



City of Rochester, NH
Preamble for October 20, 2020 City Council
Special Meeting and Workshop

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

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

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

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

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

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

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

*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 Special Meeting
October 20, 2020
Council Chambers
31 Wakefield Street and
Remotely via Microsoft Teams
6:30 PM**

Agenda

- 1. Call to Order**
 - 2. Roll Call**
 - 3. Resolution Authorizing Supplemental Appropriation to the Department of Public Works (DPW) CIP Fund in the Amount of \$250,000.00 for the Amarosa Drive Water and Sewer Line Extension Project *first reading and consideration for adoption* P. 7**
 - 4. Adjournment**
-
-

**City Council Workshop
October 20, 2020
Council Chambers
31 Wakefield Street and
Remotely via Microsoft Teams
Immediately following the special meeting**

Agenda

- 1. Call to order**
- 2. Public Input**

*Intentionally
left blank...*

City Clerk's Office

- 3. Communications from the City Manager**
- 4. Communications from the Mayor**
 - 4.1 Proclamation : Extra Mile Day, November 1, 2020 P. 11**
- 5. Department Reports P. 13**
- 6. Other**
- 7. Adjournment**

*Intentionally
left blank...*

City Clerk's Office

**Resolution Authorizing Supplemental Appropriation to the
Department of Public Works (DPW) CIP Fund in the Amount of \$250,000.00 for the
Amarosa Drive Water and Sewer Line Extension Project**

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

That the amount of Two Hundred Fifty Thousand Dollars (\$250,000.00) is hereby appropriated as a supplemental appropriation to the DPW CIP Fund for the purpose of paying costs associated with the Amarosa Drive Water and Sewer Line Extension Project. The funding for this supplemental appropriation shall be derived as follows: One Hundred Twenty Five Thousand Dollars (\$125,000.00) from the Water Fund Retained Earnings and One Hundred Twenty Five Thousand Dollars (\$125,000.00) from the Sewer Fund Retained Earnings.

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

*Intentionally
left blank...*

City Clerk's Office



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

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]



City of Rochester, New Hampshire

OFFICE OF THE MAYOR
31 Wakefield Street • Rochester, NH 03867
(603) 332-1167
www.RochesterNH.net

10/15/2020



EXTRA MILE DAY PROCLAMATION

WHEREAS, Rochester, NH, is a community which acknowledges that a special vibrancy exists within the entire community when its individual citizens collectively “go the extra mile” in personal effort, volunteerism, and service; and

WHEREAS, Rochester, NH, is a community which encourages its citizens to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and

WHEREAS, Rochester, NH, is a community which chooses to shine a light on and celebrate individuals and organizations within its community who “go the extra mile” in order to make a difference and lift up fellow members of their community; and

WHEREAS, Rochester, NH, acknowledges the mission of Extra Mile America to create 500 Extra Mile cities in America and is proud to support “Extra Mile Day” on November 1, 2020.

NOW THEREFORE, I, Caroline McCarley, Mayor of Rochester, NH, do hereby proclaim November 1, 2020, to be Extra Mile Day. I urge each individual in the community to take time on this day to not only “go the extra mile” in his or her own life, but to also acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.

IN WITNESS WHEREOF I have hereunto set my hand and have caused the great seal of the City of Rochester to be affixed this 20th day of October, in the year of our Lord, Two Thousand Twenty

Caroline McCarley
Mayor

*Intentionally
left blank...*

City Clerk's Office

September Department Reports:

- 5.1 Assessor's Office P. 15**
- 5.2 Building, Zoning, and Licensing Services P. 17**
- 5.3 City Clerk's Office P. 19**
- 5.4 Department of Public Works P. 23**
- 5.5 Economic & Community Development P. 31**
- 5.6 Finance Office P. 43**
- 5.7 Planning & Development Department P. 49**
- 5.8 Recreation & Arena P. 53**
- 5.9 Rochester Fire Department P. 55**
- 5.10 Rochester Police Department P. 59**
- 5.11 Rochester Public Library P. 81**
- 5.12 Tax Collector's Office P. 83**
- 5.13 Welfare Department P. 85**

*Intentionally
left blank...*

City Clerk's Office



City of Rochester, New Hampshire

Assessor's Office

19 Wakefield Street

Rochester, New Hampshire 03867-1915

(603) 332-5109

Email: assessor@rochester.net

Web Site: www.rochesternh.net

October 2, 2020

To: City Manager/Council

From: Theresa Hervey, Assessing

Subject: September Council Report

Revenue Received/Collection Warrants issued:

Property Record Cards & Map Copies	\$	10.00
Timber Warrant	\$	1,046.56

- CAMA software conversion with Vision Government Solutions Inc., is still ongoing.
- All real estate sales continue to be validated in preparation of conducting a ratio study for equalization this fall.
- Darcy Freer took the 15 hour National USPAP Course at LeMay School of Real Estate in Concord, NH.

*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 September 2020

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

Department Revenue

Permit Type	September 2020
Building Permits	\$34,569.00
Electrical Permits	\$4,750.00
Plumbing Permits	\$1,792.00
Zoning Permits	\$207.40
FireSuppression Permits	\$0.00
FireAlarm Permits	\$73.00
Sprinkler Permits	\$1,652.00
Mechanical Permits	\$5,377.00
Food_Milk Licenses	\$4,425.00
Taxi Licenses	\$0.00
General Licenses	\$275.00
Net Revenue	\$53,120.40



City of Rochester, New Hampshire

Department of Building, Zoning & Licensing Services

ZONING MONTHLY REPORT - SEPTEMBER 2020

Cases:

There were no new cases for September 2020



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



City Clerk's Report September 2020

Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 218 initial copies of vital records, and 217 subsequent copies of vital records in the month of September. The City Clerk's staff issued 22 Marriage Licenses.

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

- 8 births were reported in Rochester during the month of September, 2 of these children were born to Rochester residents.
- 36 resident deaths were reported in Rochester.
- 5 couples celebrated their wedding ceremonies in Rochester during the month of September.

Revenue – Vital Records/Marriage Licenses

	2019		2020	
	State	City	State	City
Initial/Subsequent copies:	\$2,892	\$2,623	\$2,829	\$2,611
Marriage Licenses:	\$903	\$147	\$946	\$154
Total:	\$3,795	\$2,770	\$3,775	\$2,765

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

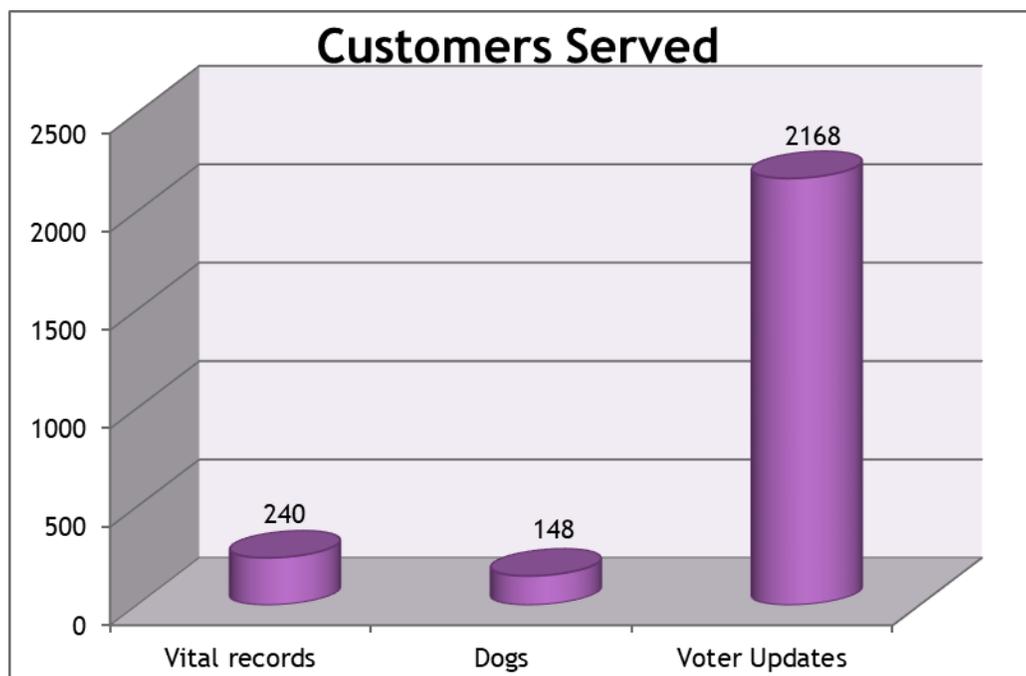
Dog Licensing

The City Clerk's office licensed 148 dogs during the month of September. There were \$1000 in Civil Forfeiture fees collected for dogs unlicensed from the prior fiscal year.

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

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

Customers Served during the month of September 2020



Elections

The State Primary was held on Tuesday, September 8th. Due to the increased volume of absentee voting resultant from COVID-19, there were several changes made to the normal process and procedures of our election.

The Clerk's Office was able to partially pre-process all absentee ballots received in a public session prior to the election; the outer envelope of the ballots was opened and staff was able to verify whether or not the voter had correctly completed/signed their affidavit envelope. If any mistakes were discovered, staff was able to reach out to voters to correct the issues and ensure that their vote would be

counted; whereas normally these errors would not be discovered until Election Day with no option for remedy. Staff was also able to audit and compare our listings of absentee ballot requests with the ballots that had been received back and make sure the information was correct and up to date. This partial pre-processing of the ballots cut down on time spent processing absentees at the polling locations which would have been significant due to the large volume received over previous elections.

In-person voting at Rochester's six wards went smoothly with few hiccups. Each polling place was arranged with a single entrance and exit to allow for appropriate social distancing. The State provided partitions for each station at the polling places as well as large amounts of PPE such as masks, gloves, sanitizer and face shields for both voters and election staff. Each voter received a new pen and a protective paper shield for their ballot which they were encouraged to either bring with them or discard on their way out of the polling location.

The City Clerk's Office would like to offer our most sincere thanks to our amazing election officials. This group of dedicated individuals who staff our six wards put in long hours and work tirelessly and without complaint under unusual and ever-changing circumstances. Without our wonderful election crew, the Primary would not have gone so smoothly and been such a success.

The results of the State Primary as well as the citywide voter turnout can be found [here](#)

The Clerk's Office is now shifting gears and preparing in earnest for the General Election on November 3, 2020. The Primary election was a good trial to see how things will work for a more heavily attended election. We anticipate a much higher volume of absentee ballot requests as well as new voter registrations leading up to this presidential election. The Clerk's Office will be holding another session to partially pre-process the absentee ballots prior to the General Election; date TBA.

Voter registration summary by party as of September 30, 2020:

Ward	Democrats	Republicans	Undeclared	Totals
1	1,195	1,222	1,344	3,761
2	1,202	1,276	1,290	3,768
3	1,289	1,383	1,108	3,780
4	1,033	865	1,563	3,461
5	1,147	1,264	1,178	3,589
6	1,181	863	1,174	3,218
Totals:	7,047	6,873	7,657	21,577

Respectfully submitted,

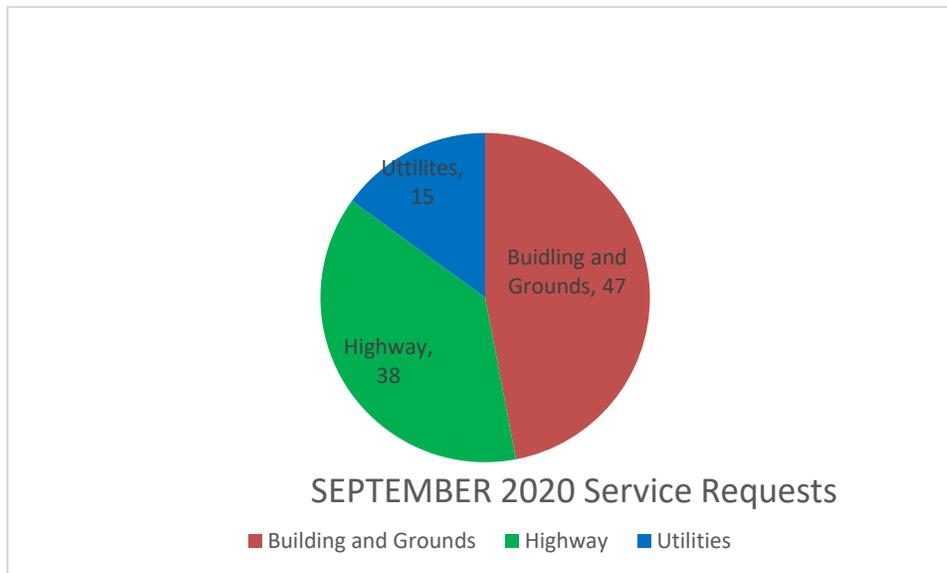
Cassie Givara,
Deputy City Clerk

*Intentionally
left blank...*

City Clerk's Office

ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT SEPTEMBER 2020

In addition to the scheduled work performed, the Department of Public Works responded to approximately 100 requests for service in the month of September. The Highway Division had 38 requests that ranged from pothole repairs, traffic light maintenance, clean storm drains, repair culverts, replace missing street signs and pick up trash and debris on the side of the road. The Utilities Division responded to 15 requests including sewer concerns, water and sewer inspections and daily dig safe mark outs. Buildings and Grounds Department completed 47 service requests including street light repairs, filling janitorial supply orders for departments, unclogging drains, setting up tv monitors, set up tables for voting, cleaning and disinfecting buildings and mowing city maintained properties.



HIGHWAY & FLEET MAINTENANCE WORK COMPLETED:

- Patch pot holes
- Repaired 8 catch basins throughout the city
- Cleaned 203 catch basins
- Sweep streets in the city
- Trim sides of roads with the flail mower
- Continue to paint crosswalks
- Extend culvert pipe at 606 Salmon Falls Road
- Build head walls on Salmon Falls Road and Cross Road
- Pave wear course on Jeremiah Lane
- Hauled in some winter sand
- Work around the yard and shop for safety report
- Remove hot top on Stewarts Court prep for repaving
- Finish up drainage improvement on Walnut Street
- Repair the sidewalk on Summer Street
- Pave sewer repair cut on Charles Street
- Replace two driveway culverts and ditch on Ian's Way
- Replace three traffic loops
- Painted out 739 catch basins for winter maintenance
- Mill and pave Pickering Road
- Clean up ditch and side of the road on Isabella Lane
- Gravel sides of roads
- Remove three trees on Ten Rod Road
- Repair and install street signs thought the City

- Brush trimming overhang though the City
- Replace block heater on generator at City Hall
- Replace bearings on the flail mower #38
- Repair sander rails on ten wheel dump sander #9
- Replace left rear brake shoes and axle seal on ten wheel dump #9
- Replace hydraulic hoses on sewer service truck #64
- Replace tail gate cam lock on six wheel dump #54
- Replace safety revers valve on the chipper
- Remove rear drive gears in six wheel dump #55 and took over to Mack
- Install new batteries in the compressor
- Install three new batteries in six wheel dump #16
- Replace batteries in six wheel dump #20
- Repair fuel Key Island at DPW.
- Replace hydraulic hoses on Cat loader #39
- Replace hydraulic hoses on Cat loader old #38
- Replace break cam lock on six wheel dump #20
- Repair tire on the grader #27
- Repair wiring on sewer crane truck #64
- Small repairs some small generators
- Service five plows on one tons and pickups
- Finished state inspections
- Lube, oil and filter service on 6 vehicles
- Several minor repair on several vehicles
- Several minor repair on several small equipment



Trimming Trees on Ten Rod Road



Catch Basin Repairs



Culvert Repairs 606 Salmon Falls Road

UTILITIES DIVISION

Utilities Division completed 15 service requests which included performing monthly maintenance on sewer cleaning in problematic areas. There was 317 utility mark outs for dig safe, staff responded to 3 emergency sewer backups. The staff also began a limited flushing schedule. An emergency service repair in front of 87 Charles Street was performed by SUR Construction. Staff began a 2" water main replacement on Stewart Court, dredged intake from Berry River to the Reservoir. The Regency Court water main replacement continues. Mini Excavator that was recently purchased has been delivered.



87 Charls Street Sewer Service Repair



Stewart Court - 2" Water Main Replacement

BUILDING AND GROUNDS DIVISION

Building and Grounds Division completed 47 work requests including street light repairs, filling janitorial supply orders for departments, changing light bulbs, unclogging drains, fixing leaky pipes, fixed broken door locks and remove graffiti from city property. Staff have been working on upgrading the exterior lighting at the library and have finished the gear room renovations at Station 1 including new lockers installed. Staff have been watering and mulching the Adopt a Spots and continue lawn maintenance on the City's maintained properties.



Lighting Upgrades-Library



Central Fire Gear Room Upgrades



Central Fire Gear Room Old Lockers



Central Fire Gear Room New Lockers

WASTEWATER TREATMENT DIVISION

Items that were completed during the month of September: We continue to work with a number of Great Bay Estuary watershed communities in response to EPA's Draft Great Bay Total Nitrogen Permit. River Street pump station received easement from Eversource – power scheduled to be installed first week of October. Staff attending State sponsored training. Relocating Solarbee's in EQ basin #1 to anoxic zones – sludge is so thick in lagoon 1 that units are constantly tripping out on overload. Dewatering facility and Carbon building project is moving at a snail's pace – meeting schedule and quality of work continues to be an a major concern. Working with engineering staff on internal I/I study. Have reached substantial completion on automation project. Final design for Route 11 pump station upgrade to be submitted next month. Staff performed preventative and corrective maintenance on equipment, machinery and instrumentation at the WWTF and pump stations. All required testing for EPA and DES completed and submitted. Average effluent flow for the month was 2.023 million gallons per day (MGD). Percent of design flow = 40.2%. Percent of design flow for 2020 = 62.5%. Precipitation for the month = 1.24". Precipitation for 2020 = 23.96".

WATER TREATMENT DIVISION

Treated water volume for the month of September was approximately 79.6 million gallons from the surface water treatment facility. Groundwater production was offline for the month due to flow restrictions in the Cocheco River. All water quality testing and monitoring was completed in accordance with NHDES requirements. We are pleased to report that the City of Rochester again met all State and Federal standards for drinking water. Third quarter disinfection byproducts remained within acceptable levels throughout drought conditions. Annual Inorganic/Synthetic/Volatile sampling results are within acceptable levels. We have completed our PFAS investigatory sampling round and await a determination from NHDES for future analysis.

Watershed inspections and aggressive harvesting were conducted throughout the entire reservoir system. Score for the month- Beavers: 20, Staff: 21. Weather instruments recorded 1 inch of rainfall at the reservoir. The Berry Pond intake structure was cleaned of debris and opened for withdrawal – thank you to the utility crew for their help. Strafford County remains in a category D3 Extreme Drought. Our water supply is in acceptable condition; we are in better shape now than this period in 2016. Although the groundwater well supply is unavailable due to river flow restrictions, the surface water reservoir volumes are at approximately 70%, which at current production puts us at 5 months' supply. Signage and fencing was replaced in the upper watershed. Staff denied several requests from the public for boat and fishing access in the Rochester Reservoir and Tuft's Pond.

Transmission main access road improvements and diversion structure cleaning are complete.

Equipment and grounds maintenance was performed at the plant, well and tanks/stations. The swing check at Chesley Hill was cleaned and serviced. Telemetry upgrades were performed between the main plant and several remote stations. Maintenance at the well included housekeeping and instrument PMI. Maintenance at the WTF included replacement of the sand filter hood pump, cleaning of the sand filter, carriage alignment of the carbon filter, repairs to the bicarbonate screw feeder and coagulant feed system maintenance.

Staff reviewed drafts for the water audit, demand analysis and hydraulic modeling.

Fall hydrant flushing began September 27th using a hybrid strategy of directional and conventional procedures to conserve water and improve the condition and quality of the distribution pipelines.



Tapping in Berry Pond

ENGINEERING

- **Asset Management:** The City continues to work with the selected vendor for the new Asset Management software for implementation. DPW plans to “go live” with the Service Request portion of the software in November. Efforts continue as staff constantly improve City infrastructure information linked from our GIS software to our Asset Management software. In the future more detailed information, such as asset age, material, and condition as well as baseline information that has been developed related to our water, sewer, and stormwater systems' “level of service”, “likelihood of failure”, “consequence of failure”, and “life cycle cost analysis”, will be incorporated into our Asset Management software. NHDES has recently awarded the City funding for wastewater asset management work from the CWSRF.
- **Colonial Pines Sewer Extension:** Phase 2, including a portion of Birch Drive, Juniper Street, Towle Street, Vinewood Lane, Susan Lane, Hickory Lane, Wildwood Lane, and a portion of Hillside Drive was substantially completed in September. Final paving overlay is expected by October and final completion in November. Funding for Phase 3 of this multi-phased sewer extension program has been approved in the FY20 & FY21 CIP budgets. Additional funding for a final phase of sewer extension and drainage improvements will be requested in the FY22 CIP budget.
- **Gonic Brickyard – Soil Remediation:** The NHDES Petroleum Reimbursement Fund is funding the soil remediation work at the city-owned Gonic Brickyard site on Pickering Road. The remediation work began in September and is scheduled to be completed in October.
- **10-16 Wallace Street – Soil Remediation:** NHDES Brownfields grant funds are primarily funding the soil remediation work at the 10-16 Wallace Street – Former Advanced Recycling site. The contaminated soil was excavated and excavations were backfilled in September. Soil piles are scheduled to be trucked off the site and the project completed in October.
- **Four Rod Road Culvert Rehabilitation:** This 6’-11”x10’8” arched corrugated metal pipe is considered a “Red-Listed Bridge” by NHDOT and in need of repair. This rehabilitation project, which includes the application of a geopolymer liner on the inside of the existing pipe, was awarded in September. Work is scheduled to begin in October and is expected to be completed in 2020.
- **Portland Street Twin Culvert Replacement:** This twin 36” corrugated metal pipe culvert is at end of life and in need of replacement. This culvert replacement project, which includes replacing existing culvert pipes with twin 36” reinforced concrete pipes that are re-aligned with the stream and providing a widened shoulder for future sidewalk installation, was awarded in September. Work is scheduled to begin in October and is expected to be completed in 2020.
- **Pavement Maintenance & Rehabilitation:** The FY20 Paving list included: Chapman, Huckins, Jonathan, and portions of Columbus, Cross, and Salmon Falls. Paving work was completed in September. Shoulder gravel is expected to be installed and final completion achieved in October.
- **Sidewalk Rehabilitation:** The FY20 Sidewalk Rehabilitation list included: portions of Portland St and Mill St in East Rochester. Sidewalk work began in September and is expected to be completed in October.
- **Strafford Square Roundabout:** Final design has been submitted to NHDOT for approval to bid. Bidding of the roundabout construction contract is now anticipated in 2021. Prior to that contract, and in preparation for that construction, a utility infrastructure contract is anticipated to be advertised for bids prior to the end of 2020.
- **Granite Ridge Development – Phase 2:** Waterstone has submitted to NHDOT a response to comments on the revised traffic impact analysis study of November 2019. Further discussion with NHDOT and Waterstone, as well as the Planning Board approval process, in the coming months will direct the development of a design package for bidding of the public infrastructure to be constructed with TIF funds per the Developers Agreement. Construction is currently anticipated in 2021.
- **Granite State Business Park Water Main Interconnection:** Construction of the water main in Shaw Drive began in January 2020. Installation of the water main was completed in April; and, testing, acceptance and water service installation work were completed in May. A substantial completion walk-through was completed in early June. Final paving for the project was completed in July. The contractor is completing final punchlist items.

- **Water Treatment Plant Residuals Disposal:** An evaluation of alternatives has determined that the most cost effective method of disposal of residuals generated at the Surface Water Treatment Plant is an upgrade of the existing pipeline and addition of attenuation tanks. Design of the attenuation tanks has begun. Funds for the implementation of this upgrade have either been approved in CIP budgets previously or will be requested in upcoming CIP budgets over the next few years.
- **WWTF Biosolids Dewatering Facility & Carbon Storage and Feed Building:** Construction of this project commenced in October 2019. Construction is expected to continue through 2020 and into 2021, with Final Completion currently anticipated in March 2021.
- **River Street Sewer Pump Station Upgrade:** Construction has begun and is expected to be substantially completed in March 2021. Final completion is anticipated by June 2021.
- **Route 11 Sewer Pump Station Upgrade:** The 90% design documents have been reviewed. This project is expected to be ready for bid advertisement in the next couple of months. Construction duration is anticipated to be one year.
- **WWTF Upgrades (various projects):** There are several projects on-going at the WWTF: Soda Ash System Replacement, Aeration System Automation, Aeration Basin Sidewall Blower Tie-in (Iris Valve) and Mechanical Mixers, and Programmable Logic Controllers (PLC) Replacement. All of these projects are expected to be completed in 2020.
- **Wastewater Interceptor Upgrades:** A Basis of Design Report has been received from the design consultant. This report summarizes alternatives and recommends a sewer collection system master plan before proceeding with final design. Funding for a Sewer System Master Plan was approved with the FY19 CIP Budget; consultant selection process will commence in the coming months.
- **NPDES Permits - Wastewater Treatment Facility & MS4 Permit (Stormwater):**
 - In January 2020, USEPA Region 1 published in the Federal Register a draft General Permit for total nitrogen (TN) loading in the Great Bay Estuary watershed. This draft permit would add a TN load limit to the WWTF effluent, require a Nitrogen Optimization Plan, and require contribution to the cost of a monitoring program in the estuary, as well as an optional non-point source/stormwater point source reduction pathway. Comments on the draft general permit were submitted to EPA in early May 2020. In July, Rochester officials had a video conference call with the USEPA Region 1 Administrator and other EPA and NHDES staff to express concerns with the General Permit as drafted.
 - As far as the City's individual National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Facility (WWTF), a new draft permit has not yet been issued by USEPA Region 1.
 - And, as far as the Municipal Separate Storm Sewer System (MS4) NPDES General Permit for stormwater, the 2017 NH Small MS4 General Permit, issued by USEPA Region 1, became effective on July 1, 2018; on September 28, 2018, the City submitted a Notice of Intent (NOI) to comply with this MS4 General Permit; and, on June 12, 2019, the City was granted authorization by USEPA Region 1 to discharge stormwater from Rochester's MS4 under this permit. The second annual report for the MS4 permit was submitted to EPA in September 2020.
- **New DPW Facility:** Site work and building foundation work is being completed. Construction of the facility is anticipated to continue through September 2021.

*Intentionally
left blank...*

City Clerk's Office

Economic & Community Development



9/30/2020

MANAGEMENT REPORT



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

Community Development Report, Written by Julian Long



ECONOMIC DEVELOPMENT DEPARTMENT

MICHAEL SCALA, DIRECTOR OF ECONOMIC DEVELOPMENT

PROJECTS IN THE PIPELINE

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

SCENIC/SALINGER

Chinburg Properties is continuing the process of asbestos abatement on the properties. Construction has been on hold but completion date is still scheduled for October of 2021.

GRANITE RIDGE DEVELOPMENT DISTRICT – WATERSTONE PROPERTIES GROUP, PHASE II

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

WAYFINDING (Phase II)

Phase II of the City's Wayfinding project is in process. An estimate has been solicited from Advantage Signs. ED is working with DPW to develop a GIS map of future signage. The goal is to complete Phase II by the end of the year.

AMAROSA DRIVE

A company has expressed interest in the redevelopment of 7 Amarosa Drive for the purpose of manufacturing. The City is working with the state to put together a proposal.

GRANITE STATE BUSINESS PARK

LDI has received necessary permitting and has plans to break ground in October.

Prep Partners is continuing the permit process for their build.

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

55 Main (Hoffman Building)

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

JENN MARSH, ECONOMIC DEVELOPMENT SPECIALIST

RIVERWALK

The Riverwalk Committee has a few new members so the Committee reviewed the most recently updated master plan. The Committee plans to walk the proposed downtown section of the Riverwalk as well to see what the next potential projects are.

ROCHESTER FARMERS MARKET

The Farmers Market ended with a strong month thanks to the Vouchers for Veterans program which brings in an additional few hundred shoppers each week. The move to the ball field side of the common worked very well and the Market Manager is looking at using the same location for the next year.

NEW BUSINESSES

Three new businesses opened in September 202

1. Back Hill Brewery – 164 Pickering Road
2. Hair Studio 71 – 71 North Main Street
3. Porter's Pub – 19 Hanson Street

WAYFINDING

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

JULIA LIBBY, EXECUTIVE SECRETARY

VIEWPIONT CLOUD – SOFTWARE IMPLEMENTATION

During the month of September GIS property flags were integrated into the system. Three new employees were set up in ViewPoint and trained. There were also various document issues that got resolved. Julia continued to meet with ViewPoint on a weekly basis.

ROCHESTER ECONOMIC DEVELOPMENT COMMISSION LOGO

A new logo was created for the Rochester Economic Development Commission. This way REDC can have a logo for official documentation or letters that they may need to utilize in the future. See the logo below:



JULIAN LONG, CDBG COORDINATOR & GRANTS

MANAGER

CDBG PROGRAM

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

CDBG Grant Application: The FY 2022 CDBG grant application and the CARES Act Round 3 grant application have both been posted to the city website and emailed to the compiled list of potentially interested non-profit agencies. The FY 22 funding application is due November 20th, and the CARES Act Round 3 grant application is due October 30th.

FY 2020 Public Outreach and Public Input: As soliciting public input at the neighbor ward meetings is not possible due to the ongoing COVID-19 pandemic, the Community Development Coordinator has posted survey stations at the City Clerk's Office and the Tax Assessor's Office. In addition, an online survey has been made available to the public at <https://www.surveymonkey.com/r/BTC7M9Y>.

Rochester Child Care Center – Fire Sprinklers Upgrade: The Community Development Coordinator met with Rochester Child Care Center staff, Fire Department staff, the project engineer, and the contracted installation company to discuss project delays, timelines, and budget. Due to anticipated higher expenses resulting from miscommunication between the engineer and installation company, it has been decided to redesign the project as a phased project so that progress can be made and funds expended in a timely fashion.

My Friend's Place – Generator Project: This project is dependent upon a kitchen upgrade project that is being funded by the City of Dover's CDBG program, as the engineering for the kitchen will determine the size of generator needed for the shelter. The City of Dover has provided a timeline that would mean the engineering work would not begin until January 2021 at the earliest. The Community Development Coordinator is consulting with the city's HUD representative on whether the generator project delay can be accommodated or whether the project needs to be cancelled.

Lead Remediation Projects: The Community Development Coordinator attended the Greater Nashua Childhood Lead Poisoning Prevention Conference and the statewide Public Health Network meeting on lead poisoning prevention. The Community Development Coordinator has become an active member of the Strafford County Public Health Network's lead poisoning prevention work group.

Job Opportunity Loan Program: The FY 2021 Quarter 1 summary report for the JOB Loan Program is attached to this report.

FY 2020 Consolidated Annual Performance and Evaluation Report: The Community Development Coordinator has submitted the FY 2020 CAPER report in the HUD reporting system. The report is still in review by HUD.

Davis-Bacon Semi-Annual Reporting: The Community Development Coordinator has submitted the semi-annual Davis-Bacon report to HUD. During the April 2020—September 2020 reporting period, the Community Development Coordinator collected \$31.84 in straight time wage restitution for laborers covered under the Davis-Bacon Act.

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 worked with Deputy City Manager Katie Ambrose to submit a revised September reimbursement request for state GOFERR municipal funding and with the City Clerk's office to submit a reimbursement request to the state for the primary election costs.

Emergency Management Performance Grant: The Community Development Coordinator submitted the final project performance report for the Fire Department's Emergency Management Performance Grant, which funded technological purchases for the Emergency Operations Center.

U. S. Department of Justice Grants System: The U.S. DOJ is consolidating its various grant management systems into one new system, the Automated Standard Application for Payments (ASAP). The Community Development Coordinator has attended multiple webinar trainings for the new grant management system.

REPORT ATTACHMENTS

- JOB Loan Report
- "Waypoint seeks to help homeless Seacoast youth, the 'invisible population,'" *Foster's Daily Democrat* (October 3, 2020)

Summary of Job Loan Principal Balances
As of SEPTEMBER 30, 2020

Recipient Name	Loan Amount	Original Interest %	Original Term Months	Original Loan Date	Final Payment MO/YR	Pmts Up To Date ?	FY20 FYE Principal		FY21 Principal Collected	FY21 Sep-20 Principal Bal	FY21 Payment Amount	Notes
							Date	Balance				
Active Job Loans												
Black Hill Beer Company, LLC	\$45,000	3.75%	90	Oct-19	04/12/27	Yes	06/30/2020	\$45,000.00	\$940.07	\$44,059.93	\$609.93	interest only through April 2020
Blue Oasis	\$50,000	2.44%	120	Apr-10	05/12/20	Yes	06/30/2020	\$936.58	\$936.58	\$0.00	\$469.99	Paid off 8/12/2020
Flexographic Print Solutions LLC	\$75,000	3.56%	84	May-18	06/12/25	Yes	06/30/2020	\$58,065.77	\$2,526.10	\$55,539.67	\$1,011.92	Payments begin 7/12/18
KW Thompson Tool Co Inc	\$50,000	4.13%	60	May-19	05/12/24	Yes	06/30/2020	\$40,045.62	\$2,367.69	\$37,677.93	\$924.18	Payments begin 6/12/19
P1T2	\$50,000	2.81%	84	Feb-17	03/12/24	Yes	06/30/2020	\$24,756.53	\$850.32	\$23,906.21	\$340.80	Payments begin April-17
Rochester Eye Care	\$60,000	2.62%	240	Feb-16	03/12/36	Yes	06/30/2020	\$49,736.91	\$640.00	\$49,096.91	\$321.46	Payments begin April-16
Seacoast Gymnastics	\$30,000	2.63%	84	Mar-16	09/15/23	Yes	06/30/2020	\$15,687.81	\$1,073.44	\$14,614.37	\$391.35	Payments begin Oct-16
Totals								\$234,229.22	\$9,334.20	\$224,895.02	\$4,069.63	
Grand Total								\$234,229.22	\$9,334.20	\$224,895.02		

SEPTEMBER 30, 2020 Cash-Balance

	\$133,083.06	Citizens Bank Balance including INT on Account
	-\$16.08	MUNIS INT on account due to IDIS
Available to Lend	\$133,066.98	
Grand Total Available to Lend	<u>\$133,066.98</u>	

Waypoint seeks to help homeless Seacoast youth, the 'invisible population'

By **Kyle Stucker**

Posted Oct 3, 2020 at 2:29 PM

ROCHESTER — While Britt Hall lived houseless last year, couch-surfing in dangerous places and tenting in the woods, fear quickly dashed any notion of reaching out for help.

“I was scared to get even a little bit of help,” said Hall, who turns 21 in October. “When I was homeless, it was really a struggle because people I tried to ask for help would always turn their backs. It was pretty terrifying because some of the people you thought you could trust and it was like, ‘I thought I could trust you, but I guess you don’t really want to help.’”

Hall and her fiancé got by, surviving on dry cereal, other food they could obtain from the Kindness Cabinet in Farmington, and the limited resources available at organizations like Tri-City Co-Op in Rochester.

“That’s when slowly, but surely we came down to Rochester, I asked certain family members if they could help because they said they would always help me whenever I needed help, and they said, ‘Oh yeah, we can help,’” Hall said, adding they also came down to Rochester because there were more job opportunities. “They ended up helping and that’s when my anxiety started going down a little less. Certain people I didn’t even ask for help just randomly would send me a message and be like, ‘Hey, I’m here for you if you need help.’”

It was enough.

When Hall soon after had a chance encounter at Rochester Common with a kind face she had met in Spaulding High School’s guidance office years earlier, she felt just comfortable enough taking the housing opportunity and wraparound services offered.

“It was a big struggle getting the apartment and letting the anxiety go,” said Hall, her voice breaking up as she spoke.

Hall’s chance encounter was with a representative of Waypoint. The social services nonprofit ultimately helped Hall get into its rapid rehousing program and into her own apartment in Rochester. She signed her first lease Sept. 1, 2019, and has been thriving, according to Amy Malone, Waypoint’s rapid rehousing case manager.

For Waypoint employees like Malone, stories like Hall’s are exactly why the organization has embarked on the biggest effort to date to create the first drop-in center for homeless and unaccompanied youth on the Seacoast.

“It’s this invisible population of these young people who are just trying to get their lives on track and there’s no programs for that age group and people forget about them,” Malone said. “They’re so invisible.”

The goal is to create a safe place for 12 to 22 year olds, that offers a place to rest, charge phones, do laundry and take showers. And hopefully, a place where people will feel comfortable utilizing the resources, counseling, cooking classes and other programs Waypoint would like to provide within the center’s walls.

“If that was around when I was still homeless, I’d be going there every single day,” Hall said, highlighting the showers as something she would’ve taken advantage of so she wouldn’t “have to feel dirty for weeks.”

Hall said she couch-surfed when she was younger, that her life has been impacted by various emotional and physical trauma, and that she first experienced homelessness on her own following a disagreement with family.

Waypoint’s drop-in center would be fully staffed and operate similar to its Youth Resource Center in Manchester.

“When they started looking ... and (told me), ‘We want to do a teen drop-in center,’ I was ecstatic,” said Nicole Rodler, Rochester Police Department’s juvenile division coordinator. “Their original model in Manchester, which I used to working with Manchester PD, where I came from — that model is fantastic in getting the resources to our homeless youth.”

Such walk-in programs are successful, according to Waypoint, because many young people don't feel comfortable seeking out overburdened, traditional homeless shelters that serve adult populations.

"They don't feel right for them, so they stay very invisible," Malone said, noting most traditional shelters don't even accept unaccompanied juveniles. "They hide. They couch surf. They're very easily exploited and taken advantage of. It's very, very common for this age bracket to struggle for where they find a safe space. Most of them don't understand programs or how to get into a program or the steps, which is one of the big reasons why we need a drop-in center."

Another reason a drop-in center is needed, according to Waypoint program manager Mandy Lancaster, is because youth homelessness is spiking on the Seacoast — and in the Tri-Cities in particular.

"Something big is going on," said Lancaster, who oversees Waypoint's runaway youth and street outreach programs. She encountered Hall in the Common last year and helped connect her with services.

This year, according to data dated through mid-September, people and agencies in 13 Seacoast communities have referred 122 young adults age 18 to 22 to Waypoint's street outreach team for youth and young adults experiencing housing instability and homelessness. Waypoint has also received 65 referrals for youth age 12 to 17.

"Over and above, most are from the Tri-City region," Lancaster said. "Rochester is where the highest concentration of young people come from."

The significant concentration in the Tri-Cities is illustrated, Lancaster said, by statistics showing the total number of "client activities" Waypoint provided to clients in the 18 to 22 age bracket.

Between January and June alone, Waypoint recorded 1,393 client activities in Rochester, Somersworth and Dover. That figure, Lancaster said, is nearly 10 times higher than the 160 total client activities recorded in Portsmouth and the rest of Waypoint's communities.

“What I can say with certainty is that this is no way reflective of how many youth are out there, in our communities, experiencing housing instability, disconnected, and in need of supports and services,” she said.

It’s common for social workers who assist youth to hedge statistics by stating the nature of youth homelessness making it challenging to capture every single person and their needs within data.

That includes the hundreds of homeless children New Hampshire school districts annually report to the state Department of Education. Districts coordinate such reporting through the designated homeless liaison each of them must have in accordance with the McKinney-Vento Act.

During the 2018-2019 school year, Rochester school district officials reported 132 homeless students, Dover, 109; Somersworth, 46; Hampton, 46; Portsmouth, 39; and Seabrook, 31. Those numbers have likely grown, both due to the COVID-19 pandemic and other factors, according to state officials. This year’s numbers won’t be reported to the NHDOE until October.

“Unfortunately, the pandemic has magnified homelessness,” Katherine Adams, state coordinator for homeless education, said about homeless families struggling due to COVID-19. “It’s ever-growing.”

The pandemic also is having a significant impact on young people like Hall who have found housing and are still participating in programs and working on themselves.

Hall has worked at a local restaurant the past two months. Waypoint had helped her obtain identification and other things she needed to apply for the job.

Most lifelines for people experiencing homelessness — such as libraries and businesses that provide free WiFi — aren’t fully open or accessible right now.

“I don’t think people understand (almost all) of our young people, they either are working or they’re struggling to work — getting IDs and birth certificates alone — and to get a job,” Malone said. “A lot of young adults, when they get jobs don’t last more than two or three weeks because they couldn’t tent close enough to where they were working to walk, or they ran out of clean clothes. And we try to provide food and clothes, and gift cards, but funds are not unlimited.”

Waypoint started the process of developing its drop-in center plans before the pandemic hit, with an “aggressive” goal of opening such a space in the fall, Lancaster said.

The pandemic has only heightened the urgency, and Lancaster said she hopes they’ll be able to open the center by year’s end or early 2021.

Waypoint has the funding for staffing. Community Action Partnership of Strafford County is among organizations that pledged assistance.

Location is one of the biggest remaining hurdles. Waypoint has signed a contract with a real estate company to help negotiate with property owners, and Lancaster has visited numerous properties in the Tri-Cities in recent weeks.

Rochester is the top choice due to the concentration and high degree of need in the city. Rochester Mayor Caroline McCarley has suggested a vacant city-owned building at 38 Hanson St. as one option.

“It’s something we could really use,” McCarley said of having a drop-in center in the area. “I think it’s a program that could go a long way in this community.”

However, Lancaster said the cost of outfitting 38 Hanson St., a former downtown auto parts store that has been stripped to its shell, would be prohibitive without city support.

As such, Lancaster said Waypoint is looking for a more ideal downtown location within walking distance of public transportation and other key services.

Another consideration is that the center not be located in a building or section of downtown that might not be appropriate in the context of the city’s ongoing revitalization.

“The future vision of Rochester matters,” Lancaster said, adding she’s thinking three to five years out. “At our previous location in Manchester, it was difficult when the theater district started to change. It didn’t really feel appropriate for a drop-in center to be located so close to some higher-end restaurants and what have you. We’re really sensitive to neighbors, relationships, dynamics, our young people and business owners.”

Lancaster said she's been "really struck" by the support displayed thus far in Rochester in response to the drop-in center idea. She believes that's what will make the effort successful.

"I know there's a lot of heart and passion in Rochester, so I'm looking forward to developing or growing relationships with community members and service providers," she said. "I do see this as a community-wide effort. This can't be a Waypoint effort. This is about caring for and partnering with folks across the Tri-City region. There's a real spirit of community."

For more information and resources, visit waypointnh.org.

FINANCE COMMITTEE

Agenda Item

10/15/2020

Agenda Item Name: Monthly Financial Statements Summary – as of September 30, 2020

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

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

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

Meeting Date Requested: October 13, 2020

Issue Summary Statement

The September 30, 2020 financial summary reports are attached. Below are the revenues Finance will continue to track and provide updates during FY21.

Motor Vehicle Registrations: Through three months of FY21 (25%) motor vehicle registrations remain strong at 36% collected.

Waste Management Host Fees: The first payment of FY21 was received at \$862,438. This quarterly receipt was slightly lower than prior quarters, but represented the period of April-20 to June-20. The \$862,438 trends to \$3.4MM.

Building Permits: Building permits have seen a rebound, and this revenue is at 71% of the FY21 Adopted amount of \$200,000.

Interest Income: Interest Income remains soft at 16% collected, interest income rates are below .50%

Interest on Delinquent Taxes: Continues to trend low at this point in FY21, will continue to monitor.

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

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

Highway Block Subsidy: First quarterly payment was \$185,000 slightly less than FY20 of \$194,000. Will continue to monitor.

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

10/02/2020 10:27
mark.sullivan

CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

P 1
glytddbud

FOR 2021 03

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
<hr/>						
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	32,158.20	92,691.80	25.8%
11051 ASSESSORS REVENUES	0	0	0	10.00	-10.00	100.0%
11061 BUSINESS OFFICE REVENUE	250,000	0	250,000	40,921.69	209,078.31	16.4%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	.00	1,000.00	.0%
11071 TAX COLLECTOR REVENUE	33,409,885	0	33,409,885	16,261,046.76	17,148,838.24	48.7%
11072 TAX COLLECTOR REVENUE	3,308	0	3,308	2,971.00	337.00	89.8%
11081 GENERAL OVERHEAD REVENUE	3,460,991	0	3,460,991	1,070,274.50	2,390,716.50	30.9%
11082 GENERAL OVERHEAD REVENUE	2,186,077	0	2,186,077	.00	2,186,077.00	.0%
11101 PLANNING	18,250	0	18,250	3,861.05	14,388.95	21.2%
11201 REV LEGAL OFFICE	50,000	0	50,000	12,500.00	37,500.00	25.0%
12011 POLICE CITY REVENUE	363,479	0	363,479	53,189.65	310,289.35	14.6%
12021 FIRE CITY REVENUE	25,500	0	25,500	865.00	24,635.00	3.4%
12022 FIRE STATE REVENUE	41,812	0	41,812	.00	41,812.00	.0%
12031 DISPATCH CENTER	60,982	0	60,982	.00	60,982.00	.0%
12041 CODE ENFORCEMENT REVENUE	244,210	0	244,210	148,035.80	96,174.20	60.6%
13011 PUBLIC WORKS REVENUE	35,400	0	35,400	10,906.75	24,493.25	30.8%
13012 STATE HIGHWAY SUBSIDY	519,175	0	519,175	185,245.72	333,929.28	35.7%
14011 WELFARE REVENUE	2,500	0	2,500	22.99	2,477.01	.9%
14021 RECREATION REVENUE	60,050	0	60,050	4,420.00	55,630.00	7.4%
14031 LIBRARY REVENUE	10,800	0	10,800	829.46	9,970.54	7.7%
TOTAL GENERAL FUND	40,868,269	0	40,868,269	17,828,009.27	23,040,259.73	43.6%
<hr/>						
5001 WATER ENTERPRISE FUND						
510001 WATER WORKS REVENUE	6,710,052	0	6,710,052	1,388,513.94	5,321,538.06	20.7%
TOTAL WATER ENTERPRISE FUND	6,710,052	0	6,710,052	1,388,513.94	5,321,538.06	20.7%
<hr/>						
5002 SEWER ENTERPRISE FUND						
520001 SEWER WORKS REVENUE	7,945,222	0	7,945,222	1,406,812.53	6,538,409.47	17.7%
520002 SEWER WORKS REVENUE	396,081	0	396,081	.00	396,081.00	.0%
TOTAL SEWER ENTERPRISE FUND	8,341,303	0	8,341,303	1,406,812.53	6,934,490.47	16.9%
<hr/>						
5003 ARENA ENTERPRISE FUND						



10/02/2020 10:27
mark.sullivan

CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

P 2
glytdbud

FOR 2021 03

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
530001 ARENA REVENUE	416,031	0	416,031	5,500.00	410,531.00	1.3%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	5,500.00	410,531.00	1.3%
<hr/>						
6000 COMMUNITY CENTER SP REV FUND						
600001 COMMUNITY CENTER REVENUE	889,241	0	889,241	234,014.75	655,226.25	26.3%
TOTAL COMMUNITY CENTER SP REV FUND	889,241	0	889,241	234,014.75	655,226.25	26.3%
GRAND TOTAL	57,224,896	0	57,224,896	20,862,850.49	36,362,045.51	36.5%

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

10/02/2020 10:29
mark.sullivan

CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

P 1
glytddbud

FOR 2021 03

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
1000 GENERAL FUND						
11000051 CITY MANAGER	409,559	0	409,559	131,473.69	274,410.75	32.1%
11012351 ECONOMIC DEVELOPMENT	512,693	0	512,693	99,184.04	380,321.05	19.3%
11020050 IT SERVICES	897,327	0	897,327	195,724.36	614,587.42	21.8%
11030051 CITY CLERK	334,501	0	334,501	84,557.96	203,966.43	25.3%
11040050 ELECTIONS	70,168	0	70,168	33,284.44	25,646.43	47.4%
11050070 ASSESSORS	570,520	37,000	607,520	128,823.07	457,485.37	21.2%
11060051 BUSINESS OFFICE	608,770	0	608,770	181,703.54	426,327.39	29.8%
11063151 HUMAN RESOURCES	225,528	1,250	226,778	60,010.03	148,555.88	26.5%
11070070 TAX COLLECTOR	379,761	0	379,761	113,341.36	261,725.93	29.8%
11080050 GENERAL OVERHEAD	1,169,916	-88,250	1,081,666	216,607.01	649,952.74	20.0%
11090050 PB CITY WIDE 50	687,246	0	687,246	156,391.75	506,342.74	22.8%
11090051 PB CITY HALL 51	65,698	0	65,698	15,560.40	6,953.95	23.7%
11090052 PB OPERA HOUSE 52	48,769	0	48,769	9,213.29	13,170.27	18.9%
11090054 PB CENTRAL FIRE 54	10,945	0	10,945	3,730.33	3,542.67	34.1%
11090055 PB GONIC FIRE 55	10,787	0	10,787	3,811.07	2,904.93	35.3%
11090056 PB LIBRARY 56	19,313	0	19,313	7,740.39	2,888.60	40.1%
11090057 PB DPW GARAGE 57	12,155	0	12,155	5,871.96	728.54	48.3%
11090061 PB HISTORICAL MUSEUM 61	1,320	0	1,320	423.34	21.66	32.1%
11090063 PB HANSON POOL 63	6,700	0	6,700	145.76	6,336.36	2.2%
11090064 PB GONIC POOL 64	1,100	0	1,100	39.24	951.82	3.6%
11090065 PB EAST ROCHESTER POOL 65	800	0	800	39.24	651.82	4.9%
11090068 PB GROUNDS 68	10,880	0	10,880	1,297.11	8,312.28	11.9%
11090069 PB DOWNTOWN 69	17,000	0	17,000	2,370.74	11,350.00	13.9%
11090070 PB REVENUE BUILDING 70	21,368	0	21,368	5,958.86	7,181.78	27.9%
11090071 PB PLAYGROUNDS 71	3,000	0	3,000	1,800.00	1,200.00	60.0%
11090075 PB NEW POLICE STATION	24,066	0	24,066	7,855.60	7,545.90	32.6%
11090077 PB ANNEX	11,140	0	11,140	1,023.14	7,853.60	9.2%
11102051 PLANNING	427,669	0	427,669	91,042.17	332,018.86	21.3%
11200051 LEGAL OFFICE	611,159	0	611,159	138,255.28	460,547.84	22.6%
12010053 PD ADMINISTRATIVE SERVICES	2,076,031	0	2,076,031	533,555.08	1,423,771.89	25.7%
12012453 PD PATROL SERVICES	5,463,738	0	5,463,738	1,292,917.43	4,170,820.57	23.7%
12012553 PD SUPPORT SERVICES	417,396	0	417,396	106,401.97	310,994.03	25.5%
12020054 FIRE DEPARTMENT	4,991,261	0	4,991,261	1,150,745.85	3,770,077.88	23.1%
12020055 FIRE DEPT 55 GONIC SUBSTAT	28,592	0	28,592	757.96	27,834.04	2.7%
12020754 CALL FIRE	29,890	0	29,890	.00	29,890.00	.0%
12023354 EMERGENCY MANAGEMENT	42,101	0	42,101	.00	42,101.00	.0%
12030153 DISPATCH CENTER	869,310	0	869,310	226,328.78	631,000.23	26.0%
12040051 CODE ENFORCEMENT	593,170	0	593,170	146,319.89	439,633.26	24.7%
12050050 AMBULANCE	282,321	0	282,321	16,160.25	217,680.00	5.7%
13010057 PUBLIC WORKS	2,412,336	0	2,412,336	548,215.04	1,354,667.00	22.7%

10/02/2020 10:29
mark.sullivan

CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

P 2
glytddbud

FOR 2021 03

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
13010957 WINTER MAINTENANCE	530,920	0	530,920	.00	526,290.84	.0%
13020050 CITY LIGHTS	218,000	0	218,000	28,648.99	122,476.29	13.1%
14010051 WELFARE	480,831	0	480,831	74,768.43	395,610.50	15.5%
14022072 RECREATION ADMINISTRATION	671,686	3,000	674,686	169,153.68	498,836.02	25.1%
14022150 RECREATION PLAYGROUNDS/CAM	101,305	-3,000	98,305	24,342.25	73,287.58	24.8%
14022250 RECREATION POOLS	94,924	0	94,924	63,411.44	22,052.80	66.8%
14030056 LIBRARY	1,342,026	0	1,342,026	353,895.32	894,739.79	26.4%
15000051 COUNTY TAX	6,941,353	0	6,941,353	.00	6,941,353.00	.0%
17010051 TRANSFERS/PAYMENTS DEBT SV	4,471,220	0	4,471,220	1,114,430.85	3,356,789.15	24.9%
17030050 OVERLAY	350,000	0	350,000	.00	350,000.00	.0%
17040051 TRANSFER TO CIP & OTHER FU	1,290,000	50,000	1,340,000	1,490,000.00	-150,000.00	111.2%
TOTAL GENERAL FUND	40,868,269	0	40,868,269	9,037,332.38	30,273,388.88	22.1%
<hr/> 5001 WATER ENTERPRISE FUND <hr/>						
51601057 WATER WORKS EXPENSE	5,353,392	0	5,353,392	1,040,471.86	4,263,029.62	19.4%
51601073 WATER TREATMENT PLANT	1,287,559	0	1,287,559	206,166.36	898,138.79	16.0%
51601570 WATER REVENUE OFFICE	69,101	0	69,101	19,434.03	49,666.97	28.1%
TOTAL WATER ENTERPRISE FUND	6,710,052	0	6,710,052	1,266,072.25	5,210,835.38	18.9%
<hr/> 5002 SEWER ENTERPRISE FUND <hr/>						
52602057 SEWER WORKS EXPENSE	4,106,648	0	4,106,648	2,140,274.07	1,939,689.15	52.1%
52602074 SEWER TREATMENT PLANT	4,167,052	0	4,167,052	326,228.04	3,536,267.63	7.8%
52602470 SEWER REVENUE OFFICE	67,603	0	67,603	19,330.73	48,272.27	28.6%
TOTAL SEWER ENTERPRISE FUND	8,341,303	0	8,341,303	2,485,832.84	5,524,229.05	29.8%
<hr/> 5003 ARENA ENTERPRISE FUND <hr/>						
53603060 ARENA EXPENSE	416,031	0	416,031	77,834.63	232,674.50	18.7%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	77,834.63	232,674.50	18.7%
<hr/> 6000 COMMUNITY CENTER SP REV FUND <hr/>						



10/02/2020 10:29
mark.sullivan

CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

P 3
glytdbud

FOR 2021 03

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
6070572 COMMUNITY CENTER EXPENSE	889,241	0	889,241	169,508.83	608,087.11	19.1%
TOTAL COMMUNITY CENTER SP REV FUND	889,241	0	889,241	169,508.83	608,087.11	19.1%
GRAND TOTAL	57,224,896	0	57,224,896	13,036,580.93	41,849,214.92	22.8%

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



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

Planning Board
 Conservation Commission
 Historic District Commission
 Arts & Culture Commission

PLANNING & DEVELOPMENT DEPARTMENT MONTHLY REPORT FOR SEPTEMBER 2020

The Land Use Boards continued to meet virtually in September. Several projects were approved, as you can see from the list below. The Conservation Commission continues to work to protect more open space with a Crowhill Conservation Project. The Planning Board continues to work on an Ordinance to allow murals within the City.

In September we wished farewell to long time Senior Planner Michelle Mears. Michelle has been a dedicated steward of the Downtown, the Arts and Culture Commission and the Historic District for her tenure here. She will be missed by all. We will continue her great work to update the City's Historic District Survey, and await for news by the end of the calendar year about a NH State Council of the Arts grant for an art walk. Thank you Michelle for all you have given to Rochester and we wish you well.

Planning staff this month have been working hard with developers to get their projects ready for construction. This includes reviewing Final Plans with changes that the Planning Board requested, making sure E911 and Surety requirements have been met and holding Pre-Construction Meetings to review good building practices such as traffic control, noise restrictions and stockpile requirements. Next month will see many recently approved projects break ground. Stay tuned for more details of these exciting projects next month.

APPLICATIONS REVIEWED BY THE PLANNING BOARD

William Peavey, Jr., 14 Pink Street Request for waiver of impact fees associated with the 2-lot subdivision. Case # 113 – 34 – R2 – 20 **APPROVED**

Waste Management of NH, Rochester Neck Road & Turnkey Way (by Sanborn, Head & Assoc.) Lot line revision. Case # 267 – 3&4 – R1 – 20 **APPROVED**

Scott Gerry, 162 Autumn Street Conditional Use Permit to alter the build-to zone of 0 – 20 feet to allow construction of a single family home. Case # 102 – 3 – NMU – 20 **APPROVED**

Motor City Automotive Group, LLC, 154 Farmington Road (by Norway Plains Assoc.)
Site plan and conditional use permit to construct a building addition for vehicle service bays.
Case # 208 – 6 – GRD – 20 **APPROVED**

Bonfire Behavioral Health, LLC, 35 Industrial Way Modification and conditional use
permit to allow a substance abuse outpatient behavioral clinic. Case # 230 – 21 – I – 20
APPROVED

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

1. Pursuant to the provisions of RSA 36-A:4, RSA 36-A:5, and RSA 675:7, the Rochester Conservation Commission voted to use Conservation Fund money to purchase land known as 104 Crowhill Rd. Tax Map 108, Lot 29, which is approximately 38+/- acres.

2. The following Notice of Intent to Cut Wood or Timber / Intent to Excavate were reviewed:

- a) Notice of Intent to Cut- Tax Map 206 Lot 35, Betts Rd
- b) Notice of Intent to Cut- Tax Map 267 Lot 2, Rochester Neck Rd
- c) Notice of Intent to Cut- Tax Map 203 Lot 20, Governors Rd

The Commission had no concerns with these applications.

3. The Commission decided to create subcommittees to review NH DES permits and Intent to Cut/Excavate permit when said State review windows don't align with Conservation Commission meetings.

4. Other discussion was had regarding the status of previously reviewed wetland impact projects, development projects throughout the City, and changes in operations during Covid-19.

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission held a virtual teams meeting on September 9, 2020.

The HDC approved an amendment for 61 North Main Street, case # HDC 121-371-DTC-20.

Ms. Mears reviewed administrative approvals which included: 1) a wall sign for Collec-tiques, 2) 56 North Main Street; 3) a re-roofing project at 16 Wakefield Street, and 4) changing a sign to meet HDC Design Guidelines at 69 Wakefield Street.

The Commission also reviewed proposed changes to the Certified Local Government Grant for a survey of the Historic District that would model work that has been completed in Somersworth.

ARTS AND CULTURE COMMISSION ACTIVITIES

The Arts and Culture Commission did not meet in September.

Respectfully submitted,

Shanna B. Saunders,
Director of Planning & Development

*Intentionally
left blank...*

City Clerk's Office



Rec & Arena Monthly Report

10/15/2020

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

From: Chris Bowlen - Recreation & Arena Director
Date: October 14, 2020
Re: September 2020 Monthly Report

September Programs	Participants
Concert on the Common with Farmer's Market	200
Senior Drive-In Movie	11
Senior Hike	10
Art in the Park	7
Total September Program Participation	228
August Facebook Engagement	
Post Reach	5,696
(Number of people who saw our posts.)	
Post Engagement	1,561
(Number of people who interact with our posts.)	
Video Engagement	
(Number of times our videos were played.)	740

Summer to Fall Transition

As the summer season wound down in late August, the team at Rochester Recreation and Arena shifted gears to the Arena for a September opening. A Covid-19 reopening plan was rolled out and communications with established arena customers showed that the majority of them would be coming back to participate in using the arena this fall. Opening night was on September 28th. Many young and enthusiastic skaters returned to the arena with smiles on their faces. The Rochester Youth Hockey Board put a lot of time and effort in working with city staff and emergency officials to get their program up and running. It was good to see youth hockey action taking place again!

Senior Programs for September

Drive in movie conducted behind the community center – Art in Park – Outdoor Pickle-ball – Senior Hike at Pickering Ponds.

Like us on Facebook!



Rochester NH
Recreation & Arena



rochester_rec



Fall Programs

Staff remains informed on the latest information pertaining to guidance of indoor recreation facilities and safe re-opening plans. Spaulding High School began using the gymnasium for support of PE classes as well as ROTC.

With safety of our community and staff always our first priority, our department will continue to take a phased approach to re-opening and re-starting traditional department offerings when the outdoor weather turns colder. Leading up to November 1, we will re-evaluate the situation to plan for the next phase of late fall and early winter indoor programs.

Recreation & Arena Advisory Commission

The Commission met in September using the Microsoft Teams format. Moving forward the meeting schedule will be adjusted to be every other month for the near future until a resolution to the pandemic is in place. Agenda and public input information is available on our website www.RochesterRec.com



*Intentionally
left blank...*

City Clerk's Office

10/15/2020



ROCHESTER FIRE DEPARTMENT
MARK KLOSE
CHIEF OF DEPARTMENT



37 Wakefield Street

Rochester, NH 03867

Tel: (603) 335-7545

www.rochfd.org

To: Blaine Cox, City Manager

From: Mark E. Klose, Fire Chief

Date: October 13, 2020

Ref: Monthly Report for September 2020

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 9 firefighters (1 Captain, 1 Lieutenant and 7 Firefighters)

1 Shift at 10 (1 Captain, 1 Lieutenant and 8 Firefighters)

On September 25, 2020, Governor Sununu signed a Governors Proclamation banning open burning due to draught conditions

Fall classes at the NH Fire Academy have been placed on hold due to COVID-19 pandemic

PERSONNEL:

Captain Joe Burns completed and celebrated his 33rd year of service with the Rochester FD

FF Jason Laferte completed his 18th year of service with Rochester FD

FF Gerry McKay completed his 12th year of service with Rochester FD

FF Devon Pageau completed his 6th year of service with Rochester FD

FF Rye Morrill completed his 2nd year of service with Rochester FD

At the time of this report, NO personnel has experienced COVID-19

37 Wakefield Street

Rochester NH, 03867

Tel (603)-335-7545

www.rochfd.org



ROCHESTER FIRE DEPARTMENT

MARK KLOSE

CHIEF OF DEPARTMENT

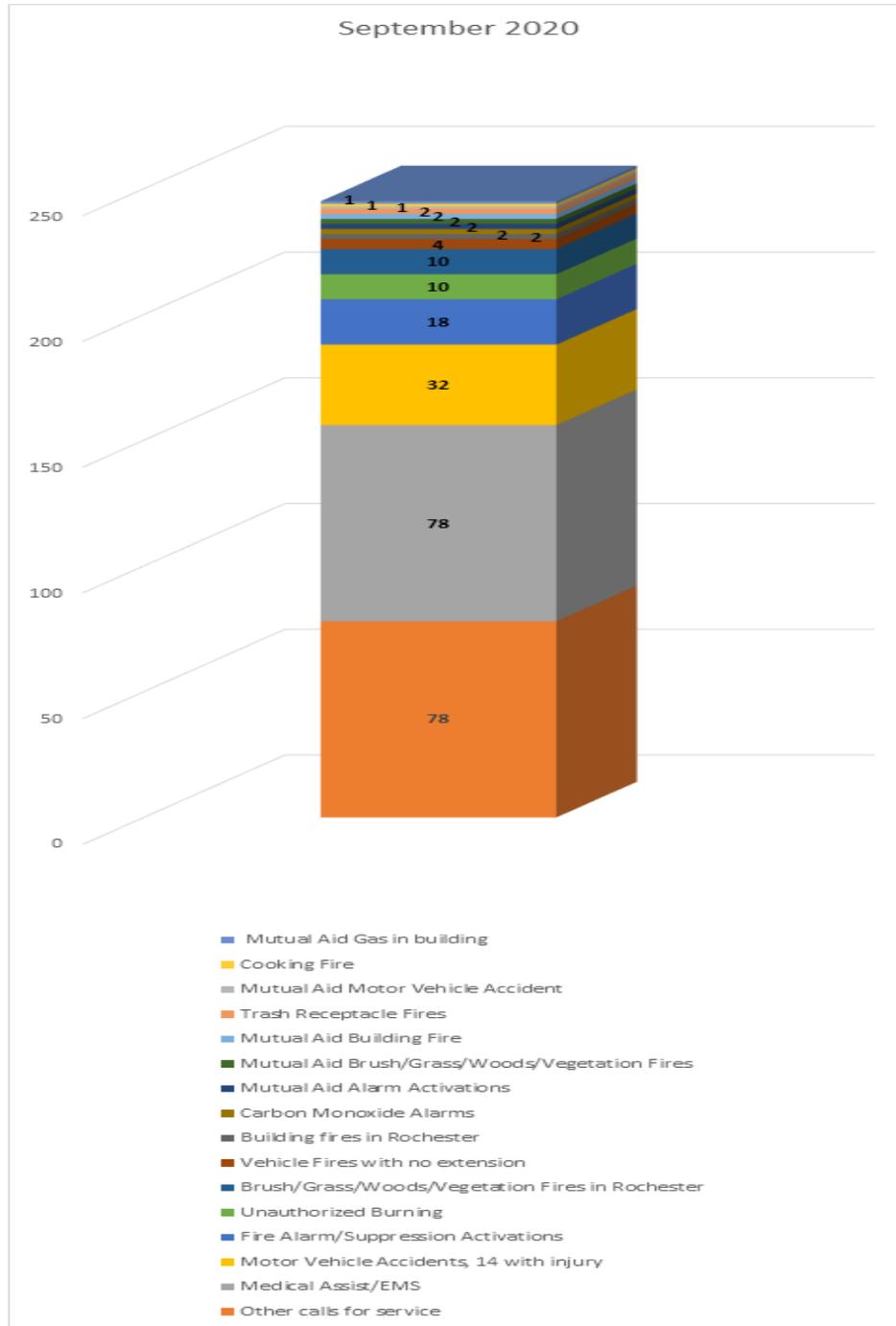


37 Wakefield Street

Rochester, NH 03867
www.rochfd.org

Tel: (603) 335-7545

OPERATIONS DIVISON:



37 Wakefield Street

Rochester NH, 03867
www.rochfd.org

Tel (603)-335-7545

10/15/2020



ROCHESTER FIRE DEPARTMENT
MARK KLOSE
CHIEF OF DEPARTMENT



37 Wakefield Street

Rochester, NH 03867

Tel: (603) 335-7545

www.rochfd.org

INCIDENTS:

Lilac City Grill, 103 North Main St. Fire in the wall, quickly extinguished by on duty fire personnel. Automatic Aid received, and quickly returned. Business was closed down for only one day due to health reasons, as most of the fire was on the exterior of the building.

21 Norway Plains Porch Fire. Caused by careless discarded smoking material.

12 Blossom Lane, private residence, working fire at 0258 am. 1st Alarm struck, with mutual aid received. No human injuries, but one cat perished. Extensive fire, smoke and water damage, possible total loss.

Double Fatal motor vehicle accident near Washington and Fillmore Drive

Personnel stayed busy during the month of September dealing brush fires, bark mulch fires

Vehicle Maintenance:

September is State Inspection month for all fire department apparatus

Services and yearly inspections almost complete (due to COVID-19)

National Wrecker in Eliot Maine completes our large apparatus

- Completed Annual Pump Testing for all apparatus, awaiting certifications

Apparatus Committees:

- The committees are finalizing the specifications for the new Engine and Aerial apparatuses, and they will be ready to go out to bid in October

FIRE PREVENTION DIVISION:

The Fire Prevention Division has continued to be busy with the various types of inspections throughout the community. During the month of September.

The Prevention Division worked with PD and property owners of multifamily/apartment buildings to address life safety concerns directly related to tenants actions.

Deputy Chief is preparing for Fire Prevention week in October, new challenges in presenting educational information due to COVID-19

37 Wakefield Street

Rochester NH, 03867

Tel (603)-335-7545

www.rochfd.org

10/15/2020



ROCHESTER FIRE DEPARTMENT
MARK KLOSE
CHIEF OF DEPARTMENT



37 Wakefield Street

Rochester, NH 03867

Tel: (603) 335-7545

www.rochfd.org

TRAINING DIVISION:

FireRescue1 Academy

Total Courses Completed- 25

Hours of Training Completed- 22

In-Service Training Reported to IMC

Total Courses Completed- 169

Hours of Training Completed- 270

- All members have completed the NH EMS Protocols Version 8
- Two members are currently enrolled in Fire Service Instructor I at the NHFA

EMERGENCY MANAGEMENT:

Continue to be engaged with the NH Homeland Security & Emergency Management due to COVID-19 pandemic. Number seem to have begun to rise in Rochester and Strafford County.

Deputy Chief Hughes continues to work with businesses and City officials to meet the needs of the COVID-19 pandemic and the states guidelines.

Assisted Rochester School District with COVID-19 Information for opening school.
Strafford County & Rochester dealing with draught conditions

CIP UPDATE:

Gonic's washer extractor is in and fully operational

New FD pick-up truck arrived and was wrapped to the department standard and is awaiting to be finished being outfitted. COVID 19 has slowed or delayed new equipment.

Fire Prevention Tahoe was wrapped to the department standard

Second pick up has been ordered. Delivery is late October/early November

Respectfully submitted,

Mark E. Klose

Chief of Department

37 Wakefield Street

Rochester NH, 03867

Tel (603)-335-7545

www.rochfd.org

10/15/2020



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

PAUL R. TOUSSAINT
Chief of Police

October 5, 2020



TO: City Manager Blaine Cox

RE: Monthly Report – September 2020

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

The investigations bureau had 35 cases submitted for review. There are currently 52 cases assigned. There were 18 cases presented to the Grand Jury and all were True Bills. There were nine detective call outs. There were two background investigations. There was one evidence call out. There were 489 pieces of evidence logged in, and 30 items returned to owners.

COMMUNITY ENGAGEMENT OFFICER/PROBLEM ORIENTED POLICING UNIT: The POP Unit conducted a warrant round up operation for active warrants that had yet to be served. This included the RPD POP Unit, the patrol division and the Somersworth Police Department. There were 16 arrests, seized drugs and a seized firearm. The POP unit and in cooperation with the Sheriff's office and Somersworth Police worked on a drug case where they seized firearms, drugs and cash.

The homeless and camping issue is something we continue to monitor. Officer Danie continues homeless outreach and working with the Fire Department and Code Enforcement to solve quality of life issues in the City. This has been a successful way to approach problem residences in a more creative manner. The POP and CEO have been providing information and offering services to homeless persons and continue to work with property owners to find solutions to this issue.

Downtown presence, community action and enforcement continue to be a focus. Unit conducted a cell phone use patrol in the downtown. We did find that most motorist were not using phones and were paying attention to their road.

The recent robberies have been a large focus of the unit, working with ISB and coming up with prevention ideas, sharing information and trying to identify and locate possible suspects.

CompStat: Field activities have increased, and continue to rise each month. The majority of traffic stops continue to be focused in the downtown area as well as major roads in and out of the city. Motor vehicle enforcement is on the rise, and this enforcement continues to focus on our major target areas. Motor vehicle collisions have increased slightly since last month. Thirteen of these collisions occurred in the parking lots of the busy shopping areas. There has been an increase of field interviews for the month, which helps our crime analyst in putting possible suspects to crimes where these field interviews are being conducted.

Our property crimes for the month show no trends or rashes of crimes occurring. Burglaries are down compared to last year, which could be related to the large amount of people home during this pandemic. Also, thefts from motor vehicles are down from last year which could be a result of folks locking their car doors.

Drug offenses compared to last month are relatively the same, but year to date there has been an increase. Many of these drug offenses are discovered by searches incident to arrests, but there is also proactive work involved with several search warrants executed this month on vehicles. Overdoses seem to be on a decline from years past. There seem to be more contact with people using a different type of drug, which shows a different intoxication that doesn't ultimately lead to overdosing unless mixed with other recreational drugs.

Violent crime seems to be down in the category of aggravated assaults (down 50% YTD). Simple assault seems to have an increase (10%), but there are no trends or patterns related to this. We had two homicides and two robberies. One homicide was related to a motor vehicle accident (negligent homicide), and another to a home invasion—both are still active investigations. One robbery was related to the homicide, and the other was a shoplifting that turned into robbery based off the suspects threatened use of force.

COMMUNICATIONS: The new radios were cut over the second week in July. We are in the process of trying new headsets that will be able to accommodate the radio and phone at the same time.

We reached out to Rapid SOS about the services they provide to emergency services – Rapid SOS receives device based location data – similar to E911 but continues to monitor the coordinates of the phone call whether dropped or still on the line with 911. It is entirely free and the surrounding towns are using to ping phones in life or death situations. We are working on finalizing the details on providing these services in the dispatch center.

The staff in the center have been diligent in updating the Structure Fire books and updating the hydrants in the town to better serve the FD, as well as cleaning up other resource materials and similar projects.

DIVERSION: Staff continues to work on the Juvenile Probation Transformation Certificate Program with the State team. We have finally completed the State-wide proposal and will have it ready for submittal Oct 1. The Diversion components will be in progress as they have been all along despite COVID challenges for the Juvenile Justice system. Next steps will be for legislation submission to align the work to funding.

Staff received the results of the Service to Science Review and have resubmitted our model for approval to be a “Promising Practice,” which is the first step before the data collection to become “Evidence-based.”

Staff is working with the Director for Waypoint and we have done a media release on the planned Teen Drop-in center. Staff continues working on pulling together collaborative partners.

Nicole continues to work with Strafford County Diversion Program as they work on hiring a new Coordinator and transitioning services.

Nicole is working with the Fire Department and City partners to release the Virtual National Night Out and Fire Prevention Week. There will be family friendly activities identified on partners' pages and coloring pages provided for kids to download with crime prevention messaging.

Nicole has been featured in a series of media articles around restorative justice and the work that we have done in Rochester over the years in Diversion. This series stems from the national conversations around

disproportionate minority contact and diversion/pre-court programming is a recommended model that adheres to cultural sensitivity.

Nicole met with the Recreation Department and officially decided to postpone Teen Night for the beginning of the school year due to COVID complications and per the Governor's orders on the number of persons permitted to congregate. We will plan a follow up meeting to reassess after the holidays.

EMD USE: Display and Deploy: One Display Only: One

FINANCIAL/PURCHASING: We do not have a build date yet for the new cruisers. We did complete annual inspections this month on all of the cruisers. This caused a rise in our cruiser maintenance line for replacement of wearable parts.

During the month we discovered the warranties on our in car camera systems had expired as we had a unit, which needed a repair. We worked with the vendor to get the part covered and were able to extend our warranty for all of the systems.

During the month of September there were two purchases over the \$5000 threshold; including the purchase order for the three frontline cars and the extended warranty for the in car cameras.

We were notified this period that our grant application for funding an additional officer through the COPS Office was denied.

Radio Replacement Project- the project continues to move forward with installation. At this point one of the radio cabinets was been installed at a tower site and a second is being placed on site. The third cabinet has a shipping delay at a freight terminal due to weather events. This will delay installation and is pushing the project back. The expectation is to have the system turned on during the month of October.

Mobile Dispatch Backup- We went out to bid for the trailer and received only one bid from a local vendor. The bid remains under review with finance.

FORFEITURE SPENDING: There was no forfeiture spending this period.

HIRING: We had five participants in the most recent hiring process. Only two advanced to the Commission interview and one conditional offer was extended. The background packet is underway.

HONOR GUARD: The Honor Guard had been requested at the September 11 ceremony at the Fire Department, which was later canceled amid pandemic concerns. No new requests have been received.

HOUSING: Officer Blair has now fully retired from his position and Officer Mundy has officially taken over that part time position. Sgt. Babine continues to help with issues and meetings when needed as well. In addition to handling calls for service at the various locations, Officer Mundy has been going to all of the properties introducing himself and is giving out free ice cream cards to the juveniles

For the month there have been 27 police related calls for service at the various housing properties. The Art Nickless property has had issues with people throwing rocks at vehicles from the railroad tracks. Officers Mundy and Blair did some work canvassing the neighborhoods and set up a trail camera. We have not made any apprehensions, but the activity seems to have stopped.

There were 2 housing background checks performed for new residents.

K-9: The K-9 Unit responded to 5 calls, all tracks, in Rochester this period.

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 9 petitions and one CHINS. The following hearings were also held: 2 review hearings, 1 competency hearing, 1 Emergency placement, 1 dispositional hearing, 5 trials resolved by plea. There were four motions to impose suspended sentences and two motions to bring a case forward for trial. There were two bail jumping complaints and one contempt investigation.

Lt. Gould covered hearings on August 31 for Attorney Mitrushi, and also assisted Farmington PD covering their juvenile cases while their assigned officer was away.

RENTAL PROPERTY OWNERS ASSOC.: Lt. Bossi was unable to attend the monthly meeting.

SCHOOL RESOURCE OFFICERS: Covid has brought several changes to all the schools for the 2020-2021 school year. All three SROs have been working together from the beginning of school for all the new traffic issues and all the changes due to the Covid-19 issues.

High School: Officer Jackson

- Talked with each class in the auditorium about ADD tactics for school emergencies
- Worked with administration for all the new changes to school activities, outside learning, etc.
- Made recommendations for the Principal pertaining to a new school camera system
- Taught a class to the Criminal Justice students on traffic stops
- Has been dealing with traffic issues at the beginning/end of the school day
- Completed 1 arrest report and 1 offense report

Middle School: Sgt. Deluca

- Returned belongings that were left from the school shutting down for Covid during last school year to 40 students.
- Assisted Officer Porfido bringing welcome packets and school supplies to elementary schools
- Completed 6 hours on-line training
- Completed a new traffic pattern for the Middle school to for pick-up/drop-off of students
- Dealing with homeless camp on school grounds
- Working on several new investigations, to include criminal threatening and sexting

Elementary School (9): Officer Porfido

- Delivered school supplies to over 100 students
- Conducted extra patrols around all the elementary schools
- Taught a safety with masks class to students at School St School

Explorer Post: Meetings are still on hold during COVID. We are meeting with the Post staff to discuss breaking away from the Boy Scouts of America, and starting our own chapter in house due to rising costs with the Boy Scouts. There is no additional insurance costs to keep the program in house.

TRAINING: Officer Rummo has now completed 5 weeks of the academy, he has been doing well, but the new format is very stressful for him and classmates.

The academy released a very brief list of training classes for the remainder of the year, most of which are centered on required recertification trainings.

Officer MacKenzie and Officer Hatch attended the fall seminar of the Old Dominion search and rescue. Off. Mackenzie is an instructor for the seminar which hosts tracking K-9's and handlers from throughout the country. Officer Hatch went to grow his knowledge of K-9 handling and tracking, as he has shown interest to become the next K-9 handler.

Officer Danie attended a four day school for certification in child seat installation.

Despite the lack of available training, the majority of the department has completed the required annual 8 hours of in-service training, using the on line program we subscribe to.

OTHER: At the September Code and Ordinances Committee meeting City Attorney O'Rourke discussed the need to review local ordinances. The Police Department will attend the November meeting to review several chapters that fall under the realm of the Police. We will review and solicit input from department members prior to this meeting.

Respectfully Submitted,

Paul R. Toussaint
Chief of Police

*Intentionally
left blank...*

City Clerk's Office

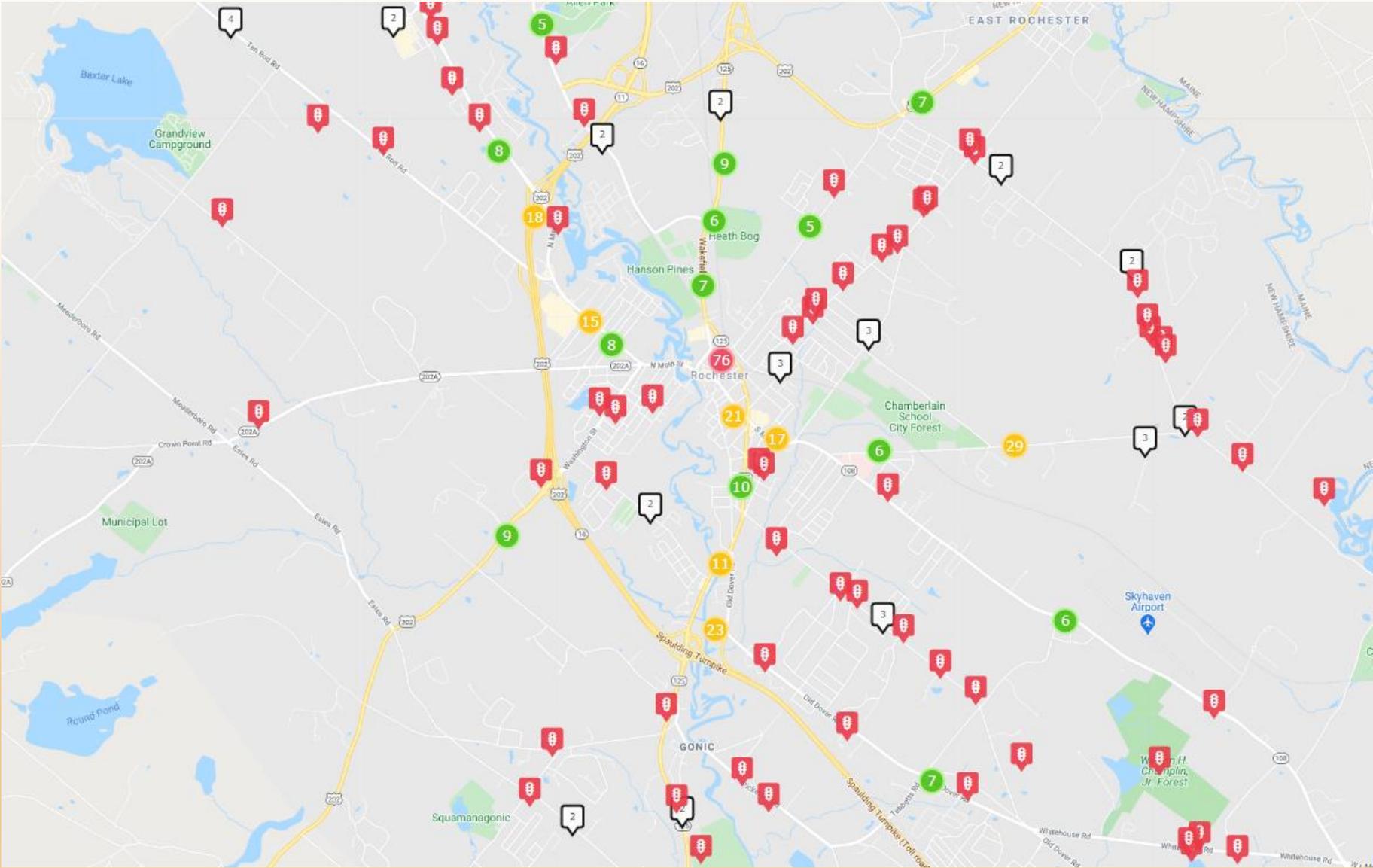
Rochester Police Department

September 2020 Comp Stat Report



Field Activities

Specific Crimes	Sep-20	Sep-19	% Change	Aug-20	% Change	Jul-20	YTD 20	YTD 19	% Change	YTD 18
Traffic Stops	436	345	26%	860	-49%	620	3864	3630	6%	7786
Arrests from Stops	11	20	-45%	34	-68%	21	137	174	-21%	328
Summons	8	17	-53%	30	-73%	17	151	173	-13%	505
Warnings	394	294	34%	765	-48%	565	3460	3136	10%	6421
No Action	12	12	0%	24	-50%	15	83	128	-35%	213
Accidents	91	82	11%	77	18%	68	753	722	4%	871
Summons from ACs	0	2	-100%	0	0%	0	11	19	-42%	29
Arrests from ACs	4	3	33%	4	0%	8	43	39	10%	46
Field Interviews	20	9	122%	28	-29%	25	123	86	43%	106
DWI	11	9	22%	6	83%	7	61	67	-9%	62
<i>Narcotics</i>	6	1	500%	3	100%	2	25	16	56%	17
<i>Alcohol</i>	5	8	-38%	3	67%	5	36	51	-29%	45
DWI from Accidents	5	1	400%	4	25%	2	21	17	24%	19



Traffic Stops

436 Total Traffic Stops

- 11 Arrests
- 8 Summons
- 394 Warnings

Motor Vehicle Crashes

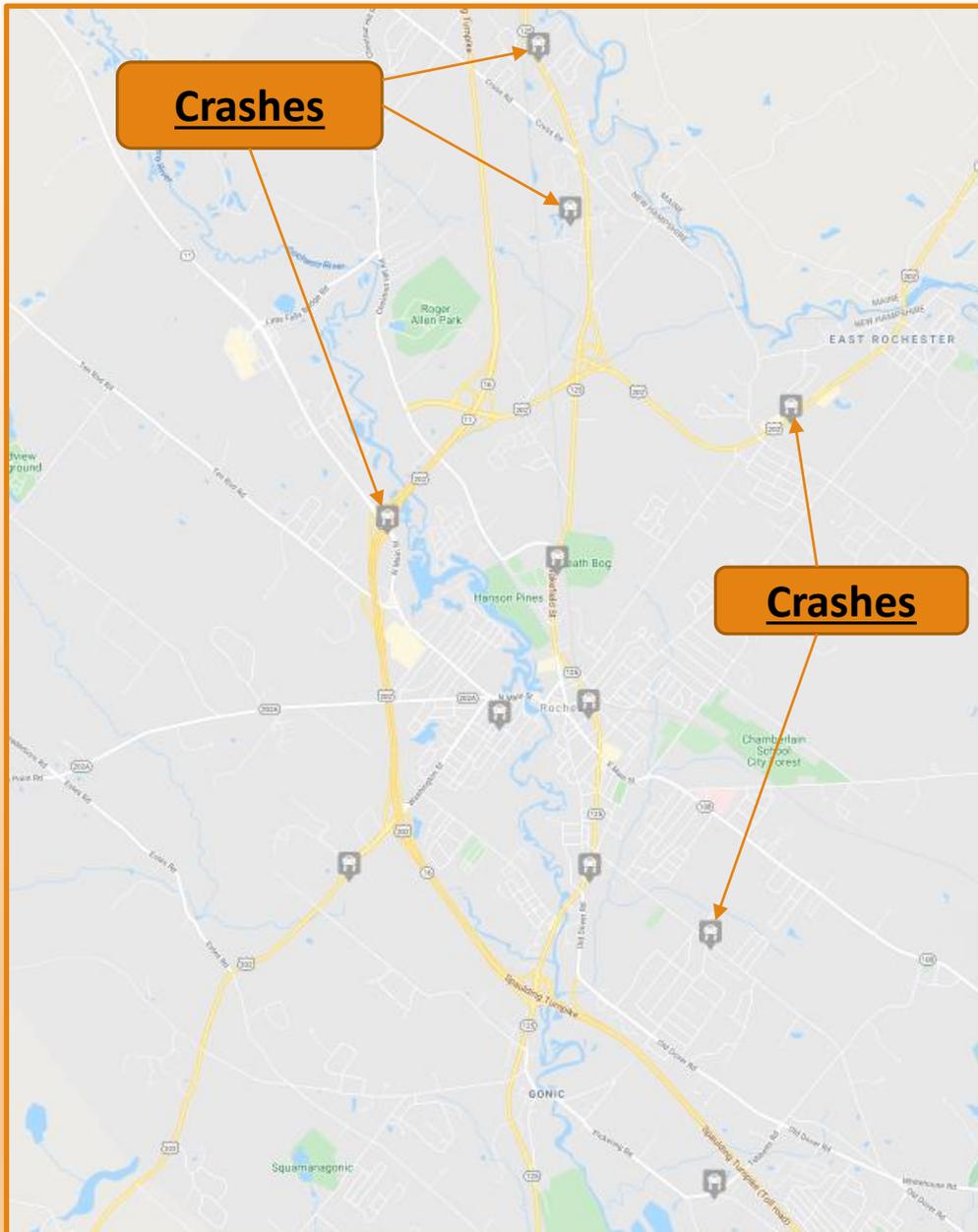
10/15/2020

- 91 total crashes – up slightly from the previous month
- 1 fatal crash (still under investigation)
 - Filmore Blvd/Washington St
- 5 reported crashes that resulted in DWI arrest
- Parking lot trend continues:
 - 8 crashes at Ridge/Walmart
 - No obvious trend as crashes are spread throughout the city.
- High Volume Roads:
 - Farmington Rd - 10
 - North Main St – 9
 - Washington St – 8
 - Gonic Rd - 6



Fatal Crash





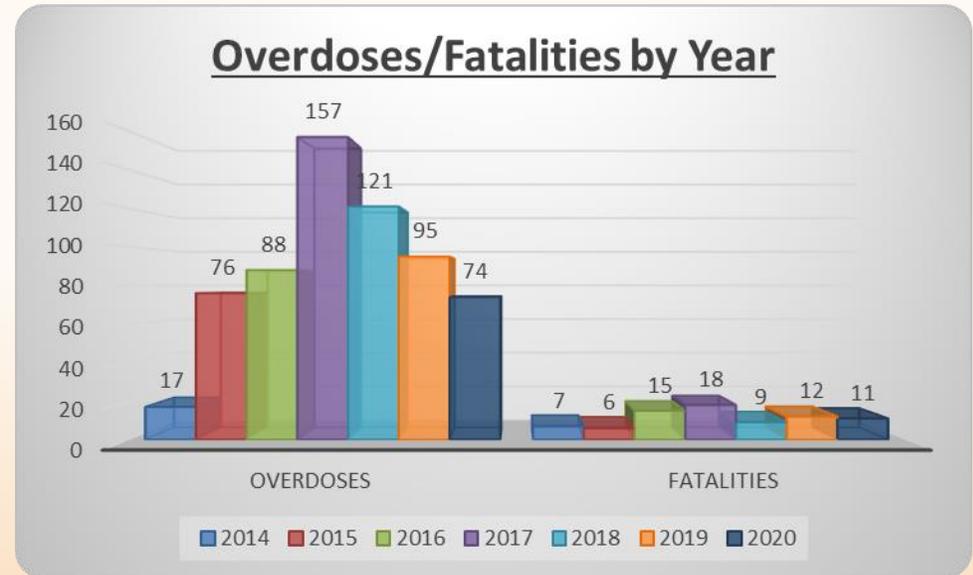
DWI Incidents

- 11 Total Incidents
 - 5 Crashes (3 Alcohol/2 Drug)
 - 5 Welfare Checks
 - 1 Traffic Stop
- 6 Drug / 5 Alcohol related incidents
- 11 Arrests

Property Crimes

All Incident Reports												
Specific Crimes	Sep-20	Sep-19	% Change	Aug-20	% Change	Jul-20	YTD-20	YTD 19	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Burglary	6	8	-25%	2	200%	2	39	85	-54%	10%	15%	63
Shoplifting	27	18	50%	19	42%	23	163	161	1%	56%	82%	187
Theft from a Building	8	10	-20%	10	-20%	8	104	137	-24%	21%	28%	128
Theft from M/V (including Parts)	12	16	-25%	4	200%	12	75	187	-60%	0%	4%	85
All Other Theft	22	19	16%	22	0%	16	139	134	4%	5%	7%	159
M/V Theft	10	2	400%	4	150%	2	37	27	37%	8%	18%	28
Vandalism	27	39	-31%	43	-37%	30	309	299	3%	23%	28%	301
Total Property	112	112	0%	104	8%	93	866	1030	-16%	19%	28%	951
Arrests												
Specific Crimes	Sep-20	Sep-19	% Change	Aug-20	% Change	Jul-20	YTD-20	YTD 19	% Change			YTD 18
Burglary	0	0	0%	0	0%	0	4	15	-73%			12
Shoplifting	7	11	-36%	8	-13%	8	92	156	-41%			172
Theft from a Building	0	7	-100%	0	0%	0	22	28	-21%			21
Theft from M/V (including Parts)	0	0	0%	0	0%	0	0	9	-100%			3
All Other Theft	0	3	-100%	0	0%	0	7	9	-22%			26
M/V Theft	0	0	0%	0	0%	0	3	6	-50%			7
Vandalism	6	8	-25%	7	-14%	7	72	100	-28%			93
Total Property	13	29	-55%	15	-13%	15	200	323	-38%			334

Drug Incidents



All Incident Reports												
Specific Crimes	Sep-20	Sep-19	%Change	Aug-20	%Change	Jul-20	YTD-2020	YTD 2019	%Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Possession	25	12	108%	13	92%	13	125	101	24%	59%	93%	98
Drug Events	18	3	500%	14	29%	5	66	110	-40%			26
Overdoses	9	5	80%	5	80%	7	74	95	-22%			121
Fatal Overdoses	1	2	-50%	1	0%	0	11	12	-8%			9
Total Drug	53	22	141%	33	61%	25	276	318	-13%			254
Arrests												
Specific Crimes	Sep-20	Sep-19	%Change	Aug-20	%Change	Jul-20	TYD-20	YTD 19	%Change			YTD 18
Possession	16	12	33%	7	129%	9	74	94	-21%			101

Violent Crimes

All Incident Reports												
Specific Crimes	Sep-20	Sep-19	% Change	Aug-20	% Change	Jul-20	YTD 20	YTD 19	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Homicide	2	0	100%	2	0%	0	4	0	NULL	0%	0%	1
Robbery	6	1	500%	2	200%	0	15	7	114%	47%	71%	13
Aggravated Assault	1	4	-75%	0	NULL	4	23	48	-52%	57%	60%	54
<i>from DV*</i>	0	1	-100%	0	0%	2	12	14	-14%	83%	71%	24
Simple Assault	29	39	-26%	41	-29%	25	302	289	4%	49%	63%	352
<i>from DV*</i>	11	29	-62%	17	-35%	10	154	141	9%	68%	74%	169
Total Violent	38	44	-14%	45	-16%	29	344	344	0%	38%	74%	420
Arrests												
Specific Crimes	Sep-20	Sep-19	% Change	Aug-20	% Change	Jul-20	YTD 20	YTD 19	% Change			YTD 18
Homicide	0	0	0%	0	0%	0	0	1	-100%			0
Robbery	2	0	NULL	1	100%	0	7	5	40%			6
Aggravated Assault	0	1	-100%	0	0%	1	13	29	-55%			36
<i>from DV*</i>	0	1	-100%	0	0%	0	10	10	0%			17
Simple Assault	12	22	-45%	19	-37%	13	147	181	-19%			167
<i>from DV*</i>	8	19	-58%	12	-33%	8	104	105	-1%			91
Total Violent	14	23	-39%	20	-30%	14	167	216	-23%			209

Domestic Violence Related Calls

September 2020

10/15/2020

Misdemeanor – 21

Felony - 4

90F* - 24

2020 Monthly Comparison

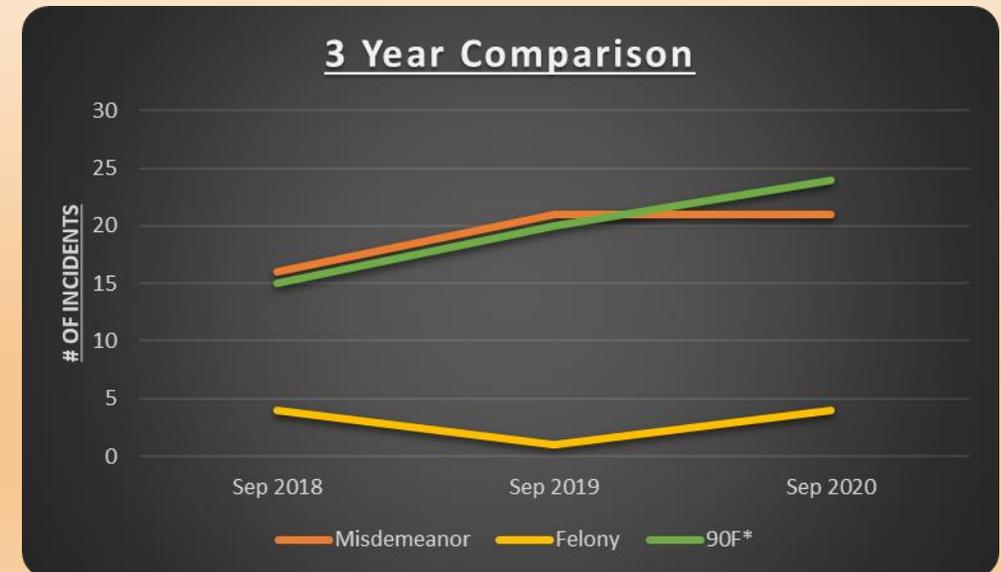
3-Year Comparison

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Misdemeanor	23	14	24	19	25	21	18	21	21
Felony	6	1	4	2	2	3	2	1	4
90F*	11	14	16	9	25	22	27	29	24

	Sep 2018	Sep 2019	Sep 2020
Misdemeanor	16	21	21
Felony	4	1	4
90F*	15	20	24

* denotes Domestic Disturbance

* denotes Domestic Disturbance

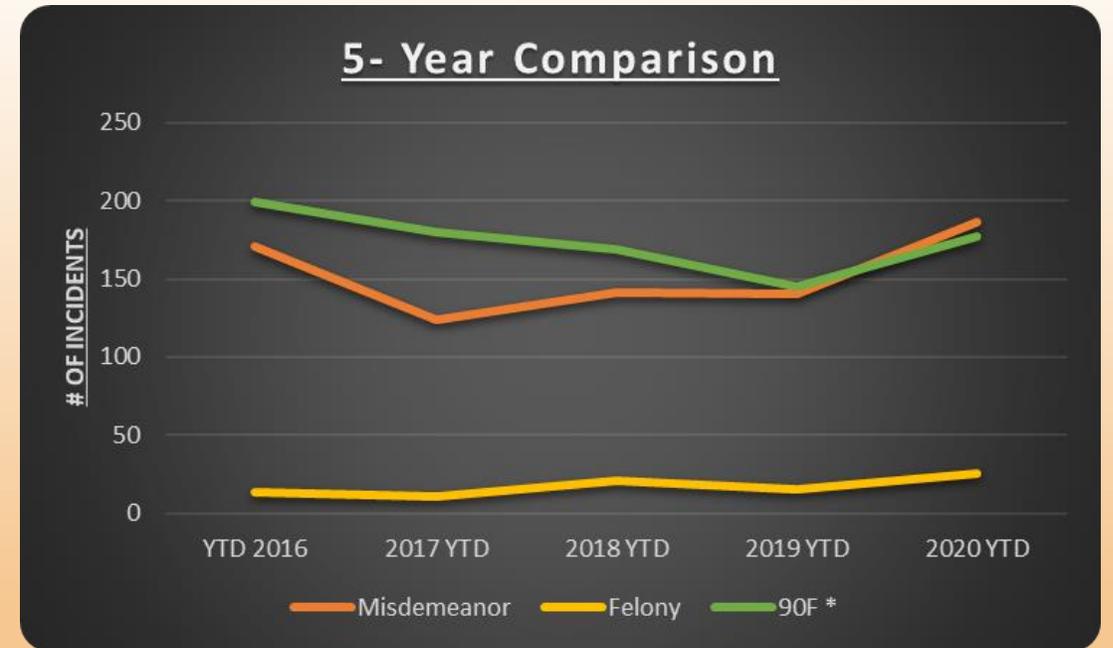


Domestic Violence Related Calls, (cont.)

5 Year Comparison

	YTD 2016	2017 YTD	2018 YTD	2019 YTD	2020 YTD
Misdemeanor	171	124	141	140	186
Felony	13	11	21	15	25
90F *	199	180	169	145	177

* denotes, Domestic Disturbance



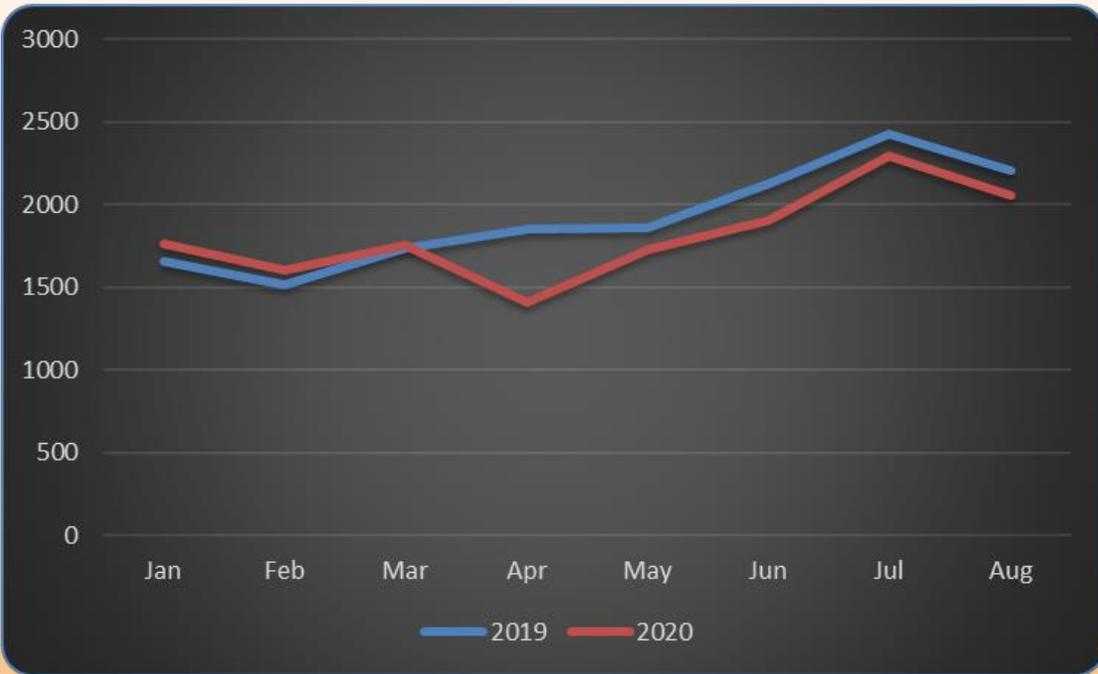
Threshold

Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	85	69-101	91	Normal
Traffic Stop	731	378-1084	436	Normal
DWI	7	4-10	11	Moderately High
Robbery	2	0-3	6	Very High
Aggravated Assault	5	3-8	1	Moderately Low
Simple Assault	38	30-46	29	Moderately Low
Burglary	8	5-12	6	Normal
Shoplifting	23	16-31	27	Normal
Theft from Building	17	10-24	8	Moderately Low
Theft from MV	15	7-24	12	Normal
MV Theft	3	0-5	10	Very High
Vandalism	35	27-43	27	Normal
Possession	15	10-21	25	Moderately High
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	46	36-55	44	Normal
Property	119	91-147	112	Normal

Calls for Service 2019 v 2020



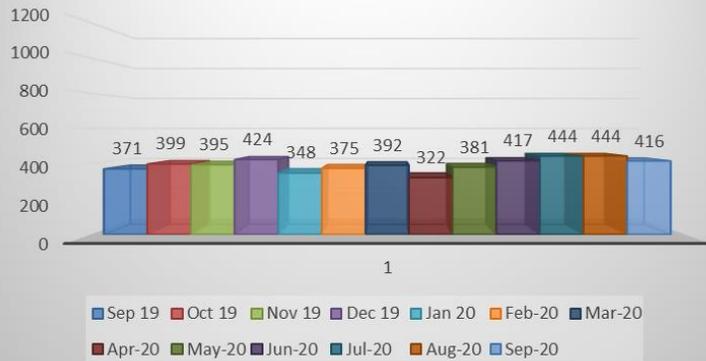
APPARENT COVID-19 IMPACT ON CALLS FOR SERVICE



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
2019	1661	1516	1738	1854	1864	2122	2430	2207	2110
2020	1761	1602	1753	1410	1728	1909	2292	2057	2082

Calls for Service by Priority

Priority 1 Calls For Service



Priority 3 Calls For Service

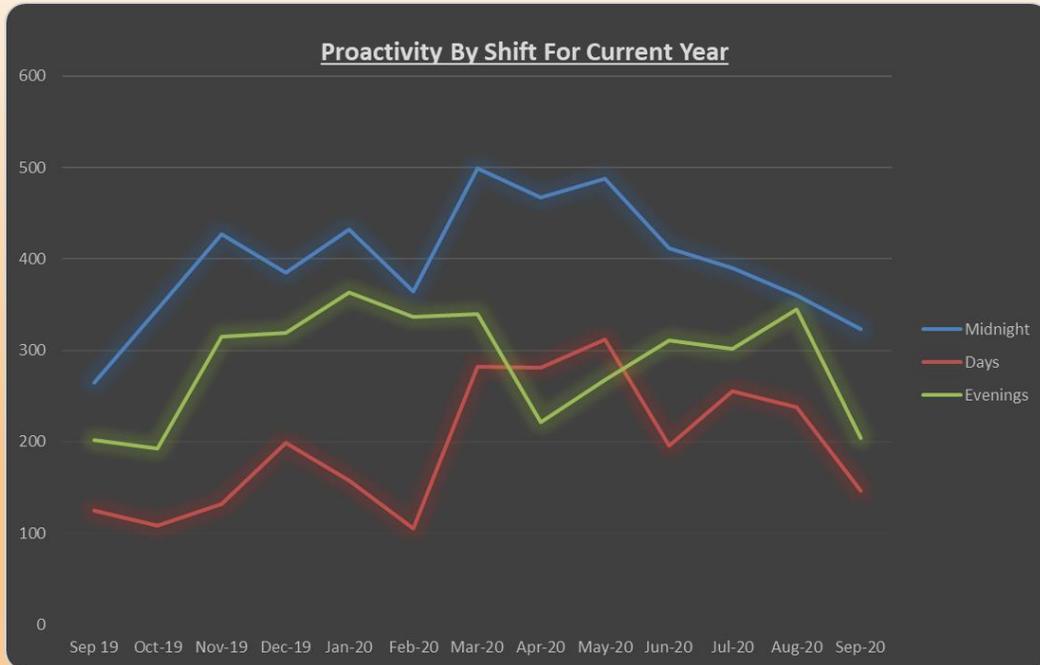


Priority 2 Calls For Service

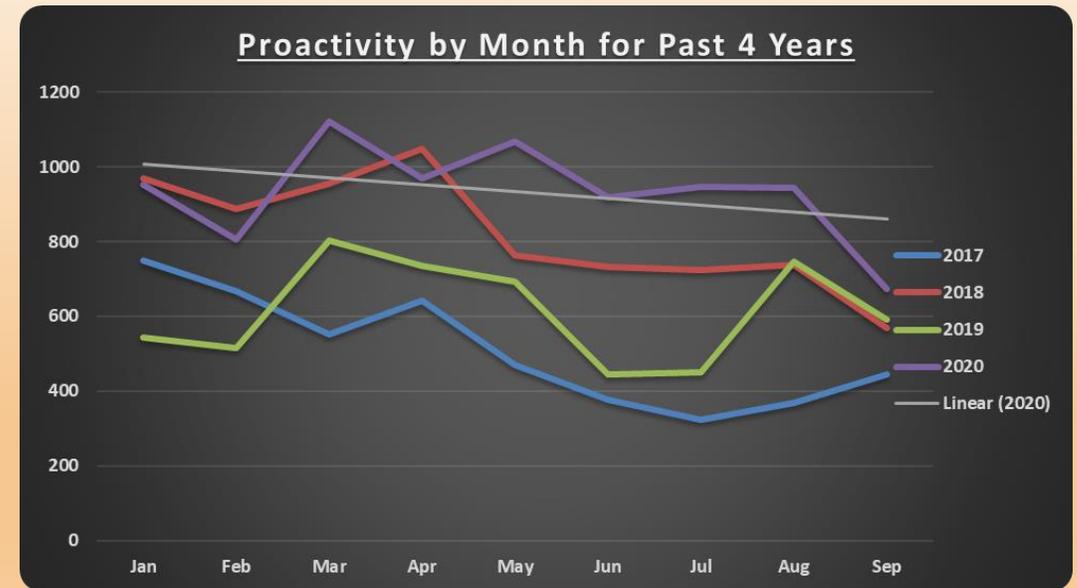


Proactive Hours by Shift

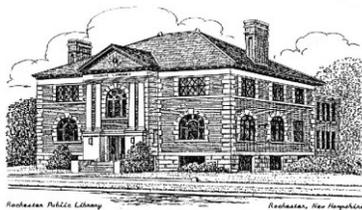
September 2020



4-year Comparison by Month







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

10/15/2020

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

MONTHLY REPORT

September 2020

The Library staff continued throughout the month of September to post interactive content to social media pages and the library's website. The Children's Room also continued to hold "Pop-Up Story Times" outside when the weather permitted.

Beginning Monday, September 14th through Friday, September 18th families were welcomed to pick-up "Clothespin Monster Magnet" 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.

On September 16th, Children's Room staff held another "Drive-By Frozen Treat" program and over 85 children were happy to be greeted curbside with a yummy treat from our enthusiastic staff.

The library kicked off a two day Thank a Police Officer sidewalk chalk program with several preschool children joining in on the fun to creatively show appreciation for our hardworking local officers.

"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 583 appointments for pick-up were made throughout the month of September.

The library computers, printers, photocopiers, and Wi-Fi continued to be available to patrons by appointment this month. Over two hundred and seventy-five patrons took advantage of this service. Four hundred thirty-six appointments were scheduled for 45 minutes of browsing through the library collection. There was a total of 7,186 items circulated from the library in the month of August

Our Emerging Technologies Specialist, Jessica Carroll has been hard at work posting helpful technology tips on the library website under "Tech Tips". Jessica is also available Mondays and Fridays by appointment for one on one tech help for patrons with downloadable resource, phone, tablet, or laptop questions.

Interlibrary loan services resumed in September. Interlibrary loan is a

service that allows library cardholders to have access to materials from other libraries. Due to new sanitizing procedures items will take longer to safely reach their destinations. Forms to request an item through interlibrary loan are located in the downstairs lobby.

Three hundred and thirty-one of our library patrons downloaded 1,433 e-books to media devices through the library's web site this month. The RPL website also enabled 18 patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 397 digital downloads from Hoopla.

Trustees will be meeting in the library on October 20th at 6pm.

City of Rochester Tax Collector's Office
September 30, 2020

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2020	Semi Warrant	34,438,631.00	33,101,804.88	96.12%	1,336,826.12	3.88%
2019		66,169,796	65,196,372.98	98.53%	973,423.02	1.47%
2018		63,834,824	63,193,955.64	99.00%	640,868.36	1.00%
2017		60,524,791	60,242,855.39	99.53%	281,935.61	0.47%
2016		58,196,003	58,061,960.02	99.77%	134,042.98	0.23%
2015		56,938,119	56,838,531.69	99.83%	99,587.31	0.17%
2014		55,068,779	55,002,936.72	99.88%	65,842.28	0.12%
2013		53,324,262	53,272,326.99	99.90%	51,935.01	0.10%
2012		50,952,912	50,918,205.90	99.93%	34,706.10	0.07%
2011		48,856,892	48,823,018.08	99.93%	33,873.92	0.07%
2010		47,308,832	47,281,789.86	99.94%	27,042.14	0.06%
2009		46,898,827	46,875,233.30	99.95%	23,593.70	0.05%
2008		46,522,769	46,509,874.28	99.97%	12,894.72	0.03%
2007		42,964,450	42,953,024.09	99.97%	11,425.91	0.03%
2006		40,794,160	40,787,509.45	99.98%	6,650.55	0.02%
2005		38,024,453	38,019,001.03	99.99%	5,451.97	0.01%
2004		36,065,496	36,059,946.10	99.98%	5,549.90	0.02%
2003		33,310,579	33,306,755.65	99.99%	3,823.35	0.01%
2002		29,725,878	29,722,554.10	99.99%	3,323.90	0.01%
2001		26,943,136	26,940,225.01	99.99%	2,910.99	0.01%
2000		25,415,248	25,413,243.68	99.99%	2,004.32	0.01%
1999		22,973,308	22,971,980.41	99.99%	1,327.59	0.01%
1998		30,592,529	30,590,734.68	99.99%	1,794.32	0.01%
1997		29,835,914	29,834,230.90	99.99%	1,683.10	0.01%
1996		27,726,424	27,724,777.67	99.99%	1,646.33	0.01%
1995		27,712,029	27,711,835.43	100.00%	193.57	0.00%
					3,764,357.07	

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		
Nov		
Dec		
Jan		
Feb		
Mar		
Apr		
May		
June		
Totals	\$ 695,150.48	1762

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 September 2020.

DATE: October 01, 2020

This office reported 58 formal case notes for the month of September.

Voucher amounts issued were as follows:

	6 <u>Families</u> 3 new	14 <u>Single</u> 8 new
Burial00	650.00
Dental00	.00
Electricity00	.00
Food.....	.00	.00
Fuel heating00	.00
Mortgage00	.00
Prescriptions00	.00
Rent	2,281.00	2,204.00
Temporary Housing.....	.00	995.00
Transportation	<u>.00</u>	<u>.00</u>
TOTAL	\$2,281.00	\$3,849.00

General Assistance above represents an average cost per case/family of \$380.16 and case/Individual of \$274.92 for this month.

Total vouchers issued: \$6,485.00

There was a decrease of \$10,359.22 in assistance issued this month compared to September 2019. There was an increase of \$825.24 in vouchers issued this month compared to last month.

We received reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaling \$0.00

NOTES:

September budget impact includes the Covid-19 Pandemic situation, including the availability of New Hampshire Housing Relief Program funds coordinated by Community Action and temporary utility disconnect moratorium.