ 1,565,400.00	
0216-0018-0001	2.75	\$ 769,400.00	
0216-0018-0002	3.60	\$ 2,675,200.00	
0216-0019-0000	4.50	\$ 303,800.00	
0216-0020-0000	6.09	\$ 1,979,800.00	
0216-0021-0000	4.80	\$ 259,500.00	
0216-0022-0000	5.30	\$ 267,000.00	
0216-0023-0000	3.16	\$ 257,400.00	
0216-0024-0000	4.01	\$ 1,562,700.00	
0216-0025-0000	2.60	\$ 1,339,100.00	
0216-0026-0000	68.00	\$ 4,745,600.00	
0216-0027-0000	3.40	\$ 11,900.00	
0216-0028-0000	1.70	\$ 1,136,300.00	

0216-0028-0001	0.10	\$ 181,500.00	Exempt
0216-0029-0000	2.15	\$ 366,800.00	
0221-0154-0000	20.80	\$ 235,095.00	Partial CU
0221-0156-0000	1.20	\$ 186,800.00	
0221-0157-0000	1.20	\$ 60,700.00	
0221-0158-0000	1.30	\$ 157,200.00	
0221-0159-0000	2.45	\$ 246,800.00	
0221-0160-0000	1.32	\$ 159,800.00	
0221-0162-0000	6.40	\$ 160,100.00	
0221-0163-0000	15.00	\$ 309,414.00	
0221-0164-0000	1.16	\$ 862,900.00	
0221-0165-0000	1.70	\$ 855,100.00	
0221-0166-0000	1.10	\$ 530,500.00	
0221-0167-0000	0.30	\$ 254,000.00	
0221-0168-0000	14.00	\$ 172,200.00	
0221-0169-0000	12.01	\$ 384,300.00	Exempt
0208-0001-A000	0.00	\$ 28,700.00	
	913.09	\$ 62,326,773.00	

CU = Current Use Property

Map A: Granite Ridge Development District TIF Program:



3. Compliance with Statutory Limits on TIF Land Area and Valuation

Table 3 compares baseline conditions in the GSBP TIF district to statutory limitations on taxable valuation and acreage allowed within the City. New Hampshire RSA 162-K:5 sets the maximum allowable base valuation of any individual TIF district, at not more than eight percent (8%) of the City's taxable value, and limits gross land area within a TIF to not more than five percent (5%) of the City's land area. Maximum base valuation for a single TIF district in Rochester is \$160.47 million (as of 2012) and maximum land area allowable in an individual district is 1,434 acres. Both the valuation and acreage of the Granite Ridge Development TIF District are well within statutory limits.

Table 3: Compliance with Statutory Limits of RSA 162K

Comparison Factor for Statutory TIF Limitations RSA 162-K:5	Taxable Valuation	Land Area in Acres
City Total 2011	\$2,048,617,212	28,688.05
Maximum Allowable - Individual TIF District <i>(8% of Taxable Value; 5% of Acreage)</i>	\$163,889,377	1,434.40
Granite Ridge Development District TIF Baseline <i>As Percent of City Total</i>	\$62,326,773 3.04%	913.09 3.18%
Maximum Cumulative TIFs Allowable <i>(16% of Taxable Value; 10% of Acreage)</i>	\$327,778,754	2,868.81
Granite Ridge Development District TIF	\$ 62,326,773	913.09
Granite State Business Park RSA 162k:5 TIF	\$ 13,413,792	335.26
Granite State Business Park RSA 205 TIF	\$ 24,169,200	56.45
Total Cumulative District Values 2013 <i>As Percent of City Total</i>	\$ 99,909,765 4.87%	1,304.80 4.55%

C. Proposed Development Activities

The City's principal activities in developing the Granite Ridge Development District may include land acquisition and assembly, public infrastructure development, maintenance and administration of the commercial district, marketing and promotion, negotiation of development agreements.

1. Acquisition of Land, Easements and Rights of Way

The City of Rochester proposes to encourage commercial development within the Granite Ridge Development District. It is anticipated that the development and public improvements will occur over two decades, taking advantage of economic cycles and developer and retailer interests. The public infrastructure has been divided in to roughly ten (10) sections.

a. Relocation and Displacement

The City intends to acquire all property through negotiated purchases. It does not anticipate the need to relocate persons, families, or businesses due to publicly financed acquisition or

development activity within the Granite Ridge Development District TIF District. Any proposals for the involuntary displacement of persons or businesses would require an amendment to this TIF Development Program.

b. Property Disposition & Reuse of Private Property

The City may convey all or a portion of property it acquires within the TIF District to private developers under the terms of specific development agreements designed to promote the objectives of the Development Program. The terms of purchase and sale agreements or development agreements pertaining to properties transferred by the City must be approved by the City Council.

2. Environmental Remediation of City-Owned Sites

While there is no anticipated need for the remediation of contaminated sites to be acquired by the City within the TIF District, the City of Rochester may undertake environmental cleanup, remediation or monitoring of municipally owned real estate it owns within the District. The City shall have the authority to accept grants from the federal government, State of New Hampshire, or other entities, to finance remediation activities. Should a need arise for the environmental remediation within property owned by the City in the District, the City may use tax increment revenues for that purpose.

3. Public Facilities to be Constructed

a. Initial Infrastructure Projects

The City's initial capital investment in public infrastructure within the TIF District includes the following elements, which center on improvements necessary to enable development of the Granite Ridge Development District:

- Water & Sewer System Improvements
- Intersection Improvements – City Streets with NH Route 11
- Shared Access Points – City Streets: Two Rod Road, Marketplace Way, Crane Drive, Cinema Way, Healing Way, others as necessary
- Connector Road – Granite Ridge Boulevard
- Administration – administrative infrastructure, hardware & software, to increase the city's capacity to administer construction projects, developments and ongoing activity within the TIF District.
- Potential improvements Rails-to-Trails Pathway: Rochester to Farmington
- Possible Protection Areas, Environmental Controls
- Connections to Public Transportation and Alternative Transportation
- Adherence to Construction Standards
- Maintenance of Public Streets and Public Areas

Table 4. Estimated Cost of Public Improvements

Updated May 2014 Severino & Rochester Public Works

Public Improvements - North Section

1. Intersection F - (Healing Way)	\$	1,115,000.00
2. Sewer Pump Station & Sewer Improvements to T.L.	\$	1,814,128.00
<i>Subtotal</i>	\$	2,929,128.00
<i>Engineering 20%</i>	\$	585,825.60
<i>Contingency 20%</i>	\$	702,990.72
<i>Permitting & Mitigation</i>		
TOTAL	\$	4,217,944.32

Public Improvements - Central Section

3. Frontage Road & Signals - Wal Mart to Two Rod Road	\$	2,015,000.00
4. Severino Estimate - Access Roads to Boulevard & Intersection Little Falls Bridge Road	\$	814,675.00
5. Severino Estimate - Frontage Road (Granite Ridge Boulevard) and Wetland Basin	\$	1,500,440.25
6. Sewer & Water Improvements	\$	1,000,000.00
7. Access C/ Crane Dr & Farmington Rd	\$	1,900,000.00
<i>Subtotal</i>	\$	7,230,115.25
<i>Engineering 20%</i>	\$	1,446,023.05
<i>Contingency 20%</i>	\$	1,735,227.66
<i>Permitting & Mitigation</i>	\$	500,000.00
TOTAL	\$	10,911,365.96

Public Improvements - Southern Section

8. Frontage Road & Interior Intersections	\$	2,150,000.00
9. Access B/ Nashoba Dr & Farmington Rd	\$	1,530,000.00
10. Access A & Farmington Road	\$	1,010,000.00
<i>Subtotal</i>	\$	2,540,000.00
<i>Engineering 20%</i>	\$	508,000.00
<i>Contingency 20%</i>	\$	609,600.00
<i>Permitting & Mitigation</i>		
TOTAL	\$	3,657,600.00

b. Other Public Costs

While the initial plan for infrastructure development centers on the above elements, additional projects to extend or improve public utilities and roadways may also be undertaken within the Granite Ridge Development District in the future, including but not limited to:

1. Further extension of public roadways and street lighting
2. Extension of water, sewer and underground services.
3. Sidewalks, bus shelters or other amenities for public use.
4. Intermodal transportation facilities
5. Other as recommended by the Advisory Board and Approved by the City Council

The Development Plan does not envision the creation of public open space by the City within the Granite Ridge Development District TIF Program, since the intent is to maximize the development potential on each site. However, reservations of land for public open space or conservation may be established outside the GRDD as conditions of Planning Board approval during the site plan approval process, and/or donated or offered by individual developments.

4. Gas and Electric Utilities

Natural gas service is not currently provided to the Granite Ridge Development District. Unil staff are aware of the development and may see more revenue potential in the future. They have policies which regulate extending service lines to provide service to new development sites.

Public Service Company of New Hampshire (PSNH) is the provider of electric service to the Granite Ridge Development District. The city has had very favorable discussions with their engineering and economic development staff.

The City may enter into such contracts and agreements as are necessary to enable the installation of electric service within the TIF District, cable and telephone, natural gas or other common services, and to provide for appropriate easements for the installation and maintenance of these facilities.

5. Environment Controls

Private property within the District shall be developed or redeveloped in accordance with the goals, objectives, and standards set by the following City documents, as amended:

1. Rochester Master Plan and Economic Development Strategic Plan;
2. Zoning ordinances;
3. Special zoning overlay provisions relative to the Aquifer Protection District
4. Subdivision regulations;
5. Site plan review regulations;
6. Building and life safety codes;
7. All applicable state and federal laws pertaining to abatement of hazardous materials or environmental contamination.

In addition to applicable public regulations, other pertinent limits on development may be defined by the terms of development agreements between the City and individual private parties.

D. Tax Increment Financing Plan

1. Objective

The objective of the Financing Plan is to provide funds for the construction of public improvements, to offset the net public cost of organizational and administrative expenses incurred in developing and maintaining the Granite Ridge Development District. The City intends to use the property tax revenue derived from captured (incremental) assessed valuation within the Granite Ridge Development District to fund public infrastructure and to reimburse the City for other expenditures relative to maintenance and administration.

2. Land Acquisition Costs

It is anticipated that land necessary to provide public infrastructure will be provided as “in kind” contribution from developers and property owners. Should land acquisition occur, this will be considered an expense eligible for reimbursement from tax increment revenues, but subordinate to the use of incremental revenues to pay debt service on bonds for public infrastructure.

3. Sale of City-Owned Real Estate within the TIF District

As part of the Development Program, the City may convey individual properties to private entities for the purposes of development consistent with the purposes of the District. Net revenues generated from the sale of these parcels shall be used to reimburse the City's Economic Development Fund for its prior investments in land acquisition.

4. Cost of Public Improvements

The City anticipates approaching public improvements over the course multiple years of the development of the Granite Ridge Development District. Bonding will occur in increments as infrastructure improvements are planned and necessary.

Public Improvements - 2014-2015 Anticipated	
4. Severino Estimate - Access Roads to Boulevard & Intersection Little Falls Bridge Road	\$ 814,675.00
5. Severino Estimate - Frontage Road (Granite Ridge Boulevard)	\$ 1,500,440.25
6. Sewer & Water Improvements	\$ 1,000,000.00
<i>Subtotal</i>	\$ 3,315,115.25
<i>Engineering 20%</i>	\$ 663,023.05
<i>Contingency 20%</i>	\$ 795,627.66
<i>Permitting & Mitigation</i>	\$ 225,984.04
TOTAL	\$ 4,999,750.00

5. Revenue Potential from Captured Assessed Valuation in District

a. Annual TIF District Revenues

TIF revenues will be generated by property taxes levied on the captured assessed valuation within the District after the date of its creation. Long term projections of buildout of the Granite Ridge Development District indicate the following annual tax revenue potential generated by 100% retention of captured assessed value.

Table 5: Projection of Assessed Valuation for Known Development

Tax Rate for 2013 is \$26.36 per Thousand of Valuation

Revised 5/6/14

Est. New Construction	Estimated New Assessed Value	Estimated Incremental Revenue
16,100 ft2	\$ 1,100,000	\$ 28,996
120,000 ft2	\$ 6,000,000	\$ 158,160
150,000 ft2	\$ 12,000,000	\$ 316,320
150,000 ft2	\$ 12,000,000	\$ 316,320
50,000 ft2	\$ 4,000,000	\$ 105,440
Cumulative Est. Revenue		\$ 925,236

The above revenue estimates rely on assumptions that include anticipated near-term development commitments, and a large commercial development coming online in the Central Phase in August 2015, as well as additional commercial activity on a related parcel during the same window. The portion of captured assessed valuation required to be retained for TIF expenses may change over time depending on the actual pace and character of new development within the TIF, actual valuations assigned to TIF properties, and property tax rate.

Table 6. Estimates of Future Development

Northern Section	<i>Through 2030</i>	Value	
Acres - 375.05	Est. Future Construction - 325,000 ft2	Increment	\$ 21,953,864
Central Section	<i>Through 2020</i>	Value	
Acres - 339.89	Est. Future Construction - 850,000 ft2	Increment	\$ 61,093,494
Southern Section	<i>Through 2030</i>	Value	
Acres - 184.93	Est. Future Construction - 653,100 ft2	Increment -	\$ 53,821,000

b. Annual Allocation of Captured Value

Where annual tax increment revenues from the Granite Ridge Development District, together with unexpended balances of such revenues from prior years exceed the amount necessary for annual debt service payments, the balance may be used to offset other approved costs for prior expenditures for land acquisition or TIF development costs, to fund public improvements within the District, to create reserve funds set aside for future improvements, or for the operation and maintenance of public infrastructure. The priority for use of incremental TIF revenues shall be:

1. Bonded debt service, if any;
2. Repayment of past expenditures for funds drawn from the Economic Development Fund, if any;
3. The recovery of initial costs for land capability analysis, cost estimates and proposals, legal and consulting fees pertinent to the creation or development of the District;
4. Funding of capital reserve accounts or other improvement funds designated for upgrade or replacement of water, sewer, roads, traffic safety, or storm water drainage facilities.

5. Approved operating costs for public infrastructure within the TIF District.

c. Impact of TIF District on Related Taxing Jurisdictions

In accordance with RSA 162-K10, tax revenues generated by the original assessed value (base value) of the TIF District will continue to accrue to the City's general fund, as well as to the Rochester School District, Stafford County, and the State of New Hampshire.

The captured assessed valuation that is created and retained within the District to fund TIF expenses is not included as part of the taxable valuation of the City when computing property tax rates. While all or a portion of captured assessed valuation may be retained by the District to fund internal public improvement costs for a period of time, the original taxable valuation within and outside the TIF remain available to all taxing jurisdictions. Consequently the assessed valuation and revenue base available to all taxing jurisdictions is not diminished as a result of forming the District.

During the operation of the TIF District, tax revenue from captured valuation that are not required to fund eligible expenses of the TIF Development Program will become available to all tax jurisdictions. Upon expiration of the TIF District, all incremental valuation that has been created within the TIF becomes available property tax revenues for the City's general fund and to all other taxing jurisdictions.

The estimated impact of tax increment financing on the assessed values of all other taxing jurisdictions within the City of Rochester is minimal, since:

- The proposed district contains 3.04% of the total assessed value of the City.
- The proposed improvements are designed to encourage commercial investment and lessen the residential tax burden. The effects of additional commercial development will benefit all taxing jurisdictions (municipal, school and county) in the long term since the proposed improvements will enable the commercial tax base to increase at a faster rate than could otherwise be achieved.
- Current Use Penalty will be collected in the same proportion and not be negatively affected by the TIF District. The possibility exists for faster-than-average development rates and faster-than-average collections of current use fees by the City.

6. Reimbursement of Previous City Expenditures

The City has invested in the predevelopment and planning of the Granite Ridge Development District in the form of legal and consulting costs for TIF District development, land capability analysis, environmental review of land capability, development potential, and estimates of infrastructure development costs. Prior investment by the City that is directly related to TIF land acquisition and public infrastructure development, planning and development-related consulting and legal costs shall be eligible to be reimbursed from TIF incremental revenues. The recovery of these past expenditures will be subordinate to the principal use of incremental revenues to fund current year debt service payments for infrastructure costs, and must be reviewed for eligibility by the Finance Director and City Attorney.

7. Operation and Maintenance

The City will be responsible for the operation and maintenance of all public facilities, including the cost of winter and summer maintenance of roads, bridges and street lighting, and the operation and maintenance of storm drains and catch basins, public water and public sewer utilities. The cost of public water and sewer operations are offset by connection and user charges to individual properties served by these systems.

The Rochester Department of Public Works will complete an estimated budget of the proportional cost of operation and maintenance of road and drainage facilities to be budgeted against the incremental revenues of the TIF District, and to be borne by the incremental revenues of the TIF District while it is in operation. Budget estimates and actual expense will be reported to the District Administrator as requested, and be subject to the recommendations of the TIF Advisory Board. The Public Works Department and the City Manager may determine to contract for these services.

The City will own and maintain public improvements of water, sewer and road systems once accepted as meeting City standards. The planning, design and construction of all public improvements will be done with participation and approval of the City's Public Works Commissioner, or the City Engineer as assigned, to insure quality of capital improvements and minimal incremental maintenance costs.

The City may also establish capital reserve accounts for the replacement or upgrades of public infrastructure within the District using TIF incremental revenues.

Development Agreements

The City will establish Development Agreements with property owners and/or real estate developers prior to public improvements occurring in the Granite Ridge Development District.

Goals of the City in these Agreements will be:

- Contributions for the public infrastructure improvements.
- Adherence to the Granite Ridge Development Construction & Design Standards
- Participation in management and administration of the District
- Maximize development and commercial tax base
- Establish financial guarantees should development fall short of projections and adequate increment to meet bond payments is not collected.

Benefits to the Property Owners/Tenants:

- Significant investment in Public Infrastructure by the City.
- Use of the City's credit and bonding ability.
- Guarantee of quality standards in development and construction.
- City-owned infrastructure and maintenance.

E. District Administration

1. Administrator

The administrator of the Granite Ridge Development TIF District shall be the City Manager or designee, who shall make an annual financial report to the City Council.

§ 162-K:11 Annual Report.

The municipality's annual report shall contain a financial report for any development district in the municipality. The report shall include at least the following information: the amount and source of revenue of the district; the amount and purpose of expenditures, the amount of principal and interest on any outstanding bonded indebtedness, the original assessed value of the district, the captured assessed value retained by the district, the tax increments received and any additional information necessary to demonstrate compliance with the tax increment financing plan.

2. Advisory Board

In accordance with RSA 162-K: 14, the City Council shall pass a resolution which shall create an Advisory Board for the Granite Ridge Development District. A majority of the Advisory Board shall be owners or occupants of real property within or adjacent to the District. The same resolution shall incorporate provisions of 162-K: 14 and stipulate the powers and authority of the Advisory Board. The purpose of the Advisory Board shall be to review the policies and actions of the district administrator in the planning, construction and implementation of the Development Program and the operation of the District after the program is completed.

The Advisory Board shall have 30 days to appeal any decision of the district administrator to the City Council for review and appropriate action. The Advisory Board shall meet either as determined by the chair of the Board or the Mayor or the City Manager to examine operation and maintenance of the TIF District.

§ 162-K:14 Advisory Board.

I. The legislative body of the municipality shall create an advisory board for each development district. The board shall consist of such number of members appointed or elected as determined by the legislative body. A majority of members shall be owners or occupants of real property within or adjacent to the development district. In a substantially residential development district, however, the board shall consist solely of owners or occupants of real property within or adjacent to the district.

II. The advisory board shall advise the governing body and district administrator on planning, construction and implementation of the development program and on maintenance and operation of the district after the program has been completed.

III. The governing body shall by resolution delineate the respective powers and duties of the advisory board and the planning staff or agency. The resolution shall establish reasonable time limits for consultation by the advisory board on the phases of the development program, and provide a mechanism for appealing to the governing body for a final decision when conflicts arise between the advisory board and the planning staff or agency, regarding the development program in its initial and subsequent stages.

The Advisory Board shall consist of five (5) members, two (2) of which members shall be the Chair or Designee of the Rochester Economic Development Commission and a designee of the Mayor. RSA 162-K:4 requires that a majority of the Advisory Board members be owners or occupants of real property within the district. Three (3) members who represent owners or occupants of the TIF District shall be appointed for a term of three (3) years with vacancies being filled by the City Council for any unexpired terms. The initial appointments will have staggered term expirations. Should the owner or occupant status of an appointed Advisory Board member change, the member will resign from the position on the Board.

The City Manager or designee will serve as District Administrator and will be an ex-officio member of the Advisory Board.

The Granite Ridge Development TIF District Advisory Board shall perform the following functions:

- (1) Meet annually or as scheduled by the District Administrator, not more than quarterly.
- (2) Review compliance with the adopted Granite Ridge TIF District Financing and Development Plan.
- (3) Review the Annual Report with the financial data as required by RSA 162-K:11, and make a report to the Rochester City Council.
- (4) Review and consult with the District Administrator regarding maintenance, operations, construction and development within the TIF District.
- (5) Make recommendations to the City Council in the event of changes to legislation, or should modification to the TIF District Financing and Development Plan be suggested.

3. Amendments

Amendments to the boundaries of the TIF District, the Development Program or Financing Plan shall be undertaken in accordance with the public hearing process set forth within RSA 162-K:4, including its requirements for reasonable notification to the Rochester School District and Strafford County, in accordance with RSA 162-K:9.

4. Duration of Program

The Granite Ridge Development Tax Increment Financing District will remain in existence until all eligible public expenditures of the District have been repaid through tax increment revenues, the debt service retired and exit strategies implemented for ongoing care and maintenance of public infrastructure.

*Intentionally
left blank...*

City Clerk's Office

Amendment to Chapter 275 of the General Ordinances of the City of Rochester
Regarding the Location and Boundaries of Zoning Districts

THE CITY OF ROCHESTER ORDAINS:

WHEREAS, Chapter 275-1.10 establishes that the location and boundaries of zoning districts within the City of Rochester are established as shown on a map titled, "City of Rochester Zoning Map."

WHEREAS, Chapter 275-1.10 further declares that the City of Rochester Zoning Map is incorporated by reference as party of Chapter 275 of the General Ordinances of Rochester regarding zoning.

WHEREAS, the Mayor and City Council of Rochester desire to amend the City of Rochester Zoning Map to convert the property located at 13 Sawyer Avenue to the Downtown Commercial Zone.

THEREFORE, the Mayor and City Council of Rochester ordain that the property located at 13 Sawyer Avenue shall be converted to Downtown Commercial Zone in accordance with the Attached Exhibit. (Exhibit A).

The effective date of these amendments shall be upon passage.

*Intentionally
left blank...*

City Clerk's Office



03/11/2021

City of Rochester Formal Council Meeting

AGENDA BILL

NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.

AGENDA SUBJECT

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

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

RECOMMENDED ACTION

MEMO

TO: Mayor Caroline McCarley

CC: Kelly Walters, City Clerk, Cassie Givara, Deputy City Clerk

FROM: Michael Scala, Director of Economic Development

DATE: February 22, 2021

RE: Expansion of the Downtown Commercial (DC) zone to include 13 Sawyer Avenue (0125-0088)

Mayor McCarley:

The Department of Economic Development is requesting a Zoning Map Amendment that would rezone 13 Sawyer Avenue (0125-0088) from Residential-2 (R2) to Downtown Commercial District (DC).

13 Sawyer is a city-owned, 3-acre parcel zoned as R2 that abuts the DC at both 11 Sawyer Avenue (0125-0089) and 15 Sawyer Avenue (0125-0087). Those two lots, as well as 161 South Main (0125-0085), 7 Sawyer Avenue (0125-0090), and 17 Sawyer Avenue (0125-0086) combine to make up the "Care Pharmacy" parcels.

The goal behind the rezone is to create a group of lots, with a combined area of over six acres, primed for both commercial and residential redevelopment. This action would follow with both the recommendations of the Downtown Masterplan and the objectives listed for the Downtown Commercial District (§ 275-6.3).

Thank you,

Michael Scala
Director of Economic Development



Planning and Development
Conservation Commission
Historic District Commission
Arts and Culture Commission

Planning & Development Department
City Hall - Second Floor
31 Wakefield Street
ROCHESTER, NEW HAMPSHIRE 03867-1917
(603) 335-1338 - Fax (603) 335-7585
Web Site: <http://www.rochesternh.net>

PROCEDURES FOR AMENDING THE ZONING ORDINANCE (CHAPTER 42)

1. **Procedure.** The procedure for amending this chapter is specified in RSA 675:2 and 675:7. Amendments to this Zoning Ordinance may be initiated by any citizen, the Planning Board, the City Council, the Mayor, the City Manager, or any department or other City board or commission in accordance with this chapter. The chronological steps for enacting zoning amendments are as follows:

- A. **Petition Form.** A blank petition form is obtained from the Planning Department.
- B. **Submission.** The petition is completed and returned to the City Clerk's office along with a fee of \$100.00 and any other pertinent materials. In the case of text amendments (See subsection 2, below) the petition shall include specific proposed language.

The fee is not charged, and the formal petition form need not be used, for amendments initiated by any board, commission, department, or other City official acting in an official capacity.

- C. The City Clerk's office forwards a copy of the petition to the Planning Department.
- D. **Deadline.** See RSA 675:2 and 675:7.
- E. **Council Consideration.** The petition is placed on the City Council agenda for consideration. At its discretion, the Council may deny the petition at this stage. If acceptable, it is sent to the City Attorney to place it into legal form. .

At the discretion of the City Manager, this step may be skipped and the petition may be sent directly to the City Attorney to place into legal form.

- F. **Legal Form.** The City Attorney places the petition into legal form.
- G. **First Reading.** City Council holds first reading on the petition. At its discretion the Council may deny the petition at this stage. When a petition is denied at any stage, the Council may elect to initiate an alternative amendment or to request that the Planning Board formulate an alternative amendment.
- H. **Planning Board Recommendation.** The Planning Board makes a formal recommendation on the petition. The board must make its recommendation within 45 days of first reading. At its discretion, the City Council may extend this timeframe up to an additional 30 days.

If the Planning Board recommends against a zoning amendment, a 2/3 vote of the City Council shall be required to adopt the amendment. If the Planning Board does not submit a recommendation within 45 days

of first reading (or as may be extended by the City Council) or if it does not make a recommendation, then it shall be deemed a favorable recommendation for the purpose of this paragraph herein. Where the Planning Board initiates an amendment, the proposal shall not be sent to the board for a recommendation.

- I. Public Hearing. A public hearing is held, either by the full City Council or by a subcommittee of the City Council. The public notice must be placed in a newspaper of general circulation at least 10 days prior to the public hearing and it must be posted in at least 2 public locations. The full text of the proposed amendment need not be included in the notice if an adequate statement describing the proposal is included. *
- J. Second Reading. Second reading is held and the amendment is either adopted or denied. Any proposed amendment shall require a majority affirmative vote of Council members present in order to pass except where the Planning Board has recommended denial (as discussed above). The City Council shall take final action on any petition within 120 days of first reading (except in the case of protest petitions; See Subsection 3, below).

The Council may make minor changes to the proposed amendment at second reading/adoption, provided the amendment remains substantially the same as that which was advertised for the public hearing.

- K. Filing. A copy of any approved zoning amendments is placed on file with the City Clerk for public inspection. A copy is also sent to the New Hampshire Office of Energy and Planning.
- 2. Types of Amendments. There are two types of zoning amendments as follows. The procedure for amendments is the same except where noted.
 - A. Map amendment (also called a "rezoning"), where the zoning district for a lot, parcel, multiple lots, or a part of a lot is changed.
 - B. Text amendment where written language in this chapter is changed.

3. Protest Petition.

- A. In accordance with RSA 675:5, adoption of an amendment that is the subject of a protest petition shall require a favorable vote of 2/3 of all the members of the City Council present and voting. In order to qualify as a protest petition, a protest against a proposed map amendment must be signed by either:
 - i. The owners of 20% of the gross land area included in the proposed change; or
 - ii. The owners of 20% of the land area situated within 100 feet immediately adjacent to the land contained in the proposed change or land across a road from the land contained in the proposed change.
- B. The address of the subject property must be included on the petition and the property owners signing the petition must identify themselves on the petition by name and address so that the City Clerk may identify them as interested and affected parties.
- C. The protest petition must be submitted to the City Clerk at least 7 days prior to the date at which second reading is scheduled. Copies of the protest petition will be distributed to City Council members.
- D. Any individual protest petition may apply to only one proposed zoning amendment. Separate protest petitions must be submitted for multiple amendments.
- E. In the case of a protest petition, the City Council shall act within 120 days of the date of first reading.

* The City Clerk's Office will notify the petitioner of the Public Hearing

Petition for Zoning Ordinance Amendment

Date: 1/19/2021

The fillings of this petition and payment of the required fees, hereby propose a change in Chapter 42, Section 275 - 15.1, of the General Ordinances of the City of Rochester.

It is respectfully requested that the Honorable Mayor and City Council amend the above as follows:

(Note: Please give a completed description of the change requested; if a zoning change is proposed supply full legal description of the affected parcel or areas).

13 Sawyer Avenue is a 3.0 acre, city-owned parcel (lot # 0125-0088-0000 /Book 1359 Pg.587) abutted by 11 (0125-0087-0000) Sawyer Avenue and 15 (0125-0089-0000) Sawyer Avenue. Both 11 and 15 are located within the Downtown Commercial zoning district.

The Department of Economic Development is requesting the incorporation of 13 Sawyer Avenue into the Downtown Commercial District.

(Please see attached memo for the reasoning associated with this request)

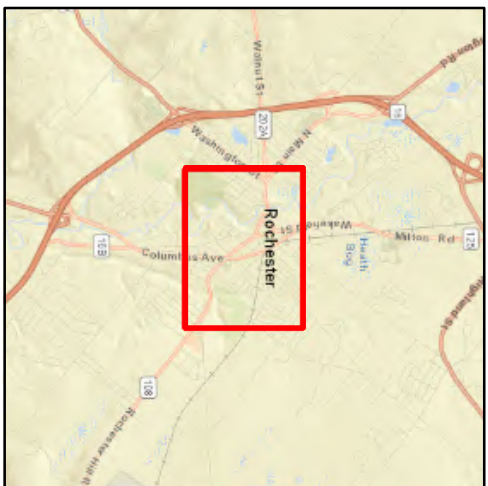
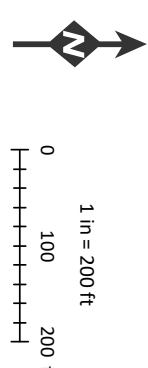
Each petitioner must supply, printed name, signature, street address, and Map and Lot Number.

	<i>Printed Name</i>	<i>Signature</i>	<i>Street Address</i>	<i>Map & Lot Number</i>
1	Michael Scala		13 Sawyer Avenue	0125-0088
2				
3				
4				
5				
6				
7				
8				
9				
10				

Proposed
Zoning Change
13 Sawyer Ave

Legend

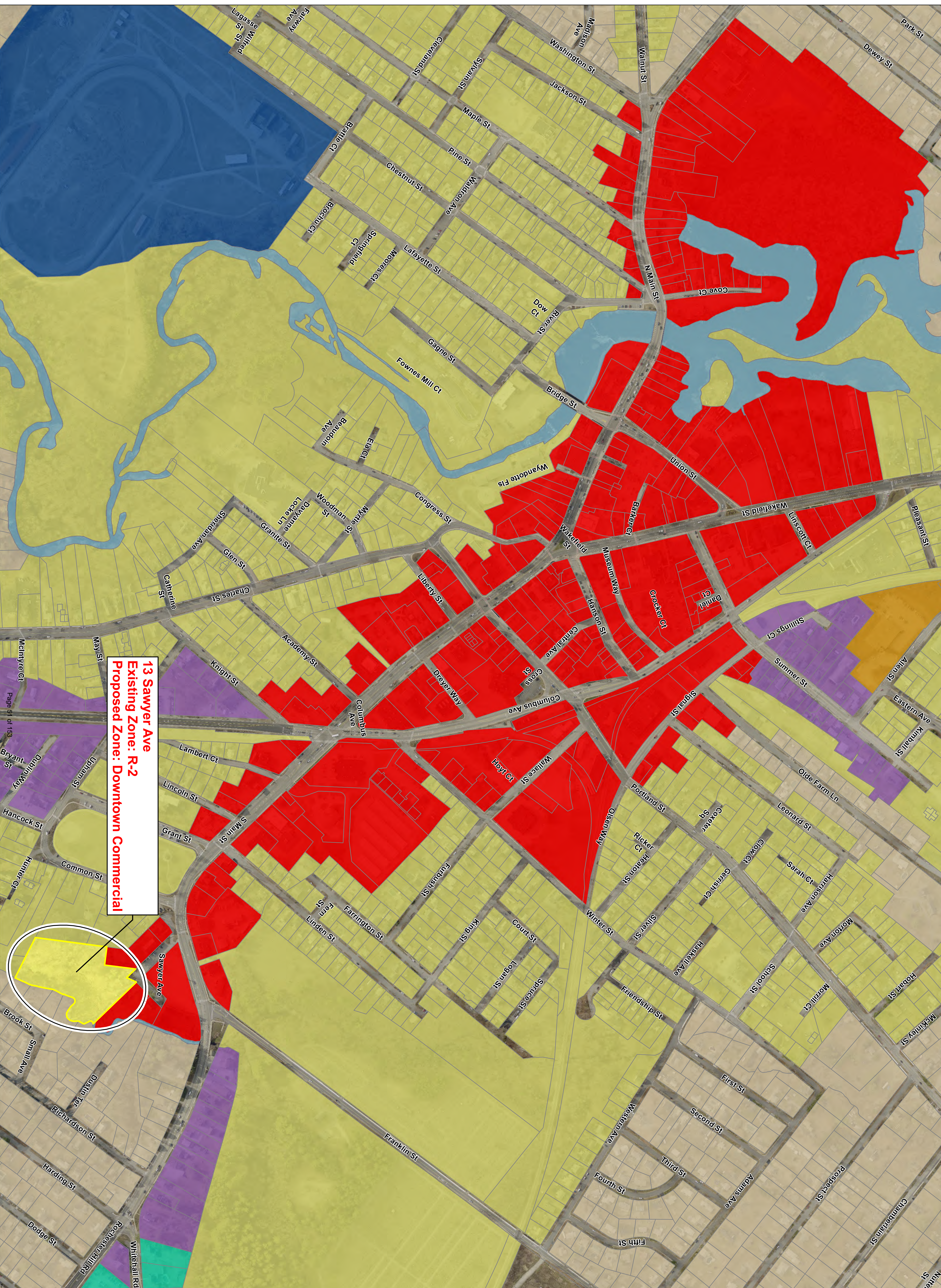
- Tax Parcels
- Zoning Districts
 - Agricultural
 - Residential - 1
 - Residential - 2
 - Neighborhood Mixed Use
 - Downtown Commercial
 - Office Commercial
 - General Industrial
 - Hospital Special
 - Water



Data Source:
City of Rochester - Parcel (2020)
Aerial Imagery - Imagery (2020)
ArcGIS Online - Inset Base (2021)



This map is intended for planning purposes only.
All boundaries and information are for informational purposes only.
Map created by: DC, City of Rochester, NH
Date: 2/22/2021



13 Sawyer Ave
Existing Zone: R-2
Proposed Zone: Downtown Commercial

Amendment to Chapter 275 of the General Ordinances of the City of Rochester
Regarding the Location and Boundaries of Zoning Districts

THE CITY OF ROCHESTER ORDAINS:

WHEREAS, Chapter 275-1.10 establishes that the location and boundaries of zoning districts within the City of Rochester are established as shown on a map titled, "City of Rochester Zoning Map."

WHEREAS, Chapter 275-1.10 further declares that the City of Rochester Zoning Map is incorporated by reference as party of Chapter 275 of the General Ordinances of Rochester regarding zoning.

WHEREAS, the Mayor and City Council of Rochester desire to amend the City of Rochester Zoning Map to convert the property located at 13 Sawyer Avenue to the Downtown Commercial Zone.

THEREFORE, the Mayor and City Council of Rochester ordain that the property located at 13 Sawyer Avenue shall be converted to Downtown Commercial Zone in accordance with the Attached Exhibit. (Exhibit A).

The effective date of these amendments shall be upon passage.

03/11/2021



City of Rochester, New Hampshire
Office of Economic & Community Development
33 Wakefield Street, Rochester, NH 03867
(603) 335-7522, www.rochesterredc.com

January 27, 2021

Mr. Lionel "Nel" Sylvain
Chair
Rochester Planning Board
33 Wakefield Street
Rochester, NH 03867

Re: Rezoning of 13 Sawyer Avenue to Downtown Commercial

Dear Chairman Sylvain:

The Rochester Economic Development Commission (REDC) is submitting this letter in support of the proposed rezoning of 13 Sawyer Avenue from Residential-2 to Downtown Commercial (DC). The REDC understands adding 13 Sawyer to the DC may allow for the future residential development of the site.

The commonly accepted value for a "healthy" residential vacancy rate is between 5-6%. The most recent analysis from the Workforce Housing Coalition of the Greater Seacoast places Rochester's at 1.6%. These numbers take into account all sizes and levels of housing. The REDC recognizes that this housing deficit is detrimental to both employees wishing to live close to work, and employers interested in hiring local.

REDC is supportive of the addition of housing units on any level, and feels that benefits such as the proximity to downtown, public transportation, and area employers, position the property as a prime location for residential development.

Sincerely,

A handwritten signature in black ink, appearing to read "Jonathan Shapleigh", is written over a horizontal line.

Jonathan Shapleigh
Chairman, REDC



Rochester Main Street Program is a non-profit, volunteer organization devoted to the preservation, growth, and vitality of downtown Rochester.

Participate - Volunteer - Donate

Feb 1, 2021

Mr. Lionel "Nel" Sylvain
Chair
Rochester Planning Board
33 Wakefield Street
Rochester, NH 03867

Re: Rezoning of 13 Sawyer Avenue to Downtown Commercial

Dear Chairman Sylvain:

Rochester Main Street (RMS) is submitting this letter in support of the proposed rezoning of 13 Sawyer Avenue from Residential-2 to Downtown Commercial (DC).

RMS understands adding 13 Sawyer to the DC would allow for the possible development of either that lot, or as part of the redevelopment plan for Care Pharmacy. This property is adjacent to the DC zone and a rezone to include 13 Sawyer makes sense as and would serve as a useful development tool.

RMS recognizes that the current vacancy rate of 1.6% in Rochester is making it difficult for people to relocate to the city, and this rezone could allow for the construction of additional housing in the area.

RMS feels that this rezone is a great step in promoting development within the downtown district and supporting the businesses within.

Michael Guillette
President
Rochester Main Street



03/11/2021

City of Rochester Formal Council Meeting

AGENDA BILL

NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.

AGENDA SUBJECT

COUNCIL ACTION ITEM ☐
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☐ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☐ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☐

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

SUMMARY STATEMENT

RECOMMENDED ACTION



03/11/2021

City of Rochester Formal Council Meeting

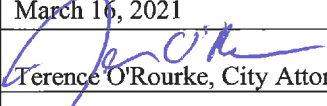
AGENDA BILL

NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.

AGENDA SUBJECT Proposed City Charter Amendments
--

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

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

AGENDA DATE	March 16, 2021		
DEPT. HEAD SIGNATURE	 Terence O'Rourke, City Attorney		
DATE SUBMITTED	March 10, 2021		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	8	

COMMITTEE SIGN-OFF

COMMITTEE	Rochester Economic Development Council
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

RSA 49-B:5

SUMMARY STATEMENT

The City Clerk and the City Attorney have discussed some suggested changes to the Charter both in substance and in form. The Mayor would like the Council to discuss these as well as changes suggested by Councilors for potential inclusion as Amendments on the ballot for the Regular City Election in November, 2021.

RECOMMENDED ACTION

Discussion only

City Attorney Charter Concerns

1. Mayoral succession conflict between Section 6 and 9
2. Section 18: First line should say “shall appoint officers as may be necessary for the good governance of the City.”
3. Section 22: Change the last line to: The Board of Trustees shall appoint a librarian who shall not be a trustee and, in consultation with the librarian, all other employees of the library and their compensation and other terms of employment shall be in conformity with relevant provisions of this Charter and City Ordinances.
4. Sections 47-58, Elections: These should be amended or eliminated to be consistent with State law.
5. Section 67: I don’t know if we can automatically declare office vacant because the holder is convicted of a felony. We would probably need to go through the normal termination process.
6. Section 70: Change to be consistent with RSA 49-C:13.
7. Section 71: Eliminate the second sentence. Eliminate the first clause of the third sentence. Our numbering and formatting has been made uniform by eCode. This type of detail should not be in the Charter.

THE CHARTER

City Charter

1-2-1990

A. Formatting and style.

- (1) The presentation of numbers in the Charter is inconsistent. In some cases the number is included twice, such as "six (6) wards." In others the number is included once and written out, such as "two Councilors." Our standard style is to include numbers once; numbers from one through nine are spelled out and numbers from 10 up are presented in numerical form; decimals, fractions, percentages and monetary amounts are also presented in numerical form (e.g., "a vote of 2/3 of the members"). Unit modifiers should be spelled out and hyphenated (e.g., "a two-year term").

Decision:

- ☒ Standardize numbers
☐ Make no change

- (2) The capitalization of terms in the Charter is also inconsistent. Certain words are sometimes capitalized and sometimes lowercased, and in some sections words are capitalized for no apparent reason (such as "Member" and "At-Large"). It would be our standard practice to capitalize proper nouns and titles; to capitalize "City" (when referring to the City of Rochester); and to capitalize the first word in a sentence (including the first word in a subsection). Other terms would be lowercased.

Decision:

- ☒ Standardize capitalization
☐ Make no change

- #### B. Substantive revisions to the Charter are not typically made as part the codification project. Such revisions would have to be adopted separately from the adoption of the Code (the ordinances) and follow the required procedures for the amendment of the Charter. Listed below are items the City might want to consider the next time the Charter is reviewed and amended. If the City would like to make these or any other changes to the Charter as part of this project please notify the project editor.

- (1) In Section 4 the wording "Boards of Mayor and Alderman" apparently should read "Boards of Mayor and Aldermen."

City of Rochester, NH

- (2) In Section 13 it appears that the word "to" should be included as follows: "The City Council shall not select as City Manager any person who, within two (2) years preceding their selection, has served in any office to which they were popularly elected in the City of Rochester, Strafford County, or State of New Hampshire."
- (3) In Section 17 the wording "the reasons therefore" should read "the reasons therefor."
- (4) In Section 19 a period could be included at the end of Subsection b.
- (5) Section 20, Board of Assessors.
 - (a) This section contains two different provisions as to the composition of the Board of Assessors. It first states that "The Board of Assessors shall be comprised as follows: Three Members at large who shall elect one of them to serve as Chairman." It then states: "The City Assessor and the Deputy Assessors shall constitute the Board of Assessors for the City." The City might want to revise this section to clarify the membership of this Board.
 - (b) The following revision could also be made (if this wording is retained); note that "ex officio" should not be hyphenated: "The City Assessor shall be ~~ex-officio~~ an ex officio member and shall provide advice and assistance to the Board as needed."
- (6) Section 23, as amended in 2002, provides for a Police Commission. Sections 24 and 25 refer to the "Board of Police Commissioners." For consistency, "Board of Police Commissioners" should be changed to "Police Commission."
- (7) In Section 34 "Vice Chairman" should not be hyphenated. In Section 41 "committee of the whole" should not be hyphenated.
- (8) The term "Chairman" is used in the Charter except in Section 37 which refers to "Chairpersons." For consistency the City might want to change "Chairpersons" to "Chairmen" in Section 37 or update "Chairman" throughout the Charter to "Chairperson."
- (9) In Section 43-a, Subsection C, "Nation Consumer Price Index" apparently should read "National Consumer Price Index."
- (10) In Section 48 the following correction should be made: "The election officers in each ward whose ~~duties~~ duty it is to conduct regular biennial elections..."
- (11) In Section 56 the wording "in the presence of the selectman or their designees" should read either "in the presence of the selectmen or their designees" or "in the presence of the selectman or his designee."
- (12) In Section 71 the word "complied" should be corrected to "compiled": "Ordinances shall be published, ~~complied~~ compiled and revised in such manner and at such times as the City Council shall determine."

The Charter

- (13) In Section 72 the following revision could be made for consistency:

No City Councilor or School Board Member shall vote upon any matter where he or a member of his immediate household would be directly affected financially or personally. The term "member of his immediate household" shall be deemed to include a spouse or any child or stepchild who resides within the same premises.

- (14) Also in Section 72 the following comma should be deleted: "A Councilor or School Board Member who has been disqualified[,] may appeal such disqualification to the Council or the Board."

RSA 49-B:5

Statutes current through the 2020 Regular Session (Act Chapter 39).

LEXIS™ New Hampshire Revised Statutes Annotated > Title III Towns, Cities, Village Districts, and Unincorporated Places (Chs. 31 — 53-G) > Chapter 49-B Home Rule—Municipal Charters (§§ 49-B:1 — 49-B:15) > Amendment of Municipal Charter (§§ 49-B:4-f — 49-B:5)

49-B:5. Charter Amendments, Procedure.

I. The municipal officers may determine that one or more amendments to the municipal charter are necessary and shall, by order, provide for notice and hearing on them. The notice of the hearing shall be published in a newspaper having general circulation in the municipality at least 7 days prior to the hearing, and shall contain the text of the proposed amendment and a brief explanation. The hearing shall be conducted by the municipal officers or a committee appointed by them. If substantive changes are made to the proposed amendment, a hearing on the modified amendment shall be held. Notice of the hearing and the conduct thereof shall be as provided in this paragraph.

(a) Within 7 days after the last public hearing, the municipal officers or the committee appointed by them shall file with the municipal clerk a report containing the proposed amendment. In the case of a report of an appointed committee, a copy shall be filed with the municipal officers.

(b) Within 7 days after receiving approval from the secretary of state, the attorney general, and the commissioner of the department of revenue administration under RSA 49-B:4-a, the municipal officers may order the proposed amendment to be placed on a ballot at the next regular municipal election. In the case of municipalities with biennial elections, the municipal officers may order amendments to be placed on the ballot at either the next regular municipal election or at a special municipal election that occurs not less than 60 days after the order.

(c) Each amendment shall be limited to a single subject, but more than one section of the charter may be amended as long as it is germane to that subject.

(d) Alternative statements of a single amendment are prohibited.

II. On the written petition of a number of voters equal to at least 15 percent of the number of ballots cast in a municipality at the last regular municipal election, but in no case fewer than 10 voters, the municipal officers shall, by order, provide that proposed amendments to the municipal charter be placed on a ballot in accordance with the procedures set out in paragraphs II-a through V:

(a) Each amendment shall be limited to a single subject but more than one section of the charter may be amended as long as it is germane to that subject.

(b) Alternative statements of a single amendment are prohibited.

II-a. The following procedure shall be used in the alternative method set out in paragraph II:

(a) Any 5 voters of the municipality may file with the municipal clerk an affidavit stating that they shall constitute a petitioners' committee. Such affidavit shall be signed by the members of such committee and an additional 20 voters of the municipality and shall include:

(1) The language of each proposed amendment.

(2) The names and addresses of the committee members.

(3) The address to which all notices to the committee are to be sent.

Terence O'Rourke

RSA 49-B:5

(b) Each signature on the affidavit required by subparagraph II-a(a) shall be included in the clerk's count of the number of signatures required by paragraph II unless a signatory has signed both the affidavit and the petition, in which case the signature shall be counted only once.

(c) Promptly after the affidavit is filed by the petitioners' committee, the clerk shall file a certified copy of the affidavit, including the proposed amendment, for review of the proposed amendment in accordance with RSA 49-B:4-a. Promptly after receiving approval of the proposed amendment from the state officials under RSA 49-B:4-a, the clerk shall issue petition form blanks to the committee. The petition forms shall read substantially as follows: "Each of the undersigned voters respectfully requests the municipal officers to provide for the amendment(s) of the municipal charter as set out below. If more than one subject is included in a petition, each subject shall be addressed in a separate amendment".

III.

(a) The petitioners' committee, or voters of the municipality designated by the committee, may circulate the petition and file it in proper form. Each signature affixed to a petition shall be in ink or other indelible instrument and shall be followed by the place of domicile of the voter with street and number, if any. No petition shall contain any party or political designation.

(b) The clerk shall note the date of each petition form issued and all petitions, unless sooner filed, shall become null and void for every purpose on the 120th day after the date of issue.

(c) Each petition form shall have printed on its back an affidavit to be executed by the circulator, stating that he personally circulated the paper, the number of signatures thereon, that all the signatures were affixed in his presence, that he believes them to be genuine signatures of the persons whose names they purport to be, that each signer has signed no more than one petition, and that each signer had an opportunity before signing to read the petition.

(d) Petition forms shall be assembled as one instrument and filed at one time with the clerk. The clerk shall note thereon the date of filing.

IV. Within 20 days after the petition is filed, the clerk shall complete a certificate as to its sufficiency, specifying, if it is insufficient, the particulars wherein it is defective, shall promptly send a copy of the certificate to the petitioners' committee by mail, and shall file a copy with the municipal officers.

(a) A petition certified insufficient for lack of the required number of valid signatures may be amended once if the petitioners' committee files a notice of intention to amend it with the clerk within 2 days after receiving the copy of his certificate. Within 10 days after the date of filing of the notice of intention, the committee may file a supplementary petition to correct the deficiencies in the original petition. Such supplementary petition shall in form and content comply with the requirements for an original petition under paragraph III.

(b) Within 5 days after the filing of a supplementary petition the clerk shall complete and file a certificate as to its sufficiency in the manner provided for in an original petition.

(c) When an original or supplementary petition has been certified insufficient, the committee may, within 2 days after receiving the copy of the clerk's certificate, file a request with the municipal officers for review. The municipal officers shall inspect the petitions and shall make due certificate thereof, copies of which shall be filed with the municipal clerk and mailed to the committee. The certificate of the municipal officers shall be a final determination of the sufficiency of the petitions.

(d) Any petitions finally determined to be insufficient shall be void. Such petitions shall be stamped void by the clerk and shall be sealed and retained by the clerk in the manner required for secret ballots.

V.

(a) Within 10 days of receipt of a report that a petition is sufficient, the municipal officers shall by order provide for and issue notice of a public hearing on the proposed amendment. The notice of the hearing shall be published in a newspaper having general circulation in the municipality at least 7 days prior to the hearing, and shall contain the text of the proposed amendment and a brief explanation. The hearing

Terence O'Rourke

RSA 49-B:5

shall be conducted by the municipal officers and no substantive changes may be made to the amendment.

(b) Within 7 days after the public hearing, the municipal officers shall file with the municipal clerk a report containing the proposed petitioned amendment and shall order the proposed amendment to be placed on the ballot at the next regular municipal election. In the case of municipalities with biennial elections, the municipal officers shall order the amendments to be placed on the ballot at either the next regular municipal election or at a special municipal election that occurs not less than 60 days after the date of the order.

History

1979, 241:1; 1988, 223:4, 5; 1991, 304:13; 1992, 96:2, 3; 1995, 53:2, eff. July 8, 1995; 2005, 38:1, eff. July 16, 2005; 2008, 230:1, 2, eff. August 19, 2008; 2014, 292:2, effective September 30, 2014; 2016, 224:1, 2, 3, 4, 5, effective August 8, 2016.

Annotations

Notes

Repeal and Reenactments

2014, 292:2, eff. Sept. 30, 2014, provided for the repeal and reenactment of RSA 49-B:3 through RSA 49-B:6 as RSA 49-B:3, 49-B:4 through 49-B:4-f, 49-B:5, and 49-B:6. For comparable provisions to former RSA 49-B:5, see now RSA 49-B:4-f and 49-B:5. The history citation for former RSA 49-B:5 is set out in the history citation for RSA 49-B:5 effective September 30, 2014.

Amendment Notes

—2016.

The 2016 amendments to this section by Ch. 224 redesignated and rewrote former paragraph I as I, introductory paragraph, I(a), and I(b); redesignated former I(a) and I(b) as I(c) and I(d); in the introductory paragraph of II, substituted "at least 15 percent" for "at least 20 percent" and "set out in paragraphs II-a through V" for "set out below"; rewrote II-a(b), which formerly read: "The petitioners' committee, or voters of the municipality designated by the committee, may circulate the petition and file it in proper form"; in II-a(c), added "form" in the second sentence and added the last two sentences; in III(a), rewrote the first sentence, which formerly read: "The petition forms shall read substantially as follows: 'Each of the undersigned voters respectfully requests the municipal officers to provide for the amendment(s) of the municipal charter as set out below'" and deleted the former second sentence, which read: "If more than one subject is included in a petition, each subject shall be addressed in a separate amendment"; and rewrote paragraph V.

Applicability of 2014 amendments.

2014, 292:5 provides: "The amendments to RSA 49-B made by sections 1, 2 and 4 of this act shall only apply to the process for adopting, revising, or amending a municipal charter and shall not otherwise affect the substance of any municipal charter. Processes for adopting, revising, or amending a municipal charter that have commenced prior to the effective date of this act [September 30, 2014], either by order of the municipal officers or by the submission of a petition, shall be governed by the provisions of RSA 49-B:2, IV and RSA 49-B:3 through RSA 49-

Terence O'Rourke

RSA 49-B:5

B:6 as in effect prior to the effective date of this act [September 30, 2014] and shall continue to apply until the conclusion of that process." See notes set out under RSA chapter 49-B heading.

Research References & Practice Aids

Hierarchy Notes:

RSA Title III

RSA Title III, Ch. 49-B

LEXIS™ New Hampshire Revised Statutes Annotated
Copyright © 2021 Matthew Bender & Company, Inc.,
a member of the LexisNexis Group. All rights reserved.

End of Document

Terence O'Rourke



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

Proposed Ethics Code and Committee

COUNCIL ACTION ITEM ☐
INFORMATION ONLY ☒

FUNDING REQUIRED? YES ☐ NO ☒

* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☐ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	March 16, 2021	
DEPT. HEAD SIGNATURE	Terence O'Rourke, City Attorney	
DATE SUBMITTED	March 10, 2021	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	15

COMMITTEE SIGN-OFF

COMMITTEE	Rochester Economic Development Council
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

N/A

SUMMARY STATEMENT

On March 2, 2021, City Councilor Hutchinson suggested that the City create an Ethics Committee. In order to aid the Council in this discussion, I have included the ethics provisions from the Ordinances/Charters of our sister cities Portsmouth, Dover, and Somersworth

RECOMMENDED ACTION

Discussion only

Portsmouth

ARTICLE VIII: CODE OF ETHICS

Section 1.801: DEFINITIONS

For purpose of this Article, the following terms shall be defined in the following manner:

- A. **Officer:** The term "Officer" shall be defined to include every member of the City Council, School Board, Police Commission, Fire Commission, each member of every land use regulatory board, i.e. the Board of Adjustment, Planning Board, Historic District Commission, Conservation Commission, Technical Advisory Committee, Traffic Safety Committee, Building Code Board of Appeals, Recreation Board, Planning and Development Council, and Economic Development Commission, every department head as that term is used in the Administrative Code, Chief of Police, Fire Chief, Superintendent of Schools, the Trustees of the Trust Funds and members of the Housing Authority.
- B. **Employee:** The term "Employee" shall include all employees of the City including the Police, School and Fire Departments whose salary is paid in whole or in part from the City Treasury.
- C. **Governing Body:** The term "Governing Body" shall mean the City Council, School Board, Police Commission, and Fire Commission.
- D. **Official Duties:** The term "Official Duties" shall mean the following:
 - 1. In the case of members of the City Council, School Board, Fire Commission, Police Commission and the City Manager, those duties and responsibilities set forth in the City Charter and/or established by State law.
 - 2. In the case of members of Land Use Regulatory Boards, the Trustees of the Trust Fund and the Portsmouth Housing Authority, those duties and responsibilities set forth in the legislation that established each board and/or outlines the duties and responsibilities of each board.
 - 3. In the case of the Chief of Police, the Superintendent of Schools, the Fire Chief, and all employees, those duties and responsibilities set forth in the respective job description for each party or employee.

Section 1.802: CONFLICTS OF INTEREST

- A. No Officer or employee shall engage in any business or transaction or shall have a financial or other private interest, direct or indirect, which is in conflict with the proper discharge of his/or her official duties.

- B. **Representing Private Interests Before City Agencies:** No Officer or employee shall appear in behalf of private interests before any governing body or land use regulatory board of which the officer or employee is a member or membership on which is subject to approval by the officer or employee.
Officers and employees, however, may appear without compensation in behalf of constituents or in the performance of public or civic obligations. This section shall not prohibit appearances upon matters only incidentally requiring official action which do not develop into a substantial part of the employment, provided, that the retainer is not for the purpose of appearing before the governing body or land use regulatory board.
- C. **Representing Private Interests Before Courts:** No officer or employee shall represent private interests in any action or proceeding against the interests of the land use regulatory board or governing body of which the officer or employee is a member, or membership on which is subject to approval by the officer or employee in any litigation to which the City is a party.
- D. **Disclosures of Interest in Legislation:** A Councilor who has a direct or indirect financial or other private interest in any proposed legislation shall publicly disclose, on the official records of the Council, the nature and extent of such interest.
- E. **Disclosures by Officer or Employee of Interest in Legislation:** An officer or employee who has a direct or indirect financial interest or other private interest in any legislation and who participates in discussion before or gives official opinion to the Council, shall publicly disclose on the official record the nature and extent of such interest.
- F. **Gifts and Favors:** No officer or employee shall accept any gift, over \$100.00, whether in the form of service, loan, thing or promise, any other form from any person, firm or corporation which to his/or her knowledge is interested directly or indirectly in any manner whatsoever, in business dealings with the City. This provision shall not apply to campaign contributions of \$100.00 or less.
- G. **Disclosures of Confidential Information:** No officer or employee, who holds any investment direct or indirect in any financial, business, commercial or other private entity which creates a conflict with his/her official duties shall publicly disclose on the official record the nature and extent of such interest.
- H. **Investments in Conflict with Official Duties:** Any officer or employee, who holds any investment direct or indirect in any financial, business, commercial or other private entity which creates a conflict with his/her official duties shall publicly disclose on the official record the nature and extent of such interest.
- I. **Incompatible Employment:** No officer or employee shall engage in or accept private employment or render or seek services or goods for private interests when such employment or service creates a conflict with his/her official duties.

Section 1.803

Any violation of any provisions of this ordinance shall constitute cause for fine, suspension or removal from office or employment.

Section 1.804: BOARD OF ETHICS

- A. There is hereby created and established a method for appointing a Board of Ethics. This Board shall consist of five persons: one member each selected by lot from the City Council, School Board, Police Commission and Fire Commission and the City Attorney (ex officio) or such other legal counsel (ex officio) that the Board should decide. The Board member shall be drawn at the first meeting of the calendar year of each of the governing bodies.

The members of the Board shall elect a chairperson. They shall adopt such rules for the conduct of their business as they see fit and they shall have the power to draw upon the various City departments for reports and information and stenographic and clerical help. They shall have all subpoena powers as may be available to them under State law.

- B. Advisory Opinions: Upon the written request of the Officer or employee concerned, the Board shall render advisory opinions based upon the provisions of this Code. The Board shall file its advisory opinions with the City Clerk but may delete the name of the officer or employee involved.
- C. Hearings and Determinations: Any individual having information that an officer or employee as defined in Section 1:801, other than the City Manager or the City Attorney, is engaged in improper activities or has a conflict of interest may present his or her complaint to the City Attorney.
1. Said complaint shall be in writing, under oath, specific and to the point. The City Attorney shall review the written complaint with the Mayor and if either the Mayor or the City Attorney feels that the complaint is of substance, then the Mayor shall refer the matter to the Board.
 2. If both the Mayor and City Attorney believe that the complaint is without substance, the person making the complaint and the subject of the complaint shall be notified in writing of that fact.
 3. The Board shall hold a hearing which may be public or private at the discretion of the Board and at which the accused party shall be entitled to be represented by Counsel at his or her own expense to examine the party making the complaint, to summon witnesses and to present evidence on his or her behalf. If the Board finds that the individual is guilty as charged in the complaint, the whole matter shall be referred to the appropriate governing body for enforcement as set forth in Section 1:805.

4. Complaints against the City Manager and/or City Attorney for violations of this Ordinance shall be in writing, under oath, specific and to the point, and shall be referred directly to the Mayor or Assistant Mayor. If either the Mayor or Assistant Mayor believes that the complaint is of substance, then the complaint shall be referred to the Board for a hearing as set forth in paragraph C.3 above. If the City Attorney and the Assistant Mayor believe that the complaint is not of substance, then the person making the complaint and the Mayor shall be notified of that decision.
5. Complaints against the Mayor shall be filed with the City Attorney who shall review them with the Assistant Mayor. If either the City Attorney or the Assistant Mayor believes that the complaint is of substance, then the complaint shall be referred to the Board for a hearing as set forth in paragraph C.3 above. If the City Attorney and the Assistant Mayor believe that the complaint is not of substance then the person making the complaint and the Mayor shall be notified of that decision.
6. All members of the City Council (including the Mayor), School Board, Police Commission and Fire Commission are eligible to serve and must serve on the board when requested to do so except, however, that any person that has been charged in a complaint shall be barred from serving on that particular board.
7. All complaints shall be disposed of or forwarded to the Board by the City Attorney and/or the Mayor and/or the Assistant Mayor within thirty days after receipt.
8. The Board shall have thirty days to investigate and hold meetings and to report to the appropriate governing body as a whole if their findings warrant further action.
9. The statements of the findings of the Board shall be issued upon the request of any person charged.

Section 1.805: ENFORCEMENT

- A. Sanctions: In the event that the Board of Ethics determines that any officer or employee subject to its control, has engaged in any act prohibited by this ordinance or failed to make a mandated disclosure, the governing body shall take any one of the following steps:
 1. In the case of the Governing body members:
 - a. Vote for removal pursuant to the City Charter as amended
 - b. Vote to publicly censure the offending member
 - c. Vote to place the matter on file
 - d. Vote for innocence of any wrong doing

2. In the case of all officers and employees the governing body, consistent with the Merit System and any applicable bargaining agreements, shall:

- a. Vote for removal
- b. Vote for dismissal
- c. Vote for suspension for a definite period
- d. Vote for the censuring
- e. Vote to place the matter on file
- f. Vote for innocence of any wrongdoing.

B. Criminal Sanctions: In addition to the civil sanctions imposed by this ordinance, violation of any provision of this ordinance shall constitute a criminal offense and the City Council may authorize the City Attorney or any other attorney approved by it to prosecute such a violation in the Portsmouth District Court.

The penalty for violation of any provision of this Ordinance upon conviction in the Portsmouth District Court shall be \$1,000 for each offense.

(Adopted In Its Entirety 4/4/88)

Dover

City of Dover, NH
Wednesday, March 10, 2021

Chapter 21. Ethics, Code of

Article I. Ethical Standards

§ 21-1. Definitions.

As used in this chapter, the following terms shall have the following meanings:

APPOINTED OFFICER

Includes all positions appointed by the Mayor and Council or the City Manager, including appointment to the Housing Authority, but not employees.

COUNCILOR

A member of the Dover City Council.

ELECTED OFFICER

The Mayor, Deputy Mayor and all Councilors and the positions of ward election officials and Charter Commission members.

EMPLOYEE

Includes all City employees whose salary is paid in whole or in part from the City treasury and all positions over which the City Manager, department heads or the City Council has power of appointment.

FAMILY

Any person who is related to an elected or appointed officer or employee in one of the following ways: spouse, parent, grandparent, child, grandchild or sibling. The definition also includes all persons who are members of the same household as the elected or appointed officer or employee, regardless of whether they are related by blood or marriage.

§ 21-2. Conflicts of interest.

No elected or appointive officer or employee of the City shall take part in a decision concerning the business of this City or engage in any business or transaction in which he/she or a member of his/her family, directly or indirectly, has a financial interest, aside from his/her salary as such officer or employee, greater than any other citizen or taxpayer, nor shall he/she have any financial or other private interest, directly or indirectly, which is in conflict with the proper discharge of his/her official duties.

§ 21-3. Representation of private interests before City agencies.

[Amended 2-27-2019 by Ord. No. 2019.02.13-003]

No elected or appointed officer or employee shall appear on behalf of private interests before the City board, commission, committee, subcommittee or authority on which he/she serves. Councilors,

however, may appear without compensation on behalf of constituents or in the performance of public or civic obligations.

§ 21-4. Required disclosure by Council members; recusal.

- A. A Councilor or a Councilor with a family member who has a direct or indirect financial or other private interest in any proposed legislation or matter of official business before the City Council shall publicly disclose on the official records of the Council the nature and extent of such interest. Such disclosures shall be made orally prior to the legislation or matter being discussed as part of a Council meeting agenda, or a Councilor may elect to file a written specific conflict-of-interest disclosure statement with the City Clerk. The statement shall be read aloud into the record at all public meetings during which the legislation or matter is discussed. In the case of a nonpublic session, the statement shall be read aloud at the next public meeting.
- B. A Councilor with a conflict of interest shall recuse himself or herself from further participation in the matter. "Recusal" means to immediately remove from discussion and voting. "Recusal" shall also mean the Councilor is required to physically vacate his or her seat. During a nonpublic session, the Councilor shall remove himself or herself from the meeting room.

§ 21-5. Required disclosure by officers and employees; recusal.

- A. An appointed officer or employee who, whether paid or unpaid, has a direct or indirect financial interest or other private interest in any legislation or matter of official business in the City of Dover and who participates in discussion before or gives official opinion to the Council, or otherwise participates in the official business of the City of Dover, shall publicly disclose on the official record the nature and extent of such interest. Such disclosures shall be made orally prior to the legislation being discussed as part of a Council meeting agenda, or the officer or employee may elect to file a written specific conflict-of-interest disclosure statement with the City Clerk. The statement shall be read aloud into the record at a public meeting. In the case of a nonpublic session, the statement shall be read aloud at the next public meeting.
- B. Appointed officers and employees with a conflict of interest shall recuse themselves from further participation in the matter. "Recusal" means to immediately remove themselves from discussion and voting. "Recusal" shall also mean the officer or employee is required to physically vacate his or her seat. During a nonpublic session, the appointed officer or employee shall remove himself or herself from the meeting room.

§ 21-6. Gifts.

No Councilor or appointed officer or employee shall accept any gift of \$25 or more at one time, or \$100 in a calendar year from a single source, whether in the form of service, loan, thing or promise or any other form, from any person, firm or corporation interested, directly or indirectly, in any manner whatsoever in business dealings with the City. Campaign contributions received during the official election period shall not be considered gifts.

§ 21-7. Disclosure of confidential information.

No Councilor or appointed officer or employee shall intentionally disclose confidential or privileged information, or other information learned by virtue of official position as defined in RSA 42:1-a, or information obtained in sessions pursuant to RSA 91-A:2, I(b) or (c), concerning the property, government or affairs of the City.

§ 21-8. Investments in conflict with official duties.

No elected or appointed officer or employee shall invest or hold any investment, directly or indirectly, in any financial, business, commercial, or other private transaction which creates a conflict with his/her official duties.

§ 21-9. Incompatible employment.

No elected or appointed officer or employee shall engage in or accept private employment or render or sell services or goods from private interests, which such employment or service is incompatible with the proper discharge of his/her official duties.

§ 21-10. Future employment.

No elected or appointed officer or employee shall solicit, negotiate for or promise to accept employment by any person, firm or corporation with which he or she is or his or her agency is engaged on behalf of the City in the transaction of business or which is or may be affected by his or her official action. In connection with this prohibition, no elected officer shall assume employment with the City for 365 days after leaving office.

Article II. Ethics Commission; Complaint Procedure; Remedies

§ 21-11. Ethics Commission established; purposes.

A. There is hereby established an Ethics Commission consisting of five Commissioners who shall be Dover residents and appointed by the City Council. At least one Commissioner shall be a former City Councilor or former School Board member as provided in § C11-4 of the Dover City Charter. The purposes of the Ethics Commission are:

- (1) To provide a forum to hear and accept complaints of violations of ethical standards of behavior for elected and appointed officers under the jurisdiction of the Ethics Commission.
- (2) To encourage Dover elected and appointive officers and all members of boards, commissions, committees and subcommittees to act in the best interests of the City and perform their duties and responsibilities according to the ethical provisions of the City Charter and City ordinances.
- (3) To require the disclosure of financial interests or other interests in matters affecting City business where the interests constitute a conflict of interest.
- (4) To prohibit those holding public office and volunteer positions in our City from using their positions for personal gain and to foster the use of such positions only to advance public interests.
- (5) To promote the integrity of City government.

B. The Commissioners shall serve for three-year staggered terms. The initial Ethics Commission shall consist of five Commissioners with one Commissioner appointed for a one-year term, two Commissioners appointed for two-year terms, and two Commissioners appointed for three-year terms. Subsequent appointments shall be for three years unless the City Council determines otherwise.

serve out a term to fill a vacancy. The Appointments Committee shall solicit and screen the applicants. The Appointments Committee shall present a list of all the applicants who have applied for a position on the Ethics Commission to the City Council with the recommendations of the Appointments Committee. The City Council acting as a committee of the whole shall interview and select the applicants for appointment to the Ethics Commission either from the entire list of applicants or based on the recommendations of the Appointments Committee. The City Council may appoint three alternate Commissioners for one-year terms. Alternates shall be involved in the activities and decisions of the Ethics Commission only in the absence of a regular member or members.

- C. No Commissioner shall be a current City Councilor or School Board member or other elected official, or a member of any board, commission, committee or subcommittee of the City of Dover.
- D. The Commissioners of the Ethics Commission shall select a Chair and Vice Chair on an annual basis. No Commissioner shall serve more than two consecutive terms as the Chair.
- E. There shall be no compensation for the members of the Ethics Commission.

§ 21-12. Scope of duties and authority; training.

- A. The Ethics Commission shall operate in an advisory role to the City Council. The activities of all elected officers and members of all boards, commissions, committees and subcommittees whose members are appointed by the City Council shall be within the scope of authority of the Ethics Commission. The Ethics Commission members shall also be subject to the jurisdiction of the Ethics Commission. If a member of the Ethics Commission is the subject of an ethics complaint, the member shall be replaced in all proceedings by an alternate member. The Ethics Commission shall not have jurisdiction over the City Manager or other employees of the City of Dover.
- B. The Ethics Commission shall only receive written complaints signed under oath before a notary public.
- C. The Ethics Commission shall conduct activities in public, including the investigation of complaints, presiding over hearings, the taking of testimony, and deliberations, with the exception of the initial screening of complaints. The provisions of RSA 91-A shall apply to the activities of the Ethics Commission.
- D. The Ethics Commission shall apply the provisions of Article X of the City Charter and this chapter of the Code of the City of Dover.
- E. The Ethics Commission shall provide and require professional training for the Commissioners. It shall also provide information to the public, the City Council and members of all boards, commissions and committees of the City of Dover on the role and functioning of the Ethics Commission by providing taped reruns of the training sessions as well as other resources.
- F. The Ethics Commission shall have the power to promulgate its own rules of order subject to the approval of the City Council. All elected and appointed officers shall have an ethical duty to fully cooperate with the activities of the Ethics Commission, including but not limited to participation in discovery, appearances before the Ethics Commission, the answering of questions, specific responses to the allegations and the production of documents in a timely manner at the request of the Ethics Commission where the request for documents is reasonably required to investigate and resolve the allegations.
- G. The Ethics Commission shall not issue advisory opinions based on hypothetical situations. All opinions shall be rendered as decisions pursuant to the complaint procedure stated in § 21-13.

- A. All ethics complaints shall be in writing on a form approved by the City Attorney, supplied by, and available at, the office of the City Clerk. All complaints shall be signed under oath before a notary public provided free of charge by the City Clerk's office and shall be filed with the City Clerk. Complaints shall only be received from residents of Dover, property owners in Dover and vendors who engage in business with the City of Dover. Each complaint shall be confined to a single subject matter and shall state facts constituting an alleged violation of the ethics provisions of the City Charter or City Code. The complaint shall name a specific person or persons who are alleged to have violated an ethical provision. The complaint shall also state the specific applicable provision of the City Charter or Code on which the complainant relies in making the complaint.
- B. All complaints shall only allege facts involving alleged ethical violations occurring during the 180 calendar days prior to the filing of the ethics complaint, or the term of the present City Council, whichever is longer. In addition, all complaints shall require the complainant to certify under oath the following:
 - (1) The complainant has read the provisions of Article X of the Dover City Charter.
 - (2) The complainant has read the provisions of Chapter 21 of the Code of the City of Dover.
- C. The City Clerk shall seal each ethics complaint and forward the ethics complaint to the Chair of the Ethics Commission within two business days of the filing. The Ethics Commission shall meet in nonpublic session pursuant to RSA 91-A:3, II(c). The Ethics Commission shall examine the contents of the ethics complaint and conduct an initial screening of the ethics complaint within 20 business days after the filing of the ethics complaint with the City Clerk's office. The Ethics Commission shall take one of the following actions:
 - (1) Refer the matter and/or any suspected criminal activity directly to the Police Department for investigation and possible prosecution as a criminal matter without further involvement by the Ethics Commission. There shall be no public disclosure of the complaint by the Ethics Commission.
 - (2) Refer the matter to the City Council for investigation and action by the City Council as a matter involving the City Manager's actions or inactions without further involvement by the Ethics Commission.
 - (3) Refer the matter to the City Manager for investigation and action by the City Manager as a matter involving the actions or inactions of a City employee without further involvement by the Ethics Commission.
 - (4) Dismiss the complaint for stating facts that, if true, would not constitute a violation of the ethical provisions of the City Charter, City Code or state law.
 - (5) Dismiss the complaint for failure to state sufficient facts for establishing a reasonable basis to believe that an ethical violation may have occurred.
 - (6) Dismiss the complaint by stating the reason for the dismissal, in writing.
 - (7) Dismiss the complaint for failure to comply with the procedural requirements of § 21-13B.
 - (8) Accept the matter for hearing and decision by the Ethics Commission. Acceptance of the ethics complaint shall occur upon the determination by the Ethics Commission that there is a reasonable basis to believe the facts in the complaint may constitute an ethical violation. The acceptance of the complaint shall not be construed as a final determination that an ethical violation has occurred.
- D. The Ethics Commission shall notify the complainant and the person against whom the allegations were made of the determination of the initial Screening Committee unless the matter is referred to the Police Department. The notification shall be made to the complainant and the person against whom the allegations were made by the City Clerk.

receipt requested, or personal service of process. If accepted by the Ethics Commission, the initial notice shall also include a hearing date. A copy of the ethics complaint shall be included with the notice. All complaints, except those referred to the Police Department, shall be released to the public after the person against whom the complaint is made has been notified. A copy of all complaints released to the public shall be available in the Clerk's office.

- E. The Ethics Commission shall conduct a hearing for cases accepted by the Ethics Commission within 30 calendar days of the date of acceptance of the ethics complaint by the Ethics Commission. One continuance of not more than 30 calendar days may be granted, but no further continuances shall be granted.
- F. Fourteen calendar days' notice shall be provided to the parties for all hearings. The Ethics Commission may hold prehearing and other informal conferences prior to the evidentiary hearing to aid in the disposition of the proceeding. All hearings and informal conferences shall comply with the provisions of RSA 91-A.
- G. The hearing shall not be subject to the rules of evidence. All evidence that will reasonably assist the Ethics Commission shall be admissible, but evidence that is irrelevant or immaterial, unduly repetitious, insulting, or harassing shall be excluded. The Ethics Commission may require, with reasonable written notice, the appearance of any official, board member or employee to appear before it to provide testimony.
- H. The hearing shall provide an opportunity for all parties to be heard and to present evidence. Witnesses shall testify under oath. Parties may engage in a brief opening and closing statement. Written memoranda may be required by the Ethics Commission.
- I. An audio recording shall be made of the proceedings. All recordings and documents shall be stored with the City Clerk and maintained pursuant to state law.
- J. The Ethics Commission shall issue a written report within 30 calendar days of the hearing. The report shall include a determination whether the allegations contained in the complaint are actionable or not actionable. In addition, if the complaint is found to be actionable, the report shall include a recommendation on a remedy as provided in § 21-14 for the City Council to consider. The Ethics Commission shall forward a copy of the decision and recommendation with specific findings to the parties and to the City Council. A copy of all reports and recommendations shall be available to the public in the City Clerk's office.
- K. The complainant shall have the burden of proof. The standard of proof for the Ethics Commission to use for deciding matters before the Ethics Commission shall be clear and convincing evidence.
- L. Clear and convincing evidence is an intermediate standard of proof that calls for more proof than that based on more probable than not, but less proof than that based on beyond a reasonable doubt. "Clear and convincing evidence" is defined in New Hampshire law as that evidence that establishes a factual conclusion to be highly probable, rather than merely more probable than not. It requires that the party having the burden of proof place in the trier of fact an abiding conviction that the truths of his/her factual contentions are highly probable. Otherwise, he/she has failed to prove it and is not entitled to relief.
- M. Upon the establishment of the Ethics Commission, the Ethics Commission may receive and act on ethical complaints involving allegations occurring prior to the adoption of this article if the complaint alleges a violation of an ethical standard in effect on the date of the alleged violation. Current elected officials affected by ethical standards adopted pursuant to RSA 31:39-a shall be exempt for a period of 90 days after the adoption of this article. After the adoption of this article and the selection of the members of the initial Ethics Commission, no ethics complaint shall be accepted for filing by the City Clerk's office for 30 days after the swearing in of the last Commissioner.

§ 21-14. Remedies.

- A. All decisions of the Ethics Commission shall be advisory to the City Council. The City Council is not obligated to accept the decisions and recommendations of the Ethics Commission.
- B. The City Council shall have the following remedies available as per RSA 49C-13:
 - (1) Place on file without further action.
 - (2) Verbal warning.
 - (3) Written censure.
 - (4) The civil penalty provided in § **C10-9** or **C11-13** of the City Charter.
 - (5) Removal from office by a vote of the Council.

§ 21-15. Severability.

If any provision of this article is declared invalid or unenforceable by a court of law, the remaining portions shall remain in full force and effect.

Somersworth

ARTICLE VI – CODE OF CONDUCT FOR PUBLIC OFFICIALS AND EMPLOYEES

- 6.1. PREAMBLE. Public service is a public trust. It is the intent of this Charter to promote public confidence in representative government, uphold and expect the highest standards of ethics and conduct from all of its employees and officials, whether elected, appointed or hired. They shall maintain the highest standards of personal intent, integrity, honesty and fairness in discharging their public duties and never abuse their positions or powers for improper or personal gain. This is in the best interest of all citizens and serves to protect the integrity and reputations of city employees and residents dedicated to public service.
- 6.2. PURPOSE. The purpose of this code is to establish guidelines for the ethical standards of conduct for city government elective and appointive public servants and employees. They are expected to act in the best interest of the city and disclose any personal, financial or other interests in matters affecting the city that come before them for consideration and/or action. This code establishes a process for guidance regarding potential ethical issues and it establishes a course of action for resolving disputes in a manner that is fair and transparent to all parties involved.
- 6.3. ELIGIBILITY FOR ELECTIVE AND APPOINTIVE SERVICE. The following provisions shall govern eligibility to elective and appointive office:
- (A) In accordance with RSA 48:1 pertaining to city officers, no employee of the city shall serve as Mayor or City Councilor in the city government while they are in the employ of the city. No regular full time or regular part time employee of the city shall hold any appointive office in the city government while they are in the employ of the city. City employees are valued and may serve in a non-voting advisory capacity to the City Council, boards and commissions.
 - (B) In accordance with State RSA 671:18 pertaining to school district elections, no person employed on a salaried basis by the school administrative unit of the city shall serve as a School Board member.
 - (C) Except for the Mayor or City Councilor serving as an ex-officio member of the School Board, as provided by this Charter, no City Councilor or School Board member shall simultaneously serve on both bodies.
- 6.4. CONFLICTS OF INTEREST. No elective or appointive officer or employee of the city shall take part in a decision concerning the business of the city in which he/she or a member of their family and/or household directly has a financial interest, aside from his/her salary as such officer or employee, greater than any other citizen or taxpayer.
- (A) For the purpose of this Charter, family member shall be defined as grandparent, parent, spouse, child, grandchild or sibling, whether by blood or marriage.

(B) For the purpose of this Charter, household shall be defined as persons living in the same housing unit and common living space.

- 6.5. DISQUALIFICATION FROM DECISION MAKING PROCESS. No elective or appointive officer or employee of the city shall take part in a decision concerning the business of the city in which they or a member of their family and/or household directly has a financial interest, aside from his/her salary as such officer or employee, greater than any other citizen or taxpayer. In such an instance, the elective or appointive officer or employee shall recuse him/herself from discussion and decision-making. Officials, board members or employees who have been recused shall immediately leave the room or shall move to an area designated for members of the general public. When recused, he/she shall not participate in further discussions, unless clearly stating for the record that he/she is doing so only as a general member of the public.
- 6.6. PRIVATE USE OF CITY PROPERTY AND PERSONNEL. No elective or appointive officer or employee shall devote any city property or labor to private use except as may be provided by law or ordinance.
- 6.7. ACCEPTANCE OF GIFTS OR GRATUITIES. No elective or appointive officer or employee of the city shall solicit or accept any gift or gratuity which could, in any manner, be reasonably construed to affect or influence the performance of his/her official duties.
- 6.8. DISPOSITION OF FEES. No elective or appointive officer or employee of the city shall collect any fees, salaries or other payments in connection with his/her official duties for his/her own use except as provided by law or ordinance.
- 6.9. MISUSE OF INFORMATION. No elective or appointive officer or employee of the city shall utilize or dispense information gained through said office or employment for the personal profit of themselves or others, as opposed to the public good of the community.
- 6.10. FUTURE EMPLOYMENT. No elective or appointive officer or employee of the city shall solicit, negotiate for or promise to accept employment with any person, firm or corporation with which his/her department, body or agency is engaged on behalf of the city in the transaction of business which is or may be affected by his/her official action. No elective officer may become employed by the city within one (1) year after their term of office ends.
- 6.11. CIVIL PENALTY. Any elective or appointive officer or employee of the city found to have violated any of the provisions of this section shall be personally liable, to the fullest extent permitted by law, for any extent that the city suffers loss.
- 6.12. APPLICABILITY. This Article shall apply to all elective and appointive officers and employees of the city, including officers and employees of the school system.
- 6.13. ETHICS COMMISSION. The City Council shall appoint a five (5) member Ethics Commission for terms of three (3) years. It is recommended at least one member of the Commission be a former City Councilor or School Board member. The Commission will only investigate complaints filed against municipal elective and appointive officials.

- (A) Members shall be chosen for their independence, integrity, civic commitment, and high ethical standards.
 - (B) No person while a member shall hold nor seek any municipal public office, including boards and commissions, or be a paid representative and/or lobbyist who influences city legislation on behalf of a special interest.
 - (C) The Ethics Commission shall elect annually from among its members its own chair.
 - (D) The Ethics Commission will only review complaints based on alleged violations of this Article.
 - (E) Complaints must be filed in writing, by a resident of Somersworth, on a form approved by the City Attorney, supplied by, and available at, the office of the City Clerk, and must be filed no later than ninety (90) days from the alleged conflict of interest event.
 - (F) The complaint shall specify the provision of the code that the complainant believes was violated and must be signed before a Notary Public. When signing the complaint, the complainant shall certify that he/she has read the Code of Conduct and that they believe the matter within the complaint is a fair subject of inquiry.
 - (G) Any elected or appointed official against whom a written complaint is filed shall be given a copy of the complaint, and upon written request shall be afforded an opportunity to be heard and to present evidence to the Ethics Commission.
 - (H) Within thirty (30) days of concluding an investigation into a written complaint, the Ethics Commission shall issue a written statement setting forth its findings.
 - (I) If the Ethics Commission believes a complaint warrants further action, including recall or censor, it will forward its recommendation to the City Council or School Board for adjudication.
 - (J) The Ethics Commission shall not have the power to impose any monetary or other penalty.
 - (K) The City Council shall adopt, by ordinance, supplementary provisions to implement this Charter section that are consistent with the language and intent of this Article.
- 6.14. EDUCATION. At the time that an employee is hired, newly elected or appointed official takes the oath of office or attends his/her first meeting, he/she shall receive a copy of this code, and acknowledge in writing that they have received a copy of this code.
- 6.15. SCOPE. In the interpretation of this Article, bearing in mind the purpose as set forth in paragraph 6.2 above; whenever possible it shall be interpreted so as to be consistent with any statutory or regulatory provisions.

*Intentionally
left blank...*

City Clerk's Office

February Department Reports:

- 8.1 Assessor's Office P. 87**
- 8.2 Building, Zoning, and Licensing Services P. 89**
- 8.3 City Clerk's Office P. 91**
- 8.4 Department of Public Works P. 95**
- 8.5 Economic & Community Development P. 101**
- 8.6 Finance Office P. 107**
- 8.7 Planning & Development Department P. 115**
- 8.8 Recreation & Arena P. 119**
- 8.9 Rochester Fire Department P. 121**
- 8.10 Rochester Police Department P. 125**
- 8.11 Rochester Public Library P. 149**
- 8.12 Tax Collector's Office P. 151**
- 8.13 Welfare Department P. 153**

*Intentionally
left blank...*

City Clerk's Office



City of Rochester, New Hampshire

ASSESSING DEPARTMENT

19 Wakefield Street, Rochester, NH 03867
(603) 332-5109 Assessor@rochesternh.net
www.rochesternh.net

March 11, 2021

To: City Manager/Council

From: Jonathan Rice, Chief Assessor

Subject: February Council Report

Revenue Received/Collection Warrants issued:

Property Record Cards & Map Copies	\$10.00
------------------------------------	---------

- CAMA software conversion with Vision Government Solutions Inc., Live Database Transition is ongoing, we are testing 3 additional adjustments that may improve our data's integrity. Our goal is to go Live in March 2021.
- A total of nine (9) property tax abatement we received by our office prior to the March 1, 2021 deadline.
- Darcy Freer completed IAAO Course 102, Income Approach to Valuation.
- Jonathan Rice completed Course 452, Fundamentals of Assessment Ratio Studies.
- Mailed 200 renewal letters for elderly, disabled, and other property tax exemptions.
- Inspections of all permit related work is in full swing.

*Intentionally
left blank...*

City Clerk's Office

End of Month Council Report

To the Honorable Mayor and City Council of the City of Rochester, the following is a summary of the revenue collected and the activities performed by the Department of Building, Zoning and Licensing Services for the month of February 2021

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

Department Revenue

Permit Type	February 2021
Building Permits	\$54,341
Electrical Permits	\$7,467.70
Plumbing Permits	\$4,095
FireSuppression Permits	\$0.00
FireAlarm Permits	\$92.00
Sprinkler Permits	\$2,176
Mechanical Permits	\$6,541
Food_Milk Licenses	\$210.00
Taxi Licenses	\$0.00
General Licenses	\$250.00
Net Revenue	\$75,172.70

*Intentionally
left blank...*

City Clerk's Office



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 February 2021

Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 218 initial copies of vital records, and 166 subsequent copies of vital records in the month of February. The City Clerk's staff issued 6 Marriage Licenses.

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

- 14 births were reported in Rochester during the month of February, 4 of these children were born to Rochester residents. Additionally, 16 Rochester residents gave birth in neighboring communities.
- 29 resident deaths were reported in Rochester.
- 4 couples celebrated their wedding ceremonies in Rochester during the month of February.

Revenue – Vital Records/Marriage Licenses

	2020		2021	
	State	City	State	City
Initial/Subsequent copies:	\$3,097	\$2,083	\$2,574	\$2,356
Marriage Licenses:	\$559	\$91	\$258	\$42
Total:	\$3,656	\$2,894	\$2,832	\$2,398

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.

Those residents looking to obtain vital records without traveling to city hall can do so by ordering records either online [Vital Records Online Order](#) or by sending a request through the mail. More information on mail requests can be found on our website [Vital Records Mail Request](#)

Dog Licensing

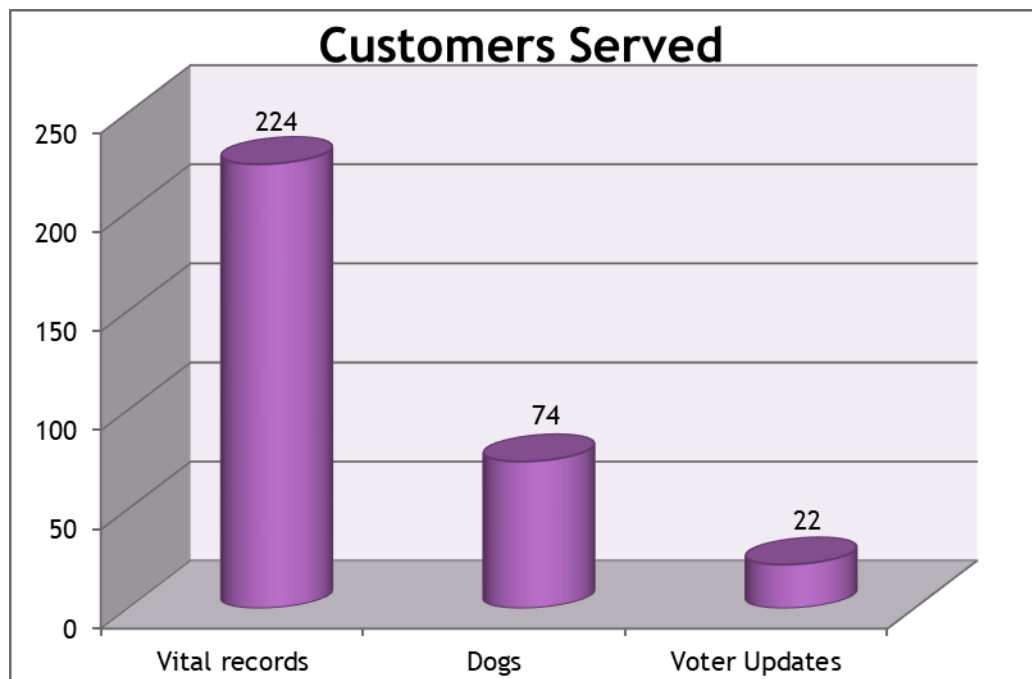
The City Clerk's office licensed 74 dogs during the month of February. There were no Civil Forfeiture fees collected for dogs unlicensed from the prior fiscal year.

The dog tags for the new licensing year have arrived in the City Clerk office and they are available for all renewal licensing as well as new licenses. The online dog licensing portal should be available for renewals around March 1st. Residents wishing to license their dogs for the first time online should contact the City Clerk's office for information on how to do so. Per RSA 466:1, all residents must have their dogs licensed with the City by April 30th of each year.

The City Clerk's office, in cooperation with the Animal Control officer, is exploring the potential of hosting a rabies clinic this spring. The 2020 clinics were canceled due to COVID. We are looking at options for locations which will allow adequate space for social distancing, ventilation and sanitizing. Information on this clinic will be released as it becomes available.

More information on dog licensing, such as fees, schedule and rabies vaccine information can be found on the City Clerk's webpage [Dog Licensing Information](#)

Customers Served during the month of February 2021



Elections

The next upcoming election in Rochester will be the municipal election to be held in November 2021. This election will decide seats for City Council, Mayor, School Board, Police Commission, and election

officials. The filing period for this election will be in September at a date to be announced as the election draws closer.

Although there are no imminent elections in the City, The clerk's office is available for changes to the voter checklist such as new voter registrations and party affiliation changes.

Voter registration summary by party as of February 28, 2021:

Ward	Democrats	Republicans	Undeclared	Totals
1	1,224	1,288	1,577	4,089
2	1,153	1,252	1,676	4,081
3	1,270	1,420	1,560	4,250
4	1,069	879	1,798	3,746
5	1,100	1,252	1,630	3,982
6	1,173	925	1,406	3,504
Totals:	6,989	7,016	9,647	23,652

Respectfully submitted,

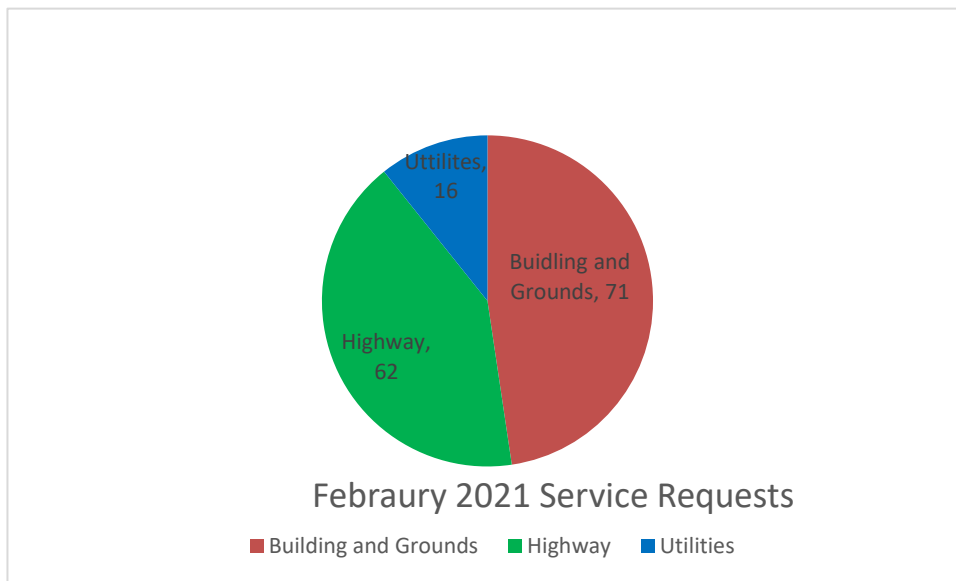
Cassie Givara,
Deputy City Clerk

*Intentionally
left blank...*

City Clerk's Office

ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT FEBRUARY 2021

In addition to the scheduled work performed, the Department of Public Works responded to approximately 149 requests for service in the month of February. The Highway Division had 62 requests that ranged from pothole repairs, traffic light maintenance, clean storm drains, repair culverts, replace missing street signs, snow removal, repairing mailboxes from snow damage and pick up trash and debris on the side of the road. The Utilities Division responded to 16 requests including sewer concerns, water and sewer inspections and daily dig safe mark outs and repaired a fire hydrant that was hit by a vehicle. Buildings and Grounds Department completed 71 service requests including street light repairs, filling janitorial supply orders for departments, changing light bulbs, repaired windows, repaired faucets unclogging drains and toilets and disinfecting work areas throughout the City.



HIGHWAY & FLEET MAINTENANCE WORK COMPLETED;

- Patched pot holes
- Repaired a 2" catch basins thought out the City
- Clear sidewalks
- Snow removal day and night 3698 yards
- Removed a few trees
- Cleared off catch basins for rain event
- Repaired mailboxes and fence damage
- Clean up brush debris from ice storm
- Change out several plow blades
- Crew went out on 12 winter events, snow ice and or black ice (25" of snow)
- Pushed up snow dumps
- Clean up ditch and side of roads thought out the City
- Removed Holiday lights
- Repaired and installed street signs throughout the City
- Crew did a lot of brush trimming overhang throughout the City
- Install GPS units in the cat loader #38, service truck #56 and one of PD units
- Replace hydraulic valve and low pressure fuel sensor on six wheel dump #8
- Replaced sander chain on six wheel dump #54
- Did major repairs on all three sidewalk tractors and blowers
- Replaced front wheel dozer valve and rebuild exhaust on ten wheel dump #9

Repaired hydraulic hoses on old Cat loader #38
 Replaced sander bearings on six different sanders
 Repaired starter circuit breaker on six wheel dump #65
 Repaired wing poles on six wheel dumps #15, #10 and #8
 Replaced radiator on the sidewalk tractor #7
 Replaced wiper motor on six wheel dump #10
 Replaced pitman arm, idler arm, tie rod and steering box on one ton dump #24
 Repaired back up lights on six wheel dump #6
 Replaced transmission line on six wheel dump #8
 Replaced key switch on truck #24
 Repaired sander shoot on dump truck #16
 Repaired plow frame on one ton dump #23
 Replaced heater motor on dump truck #18
 Installed new thermostat in service truck #56
 Replaced spinner bearings on sander #12
 Small repairs on some small generators
 Repaired bucket tower hold down on bucket truck #22
 Lube, oil and filter service on 7 vehicles
 Several minor repairs on several vehicles
 Several minor repairs on several small equipment

UTILITIES DIVISION

Utilities Division completed 16 service requests which included performing monthly maintenance on sewer cleaning in problematic areas. There was 21 utility mark outs for dig safe, 5 emergency sewer backups, 4 of them ended up being homeowner's responsibility and 1 was the Cities responsibility. We resumed sewer camera recording of City sewers on Lowell Street to Rochester Hill Road. Staff began the water valve exercise program throughout distribution system, they also continued the installation of debris plugs in the water gate boxes City wide totaling 145 so far. Staff assisted Highway Department with snow operations, 4 hydrants have been repaired due to vehicle accidents. The utility crew began studies for water distribution exams.

BUILDING AND GROUNDS DIVISION

Building and Grounds Division completed 71 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, furniture repairs, assisted departments when needed and did snow plow maintenance in City maintained parking lots. Staff has been working on several projects, they completed the painting on the second floor of the Community Center including painting the bathrooms and installed piping for new art work to be installed on the second floor of the Community Center. The hallway floors in the basement of the Police Department have been painted and the installation of the Annex basement shower has started. Staff continued to work on the new Tax office in the Community Center, including the sheet rocking, painting, installation of plumbing for the new sink and completion of the electrical work. The HVAC system motor on the rooftop of the Community Center was replaced. The flooring replacement at Gonic Fire offices, bathrooms, conference rooms and entry ways has been completed.



**HVAC Motor Replacement at
the Community Center**



Basement floor at PD was painted



2ND floor of the Comm. Center



Gonic Fire floor replacement

WASTEWATER TREATMETN DIVISION

Items that were completed during the month of February: We continue to work closely with the Great Bay Estuary watershed communities in response to EPA's Great Bay Total Nitrogen General permit which was issued in November. River Street pump station concrete, brick, roof completed & equipment placement (pumps and generator) in building completed. Route 11 pump station bid specs have been sent to NHDES for review and approval. Staff attended State sponsored training classes. Dewatering and Carbon Storage building project – contractor Methuen Construction, terminated on 2-3. Working on final design for Tara Estates pump station upgrade. Search for open pump station maintenance employee still on going. Working with Industries on various issues. Staff performed preventative and corrective maintenance on equipment, machinery and instrumentation at the WWTF and pump stations. All required testing has been completed and submitted. Average effluent flow for the month was 2.795 million gallons per day (MGD). Percent of design flow = 55.6%. Percent of design flow for 2021 = 60.5%. Precipitation for the month = 2.26". Precipitation for 2021 = 3.96".

WATER TREATMENT DIVISION

Treated water volume for the month of February was approximately 39.4 million gallons from the surface water treatment facility and 19.1 million gallons from the groundwater treatment plant, for a total of 58.5 million gallons delivered to our customers. All water quality testing and monitoring was completed in accordance with NHDES requirements. We are pleased to report that the City of Rochester again met all State and Federal standards for drinking water. Watershed inspections were conducted at Round Pond and Rochester Reservoirs, Tufts Pond, Berry Pond and Crown Point Crossing. Signage and barriers are being relocated at Tufts Pond to deter what appears to be increased motor vehicle use on the ice. Equipment and grounds maintenance was performed at the plant, well and tanks/stations, including snow removal. Pump sequence modifications were performed at the Granite Ridge BPS to optimize wear leveling of the high flow pumps. Maintenance at the well included instrument cleaning and calibrations and blower inspections. Maintenance at the WTF included turbid meter maintenance, anthracite filter cleaning, commissioning of the on-line Iron and Manganese analyzers, concrete surface repairs and semi-annual third party instrument calibrations. The storm on 2/16 resulted in phase failures for incoming power and damage to the main transformer. The plant was operational on emergency power while Eversource effected repairs. Our consulting engineers installed a temporary flow meter at the Low Lift Pump Station outlet manhole to trend instrument waste and sludge flow capacities. Staff attended EPA virtual training seminars on Risk and Resiliency Assessments and a Water Treatment Cyber Attack Briefing. The chief operator presented a seminar on surface water treatment for the NHWWA Operator Basics Course.



Pipe Gallery Phase 1 Recoating



Dilithium crystal replacement at our main power transformer due to storm on 2/16

ENGINEERING

- **Asset Management:** The City continues to work with the selected vendor for the new Asset Management software for implementation. DPW is now “live” with the Service Request portion of the software and plans to go “live” with other portions in the coming months. 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.
- **Strafford Square Roundabout:** NHDOT provided comments on the final design in January 2021. Bidding of the roundabout construction contract is now anticipated in late 2021. Prior to that contract and in preparation for that construction, a utility infrastructure contract is anticipated to be advertised for bids following a contractor pre-qualification process. Contractor pre-qualification statements were received in late February 2021 and are currently under review.
- **North Main Street RRFB:** Pedestrian crossing improvements are planned for the North Main Street crosswalk between #105 and the municipal parking lot. Pedestrian-activated rectangular rapid flash beacons (RRFB), signage and lighting improvements are planned at this crosswalk. Advertisement for bids occurred in February and bids for construction are expected in March. Construction is anticipated in the spring of 2021.
- **Woodman Area Infrastructure Improvements:** This project includes water, sewer, drainage, roadway, sidewalk and lighting infrastructure improvements, as well as the rehabilitation of Woodman Park and certain parking areas in the Congress/Charles/Woodman and Myrtle area. Advertisement for bids is anticipated following a contractor pre-qualification process during March-April 2021. Construction of this project is anticipated to commence in early summer 2021.
- **Colonial Pines Sewer Extension:** Phase 3 of this multi-phased sewer extension program is anticipated to be advertised for bids following a contractor pre-qualification process during March-April. Construction of Phase 3 is anticipated to commence in early summer 2021. As in Phase 2, Phase 3 will include drainage improvements in the project area. Additional funding for a final phase of sewer extension and drainage improvements will be requested in the FY23 CIP budget.
- **Route 202A Water Main Extension and Water Tank:** This project consists of a 250,000 gallon elevated water storage tank near the Highfield Commons development and the extension of new water main along Bickford Road, Route 202A, Winkley Farm Lane and Fiddlehead Lane. Advertisement for bids is anticipated following a contractor pre-qualification process during March-April 2021. Construction of this project is anticipated to commence in summer 2021.
- **Portland Street Twin Culvert Replacement:** This twin 36” corrugated metal pipe culvert was at end of life and in need of replacement. This culvert replacement project, which included 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 substantially completed in November 2020. Some final work is anticipated in spring 2021, including milling and final overlay of pavement.
- **Pavement Maintenance & Rehabilitation:** The FY21 Paving list includes portions of the following streets: Anctil, Betts, Chamberlain, Crow Hill, Dartmouth, Donald, Edgewood, Four Rod, Hobart, Nature, Norman, Phillips, Ramsey, Sunset, Walbridge and Yale. Coordination has begun with the City’s paving contractor for the upcoming paving season.
- **Sidewalk Rehabilitation:** The FY21 Sidewalk Rehabilitation scope includes completing sidewalk work in East Rochester in the Cocheco Avenue area and rehabilitating sidewalk along Oak Street in Gonic. Accessibility improvements to curb ramps to facilitate the FY21 pavement rehabilitation work will also be included in the FY21 sidewalk rehabilitation scope.
-

- **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, pending approvals and completion of design.
- **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 is in process. 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. In February 2021, the construction contract was terminated by the City for convenience. Construction is anticipated to commence with another construction contractor later in 2021.
- **River Street Sewer Pump Station Upgrade:** Construction continues and is expected to be substantially completed in April 2021. Final completion is anticipated by June 2021.
- **Route 11 Sewer Pump Station Upgrade:** Final design documents are nearly complete; this project is anticipated to be advertised for bids following a contractor pre-qualification process during March-April. Construction is projected to commence in early summer 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. Construction of these projects is expected to be completed in the first six months of 2021.
- **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; following a thorough consultant selection process, a consultant was selected in February 2021. This evaluation and planning effort is expected to have a duration of 2-3 years; and commencement is anticipated in March 2021.
- **NPDES Permits - Wastewater Treatment Facility & MS4 Permit (Stormwater):**
 - In November 2021, USEPA Region 1 published a final General Permit for Total Nitrogen (TN) loading in the Great Bay Estuary watershed. The permit became effective on February 1, 2021. Rochester has until April 2, 2021 to submit a Notice of Intent (NOI), if it decides to “opt in” to this permit. If Rochester chooses to “opt in” to this permit, a rolling seasonal average TN load limit of 198 lbs./day would apply to the WWTF effluent; however, the City has been negotiating an Administrative Order on Consent (AOC) that would allow for an interim effluent limit and certain nitrogen reduction project deadlines.
 - 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 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. Year 3 efforts are currently underway, including a revision to the City’s Stormwater Ordinance Chapter 218.
- **New DPW Facility:** Building construction continues with the steel superstructure erected and interior walls being installed. Construction of the facility is anticipated to continue through October 2021.

Economic & Community Development



2/28/2021

MANAGEMENT REPORT



ECONOMIC DEVELOPMENT DEPARTMENT

MICHAEL SCALA, DIRECTOR OF ECONOMIC DEVELOPMENT

PROJECTS IN THE PIPELINE

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

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

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

SCENIC/SALINGER

Chinburg Properties has entered the construction phase of the project. They are still on track for a November/December 2021 opening.

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. The City is still in discussions to accept a reduced Infrastructure plan to jumpstart the project.

WAYFINDING (Phase II)

Phase II has been delayed and will be completed during the spring of 2021. ED is working to fit additional signage into other city projects for continuity.

SIG SAUER - AMAROSA DRIVE

The Sellers accepted and are reviewing the deed with plans to close by the end of March.

Sig will now start the renovations of 8 Amarosa with a targeting the summer of 2021 for start of production.

The City continues to work with Sig on the planned sewer extension down Milton Road and intersection reconfiguration along Rt. 125.

GRANITE STATE BUSINESS PARK

LDI continues to work on construction of their facility. The foundation is poured and structural steel will be on site soon.

Prep Partners has started the site work side of their project. They hope to be completed by the end of the year.

Pella Windows received their building permit also and plan to build during the same timeframe as Prep Partners.

The PDA is working with the FAA for approval of the W/S connection from Innovation Drive.

55 MAIN (HOFFMAN BUILDING)

We are in discussions with an interested Developer. He is putting together a preliminary proposal for review.

JENN MARSH, ASSISTANT DIRECTOR ECONOMIC DEVELOPMENT

RIVERWALK

The Committee is starting to plan a kayak launch opening event for May or June. The launch can be installed May 15th or later.

OUTDOOR DINING

Jenn will be working with downtown businesses to get their outdoor dining applications in by the March 1st deadline. She will also be working with the restaurants on private property for their temporary approvals for the 2021 season.

NEW BUSINESSES

La Pooch Dog Spa – 101 Wakefield Street

Eyelash Designs – 18 North Main Street (2nd floor)

Eddie B Towing & Recovery – office space located at 70 Old Milton Road

Rochester Farmers Market

Vicky Poland will be the market manager again for 2021. She has been working on securing The Common closer to the ballfield for the 2021 season. She is also working securing sponsorships for the sixth season.

TRACEY CUTLER, ECONOMIC DEVELOPMENT SECRETARY

Tracey has continued to familiarize herself with ongoing projects in Rochester including visiting some of the project sites to see them on the ground. Her knowledge of the Munis system and city's website has improved considerably and been put to good use, as has her understanding of the various tax incentives available to businesses and developers wishing to invest in Rochester.

ONLINE TRAINING

Tracey is currently refreshing and improving her skills in Excel through an intermediate Excel online training class. After that Tracey will teach herself how to use Photoshop.

FUTURE PROJECTS

Tracey will help to increase the current social media coverage for economic development to highlight the great work currently being done in Rochester and future developments.

Utilizing the GIS mapping system, Tracey will work together with Assistant Director Marsh and Public Information & Community Engagement Manager, Matt Wyatt, to highlight trail systems, parks and family-friendly places in the city.

Tracey is assembling a "How To" binder for her position to make it easy for others to cover for her if necessary.

Tracey is planning to re-organize the current filing system into a more efficient and streamline system, making it easier for team members to locate necessary documents and plans.

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 sub recipients and other regional social services providers. The Community Development Coordinator also continues to track potential funding opportunities for both the city and regional social services providers.

FY 2022 Annual Action Plan: HUD has just announced the FY 2022 grant awards, and the City of Rochester will be receiving \$268,898, which is considerably higher than the working estimate of \$216,300. In addition, the Community Development Coordinator has confirmed with the Finance Department that there is \$10,601.16 available in prior year unexpended CDBG funds.

Rochester Child Care Center – Fire Sprinklers Project: This project has started and is anticipated to be completed in March. The project has been phased to allow it to proceed this program year.

Triangle Club – Electrical System Upgrade Project: This project has been completed.

Trainings and Webinars: The Community Development Coordinator has attended webinar trainings hosted by HUD on lead paint safety in construction projects. The Community Development Coordinator also attended a webinar on the Communities for Healthy Aging Transitions (CHAT) project, hosted by the Strafford Regional Planning Commission. More information on the CHAT project is available at <http://strafford.org/services/CHAT.php>.

HUD Timeliness Requirement Suspension: HUD has recently released a memorandum in which the suspension of the timeliness of CDBG fund expenditures, related to the ongoing COVID-19 pandemic, is extended to the end of FY 2021. A number of other waivers and suspensions are also included.

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 revised and resubmitted reimbursement for municipal funds spent on COVID-related activities through FEMA grant funds, as administered by the state.

Victims of Crime Act (VOCA) Grant: The Community Development Coordinator submitted all corrective action items from the remote monitoring of the city's victim-witness advocacy program on January 28th. The monitoring findings are now closed out. The Community Development Coordinator has also drafted and submitted the continuation grant application for FY 2022.

EMPG Grant – Emergency Planning: The Fire Department has been awarded an Emergency Management Planning Grant to update the city's Local Emergency Operations Plan and

Continuity of Operations Plan. The Community Development Coordinator has been working with the Fire Department to prepare the documents to accept this grant.

OTHER

Home for All Coalition: The Home for All coalition director, Paige Farmer, is stepping down from her role. The coalition is seeking an interim director to begin work in April 2021 until the position can be permanently filled. As part of the Home for All leadership team, the Community Development Coordinator will be involved in the selection process for both the interim director and permanent replacement director.

FINANCE COMMITTEE

Agenda Item

03/11/2021

Agenda Item Name: Monthly Financial Statements Summary – as of February 28, 2021

For the full detail report, click here: [February-21 Financial Detail Report](#)

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

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

Meeting Date Requested: March 9, 2021

Issue Summary Statement

The February- 2021 financial summary reports are attached. February represents approximately 67% completion of FY21. Below is a summary of revenues & expenses that Finance continues to monitor.

Revenues:

Motor Vehicle Registrations: FY21 motor vehicle registrations remain strong at 93.5% collected, or \$3,741,556.

Waste Management Host Fees: Three quarterly checks have been received. The year to date total is \$2,833,181, Transfer of the School Department's allocation of \$878,000 pending.

Building Permits: FY21 Building permits remain strong, at 209% collected, or \$417,808.

Interest Income: Interest Income remains soft at 37% received or \$92,498. Interest income rates remain low at approximately .50%.

Interest on Delinquent Taxes: Trend is up at 67% collected, or \$231,211.

State of NH Rooms & Meals: DRA final rate confirmed at \$1,568,269, payment received. Same level as FY20.

Water-Sewer User Fees: Payments have seen a recovery, will continue to monitor. New User Rates went into effect January 1, 2021. Water User Rate \$5.83 per unit, Sewer User Rate \$7.43 per unit.

Highway Block Subsidy: Three quarterly payments received, total \$493,988, 95% of budget

Cable Franchise Fees: Payments from Atlantic Broadband and Comcast have been received. Revenue is \$197,100, or 107% of budget

Covid-19 Cares Act Reimbursements: \$724,336 in Cares Act reimbursements have been received.

Expenses:

Overall General Fund salaries and benefits are trending below budget at 61% expended.

Fire Overtime is at \$244,123, 101% expended. Same period FY20 was 95% expended.

Police Overtime is at \$86,125, 79% expended. Same period FY20 was 82% expended.

Welfare Direct Assistance is at \$57,703, or 37% expended. Same period FY20 was \$123,586 or 75%.

Snow Removal & Supplies is at \$48,150 in actual expenses, and \$128,954 encumbered, 68% of budget.

Total General Fund expenditures trending to budget at 69.6%. Same period FY20 was 76.5%.

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

03/01/2021 15:27
 mark.sullivan

CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT
P 1
glytdbud

FOR 2021 08

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
1000 GENERAL FUND						
11011 ECONOMIC DEVELOPMENT REVENUE	0	0	0	750.70	-750.70	100.0%
11031 CITY CLERK REVENUE	124,850	0	124,850	64,823.35	60,026.65	51.9%
1104092 CARES ACT-FED THRU STATE-RE	0	59,325	59,325	51,922.05	7,402.95	87.5%
11051 ASSESSORS REVENUES	0	0	0	30.00	-30.00	100.0%
11061 BUSINESS OFFICE REVENUE	250,000	0	250,000	92,498.09	157,501.91	37.0%
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	33,979,738.18	-541,800.18	101.6%
11072 TAX COLLECTOR REVENUE	3,308	0	3,308	2,971.00	337.00	89.8%
11081 GENERAL OVERHEAD REVENUE	3,460,991	2,177,674	5,638,665	3,456,336.38	2,182,328.90	61.3%
11082 GENERAL OVERHEAD REVENUE	2,186,077	0	2,186,077	2,260,497.01	-74,420.01	103.4%
11083 GENERAL OVERHEAD - FEDERAL	0	0	0	672,414.00	-672,414.00	100.0%
11101 PLANNING	18,250	0	18,250	18,107.22	142.78	99.2%
11201 REV LEGAL OFFICE	50,000	0	50,000	33,333.32	16,666.68	66.7%
12011 POLICE CITY REVENUE	363,479	0	363,479	219,275.92	144,203.08	60.3%
12021 FIRE CITY REVENUE	25,500	0	25,500	4,832.05	20,667.95	18.9%
12022 FIRE STATE REVENUE	41,812	0	41,812	3,375.00	38,437.00	8.1%
12031 DISPATCH CENTER	60,982	0	60,982	.00	60,982.00	.0%
12041 CODE ENFORCEMENT REVENUE	244,210	0	244,210	430,120.17	-185,910.17	176.1%
13011 PUBLIC WORKS REVENUE	35,400	0	35,400	20,519.63	14,880.37	58.0%
13012 STATE HIGHWAY SUBSIDY	519,175	0	519,175	493,988.59	25,186.41	95.1%
14011 WELFARE REVENUE	2,500	0	2,500	5,400.39	-2,900.39	216.0%
14021 RECREATION REVENUE	60,050	0	60,050	12,930.00	47,120.00	21.5%
14031 LIBRARY REVENUE	10,800	0	10,800	4,618.40	6,181.60	42.8%
TOTAL GENERAL FUND	40,868,269	2,265,052	43,133,321	41,828,481.45	1,304,839.83	97.0%
5001 WATER ENTERPRISE FUND						
510001 WATER WORKS REVENUE	6,710,052	125,000	6,835,052	2,450,001.01	4,385,050.99	35.8%
TOTAL WATER ENTERPRISE FUND	6,710,052	125,000	6,835,052	2,450,001.01	4,385,050.99	35.8%
5002 SEWER ENTERPRISE FUND						
520001 SEWER WORKS REVENUE	7,945,222	125,000	8,070,222	2,839,028.40	5,231,193.60	35.2%
520002 SEWER WORKS REVENUE	396,081	0	396,081	48,398.00	347,683.00	12.2%

03/01/2021 15:27
 mark.sullivan

 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

 P 2
 glytdbud

FOR 2021 08

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
TOTAL SEWER ENTERPRISE FUND	8,341,303	125,000	8,466,303	2,887,426.40	5,578,876.60	34.1%
5003 ARENA ENTERPRISE FUND						
530001 ARENA REVENUE	416,031	0	416,031	161,871.08	254,159.92	38.9%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	161,871.08	254,159.92	38.9%
6000 COMMUNITY CENTER SP REV FUND						
600001 COMMUNITY CENTER REVENUE	889,241	0	889,241	557,559.00	331,682.00	62.7%
TOTAL COMMUNITY CENTER SP REV FUND	889,241	0	889,241	557,559.00	331,682.00	62.7%
GRAND TOTAL	57,224,896	2,515,052	59,739,948	47,885,338.94	11,854,609.34	80.2%

** END OF REPORT - Generated by Mark Sullivan **

03/01/2021 13:37
mark.sullivan

CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

P 1
glytdbud

FOR 2021 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 GENERAL FUND							
11000051 CITY MANAGER	409,559	5,381	414,940	290,917.04	3,550.63	120,472.33	71.0%
11012351 ECONOMIC DEVELOPMENT	512,693	4,096	516,789	229,091.09	20,778.48	266,919.43	48.4%
11020050 IT SERVICES	897,327	42,938	940,265	528,068.34	97,850.21	314,346.45	66.6%
11030051 CITY CLERK	334,501	0	334,501	219,825.01	47,513.09	67,162.90	79.9%
11040050 ELECTIONS	70,168	0	70,168	26,803.39	3,821.13	39,543.48	43.6%
11040990 CARES ACT ELECTION-FED THR	0	51,922	51,922	51,922.05	.00	.00	100.0%
11050070 ASSESSORS	570,520	47,461	617,981	350,000.81	36,617.46	231,362.73	62.6%
11060051 BUSINESS OFFICE	608,770	1,352	610,122	394,844.48	751.49	214,526.03	64.8%
11063151 HUMAN RESOURCES	225,528	1,250	226,778	155,528.97	9,817.49	61,431.54	72.9%
11070070 TAX COLLECTOR	379,761	3,020	382,781	261,610.58	2,212.53	118,957.89	68.9%
11080050 GENERAL OVERHEAD	1,169,916	-271,000	898,916	300,468.56	106,305.54	492,141.90	45.3%
11090050 PB CITY WIDE 50	687,246	58,952	746,198	447,290.77	53,817.73	245,089.50	67.2%
11090051 PB CITY HALL 51	65,698	0	65,698	49,061.36	10,846.35	5,790.29	91.2%
11090052 PB OPERA HOUSE 52	48,769	0	48,769	19,490.81	19,624.21	9,653.98	80.2%
11090054 PB CENTRAL FIRE 54	10,945	0	10,945	5,899.83	1,973.50	3,071.67	71.9%
11090055 PB GONIC FIRE 55	10,787	0	10,787	7,831.41	1,988.00	967.59	91.0%
11090056 PB LIBRARY 56	19,313	0	19,313	12,611.89	5,465.53	1,235.58	93.6%
11090057 PB DPW GARAGE 57	12,155	0	12,155	9,262.65	2,795.51	96.84	99.2%
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	2,766.90	3,769.46	43.7%
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	3,803.97	2,721.60	4,354.43	60.0%
11090069 PB DOWNTOWN 69	17,000	0	17,000	5,247.88	4,467.20	7,284.92	57.1%
11090070 PB REVENUE BUILDING 70	21,368	0	21,368	12,982.05	5,775.59	2,610.36	87.8%
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	13,656.22	5,119.14	5,290.64	78.0%
11090077 PB ANNEX	11,140	0	11,140	3,097.62	668.78	7,373.60	33.8%
11102051 PLANNING	427,669	4,518	432,187	240,064.53	1,860.83	190,261.64	56.0%
11200051 LEGAL OFFICE	611,159	0	611,159	362,306.51	6,221.51	242,630.98	60.3%
12010053 PD ADMINISTRATIVE SERVICES	2,076,031	0	2,076,031	1,164,728.96	75,684.38	835,617.66	59.7%
12012453 PD PATROL SERVICES	5,463,738	0	5,463,738	3,259,009.79	.00	2,204,728.21	59.6%
12012553 PD SUPPORT SERVICES	417,396	10,035	427,431	269,231.55	.00	158,199.45	63.0%
12020054 FIRE DEPARTMENT	4,991,261	10,000	5,001,261	3,076,456.48	48,402.69	1,876,401.83	62.5%
12020055 FIRE DEPT 55 GONIC SUBSTAT	28,592	0	28,592	10,747.65	12,059.33	5,785.02	79.8%
12020754 CALL FIRE	29,890	0	29,890	6,605.70	.00	23,284.30	22.1%
12023354 EMERGENCY MANAGEMENT	42,101	0	42,101	3,126.20	.00	38,974.80	7.4%
12030153 DISPATCH CENTER	869,310	30,085	899,395	560,124.57	5,664.85	333,605.58	62.9%
12040051 CODE ENFORCEMENT	593,170	8,974	602,144	354,244.76	4,806.38	243,092.86	59.6%
12050050 AMBULANCE	282,321	0	282,321	16,160.25	48,480.75	217,680.00	22.9%

03/01/2021 13:37
mark.sullivan

CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

P 2
glytddbud

FOR 2021 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13010057 PUBLIC WORKS	2,412,336	6,021	2,418,357	1,377,973.22	257,917.23	782,466.55	67.6%
13010957 WINTER MAINTENANCE	530,920	0	530,920	167,429.60	136,274.17	227,216.23	57.2%
13020050 CITY LIGHTS	218,000	0	218,000	107,509.11	90,976.10	19,514.79	91.0%
14010051 WELFARE	480,831	9,409	490,240	230,517.75	12,554.77	247,167.48	49.6%
14022072 RECREATION ADMINISTRATION	671,686	8,561	680,247	402,028.81	1,046.07	277,172.12	59.3%
14022150 RECREATION PLAYGROUNDS/CAM	101,305	-3,000	98,305	27,738.12	700.81	69,866.07	28.9%
14022250 RECREATION POOLS	94,924	0	94,924	63,886.20	8,987.19	22,050.61	76.8%
14030056 LIBRARY	1,342,026	0	1,342,026	796,979.42	47,275.92	497,770.66	62.9%
15000051 COUNTY TAX	6,941,353	0	6,941,353	6,752,536.00	.00	188,817.00	97.3%
17010051 TRANSFERS/PAYMENTS DEBT SV	4,471,220	0	4,471,220	3,775,796.90	.00	695,423.10	84.4%
17030050 OVERLAY	350,000	0	350,000	.00	.00	350,000.00	.0%
17040051 TRANSFER TO CIP & OTHER FU	1,290,000	2,227,674	3,517,674	2,400,000.00	.00	1,117,674.28	68.2%
TOTAL GENERAL FUND	40,868,269	2,257,649	43,125,918	28,827,002.20	1,207,236.07	13,091,680.06	69.6%
5001 WATER ENTERPRISE FUND							
51601057 WATER WORKS EXPENSE	5,353,392	125,000	5,478,392	3,282,906.53	39,390.03	2,156,095.44	60.6%
51601073 WATER TREATMENT PLANT	1,287,559	0	1,287,559	717,227.32	157,579.00	412,752.68	67.9%
51601570 WATER REVENUE OFFICE	69,101	0	69,101	46,176.72	.00	22,924.28	66.8%
TOTAL WATER ENTERPRISE FUND	6,710,052	125,000	6,835,052	4,046,310.57	196,969.03	2,591,772.40	62.1%
5002 SEWER ENTERPRISE FUND							
52602057 SEWER WORKS EXPENSE	4,106,648	125,000	4,231,648	3,898,424.14	28,908.24	304,315.62	92.8%
52602074 SEWER TREATMENT PLANT	4,167,052	0	4,167,052	980,799.87	373,087.46	2,813,164.67	32.5%
52602470 SEWER REVENUE OFFICE	67,603	0	67,603	46,173.28	.00	21,429.72	68.3%
TOTAL SEWER ENTERPRISE FUND	8,341,303	125,000	8,466,303	4,925,397.29	401,995.70	3,138,910.01	62.9%
5003 ARENA ENTERPRISE FUND							
53603060 ARENA EXPENSE	416,031	0	416,031	245,029.76	44,001.62	126,999.62	69.5%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	245,029.76	44,001.62	126,999.62	69.5%
6000 COMMUNITY CENTER SP REV FUND							

03/01/2021 13:37
 mark.sullivan

 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

 P 3
 glytdbud

FOR 2021 08

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	490,940.10	41,642.66	356,658.24	59.9%
	TOTAL COMMUNITY CENTER SP REV FUND	889,241	0	889,241	490,940.10	41,642.66	356,658.24	59.9%
	GRAND TOTAL	57,224,896	2,507,649	59,732,545	38,534,679.92	1,891,845.08	19,306,020.33	67.7%

** END OF REPORT - Generated by Mark Sullivan **

*Intentionally
left blank...*

City Clerk's Office



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
 Zoning Board
 Conservation Commission
 Historic District Commission
 Arts & Culture Commission

PLANNING & DEVELOPMENT DEPARTMENT MONTHLY REPORT FOR FEBRUARY 2021

APPLICATIONS REVIEWED BY THE PLANNING BOARD

Burns, Raber/Brook, City of Rochester, 1 & 3 Walnut Street & 184 North Main Street
 (by WSP USA, Inc.) Lot line revision. Case# 121 – 305,306,307 – R1&R2 – 20 **APPROVED**

Decoeur Realty Trust, Lawrence Boudreau & City of Rochester, 168 North Main Street
 (by WSP USA, Inc.) Lot line revision. Case# 121 – 226 – DTC – 21 **APPROVED**

New Style Homes, Hayes Hill Road Request for waiver of impact fees associated with the 17-lot subdivision. Case# 140 – 73 – R1 – 21 **APPROVED**

EIP Communications II, LLC, 156 Lowell Street (by Pro Terra Design Group) Site plan to construct a wireless communication facility. Case# 244 – 2-1 – A – 21 **APPROVED**

SDJ Development of Rochester, LLC, Fillmore Boulevard/Eisenhower Drive
 Modification to an approved 2018 24-lot subdivision to request reduced front setbacks and to amend previously approved limits of disturbance. Case# 237 – 3&8 – PUD – 18 **APPROVED**

APPLICATIONS REVIEWED BY THE ZONING BOARD OF ADJUSTMENT

Z-21-01 Zaremba Project Development, LLC applicant seeks a *Variance* from Section 12.3 and 12.8 of the Zoning Ordinance to allow construction of a retail development within wetlands and within the 50-foot wetland buffer. **Location:** 480 Gonic Road, Rochester, NH 03839, Map 262 Lot 29 in the Highway-Commercial Zone. **CONTINUED TO 3/10/2021**

Z-21-02 10 Farmington Road, LLC seeks a *Variance* from Section 12.3 and 12.8 of the Zoning Ordinance to permit alteration of land within the wetland buffer to allow for a

building, parking and site improvements. **Location:** 10 & 14 Farmington Road, Rochester, NH 03867, Map 221 Lots 158&159 in the Granite Ridge Development District. **APPROVED**

Z-21-03 Steven Foss seeks an *Appeal of Administrative Decision* on basis of improper use determination. **Location:** 159 Chestnut Hill Road, Rochester, NH 03867, Map 216 Lot 72 in the Agricultural Zone. **DENIED**

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

Conservation Overlay District and/or Review of Related Zoning Variance Application:

a) **Zaremba Program Development, LLC, 480 Gonic Road, Tax Map 262 Lot 29:** Site plan to construct a 9,100 s.f. retail building, with related parking and other site improvements. Wetland and wetland buffer impacts are proposed.

DENIED

3. NH DES Wetland/Shoreland Applications.

a) **162 Autumn St, Tax Map 102 Lot 3, proposed single family home in the NH DES Shoreland Protection area**

APPROVED

b) **61 Huckins Ln, Tax Map 262 Lot 58, proposed single family home in the NH DES Shoreland Protection area**

APPROVED

c) **326 Chestnut Hill Rd, Tax Map 206 Lot 7, proposed wetland crossing for driveway, NH DES Minimum Impact Wetland Application**

APPROVED

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

A nonpublic meeting regarding these matters was held.

Other business:

The Commission also discussed: 1) Intent to Cut (timber) permits; 2) Recent TRG and PB applications

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission did not meet in February.

ARTS AND CULTURE COMMISSION ACTIVITIES

The Arts and Culture Commission did not meet in February.

PLANNING DEPARTMENT NEWS

February was a busy month for construction in Rochester. You can see from the Land use Board Meetings that many projects are under consideration. And more are in the works. With the mild and snow-less weather, three Pre-Construction Meetings were held in February. These meetings are the last step before a developer can begin work.

Work continues on two important projects in the City that are funded through the Planning and Development Department. The Downtown Parking Study, being completed by Stantec Engineering is in data collection phase. The Team has obtained all the data they can through files, GIS and staff interviews and are now planning site visits in March and April.

The Historic District Commission is working with the company *Historic Preservation* to update our National Register Historic District. *Historic Preservation* has completed the data collection and will also be looking to schedule site visits in March.

As part of the data collection, new Planner I, Nicolette Womack and Public Information Officer, Matt Wyatt have collaborated to assemble a Google Earth Virtual Historic Map. Users are encouraged to navigate between "pins" using the Table of Contents feature. Yellow pins represent open space and streetscape views throughout the years. Blue pins represent structures still standing today. Red pins mark the sites of demolished structures. The photos have also been correlated with the related Architectural Surveys by Strafford Rockingham Regional Council in 1980 and the Sanborn Fire Insurance Maps for accuracy.

Please click on the "Virtual Historic Map" link on the Historic District Commission website (bottom of the green list of links on the right of the page) to access this amazing map!

<https://www.rochesternh.net/historic-district-commission/pages/virtual-historic-map>

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

*Intentionally
left blank...*

City Clerk's Office

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

From: Lauren Krans –Asst. Recreation & Arena Director
Date: March 10, 2021
Re: February 2021 Monthly Report

December Programs	Participants
Learn to Skate	20
Rec En Route	63
Family Open Gym (FOG)	281
Youth Basketball	84
Senior Open Gym (SOG)	0
Program Participation	448
Social Media Presence	
Post Reach	6,400
(Number of people who saw our posts and related content.)	
Post Engagement	2,400
(Number of people who interact with our posts.)	

Winter Program Wrap Up

Learn to Skate and Youth Basketball came to an end in February. Feedback on both programs was extremely positive. We received 15 responses to our program feedback survey and for overall program experience 4 rated it “Good” and 11 rated it “Excellent.” One respondent noted their favorite part of the program was “The staff’s attention to detail and keeping everyone safe through COVID.”

Due to the success of Rec en Route and FOG (Family Open Gym) we are looking to continue both programs. A silver lining of Covid has been thinking of ‘outside the box’ program ideas.

Valentines for Seniors

Program Coordinator Cindy organized a Valentine drive for local seniors. Community members crafted over 180 handmade valentines which were then distributed to residents at two assisted living facilities. A feel good program for all!



Ice Season

Per usual, February is the last full month of ice season, with the ice schedule to come out in mid-March. The rink has been a buzz of on ice activity, with high school games and Rochester Youth Hockey both getting ready to wrap up their seasons. We look forward to providing an overview of our successful yet challenging Covid ice season in the next report.

Summer Camp 2021

We are approaching summer 2021 with a “Can Do” attitude! In February our team started to plan for summer camp 2021. The first phase of information was published on March 1st. Our goal is to offer the most ‘normal’ experience as possible for campers, while maintaining proper health and safety guidelines for Covid-19. We are prepared to offer a program based on current guidelines for summer day camps and we are prepared to pivot our plans in guidelines become more relaxed. Our staff is staying connected to the NHRPA (NH Recreation and Parks Association) to stay informed on possible guidelines changes and what other recreation departments are planning for programs. We are hopeful that the school department will be able to provide us with facility use as they have in the past; this will be a determining factor on how many campers we can register this summer. For over 60 years Rec Camp has provided generations of Rochester youth with positive childhood experiences and a sense of belonging. We look forward to welcoming Rochester families, old and new, into this community tradition in summer 2021!

*Intentionally
left blank...*

City Clerk's Office



Rochester Fire Department

37 Wakefield St. Rochester, NH 03867

(603) 335-7545



To: Blaine Cox, City Manager
 From: Mark E. Klose, Fire Chief
 Date: March 10, 2021

Ref: Monthly Report for February 2021

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

DEPARTMENT INFORMATION:

- Manning Station 1 and Gonic
- 3 Shifts at 10 firefighters (1 Captain, 1 Lieutenant and 8 Firefighters)
- 1 Shift at 9 (1 Captain, 1 Lieutenant and 7 Firefighters)
- AC Wilder was acting Chief from 2/2/2021 thru 2/16/2021 while Chief Klose was on medical leave.

PERSONNEL:

- FF Ken Hoyt has been placed on military active duty to assist in the national Covid emergency
- FF Micah Ruel was promoted to the position of Lieutenant filling the vacancy of Lt Ken Chick
- Hired FF Jeremy Poder, to fill the firefighter vacancy after the promotion of FF Micah Ruel
- FF Patrick Couch has completed 24 years of service with the Rochester FD on February 9th.
- Lt Nick Marique has completed 16 years of service with the Rochester FD on February 20th
- FF Kaitlin Taatjes has completed 9 years of service with the Rochester FD on February 12th
- FF Chad Foss has completed 2nd year of service with the Rochester FD on February 11th
- FF Cherim has received military orders and activated with the US Marine Corp Reserves for a 9 – 12 months deployment

EMERGENCY MANAGEMENT:

- Chief Klose, worked with Dover Fire Chief/EMD Chief Paul Haas, and Somersworth Fire Chief/EMD George Kremlinger on opening and maintaining Willand Warming facility during cold weather.
- February 16th the City was hit by an ice storm. Multiple power outages throughout the community. Chief Klose and Eversource Liaison were in constant communications working with Rochester Water Works Director Ian Rohrbacher, to restore pump station failures.



Rochester Fire Department

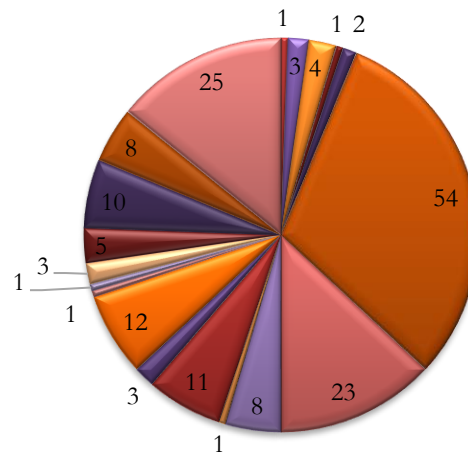
37 Wakefield St. Rochester, NH 03867

(603) 335-7545



OPERATIONS DIVISION:

February 2021 Incidents



- Building Fires
- Smoke Scare, odor of smoke
- Mutual Aid Requests
- Chimney or flue fire
- Unauthorized burning
- Medical Assist / EMS
- Motor Vehicle Accident, no injury
- Motor Vehicle Accident, with injury
- Defective Elevator
- Smoke or alarm activation, unintentional
- Carbon Monoxide Incident
- Wire Down Call
- Gas Leak

INCIDENTS (Total 176)

- February 16th Ice Storm
- February 16th, Engine-5, Tank-7, Chief 1 responded mutual aid to Farmington for a structure fire.
- February 20th, Engine-2, Chief 3 mutual aid to Dover for a structure fire.



Rochester Fire Department

37 Wakefield St. Rochester, NH 03867

(603) 335-7545



APPARATUS:

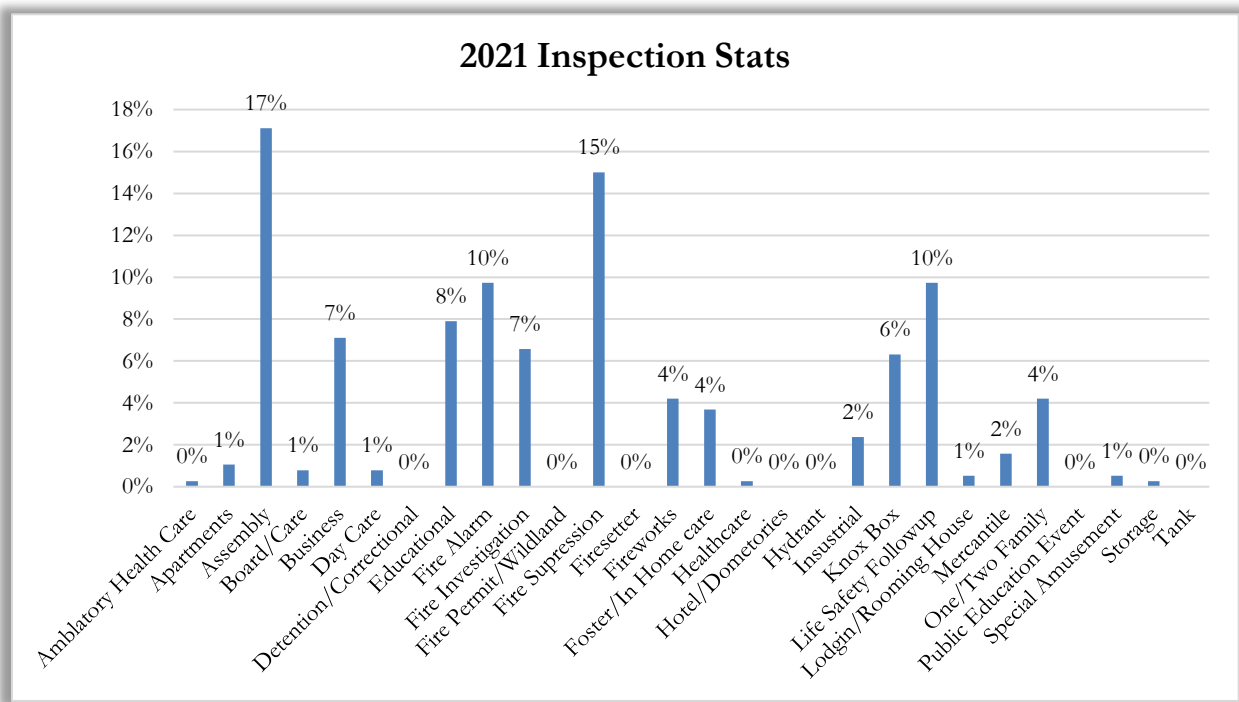
- New utility is being outfitted with a workbody bed in Candia.

FUTURE PROJECTS(s):

- Fire Department Records Management Software (RMS) Emergency Response (ER) is in the development stages DC Hughes is inputting all necessary RFD information.
- 2/18/2021, FY2022 O&M, CIP and I & O budgets presented to City Manager Cox and Finance Department

FIRE PREVENTION DIVISION:

The Fire Prevention Division has several ongoing construction projects within the City that require continued follow-up conversations inspections. During the month of February, there was an increase of Fire Suppression system inspection requests. DC Hughes has worked with the Fairground board of directors to look at the year's upcoming events that will required detailed personnel. The FD provided a staffed engine to support their demolition derby event during February and is planning for the same every month up until May. DC Hughes has implemented Emergency Reporting as our new records management system. This software will allow for organized collection of personnel, training, apparatus and equipment information. The staff is currently working on importing information and completing 100% inventory of all equipment.





Rochester Fire Department

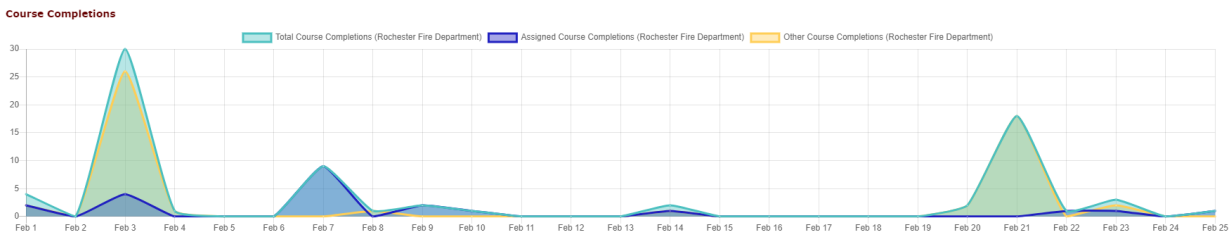
37 Wakefield St. Rochester, NH 03867

(603) 335-7545



TRAINING DIVISION:

Date From: 02/01/2021 Date To: 02/28/2021



IMC:

Total Individual Course Completion Records:	174
Total Present:	173
Total Absentees:	1
Total Credit Hours Awarded:	301.50
Total Course Hours Awarded:	151.00
Total Certifications Awarded:	0
Total Renewal Dates Given:	0

Fire Rescue 1 Academy:

Total Individual Course Completion records: 44

Total Credit Hours Awarded: 46

- Began the onboarding and data transfer of equipment and training information to the "Emergency Reporting Data Platform."
- Continued to assist members with their NREMT and State of NH medical recert processes.
- Organized/Planned/delivered the State of NH FROST Program
- Organized/Planned the initial Probationary FF training week scheduled for 1MAR-5MAR (Jeremy Poder)
- Attended all required meetings and scheduled events.

Car Seat Safety Program (FF Kaitlin Taatjes and John Boodey)

- Car Seats Installed: 5



PAUL R. TOUSSAINT
Chief of Police

ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

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

POLICE COMMISSION

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

March 10, 2021



TO: City Manager Blaine Cox
RE: Monthly Report – February 2021

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

The investigations bureau had 31 cases submitted for review. There are currently 61 cases assigned. There were three detective call outs this period (Assault and two overdose deaths). There were 20 cases presented to a virtual Grand Jury, all were true bills. There were four backgrounds conducted and one polygraph. There were two sex offender compliance checks. There were 330 pieces of evidence logged in, and 35 items returned to owners. There were an additional 101 pieces destroyed.

COMMUNITY ENGAGEMENT OFFICER (CEO) and POP UNIT: The unit is still experiencing a low number of community events as Covid restrictions/limitations continue. The unit is brain storming different ideas and approaches as they monitor the number of Covid cases and any changes to restrictions/limitations. Officer Danie has been keeping up with Crime Line, the RPBA, checking in with businesses and recently read to children remotely.

As the warmer weather approaches, the POP unit will be out and about in the community more to continue to build more/better relationships. The POP continues to develop and has been working well with a number of different cases. Recently each POP officer has been the lead on at least one lengthy/complex investigation. The unit has been monitoring, investigating and working with other agencies in the area regarding the ongoing issue with Catalytic Converter thefts. The unit continues to work with Code/Fire regarding certain issues. They continue to work closely with Patrol on several cases/investigations.

COMP STAT: In Field activity there was a 31% increase in traffic stops from the previous month. The majority of the traffic stops were in the compact area of the downtown, and expanding out on the main roads. There were 61 traffic accidents, which was down significantly from the previous month. Farmington Road and North Main Street were the top two roads for accidents—along with 30 parking lot accidents. DWIs resulted in 6 arrests—2 of those were from accidents.

In property crimes, we had five burglaries incidents this month. This is down from the previous month. We saw an uptick in theft from vehicles, and are following up on some leads to those. There was a drop in shoplifting, 11 this month compared to 33 the previous month. There is a trend with thefts of catalytic converters which is being actively investigated by the POP unit.

With drug related incidents, we had 23 possessions, this is up from 19 the prior month. We had 10 overdoses which is consistent with the month before, and no fatal incidents during this past month.

In violent crimes we had no robberies for the month. We had four aggravated assaults; two were DV related, both being strangulations. The two others were child abuse situations that are currently under investigation. There were 27 simple assaults, this is down by two from the month prior, and 14 of them were DV related.

COMMUNICATION CENTER - DISPATCH: The recent radio project upgrade/changeover is still waiting on radio equipment for the FD prior to full completion.

We have filled the open dispatch position, but then also received a two-week notice from another dispatcher. We are actively accepting applications. An intern from UNH helping with cleaning up our site file database, such as deleting businesses that are now closed, and merging some duplicate police and fire sites. We are also uploading some maps to eliminate paper. We have been diligent in cleaning old warrants, parking tickets and ACO summons out of the dispatch center.

Two dispatchers will be virtually attending a Certified Training Officer Program with APCO on March 10th. And two dispatchers will be going to the next NCIC TAC training with State Police – for stolen articles and wanted persons and other things entered into the National Database.

DIVERSION PROGRAM/TEEN DRUG COURT: The Juvenile Probation Transformation Affinity Group calls have been taking place every Friday with a wrap up call every Monday to discuss the sessions with the Judges, Legislative/Policy makers, Law Enforcement / Prosecutors and Public Defenders. The calls have been an opportunity for each individual group to share questions, concerns and connections that can help move forward the transformation.

Nicole continues to work with Waypoint on their roll out of a Youth drop-in Center and connections for the Family Resource Center by CAP.

Nicole continues to work with the Strafford County Diversion Program as they are back to finding and hiring a Coordinator.

Nicole is also working continues to work on an on-line training series for Diversion programs and with the State-wide "NH Race and Equity LE/CJ Workgroup on developing appropriate and effective trainings around cultural diversity, awareness and anti-bias. She also continues to work on the Service to Science: Evidence-Based designation, and has started working with an Intern from St Anselm's on literature review around diversion nationally.

Lastly, Nicole worked with the Strafford County Public Health Network and other community partners on a month long ACES training series for working with our community's youth. Now we will work on tying that work to the training of trainers for Youth Mental Health First Aid and providing much needed resources in the community.

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

FINANCIAL/PURCHASING: We are approximately 66% of the way through FY21 and currently we are spent at 55% overall in our O&M lines. As we move into the second half of this fiscal year, we will closely monitor all O&M lines while completing projections for year end.

We presented our FY22 budget to the City Manager and Finance Department February 9, 2021. There were some minor clarifying questions on our CIP requests. Overall feedback was positive from staff and there were no immediate recommendations for reductions.

Purchases of \$5000 or more which would require a signature from the commission this month.

- Z-tron equipment for station alerting and firefighter callbacks as part of the CIP radio replacement project.
- Pullover style jacket for under the external carriers funded by the JAG grant.

Radio Replacement Project-New equipment has been ordered for the firefighter and station alerting. As we move toward better weather we will be working on getting the DPW tower in place and ready for when the new DPW building has power and network connectivity in order to bring it on line.

One of the three new frontline cruisers is back from 2-Way, the second one is currently being outfitted and the third is on the schedule.

FORFEITURE SPENDING: There was no forfeiture spending this period.

HIRING: Background packets for three of the potential new officers have been submitted to detectives to complete the background process.

Sgt. Cost continues to oversee the crossing guard positions. This has been a difficult year, at best. There are eleven crossing positions, and currently only four are filled. While we have had continuous job postings over the last several years there has not been very much interest in these positions.

HOUSING: We had 26 police related calls for service this month at various housing properties. This is in line with previous months. Eight of the calls for service revolved around a family in Cold Spring Manor that we have been moving toward services in the court system. There were no other trends concerns that needed extra attention. Officer Mundy completed 8 criminal background checks for new applicants.

Sgt. Babine and Officer Mundy continue to check on the transient issues in the buildings through use of foot patrols during off hours. Officer Mundy helped with traffic organization during a recent Covid-19 vaccination Clinic at Wellsweep. We continue to have weekly remote meetings with all of the housing managers.

K-9: This month the Rochester K-9 unit responded to three calls for service, all in Rochester. Two were tracks and one was a drug search. The tracks did not lead to any finds.

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 18 petitions. There were four diversions and one CHINS. There were also four motions to impose, one motion to bring forward for trial, one investigation with contempt warrant and one investigation with bail jumping warrant. The following hearings were also held: three violation hearings, one review hearing, There was one motion to reconsider a court disposition.

Lt. Gould also assisted with oral boards for new hires twice this period, worked with an intern, assisted Attorney Mitrushi with District Court when needed; and attended a meeting related to the Cadet Academy.

RENTAL PROPERTY OWNERS ASSOC.: Lt. Bossi attended the February meeting. He answered questions about mask's and the rules on wearing them. There were also questions reference to thefts from motor vehicles and incidents taking place on Chesley Hill Road. A majority of the meeting was an accounting and tax information presentation by a CPA guest speaker. There was also a legislative update presented reference to landlord related matters. The next meeting will be on March 4, 2021 at 8am.

SCHOOL RESOURCE OFFICERS:High School: Officer Jackson

- During the first week of this reporting period, Officer Jackson was still working Patrol as the high school had not returned from remote learning yet.
- Assisted the FBI with an investigation
- Taught a Criminal Justice class
- Assisted the school with getting Covid students home during the school day
- Handled an incident with a suspicious package on school grounds
- Assistance Guidance with a welfare check
- Completed 9 arrest/incident reports for various issues

Middle School: Sgt. Deluca

Due to certain types of quarantine requirements associated with the Covid-19 pandemic, Sgt. Deluca was unable to perform his regular duties at the school.

Elementary School (9): Officer Porfido

Due to certain types of quarantine requirements associated with the Covid-19 pandemic, Officer Porfido was unable to perform his regular duties at the various elementary schools.

Explorer Post: Officer Jackson

We had our first two Explorer Post meetings since the Covid-19 shutdown. Officer Jackson is in the process of working with the Explorers to set up the curriculum for the year.

TRAINING: Officer Tim Rummo has entered phase 2 of his field training with Officer Williams-Hurley, his DOR (daily observation) reports continue to positive.

Officers Johnson, Miller, Crawford, and Knox participated in an online training titled Understand, Approach, and Respond: Effective Interventions for First Responder with Alzheimer's and Dementia Patients.

Sgt Cost in reviewing policy 41.2.6 Missing Juveniles noted many members of the department had not taken online training through the National Center for Missing and Exploited Children to keep us compliant with this policy. As a result, all sworn members will complete online training through our PoliceOne Academy account, which will bring us in compliance.

Sgt. Cost has been working on hosting three upcoming training courses in Rochester. The first in April is an instructor level course for practical de-escalation tactics and critical decision-making. The second in June is a shotgun/patrol rifle armorer's course. The third is in July for another Taser instructor course. If the minimum number of attendees register, the department gets free seats in the classes, saving the city money.

Respectfully Submitted,



Paul R. Toussaint
Chief of Police

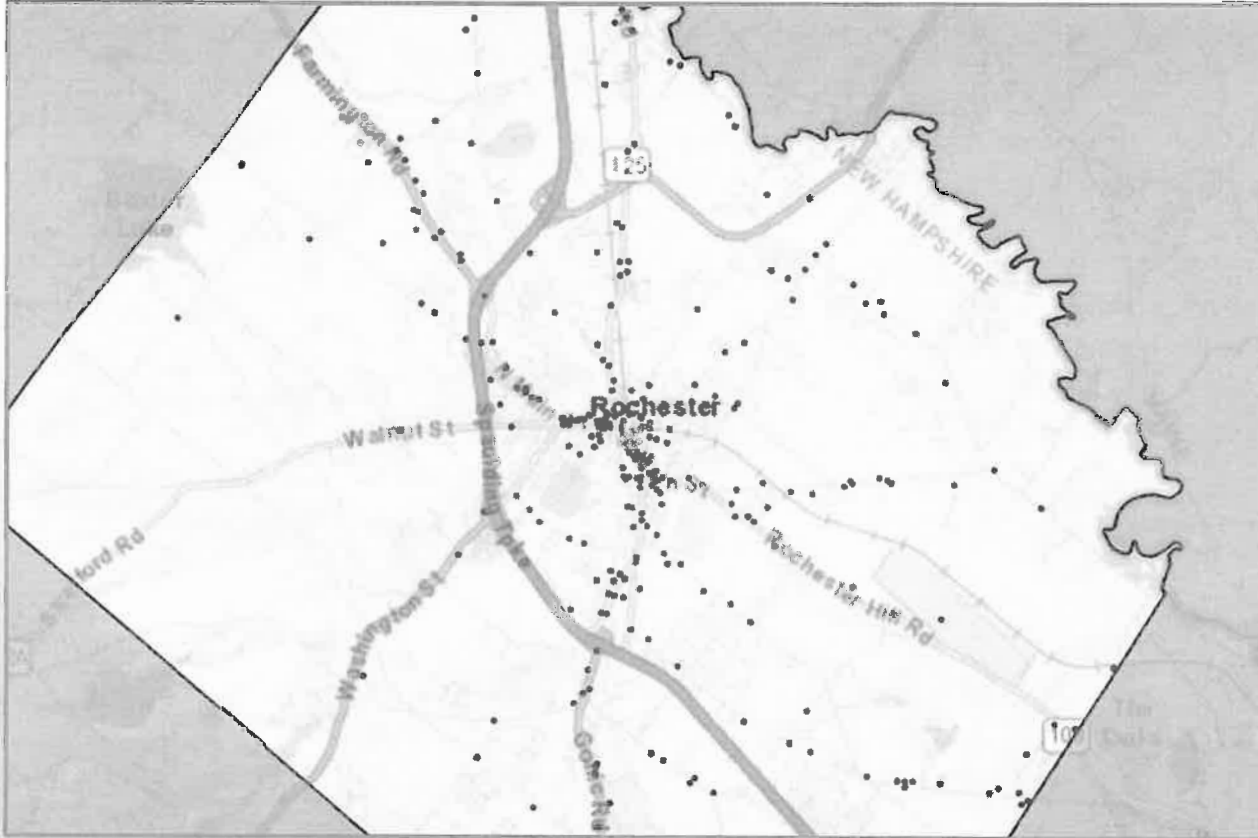
Rochester Police Department

February 2021 Comp Stat Report



February 2021 Traffic Activities

- Traffic Stops
- Motor Vehicle Crashes
- DWI Incidents
- Traffic Comparisons



Traffic Stops

Traffic Stop Breakdown

- 515 Total Stops
 - 24 Arrests
 - 17 – traffic offenses
 - 5 - capias/warrants
 - 2 on-view offense
 - 28 Summons
 - 435 Warnings
 - 21 No Action

Motor Vehicle Crashes

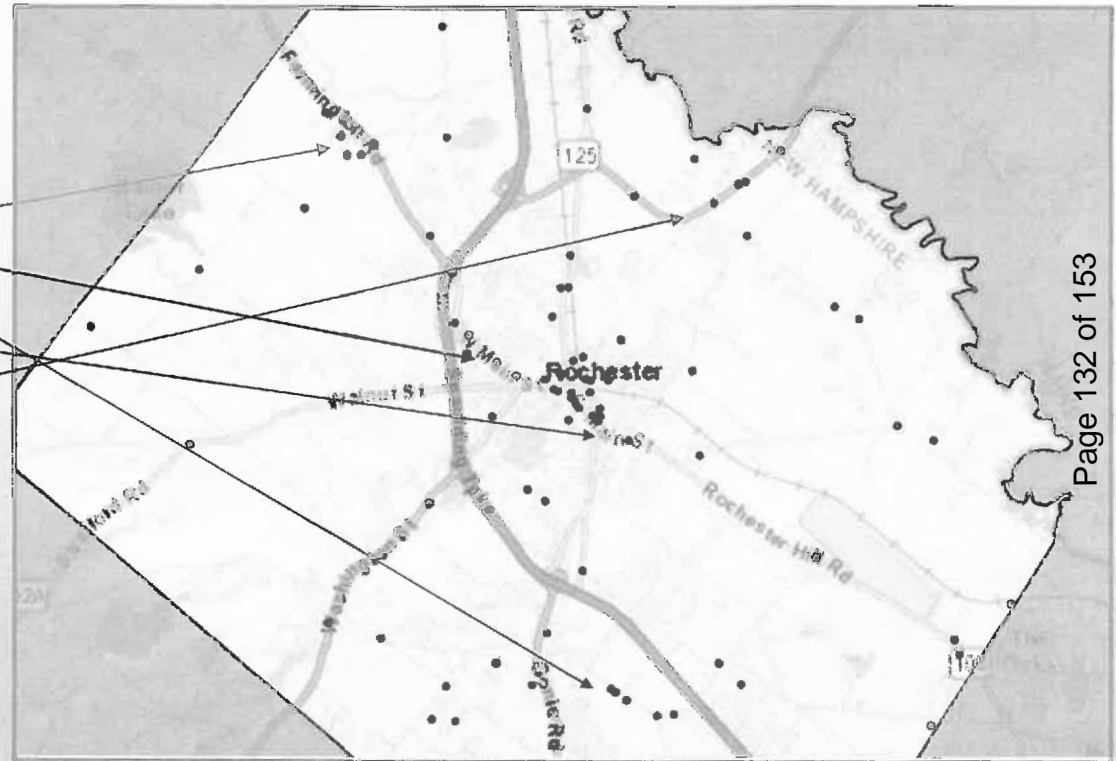
- **91 total crashes**

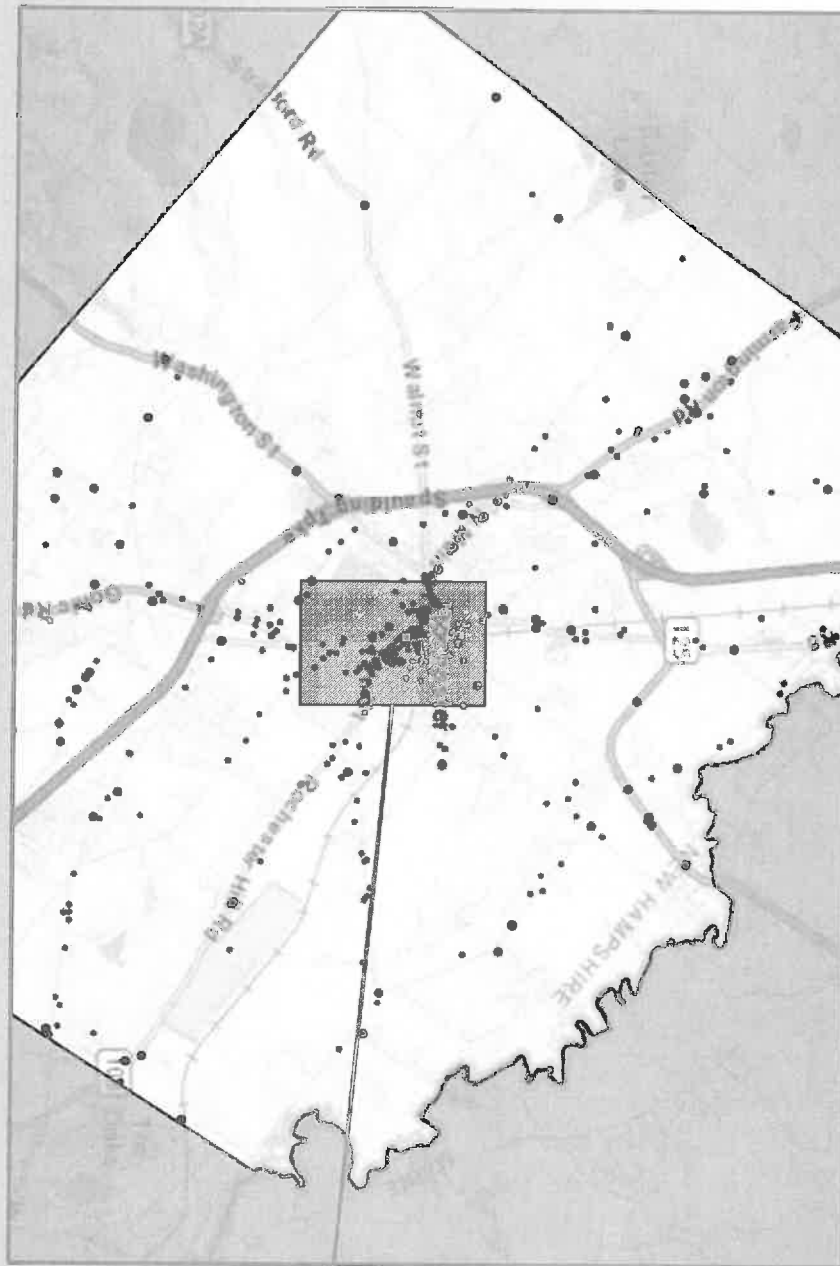
Significant increase
from the previous
month (49%)

- 7 Arrests
 - 3 DWI arrests
- 5 Summons Issued
- 18 Parking lot crashes
- 14 Hit & Run crashes

High Volume Roads

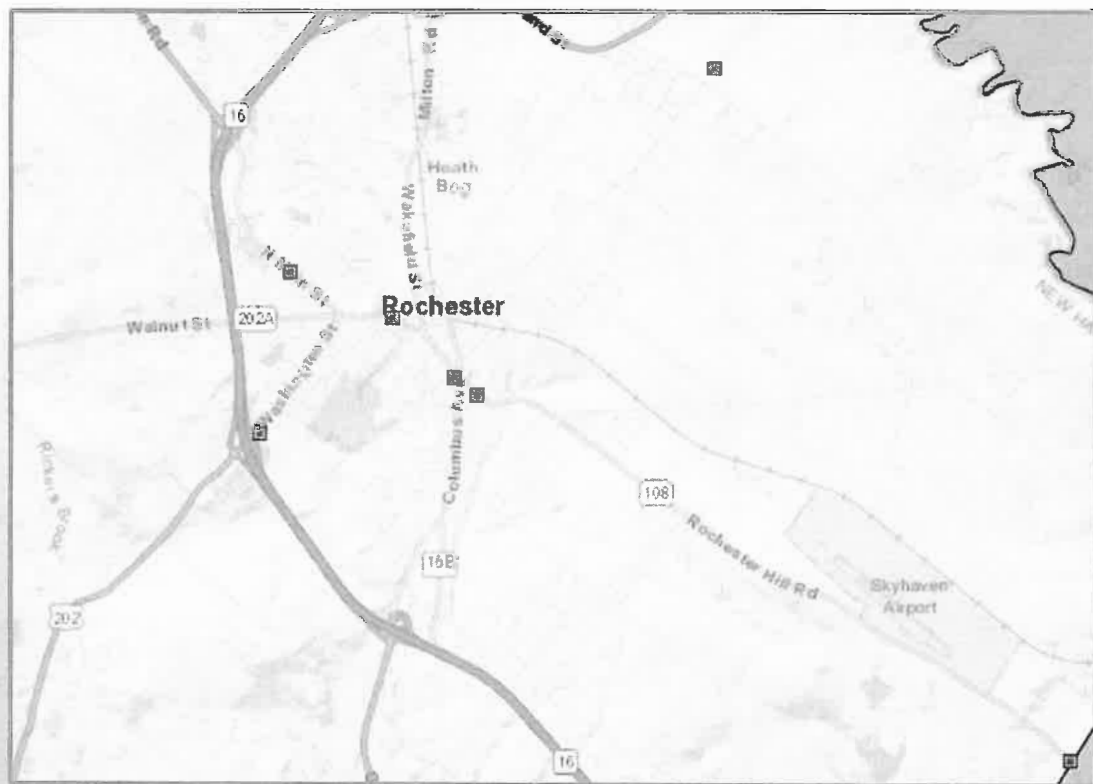
Address	Total
FARMINGTON RD	12
NORTH MAIN ST	9
PICKERING RD	6
SOUTH MAIN ST	6
HIGHLAND ST	6
CHESTNUT HILL RD	5
WAKEFIELD ST	5
WASHINGTON ST	4
PORTLAND ST	4
SALMON FALLS RD	4
ROCHESTER HILL RD	3





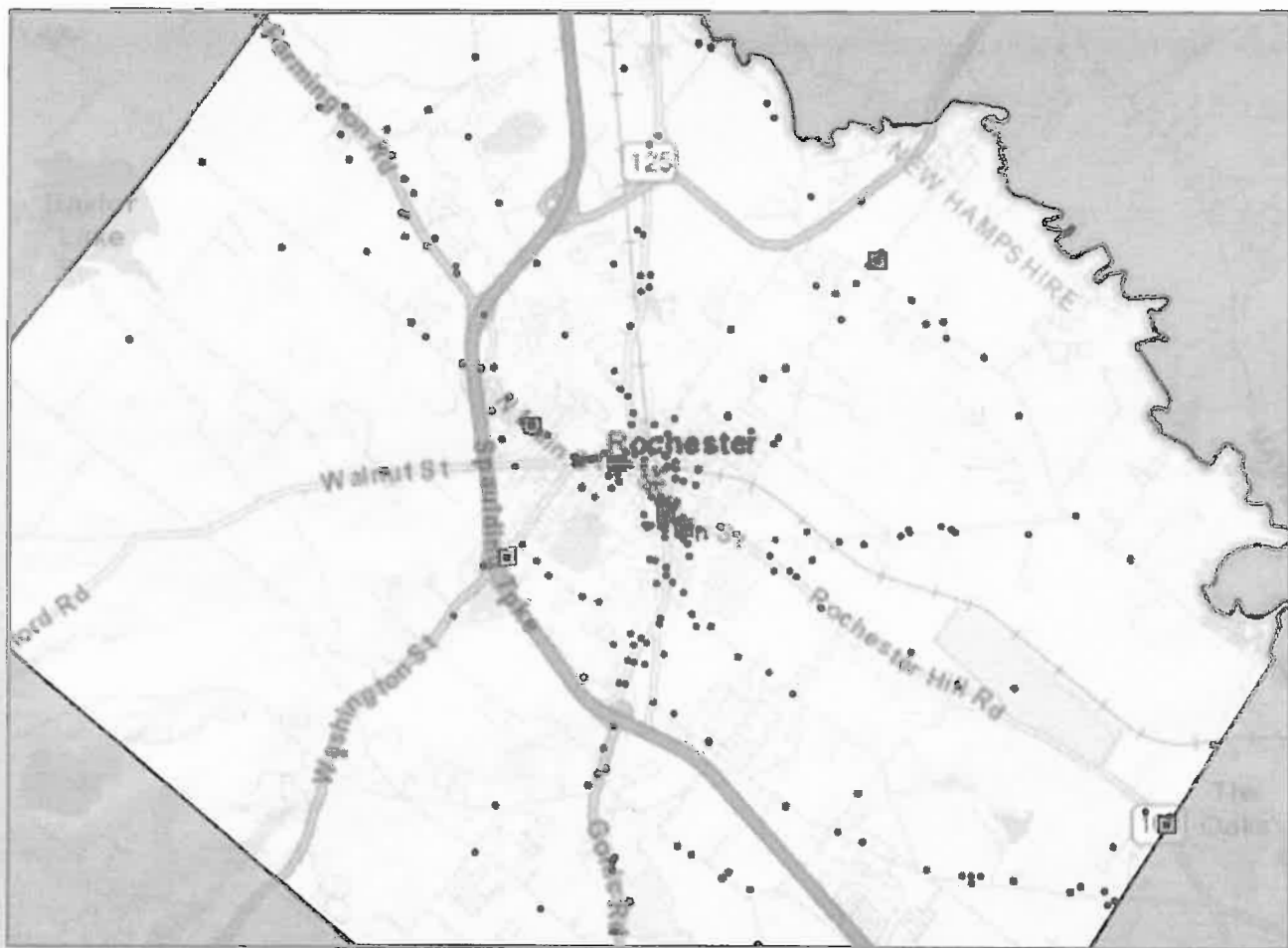
Overlay of Crash and Traffic
Stop Locations





DWI Incidents

- 7 Total Incidents
 - 3 Crashes (1 Alcohol/2 Drug)
 - 2 result of BOLO
 - 2 result of Welfare Check



DWI/Traffic Stops

- 2 – Thursday
- 2- Tuesday
- 1 each
(Sunday/Monday/
Wednesday)
- Times varied

Traffic Activity Comparisons

Specific Crimes	Feb-21	Feb-20	% Change	Jan-21	% Change	Dec-20	YTD 21	YTD 20	% Change	YTD 19
Traffic Stops	515	612	-16%	674	-24%	514	1189	1223	-3%	627
Arrests from Stops	24	14	71%	35	-31%	19	59	39	51%	43
Summons	28	36	-22%	30	-7%	23	28	48	-42%	25
Warnings	435	551	-21%	590	-26%	456	1025	1051	-2%	546
No Action	21	8	163%	13	62%	16	34	18	89%	12
Accidents	91	81	12%	61	49%	102	152	162	-6%	162
Summons from ACs	5	3	67%	4	25%	7	9	7	29%	4
Arrests from ACs	7	5	40%	5	40%	7	12	10	20%	13
Field Interviews	2	8	-75%	3	-33%	3	5	16	-69%	7
DWI	7	10	-30%	6	17%	7	13	13	0%	10
Narcotics	4	2	100%	2	100%	1	6	4	50%	5
Alcohol	3	8	-63%	4	-25%	6	7	9	-22%	5
DWI from Accidents	3	2	50%	2	50%	7	5	4	25%	2

Property Crimes

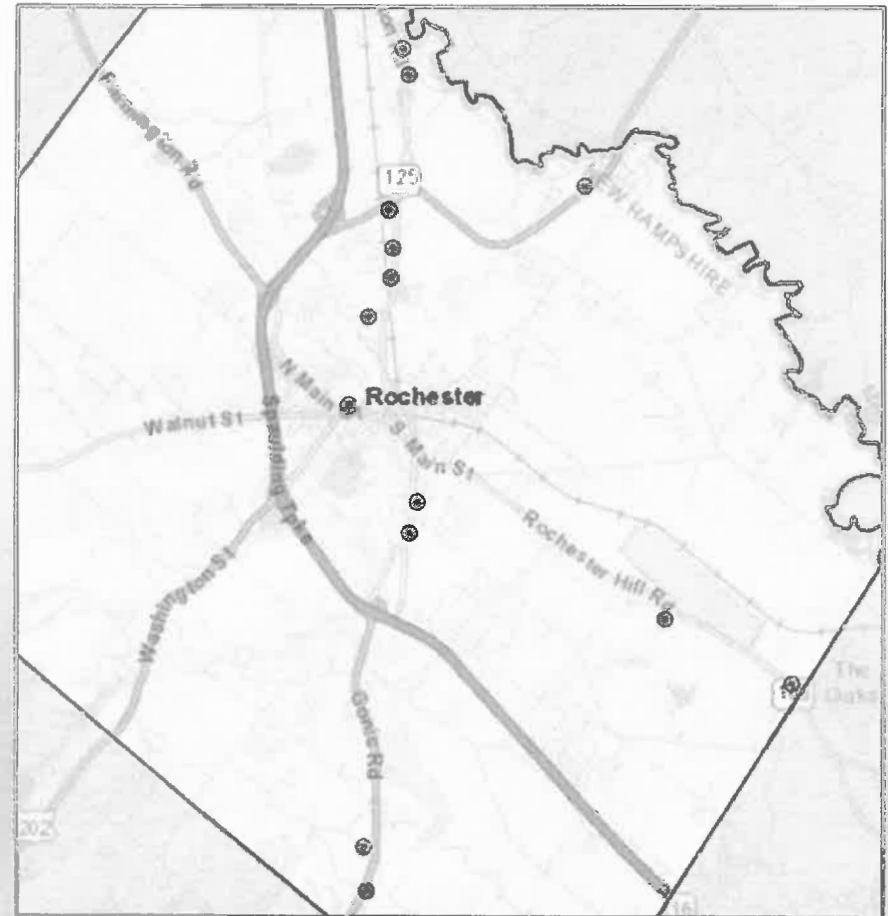
All Incident Reports												
Specific Crimes	Feb-21	Feb-20	% Change	Jan-21	% Change	Dec-20	YTD 21	YTD 20	% Change	YTD 2021 Closure Rate	YTD 2020 Closure Rate	YTD 19
Burglary	3	4	-25%	5	-40%	8	8	8	0%	0%	13%	9
Shoplifting	17	12	42%	11	55%	33	28	35	-20%	50%	109%	54
Theft from a Building	12	12	0%	7	71%	9	19	29	-34%	16%	24%	34
Theft from M/V (including Parts)	5	6	-17%	21	-76%	15	26	10	160%	0%	10%	17
All Other Theft	5	9	-44%	22	-77%	13	27	17	59%	4%	24%	9
M/V Theft	2	2	0%	2	0%	3	4	4	0%	0%	50%	7
Vandalism	23	34	-32%	27	-15%	28	50	61	-18%	18%	36%	53
Total Property	67	79	-15%	95	-29%	109	162	164	-1%	12%	38%	183
Arrests												
Specific Crimes	Feb-21	Feb-20	% Change	Jan-21	% Change	Dec-20	YTD 21	YTD-20	% Change			
Burglary	0	0	0%	0	0%	1	0	1	-100%			
Shoplifting	10	5	100%	4	150%	28	14	38	-63%			
Theft from a Building	1	1	0%	2	-50%	1	3	7	-57%			
Theft from M/V (including Parts)	0	1	-100%	0	0%	1	0	1	-100%			
All Other Theft	0	1	-100%	1	-100%	2	1	4	-75%			
M/V Theft	0	0	0%	0	0%	0	0	2	-100%			
Vandalism	7	8	-13%	2	250%	8	9	22	-59%			
Total Property	18	16	13%	9	100%	41	27	75	-64%			

Catalytic Converter Thefts

A significant increase in catalytic converter thefts was identified during November 2020 and has continued to date. Information known at this time:

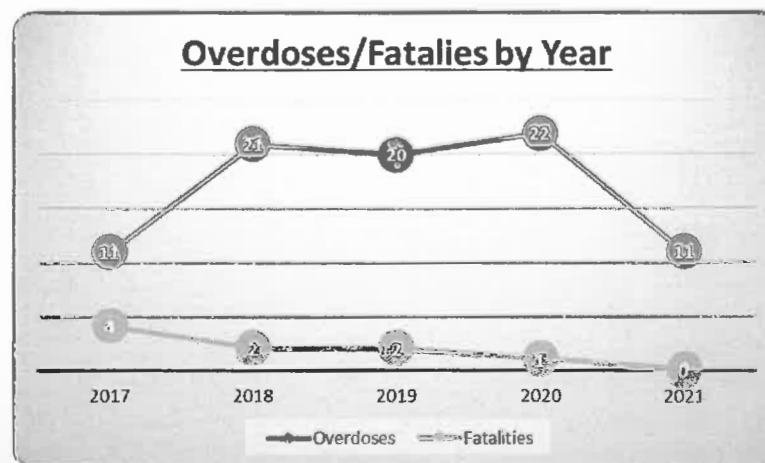
- Information regarding target locations/vehicles/time of day/day of week etc. was collected and disseminated throughout the region.
- A location and buyer of stolen converters was located in Rochester and arrested. The investigation is ongoing with cooperation from surrounding agencies.
- Suspects have been identified as the investigation continues.
- Rochester has experienced the following incidents:
 - October through December – 6 Incidents
 - January – 5 Incidents
 - February – 5 Incidents

Locations of Thefts



Drug Incidents

Overdoses/Fatalities by Year



All Incident Reports

Specific Crimes	Feb-21	Feb-20	% Change	Jan-21	% Change	Dec-20	YTD 21	YTD-20	% Change	YTD 2021 Closure Rate	YTD 2020 Closure Rate	YTD 19
Possession	14	10	40%	23	-39%	19	37	27	37%	41%	56%	24
Drug Events	7	8	-13%	12	-42%	13	19	13	46%			16
Overdoses	1	13	-92%	10	-90%	10	11	22	-50%			20
Fatal Overdoses	0	1	-100%	0	0%	2	0	1	-100%			2
Total Drug	22	32	-31%	45	-51%	44	67	63	6%			62
Arrests												
Specific Crimes	Feb-21	Feb-20	% Change	Jan-21	% Change	Dec-20	YTD 21	YTD 20	% Change			YTD 19
Possession	3	6	-50%	15	-80%	10	15	15	0%			8

Violent Crimes

All Incident Reports												
Specific Crimes	Feb-21	Feb-20	% Change	Jan-21	% Change	Dec-20	YTD 21	YTD 20	% Change	YTD 2021 Closure Rate	YTD 2020 Closure Rate	YTD 19
Homicide	0	0	0%	0	0%	1	0	0	0%	0%	0%	0
Robbery	0	1	-100%	0	0%	1	0	2	-100%	0%	0%	2
Aggravated Assault	2	3	-33%	4	-50%	5	6	5	20%	50%	60%	7
<i>from DV*</i>	2	1	100%	2	0%	1	4	2	100%	75%	100%	3
Simple Assault	21	34	-38%	27	-22%	29	48	67	-28%	54%	45%	58
<i>from DV*</i>	14	18	-22%	14	0%	20	28	32	-13%	64%	59%	30
Total Violent	23	38	-39%	31	-26%	36	54	74	-27%	26%	26%	67
Arrests												
Specific Crimes	Feb-21	Feb-20	% Change	Jan-21	% Change	Dec-20	YTD 21	YTD 20	% Change			YTD 19
Homicide	0	0	0%	0	0%	2	0	0	0%			0
Robbery	0	0	0%	0	0%	1	0	0	0%			3
Aggravated Assault	1	1	0%	2	-50%	1	3	3	0%			5
<i>from DV*</i>	1	1	0%	2	-50%	1	3	2	50%			3
Simple Assault	12	12	0%	14	-14%	15	26	30	-13%			38
<i>from DV*</i>	9	9	0%	9	0%	14	18	19	-5%			20
Total Violent	13	13	0%	16	-19%	19	29	33	-12%			46

Domestic Violence Related Calls

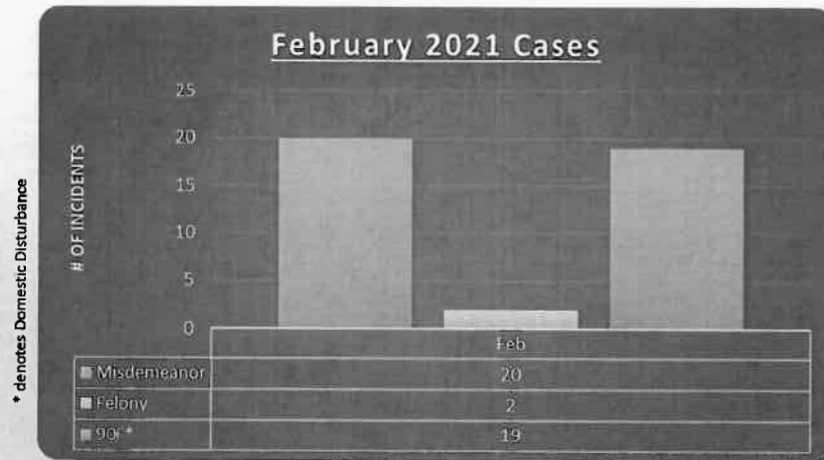
February 2021

Misdemeanor – 20

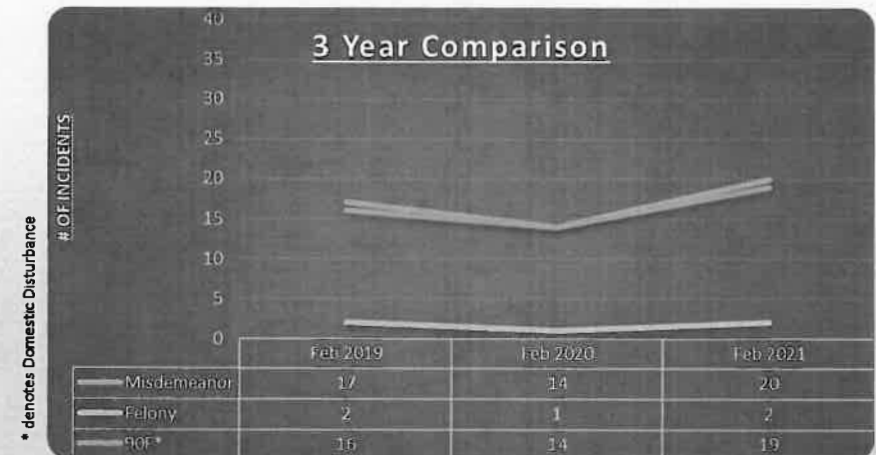
Felony - 2

90F* - 19

February 2021 Cases

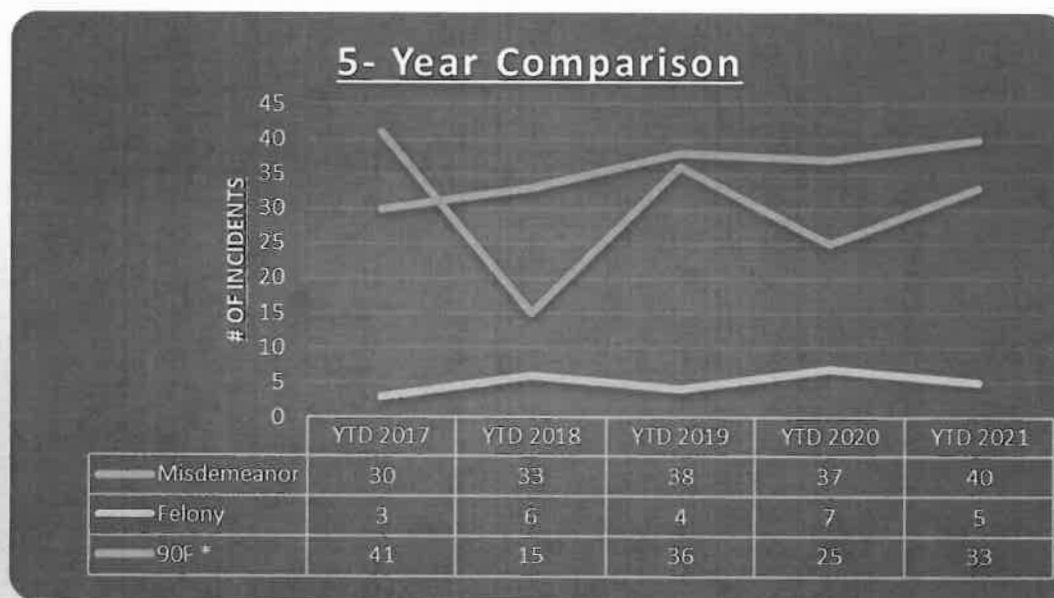


3-Year Comparison



Domestic Violence Related Calls, (cont.)

* Denotes Domestic Disturbance

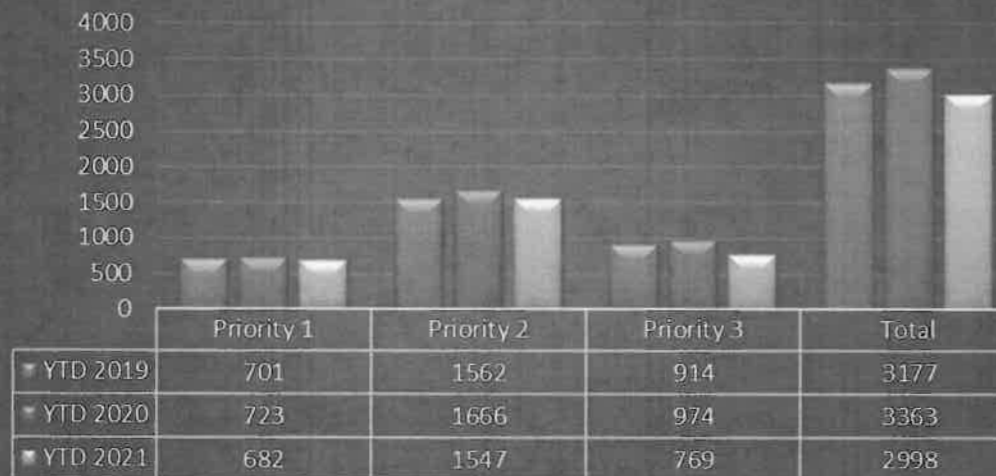


Threshold

Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	85	69-100	91	Normal
Traffic Stop	722	375-1068	515	Normal
DWI	7	5-10	7	Normal
Robbery	2	0-3	0	Normal
Aggravated Assault	5	3-8	2	Moderately Low
Simple Assault	38	29-46	21	Moderately Low
Burglary	8	4-12	3	Moderately Low
Shoplifting	24	15-33	17	Normal
Theft from Building	17	9-24	12	Normal
Theft from MV	15	7-24	5	Moderately Low
MV Theft	3	1-5	2	Normal
Vandalism	35	27-43	23	Moderately Low
Possession	16	10-21	14	Normal
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	45	35-55	23	Very Low
Property	119	95-142	67	Very Low

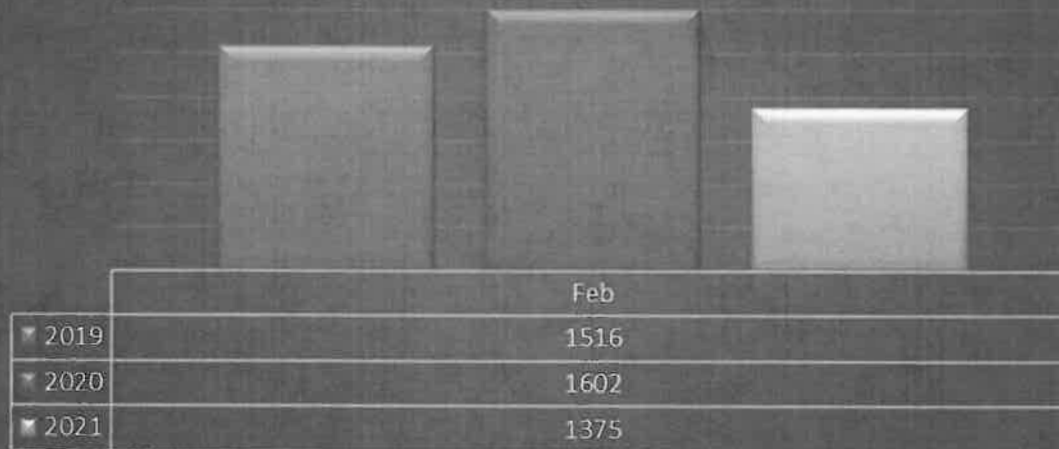
Calls for Service 2019 v 2021

Calls for Service Breakdown 2019 thru 2021



3-Year Calls for Service Comparison for February

3-Year Total CFS Comparison for February

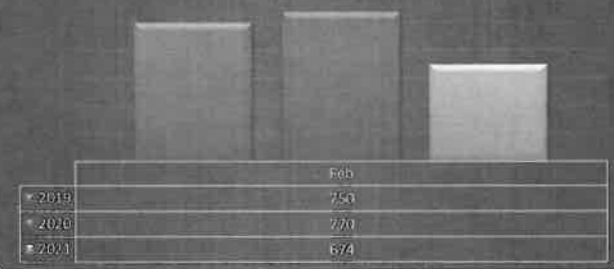


Calls for Service by Priority

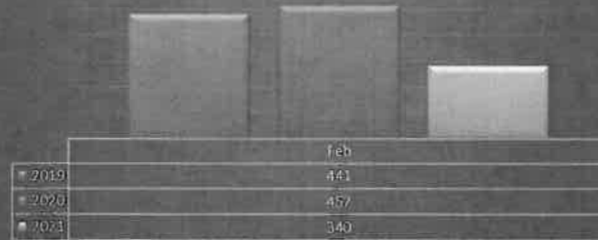
Priority 1 CFS 3-Year Comparison for February



Priority 2 CFS 3-Year Comparison for February

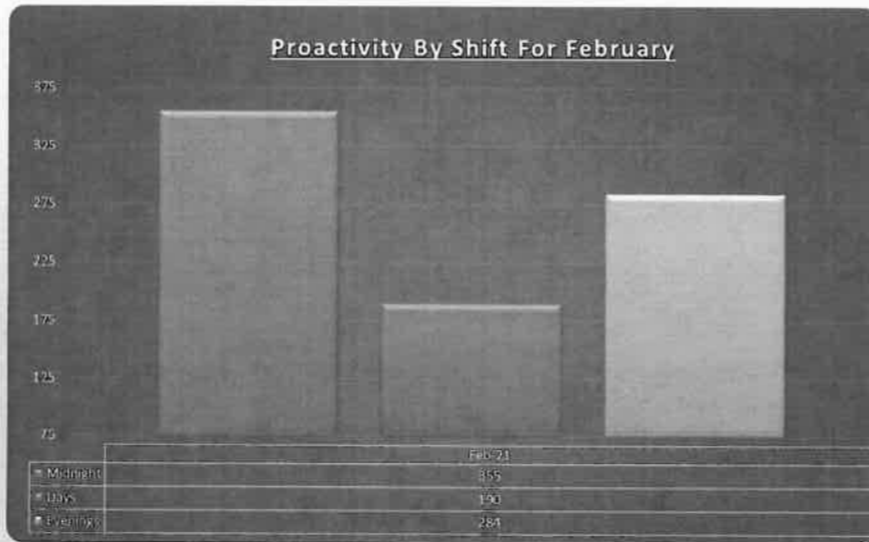


Prioity 3 CFS 3-Year Comparison for February

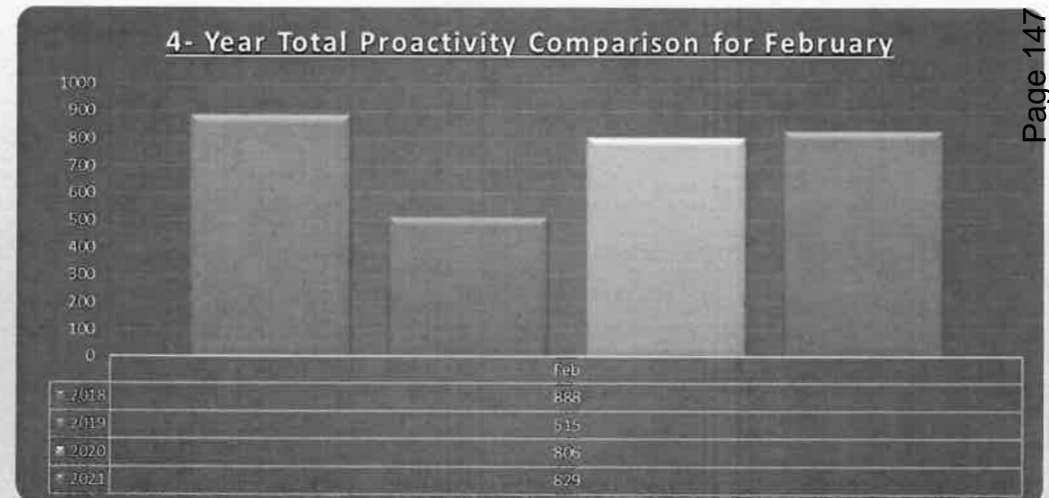


Proactive Hours by Shift

Monthly Comparison 2021 by Shift

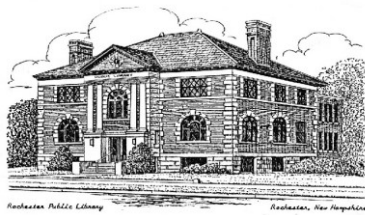


4-year Total Comparison for January





DC Designs USA



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

03/11/2021

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

MONTHLY REPORT

February 2021

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

Beginning Saturday, February 6th through Friday, January 13th families were welcomed to pick-up "Snowy Owl" craft kits for a Take It & Make It at home craft project. The kits were available during Library business hours on a cart at the Children's Room entrance.

The Children's Room hosted a "Book Character Scavenger Hunt" during the week of February School Vacation. Scavenger Hunt Riddle Packets were available in the ground floor lobby of the Library. Participants then solved riddles leading them to local businesses or city buildings where small book character silhouettes were located in a window. After identifying the character participants could move on to the next riddle until the hunt was completed. This was a safe, no contact program that could be completed even if a business was closed. Completed scavenger hunt forms needed to be returned to the library before March 1st to be entered into a prize drawing.

Tuesday, February 9th the Library hosted a virtual book group featuring the book *Lost Girls: An Unsolved American Mystery* by true crime author Robert Kolker. The Virtual book club was held via Webex Meetings and copies of the book were available to download through Hoopla.

The library was pleased to host a Virtual Mindfulness Workshop with certified life coach Laura Klain on Saturday, February 13th. Mindfulness is a great way to alleviate stress, develop more creativity, and cultivate more peace in your life. This hour-long workshop and guided meditation was a *LIVE* Webex event.

"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 714 appointments for pick-up were made throughout the month of February.

The library collection, computers, printers, photocopiers, and Wi-Fi were

available to patrons by appointment in February. Over three hundred twenty-five patrons took advantage of this service. One hundred fifty-nine were scheduled for 45 minutes of browsing through the library collection, one hundred thirteen were computer use, nineteen were copier use and thirty-four were for Wi-Fi use. There was a total of 6,111 items circulated from the library in the month of February.

Two hundred and seventy of our library patrons downloaded 1,716 e-books to media devices through the library's web site this month. The RPL website also enabled 23 patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 441 digital downloads from Hoopla.

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

City of Rochester Tax Collector's Office

February 28, 2021

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2020	Warrant	68,438,739	66,205,969.12	96.74%	2,232,769.88	3.26%
2019		66,169,796	65,453,344.31	98.92%	716,451.69	1.08%
2018		63,834,824	63,344,441.12	99.23%	490,382.88	0.77%
2017		60,524,791	60,322,904.88	99.67%	201,886.12	0.33%
2016		58,196,003	58,067,463.93	99.78%	128,539.07	0.22%
2015		56,938,119	56,852,529.13	99.85%	85,589.87	0.15%
2014		55,068,779	55,008,778.63	99.89%	60,000.37	0.11%
2013		53,324,262	53,276,595.96	99.91%	47,666.04	0.09%
2012		50,952,912	50,918,615.20	99.93%	34,296.80	0.07%
2011		48,856,892	48,823,415.27	99.93%	33,476.73	0.07%
2010		47,308,832	47,281,789.86	99.94%	27,042.14	0.06%
2009		46,898,827	46,877,490.53	99.95%	21,336.47	0.05%
2008		46,522,769	46,510,458.93	99.97%	12,310.07	0.03%
2007		42,964,450	42,953,786.12	99.98%	10,663.88	0.02%
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	36,060,384.01	99.99%	5,111.99	0.01%
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	26,940,286.52	99.99%	2,849.48	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%
					4,138,272.48	

**This is higher than last month due to a returned che

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	\$ 172,533.78	640
Dec	\$ 575,726.71	827
Jan	\$ 1,267,237.61	1108
Feb	\$ 211,638.14	648
Mar		
Apr		
May		
June		
Totals	\$ 3,062,451.02	5532

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 February 2021.

DATE: March 3, 2021

This office reported 88 formal case notes for the month of February.

Voucher amounts issued were as follows:

	10 <u>Families</u> 4 new	21 <u>Single</u> 7 new
Burial00	1,300.00
Dental00	.00
Electricity00	.00
Food00	.00
Fuel heating	122.45	.00
Mortgage00	.00
Prescriptions00	.00
Rent	3,525.00	6,674.00
Temporary Housing00	745.00
Transportation	<u>.00</u>	<u>.00</u>
TOTAL	\$3,647.45	\$8,719.00

This represents an average cost per case/family of \$364.74 and case/Individual of \$415.19 for this month.

Total vouchers issued: \$12,366.45

There was an increase of \$113.96 in assistance issued this month compared to February 2020. There was an increase of \$2,599.00 in vouchers issued this month compared to last month.

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

NOTES

Increased Rochester average market rental costs and continued effects of the pandemic situation represents an increase for February 2021. The Welfare Department continues to work internally to minimize outside factor increases.