



**City of Rochester, NH
Preamble for January 19, 2021 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.

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City Clerk's Office

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

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
January 19, 2021
Council Chambers
31 Wakefield Street and
Remotely via Microsoft Teams
6:30 PM**

Agenda

- 1. Call to order**
- 2. Amendment to Chapter 80 of the General Ordinances of the City of Rochester, Outdoor Dining Establishment *first reading and consideration for adoption* P. 7**
- 3. Adjournment**

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City Clerk's Office

**City Council Workshop
January 19, 2021
Council Chambers
31 Wakefield Street and
Remotely via Microsoft Teams
*Immediately following the special meeting***

Agenda

- 1. Call to order**
- 2. Public Input**
- 3. Communications from the City Manager**
- 4. Communications from the Mayor**
- 5. **Presentation:** Rochester Economic Development Commission Annual Report P. 11**
- 6. **Presentation:** EPA General Permit for Great Bay Estuary**
- 7. Department Reports P. 15**
- 8. Other**
- 9. Non-Public Session/ Non-Meeting**
 - 9.1 Non-Public Session - Consideration of exempt Confidential, Commercial, and Financial information 91-A:3, II (j)**
- 10. Adjournment**

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City Clerk's Office

01/14/2021

Amendment to Chapter 80 of the General Ordinances of the City of Rochester, Outdoor Dining Establishment

THE CITY OF ROCHESTER ORDAINS:

That Chapter 80 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

**Article II
Outdoor Dining Establishments**

§ 80-15 Site plans required.

Such requests shall include a dimensioned site plan of the existing conditions, including a depiction of public infrastructure such as curblines, light poles, bike racks, street trees, tree grates, manhole covers, meters, licensed A-frame signs, adjacent on-street parking and loading zones, adjacent accessible sidewalk curb cuts and the like. Such requests shall also include a dimensioned site plan depicting the proposed table/chair layout plan for outdoor dining, **lighting**, dimensioned routes of travel within the outdoor dining area and on the adjoining public sidewalk, as well as detail sheets for the proposed enclosure system, tables, chairs, lighting, trash receptacles, and the like. These plans will be reviewed by the Technical Review Group and suggestions forwarded to the City Manager. **Once Site Plans are approved, no changes shall be allowed without the approval of the City Manager.**

§ 80-26 Site design standards for establishments with alcohol service.

Outdoor dining establishments with alcohol service should meet the following site design standards:

- A. Outdoor dining establishments shall be separated from the public pedestrian space on the adjacent municipal sidewalk by an enclosure system ~~consisting of heavy-duty black decorative metal materials or equivalent~~ as approved by the City Manager or his/her designee; special attention shall be paid to the method used to support the enclosure system in order to avoid damage to public property and ensure public safety; the minimum height of the enclosure system shall be 30 inches and the maximum height shall be 36 inches, **measured from the lowest point of the public space being utilized.**
- B. Outdoor dining establishments shall not have live entertainment of any type located outside, and no visual entertainment shall be situated on the inside of the building in such a manner that it is directed toward patrons in the outdoor dining area.
- C. Seating shall be appurtenant and contiguous to a doorway accessing the main restaurant facility with service provided within the area approved by the City Manager. Exceptions to this provision will be allowed consistent with New Hampshire State Liquor Commission approval for particular licensees.
- D. The internal dimensions and table/chair layout of the outdoor dining area must allow for the passage of customers and wait staff and shall, in any event, meet ADA requirements.
- E. Outdoor dining establishments must provide a five-foot radius clearance from the center of restaurant doorways (exterior), and doorways shall be kept clear at all times and a five-foot minimum clear pedestrian path in front of restaurant doorways (exterior) shall be maintained at all times.
- F. The enclosure system, tables and chairs shall be movable/nonpermanent. **The applicant shall affix and maintain rubber tips to the legs of any table or chairs used on concrete, brick or granite surfaces. It is the**

applicant's responsibility to ensure that all movable items within the outdoor dining area are secured against wind or theft. The City accepts no liability for lost, stolen or damaged property.

- G. In all areas where outdoor dining establishments are allowed the width for the pedestrianway adjacent to the area shall, at a minimum, be three feet and, in any event, meet ADA requirements, but will depend on site conditions. The pedestrianway in both instances shall allow for and provide clear unimpeded passage and access along the area. The pedestrianway shall be located entirely on the public sidewalk property and shall meet criteria that ensure pedestrian safety, usability and ADA compliance. In no event shall the area interfere with accessibility or public safety, including safe lines of sight for motor vehicles.
- H. Canopies over the outdoor dining areas shall not be allowed. ~~unless they are completely supported by hardware on the building structure, that is, there shall be no vertical supports in or around the outdoor dining.~~ Table umbrellas are allowed, but must not extend beyond the area. **No tents or covers shall be permitted over the outdoor dining space.**
- I. No object strictly related to advertising shall be allowed in the area.
- J. No improvements or personal property located within the area shall extend on or over any City property located outside the area.
- K. **Decorations must be fire retardant and meet NFPA 701 Standards. No decorations permitted except those approved on the site plan. No loosely hanging material.**

§ 80-27 Rules and regulations.

Outdoor dining establishments shall agree at all times to comply with all local laws, rules, regulations and orders, including but not limited to the following:

- A. The Health Department shall approve outdoor food service operations and cleaning operations, with the area to be left in a clean and sanitary condition at all times, and no outdoor garbage containers will be permitted. The area shall be left in clean condition at close of business with all garbage removed in its entirety from the area, and any ground debris swept up, at close of daily business. No food prep, grilling, **cooking, appliances**, ~~service windows~~, service counters, ~~wait stations~~, or bus buckets shall be allowed in the area and no condiments, paper products or the like shall be stored on the tables in the area. The Health Department shall review/approve that kitchen facilities are sufficient to support additional seating.
- B. The Director of Buildings, Zoning, and Licensing Services shall review/approve that bathroom facilities are sufficient to support outdoor dining seating. **Outdoor dining capacity must be in compliance with State law and the Food Code to ensure that each restaurant is approved for additional seating.**
- ~~C. Only decorative lighting shall be permitted.~~
- C. **The permittee is responsible for removing trash and regularly cleaning the areas being used for outdoor dining (including the areas where servers traverse between the restaurant and extended tables and chairs). Restaurant patron trash shall only be disposed of in the restaurant's commercial trash containers and not in the sidewalk trash receptacles.**

- 01/14/2021
- D. A place of assembly inspection and updated place of assembly permit shall be required from the Fire Department, and the Fire Department shall review/approve means of egress as part of the Technical Review Group process.

Effective immediately upon passage.

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City Clerk's Office



01/14/2021

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

COUNCIL ACTION ITEM ☐
INFORMATION ONLY ☐

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

RESOLUTION REQUIRED? YES ☐ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☐

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

SUMMARY STATEMENT

RECOMMENDED ACTION

ROCHESTER ECONOMIC DEVELOPMENT COMMISSION 2020 NEWSLETTER

The Rochester Economic Development Commission (REDC) sets yearly goals and priorities that align with the REDC's mission, the Economic Development Strategic Plan, as well as other plans adopted by the City of Rochester. One of the top goals for 2020 was the establishment of a Loan Committee and design a fund that would utilize the REDC's authority to lend. Another top goal was the repositioning of underperforming properties by utilizing incentives and relationships to encourage developers and land owners to invest in the city.



So, what projects has the REDC been involved in during 2020?

Establishment of a Revolving Loan Fund:

The REDC has been discussing the possibility of establishing a revolving loan fund for the purpose of partnering with local lenders to provide gap financing that would target the development and expansion of Rochester businesses. The RLF would be capitalized through the use of both Business Finance Authority (BFA) and alternative funding. A presentation to the full City Council is planned for the spring of 2021.

LDI Solutions

The REDC is the Authority being utilized for LDI Solutions' new building in Rochester. The REDC was instrumental in the success of the deal between the City of Rochester and the BFA. They will continue to work with the BFA, Rochester and LDI as the project continues.



LDI Solutions Groundbreaking Ceremony on October 22, 2020

Hiring of OPM for the LDI Project:

At the start of the LDI Solutions Project, the need for an Owner's Project Manager (OPM) was identified. The OPM would represent the City, and is tasked to oversee and manage the project. REDC was instrumental in the selection and hiring of Dirigo Architectural and Engineering for this purpose.

GSBP 3-Lot Subdivision:

The REDC also wrote a letter to the Planning Board stating their support for the proposed new 3-lot subdivision within the Granite State Business Park (GSBP). This serves as an example of one of the ways REDC can both

ROCHESTER ECONOMIC DEVELOPMENT COMMISSION 2020 NEWSLETTER

advocate and review projects that they feel will benefit the City from an economic standpoint.

COVID-19 Microloans:

The Economic Development Department leaned heavily on the expertise of the REDC board members when they created the microloan program during the beginning of the COVID crisis to assist local businesses. With the help of the City Manager, the ED department and REDC were able to create a loan program and committee to disperse these loans in a timely manner to support businesses and their financial needs during precedent times.

ED Project Review:

The Economic Development Department relies on the REDC at their monthly meetings to review projects that the department is undertaking. Examples of that are the Wayfinding project, the Economic Development Strategic Plan, microloan program, and JOB Loan program.

Business Retention:

In 2019 the REDC began a business retention plan for Rochester. This allowed the REDC to gather information about our local businesses to anticipate their business needs. The committee partnered with the Chamber and Main Street to conduct one on one business surveys within the city. The committee completed the surveys and reviewed the findings with staff reaching out to any

businesses that requested additional information. The response was very positive and the businesses were excited to have the REDC looking at new ways to assist if needed.

2020

December Department Reports:

- 7.1 Assessor's Office P. 17**
- 7.2 Building, Zoning, and Licensing Services P. 19**
- 7.3 City Clerk's Office P. 21**
- 7.4 Department of Public Works P. 25**
- 7.5 Economic & Community Development P. 33**
- 7.6 Finance Office P. 39**
- 7.7 Planning & Development Department P. 47**
- 7.8 Recreation & Arena P. 49**
- 7.9 Rochester Fire Department P. 51**
- 7.10 Rochester Police Department P. 55**
- 7.11 Rochester Public Library P. 79**
- 7.12 Tax Collector's Office P. 81**
- 7.13 Welfare Department P. 83**

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City Clerk's Office



City of Rochester, New Hampshire

ASSESSING DEPARTMENT

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

January 13, 2021

To: City Manager/Council

From: Jonathan Rice, Chief Assessor

Subject: January Council Report

Revenue Received/Collection Warrants issued:

Second Issue 2020 Tax Warrant	\$ 34,000,108
Payment In Lieu of Taxes	\$ 171,017

- CAMA software conversion with Vision Government Solutions Inc., Live Database Transition is ongoing with a goal of going Live in January 2021.
- Taryn Lambert was hired to fill the vacant Assessor 1 position and started on January 4, 2021.
- Leona Alameda & Nancy Miller took a one day NH State Status Update Course.
- The entire office participated in a webinar Current Use Refresher Course.
- Theresa Hervey completed 6 month Supervisor Training with Primex.

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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 December 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	December 2020
Building Permits	\$21,409.00
Electrical Permits	\$7,821.00
Plumbing Permits	\$1,416.00
Zoning Permits	\$195.25
FireSuppression Permits	\$0.00
FireAlarm Permits	\$55.00
Sprinkler Permits	\$0.00
Mechanical Permits	\$9,245.00
Food_Milk Licenses	\$485.00
Taxi Licenses	\$170.00
General Licenses	\$0.00
Net Revenue	\$40,796.25



City of Rochester, New Hampshire

Department of Building, Zoning & Licensing Services

ZONING MONTHLY REPORT - DECEMBER 2020

New Cases:

Z-20-15 Tyler Reese applicant seeks a *Special Exception* from table 18-A of the Zoning Ordinance to permit an Accessory Apartment in the R1 Zone

Location: 10 Brickyard Dr, Rochester, NH 03867, MLB 0141-0013-0000 in the R1 Zone

Special Exception was POSTPONED until January 13th meeting

Z-20-16 Amy Alden applicant seeks a *Variance* from table 19-A of the Zoning Ordinance to permit a storage shed that encroaches on the 8' side setback requirement in the R2 Zone

Location: 24-26 Common St, Rochester, NH 03867, MLB 0125-0100-0000 in the R2 Zone

Variance was *APPROVED*

Z-20-17 EIP Communications II, LLC applicant seeks *Special Exception* to permit construction, operation and maintenance of wireless communications facility including without limitation 150' tower, associated radio communications equipment and fenced compound in the Agricultural Zone

Location: 156 Lowell St, Rochester, NH 03867, MLB 0244-0002-0001 in the Agricultural Zone

Special Exception was *APPROVED* with the stipulation that the tower be no more than 156 ft in height

Z-20-18 Nodrog Farms LLC applicant seeks *Variance* from table 29-A to permit two portable trailer mounted signs in the Granite Ridge Commercial District

Location: 150 Marketplace Blvd, Rochester, NH 03867 MLB 0216-0011-0000 in the Granite Ridge Zone

Variance was *DENIED*

Z-20-19 Robert and Denise Higgins applicants seek *Variance* from table 18-E to permit an animal grooming use in the R2 Zone

Location: 101 Wakefield St, Rochester, NH 03867 MLB 0116-0195-0000 in the R2 Zone

Variance was *APPROVED*



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 December 2020

Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 190 initial copies of vital records, and 266 subsequent copies of vital records in the month of December. The City Clerk's staff issued 8 Marriage Licenses.

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

- 11 births were reported in Rochester during the month of December, 4 of these children were born to Rochester residents.
- 32 resident deaths were reported in Rochester.
- 4 couples celebrated their wedding ceremonies in Rochester during the month of December.

Revenue – Vital Records/Marriage Licenses

	2019		2020	
	State	City	State	City
Initial/Subsequent copies:	\$2,555	\$2,330	\$2,850	\$2,660
Marriage Licenses:	\$215	\$35	\$344	\$56
Total:	\$2,770	\$2,365	\$3,194	\$2,716

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

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

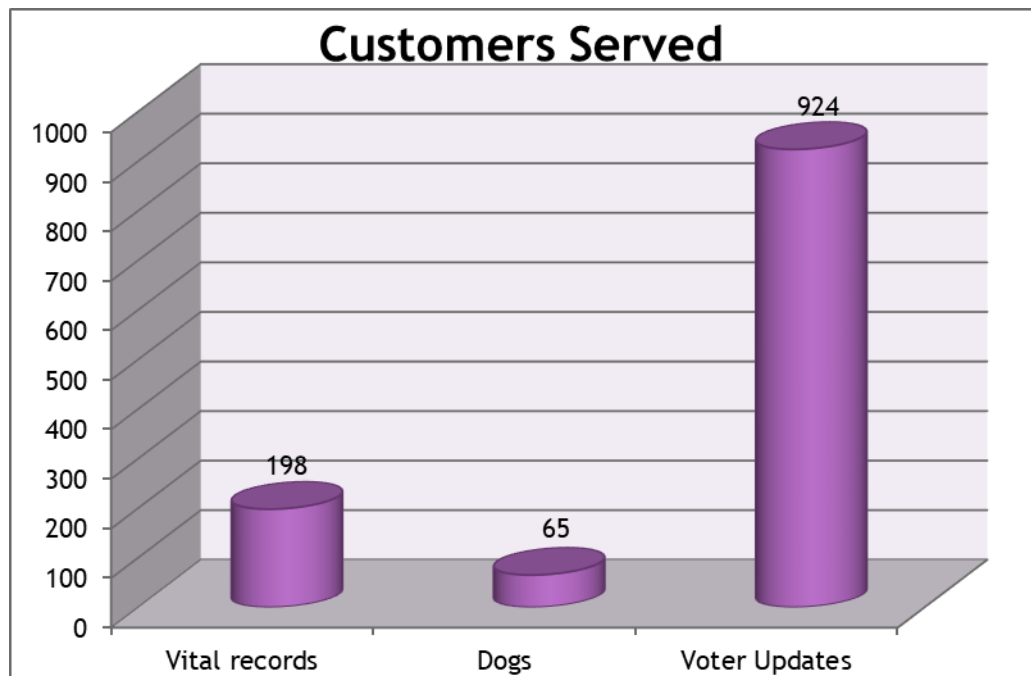
Dog Licensing

The City Clerk's office licensed 65 dogs during the month of December. There were \$175 in Civil Forfeiture and late fees collected for dogs unlicensed from the prior fiscal year. The Animal Control Officer continues to serve court summonses to owners of dogs still unlicensed 8 months past the due date. The City Clerk's office is gearing up for the new dog licensing year and will start issuing new licenses and tags within the next couple months. Per NH RSA 466:1, dog licensing is due by April 30th of each calendar year. The City Clerk's office will begin sending email reminders in late February or March to all owners who supplied email addresses for this purpose.

The new 2021 dog tags have been chosen by the Animal Control Officer. This year's shape will be the acorn and the color will be green.



Customers Served during the month of December 2020



Elections

The Clerk's office has been working diligently on completing the election history resulting from the

November 3, 2020 General Election. This includes manually entering over 1200 new voter registrations as well as party affiliation changes and updates to voter records. The scanning of the checklists, indicating which voters appeared in person to vote as well as which voters sent in absentee ballots, was completed in November.

Voter registration summary by party as of December 31, 2020:

Ward	Democrats	Republicans	Undeclared	Totals
1	1,229	1,293	1,572	4,094
2	1,155	1,254	1,674	4,083
3	1,275	1,425	1,556	4,256
4	1,070	882	1,797	3,749
5	1,105	1,259	1,625	3,989
6	1,178	928	1,403	3,509
Totals:	7,012	7,041	9,627	23,680

Respectfully submitted,

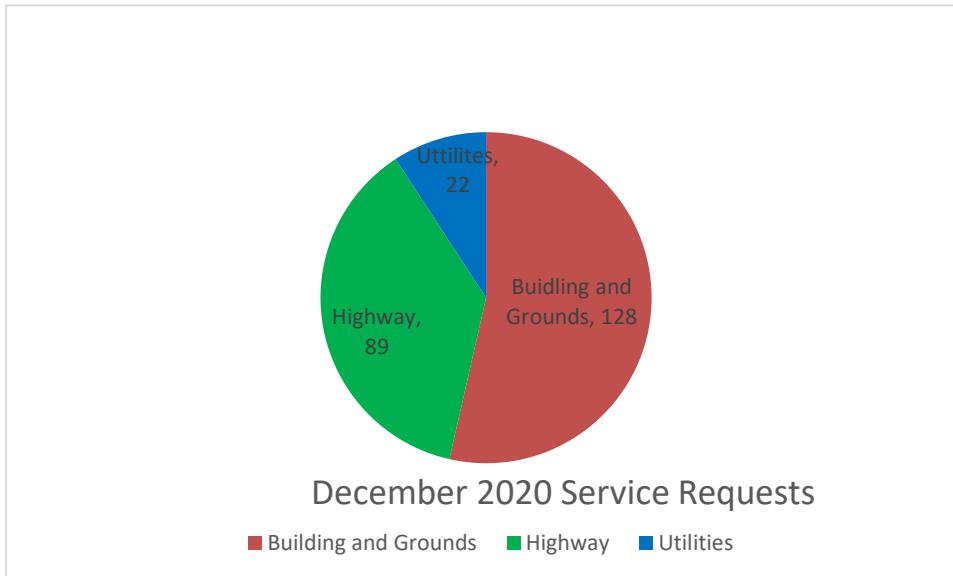
Cassie Givara,
Deputy City Clerk

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City Clerk's Office

ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT DECEMBER 2020

In addition to the scheduled work performed, the Department of Public Works responded to approximately 239 requests for service in the month of December. The Highway Division had 89 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, treated and sanded roads and repaired mailboxes. The Utilities Division responded to 22 requests including sewer concerns, water and sewer inspections and daily dig safe mark outs. Buildings and Grounds Department completed 128 service requests including street light repairs, filling janitorial supply orders for departments, unclogging drains and plow City owned parking lots.



The Department of Public Works participated in the Greater Rochester Chamber of Commerce 2020 Light up Rochester and we are proud to say we won first place in the Organization Division.

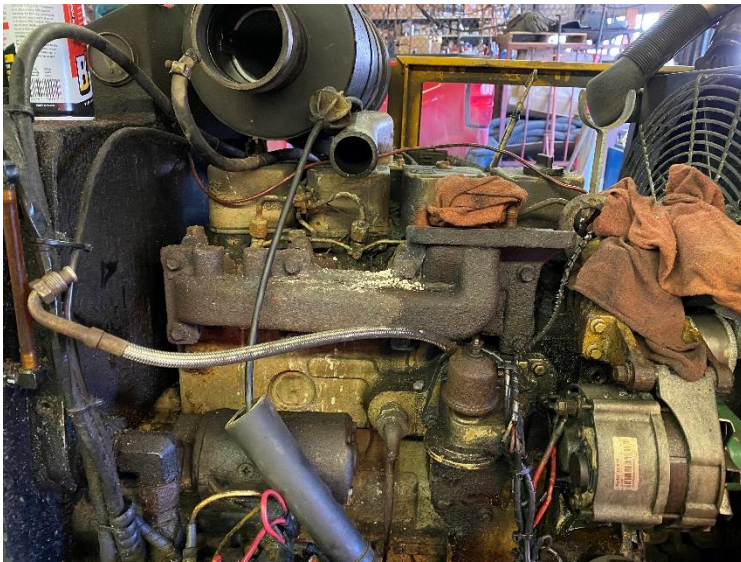


HIGHWAY & FLEET MAINTENANCE WORK COMPLETED:

Patch pot holes
 Repaired a 3 catch basins thought out the City
 Cleaned 20 catch basins
 Install all wings and sanders
 Clear sidewalks
 Push back snow banks and drifts
 Trim sides of roads with the flail mower
 Install new one way signs and arrows at parking lot on North Main Street
 Repair culvert on Unity Street
 Snow removal day and also at night 6000 yards
 Clear off catch for rain event
 Finished work around the yard in prep for winter
 Repair sidewalk at 96 Wakefield Street
 Did calibration on all sanders
 Repair mail boxes and fence damage
 Install snow fence in seven different areas in the City
 Crew went out on four winter events snow and or black ice (25" of snow)
 Push up snow dumps
 Clean up ditch and side of roads thought out the City
 Finished Holiday tree and decorations
 Repair and install street signs through the City
 Brush trimming overhang through the City
 Replaced plow cables on pickup truck #2
 Replaced DEF tank on #107
 Replaced throttle cable on the old Cat loader
 Replaced radiator in sidewalk tractor #37
 Replaced 2 battery's on the one ton dump #24
 Replaced wing light and wiring on the ten wheel dump truck #9.
 Replaced bushing, repair snow blower shoot and replace drive chain on Volvo loader #112
 Replaced 4 injectors on the six wheel dump #10
 Replace fuel lines and fuel filters on the six wheel dump #16
 Replace 2 hydraulic hose and 2 blower bearings on sidewalk tractor #4
 Repair sander shoot and replace left front shock on the six wheel dump #20
 Replaced roof lights on dump trucks #72 and #18
 Replaced battery in pickup #1 and #73
 Replaced turbo on sidewalk tractor #4
 Repaired plow piston on the six wheel dump #8
 Repaired mount on Vac-Con truck #63
 Small repairs some small generators
 Repair plow frame and replace 2 hydraulic hoses on sidewalk tractor #37
 Replace 2 front sander bearings on sanders #9 and #16
 Repaired service truck #53, plow frame and transmission line
 Lube, oil and filter service on 5 vehicles
 Several minor repairs on several vehicles
 Several minor repairs on several small equipment



Snow Removal



Turbo replaced in sidewalk tractor #4



Plow frame needed repairs on sidewalk tractor #37

UTILITIES DIVISION

Utilities Division completed 22 service requests which included performing monthly maintenance on sewer cleaning in problematic areas. There was 52 utility mark outs for dig safe, 4 emergency sewer backups. Staff removed snow around fire hydrants. Resumed sewer camera recording of City sewers. Staff repaired water break on Harding Street and root removal on Wakefield Street sewer.



Sewer recording of City sewers

BUILDING AND GROUNDS DIVISION

Building and Grounds Division completed 128 work requests including street light repairs, filling janitorial supply orders for departments, changing light bulbs and ballasts, unclogging drains, fixing leaky pipes, fixed broken door locks, repaired ceiling tiles and did snow plow maintenance in City maintained parking lots. Staff continues to spray and disinfect work stations in City maintained buildings. Several projects were done by the City staff including new flooring installed at the Community Center, new flooring and paint was done in the Detective's area at the Police Department. The carpets were cleaned at the Community Center and Library, floor burnishing was done at the Community Center. Office and conference room were painted at the Gonic Fire Station and hallways were painted at the City Hall Annex. A defective fire alarm panel was replaced at the Rochester Police Department and a defective controller on the generator at the Rochester Police Department was replaced. Staff cleared all roof drains on City buildings prior to rain event on Christmas Day and they also installed a door into the wall in the IT Department at City Hall.



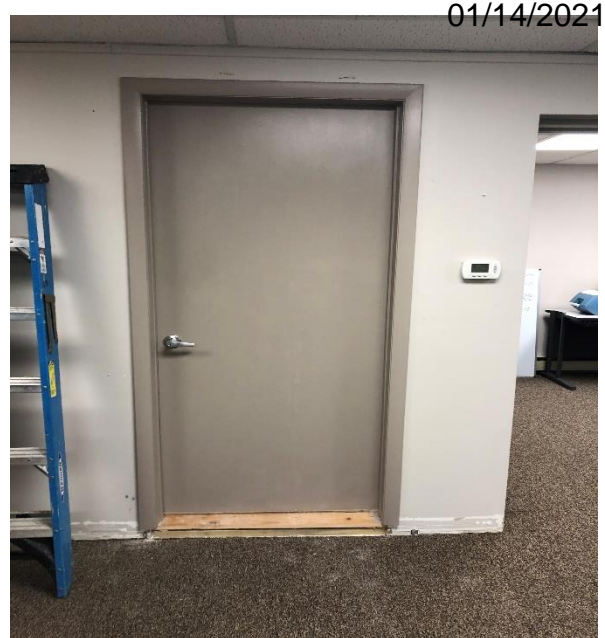
Old flooring at the Community Center



New flooring at the Community Center



Paint and flooring in Detectives area at PD



New door installed into wall at in IT area



Cleaned roof drains

WASTEWATER TREATMENT DIVISION

Employee News: Ryan Schafer (Pump Station Maintenance) has left the WWTF. He has taken a job in the private sector. We wish him all the best! Items that were completed during the month of December: We continue to work closely with the Great Bay Estuary watershed communities in response to EPA's Great Bay Total Nitrogen General Permit which was issued in November. River Street pump station – demo has been completed and concrete /masonry work has been started. Staff attended State sponsored training classes. Working with industries on various issues. Completed Industrial Pretreatment compliance inspections. Dewatering and Carbon building project – schedule and quality concerns still persist. Attended monthly construction meetings for ongoing projects. Working on O&M and CIP budgets. Annual Fire sprinkler inspection completed. Staff performed preventative and corrective maintenance on equipment, machinery and instrumentation at the WWTF and pump stations. All required testing has been completed and submitted. Average effluent flow for the month was 3.535 million gallons per day (MGD). Percent of design flow = 70.3%. Percent of design flow for 2020 = 59.4% or 2.990 million gallons per day (MGD). Precipitation for the month = 6.87". Precipitation for 2020 = 42.24".



River Street Pump Station

WATER TREATMENT DIVISION

Treated water volume for the month of December was approximately 45.0 million gallons from the surface water treatment facility and 16.3 million gallons from the groundwater treatment plant, for a total of 61.3 million gallons delivered to our customers. All water quality testing and monitoring was completed in accordance with NHDES requirements. We are pleased to report that the City of Rochester again met all State and Federal standards for drinking water. Fourth quarter disinfection by products again remained within compliance levels. Watershed inspections were conducted at Tufts Pond and the Rochester and Round Pond Reservoirs. Ice-in is ubiquitous. Weather instruments recorded 3.6 inches of rainfall at the Rochester Reservoir. Additional signage along Route 202A may be needed to discourage ice fishing in the Reservoir. Equipment and grounds maintenance was performed at the plant, well and tanks/stations. Storm cleanup was a multi-day process earlier this month. Temporary repairs were performed on the power and signaling circuits at Salmon Falls Reservoir. Maintenance at the well included chlorine feed system repairs, raw and finish line purging and aerator maintenance. The groundwater supply was online December 3rd. Maintenance at the WTF included housekeeping in the chemical containment areas; application of new floor coatings in the low lift pump station and filter gallery; filter media cleaning and surveillance; repairs to the sand filter backwash boot assembly and replacement of the wash water pump; and media leveling and schmutzdecke removal to eliminate preferential pathing within the anthracite filter. WTF staff completed annual testing of the municipal backflow assemblies. Many thanks to the UB staff for their tremendous efforts toward customer compliance with our cross connection program! Reviews continued on the alum sludge residuals and Route 202A projects. An HRT (hydraulic retention time) test was performed between the plant and the lagoons. Proposals for the Cocheco Well PLC and Pump Station improvement projects have been reviewed and submitted for approval. The HVAC fuel conversion project is complete. FY22 operating and capital improvement budgets were prepared.



Round Pond approaching capacity after a long season

ENGINEERING

- **Asset Management:** The City continues to work with the selected vendor for the new Asset Management software for implementation. DPW is now “live” with the Service Request portion of the software and plans to go “live” with other portions in the coming months. Efforts continue as staff constantly improve City infrastructure information linked from our GIS software to our Asset Management software. In the future more detailed information, such as asset age, material, and condition as well as baseline information that has been developed related to our water, sewer, and stormwater systems' “level of service”, “likelihood of failure”, “consequence of failure”, and “life cycle cost analysis”, will be incorporated into our Asset Management software. NHDES has recently awarded the City funding for wastewater asset management work from the CWSRF.
- **Colonial Pines Sewer Extension:** Phase 3 of this multi-phased sewer extension program is anticipated to be advertised for bids during the winter months of early 2021. Construction of Phase 3 is anticipated to commence in spring 2021. Additional funding for a final phase of sewer extension and drainage improvements will be requested in the FY23 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 2020 and final clean-up of the site occurred in December 2020.
- **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 were removed from the site in November and final work was completed in December 2020, including transporting hazardous materials off-site.
- **Portland Street Twin Culvert Replacement:** This twin 36” corrugated metal pipe culvert was at end of life and in need of replacement. This culvert replacement project, which included replacing existing culvert pipes with twin 36” reinforced concrete pipes that are re-aligned with the stream and providing a widened shoulder for future sidewalk installation, was substantially completed in November. Some final work is anticipated in spring 2021, including milling and final overlay of pavement.
- **Pavement Maintenance & Rehabilitation:** The FY21 Paving list includes portions of the following streets: Anctil, Betts, Chamberlain, Crow Hill, Dartmouth, Donald, Edgewood, Four Rod, Hobart, Nature, Norman, Phillips, Ramsey, Sunset, Walbridge, and Yale. Coordination has begun with the City’s paving contractor for the upcoming paving season.
- **Sidewalk Rehabilitation:** The FY21 Sidewalk Rehabilitation scope includes completing sidewalk work in East Rochester in the Cocheco Avenue area and rehabilitating sidewalk along Oak Street in Gonic.
- **Strafford Square Roundabout:** Final design has been submitted to NHDOT for approval to bid. Bidding of the roundabout construction contract is now anticipated in late 2021. Prior to that contract, and in preparation for that construction, a utility infrastructure contract is anticipated to be advertised for bids in early 2021.
- **Granite Ridge Development – Phase 2:** Waterstone has submitted to NHDOT a response to comments on the revised traffic impact analysis study of November 2019. Further discussion with NHDOT and Waterstone, as well as the Planning Board approval process, in the coming months will direct the development of a design package for bidding of the public infrastructure to be constructed with TIF funds per the Developers Agreement. Construction is currently anticipated in 2021.
- **Water Treatment Plant Residuals Disposal:** An evaluation of alternatives has determined that the most cost effective method of disposal of residuals generated at the Surface Water Treatment Plant is an upgrade of the existing pipeline and addition of attenuation tanks. Design of the attenuation tanks has begun. Funds for the implementation of this upgrade have either been approved in CIP budgets previously or will be requested in upcoming CIP budgets over the next few years.
- **WWTF Biosolids Dewatering Facility & Carbon Storage and Feed Building:** Construction of this project commenced in October 2019. Construction is progressing and will continue into 2021.

- **River Street Sewer Pump Station Upgrade:** Construction continues and is expected to be substantially completed in April 2021. Final completion is anticipated by June 2021.
- **Route 11 Sewer Pump Station Upgrade:** Final design documents are nearly complete; this project is expected to be ready for bid advertisement in the next couple of months. Construction is projected to commence in spring 2021 and have a duration of one year.
- **WWTF Upgrades (various projects):** There are several projects on-going at the WWTF: Soda Ash System Replacement, Aeration System Automation, Aeration Basin Sidewall Blower Tie-in (Iris Valve) and Mechanical Mixers, and Programmable Logic Controllers (PLC) Replacement. All of these projects are expected to be completed in the first six months of 2021.
- **Wastewater Interceptor Upgrades:** A Basis of Design Report has been received from the design consultant. This report summarizes alternatives and recommends a sewer collection system master plan before proceeding with final design. Funding for a Sewer System Master Plan was approved with the FY19 CIP Budget; consultant selection process is underway. This evaluation and planning effort is expected to have a duration of 1-2 years; and, commencement is anticipated in the next couple of months.
- **NPDES Permits - Wastewater Treatment Facility & MS4 Permit (Stormwater):**
 - In November 2021, USEPA Region 1 published a final General Permit for total nitrogen (TN) loading in the Great Bay Estuary watershed. If Rochester chooses to “opt in” to this permit, a rolling seasonal average TN load limit of 198 lbs./day would apply to the WWTF effluent. The permit goes into effect on February 1, 2021. Rochester will have until April 1, 2021 to submit a Notice of Intent (NOI), if it decides to “opt in” to this permit.
 - As far as the City’s individual National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Facility (WWTF), a new draft permit has not yet been issued by USEPA Region 1.
 - And, as far as the Municipal Separate Storm Sewer System (MS4) NPDES General Permit for stormwater, the 2017 NH Small MS4 General Permit, issued by USEPA Region 1, became effective on July 1, 2018; on September 28, 2018, the City submitted a NOI to comply with this MS4 General Permit; and, on June 12, 2019, the City was granted authorization by USEPA Region 1 to discharge stormwater from Rochester’s MS4 under this permit. The second annual report for the MS4 permit was submitted to EPA in September 2020.
- **New DPW Facility:** Building construction continues with the steel superstructure erected and interior walls being installed. Construction of the facility is anticipated to continue through September 2021.

Economic & Community Development



12/31/2020

MANAGEMENT REPORT



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

Community Development Report, Written by Julian Long



ECONOMIC DEVELOPMENT DEPARTMENT

MICHAEL SCALA, DIRECTOR OF ECONOMIC DEVELOPMENT

PROJECTS IN THE PIPELINE

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

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

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

SCENIC/SALINGER

A Pre-Construction Meeting was held for the project on 12/17/20 to discuss all precedent conditions and requirements for the build. Chinburg Properties received their building permit shortly thereafter and crews reported to the site on Monday, 12/21/20 to start work in earnest. Completion date for the project is still targeted to be 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. The City is close to accepting a reduced Infrastructure plan to jumpstart the project. Waterstone has also requested the City examine the possibility of adding residential development to the TIF and a change to the zoning to allow for housing. Econ Dev is in the process of putting together a proposal of the CC that requests this addition to the TIF.

WAYFINDING (Phase II)

Phase II has been delayed and will be completed during the spring of 2021. ED is working with a local building owner to rehab the old River's Camera Shop marquee to display a "Welcome to Downtown Rochester" display.

SIG SAUER - AMAROSA DRIVE

Sig Sauer and the City testified before the Board of Tax and Land Appeals (BTLA) on 12/21/20 for their review and approval of the PILOT agreement between Sig and the City. The BTLA approved the document and Sig closed on their loan with BFA later that day.

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

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

GRANITE STATE BUSINESS PARK

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

Prep Partners is waiting has received their AOT and building permit and have plans to start construction in the near future.

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

Freneau Appraisal completed the survey of the PDA land and the final appraisal and draft easement has been sent to PDA for their review.

55 MAIN (HOFFMAN BUILDING)

A meeting was held on 12/16/2020 with Stephen's and Associates to go over a few details before the release of the final market analysis. The full study is expected in early January 2021.

JENN MARSH, ECONOMIC DEVELOPMENT SPECIALIST

RIVERWALK

The Committee has three new members and they are looking at the year 2021 and what projects are next. The Committee is also reviewing the potential grants available in the coming months to match those up with specific projects.

OUTDOOR DINING

Jenn worked with Attorney O'Rourke and staff to review and make suggested changes to the current outdoor dining ordinance. The draft version will go to the Codes and Ordinance Committee the beginning of January with hopes to approve the changes at the January Workshop. Applications for outdoor dining are due on February 1st every year.

NEW BUSINESSES

There were no new business's that opened in December. There are a few businesses working on opening in early 2021.

Rochester Main Street

The Board of Directors is finalizing their 2021 work plan and will be presenting to City Council at the February workshop. Rochester Main Street held some raffles during December that promoting shopping downtown. In replace of the Festival of Trees the Board and others donated a tree with over \$1000 in downtown gift cards to raffle off just before Christmas.

The new Executive Board was voted in and will begin their position on January 1st. Mike Guillete - President; Bill Gemas - Vice President; Jeff Bisson - Treasurer; Matt Wyatt – Secretary; Jenn Marsh – Past President.

Rochester Farmers Market

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

JULIAN LONG, CDBG COORDINATOR & GRANTS MANAGER

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

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

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

FY 2021-2022 Annual Action Plan: CDBG and municipal funding grant applications were due November 20th. The Community Development Coordinator has reviewed the CDBG grant applications for CDBG eligibility. Also, the draft FY 2022 Annual Action Plan has been posted to the city website.

CARES Act Round 3 Funding: The Community Development Coordinator has drafted contracts for all Round 3 subrecipients, which have been signed and returned. The Community Development Coordinator is working with the Finance Department to create accounts for these funds so that invoices may be processed as quickly as possible. In addition, the revised action plan was submitted to HUD and has been accepted.

HUD Trainings: The Community Development Coordinator has attended webinar trainings on CARES Act duplication of benefits and CDBG-CV environmental reviews.

HUD August 2019 Site Monitoring: The Community Development Coordinator met with HUD staff via video conference to discuss the remaining open item from the site monitoring, which is the CDBG policies and procedures manual draft. During the meeting, it was agreed that further revisions would be restricted to only two items in the manual and that, once these revisions were completed, the manual would be accepted and the site monitoring closed out. One of the revisions has been accepted by HUD, and the second revision is still in review.

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

Land and Community Heritage Investment Program (LCHIP) Grant: The Community Development Coordinator drafted and submitted the annual report for the LCHIP grant for the City Hall Annex renovation.

Victims of Crime Act (VOCA) Grant: The state has contacted the city to conduct a remote monitoring on January 28th. The Community Development Coordinator has been coordinating with Legal Department and Finance Department staff to complete pre-monitoring paperwork and to prepare for the monitoring.

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City Clerk's Office

FINANCE COMMITTEE

Agenda Item

01/14/2021

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

For the full detail report, click here: [December 31, 2020 Financial Detail Report](#)

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

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

Meeting Date Requested: January 12, 2021

Issue Summary Statement

The December 31, 2020 financial summary reports are attached. December represents approximately 50% completion of FY21. Below is a summary of revenues & expenses that Finance continues to monitor,

Revenues:

Motor Vehicle Registrations: Through six months of FY21 motor vehicle registrations remain strong at 71% collected, or \$2,848, 532.

Waste Management Host Fees: The second quarterly has been received and totaled \$1,045,093, the highest quarterly ever received. Anticipate Oct-20-Dec-20 payment end of January-21. Year to date total is \$1,907,532.

Building Permits: Building permits remain strong, and this revenue is at 164% of the FY21 Adopted amount of \$200,000 at \$327,808.

Interest Income: Interest Income remains soft at 30% received, or \$74,550. Interest income rates remain low at approximately .50%

Interest on Delinquent Taxes: Continues to trend soft at 41% received, or \$142,464

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

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

Highway Block Subsidy: First two quarterly payments are \$370,491 slightly less than FY20.

Cable Franchise Fees: Only received the Atlantic Broadband payment of \$42,463, which is down approximately 16% from FY20. There are two Atlantic Broadband, and Comcast.

Covid-19 Cares Act Reimbursements: \$672,414 in Cares Act reimbursements have been received.

Expenses:

Overall General Fund salaries and benefits are trending below budget at 47% expended.

Fire Overtime is at 77% expended, or \$184,607. Same period FY20 was 74%.

Police Overtime is 66% expended, or \$71,110. Same period FY20 was 63% .

Welfare Direct Assistance is 24% expended, or \$33,378. Same period FY20 was \$96,357 or 60%.

Total General Fund expenditures trending to budget at 56%. Same period FY20 was 58%.

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

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CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 06

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
<hr/> 1000 GENERAL FUND <hr/>						
11011 ECONOMIC DEVELOPMENT REVENUE	0	0	0	750.70	-750.70	100.0%
11031 CITY CLERK REVENUE	124,850	0	124,850	53,279.65	71,570.35	42.7%
11051 ASSESSORS REVENUES	0	0	0	10.00	-10.00	100.0%
11061 BUSINESS OFFICE REVENUE	250,000	0	250,000	82,373.67	167,626.33	32.9%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	.00	1,000.00	.0%
11071 TAX COLLECTOR REVENUE	33,409,885	28,053	33,437,938	32,972,510.94	465,427.06	98.6%
11072 TAX COLLECTOR REVENUE	3,308	0	3,308	2,971.00	337.00	89.8%
11081 GENERAL OVERHEAD REVENUE	3,460,991	1,740,000	5,200,991	2,336,181.37	2,864,809.63	44.9%
11082 GENERAL OVERHEAD REVENUE	2,186,077	0	2,186,077	2,260,497.01	-74,420.01	103.4%
11083 GENERAL OVERHEAD - FEDERAL	0	0	0	672,414.00	-672,414.00	100.0%
11101 PLANNING	18,250	0	18,250	14,093.88	4,156.12	77.2%
11201 REV LEGAL OFFICE	50,000	0	50,000	25,000.00	25,000.00	50.0%
12011 POLICE CITY REVENUE	363,479	0	363,479	183,646.97	179,832.03	50.5%
12021 FIRE CITY REVENUE	25,500	0	25,500	2,377.51	23,122.49	9.3%
12022 FIRE STATE REVENUE	41,812	0	41,812	3,375.00	41,563.20	8.1%
12031 DISPATCH CENTER	60,982	0	60,982	.00	60,982.00	.0%
12041 CODE ENFORCEMENT REVENUE	244,210	0	244,210	339,475.47	-95,265.47	139.0%
13011 PUBLIC WORKS REVENUE	35,400	0	35,400	16,754.13	18,645.87	47.3%
13012 STATE HIGHWAY SUBSIDY	519,175	0	519,175	370,491.44	148,683.56	71.4%
14011 WELFARE REVENUE	2,500	0	2,500	5,400.39	-2,900.39	216.0%
14021 RECREATION REVENUE	60,050	0	60,050	6,830.00	53,220.00	11.4%
14031 LIBRARY REVENUE	10,800	0	10,800	3,632.65	7,167.35	33.6%
TOTAL GENERAL FUND	40,868,269	1,768,053	42,636,322	39,352,065.78	3,287,382.42	92.3%
<hr/> 5001 WATER ENTERPRISE FUND <hr/>						
510001 WATER WORKS REVENUE	6,710,052	125,000	6,835,052	1,753,399.96	5,081,652.04	25.7%
TOTAL WATER ENTERPRISE FUND	6,710,052	125,000	6,835,052	1,753,399.96	5,081,652.04	25.7%
<hr/> 5002 SEWER ENTERPRISE FUND <hr/>						
520001 SEWER WORKS REVENUE	7,945,222	125,000	8,070,222	1,977,454.47	6,092,767.53	24.5%
520002 SEWER WORKS REVENUE	396,081	0	396,081	7,290.00	388,791.00	1.8%
TOTAL SEWER ENTERPRISE FUND	8,341,303	125,000	8,466,303	1,984,744.47	6,481,558.53	23.4%

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 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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FOR 2021 06

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
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5003 ARENA ENTERPRISE FUND						
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530001 ARENA REVENUE	416,031	0	416,031	50,582.51	365,448.49	12.2%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	50,582.51	365,448.49	12.2%
6000 COMMUNITY CENTER SP REV FUND						
<hr/>						
600001 COMMUNITY CENTER REVENUE	889,241	0	889,241	361,525.50	527,715.50	40.7%
TOTAL COMMUNITY CENTER SP REV FUND	889,241	0	889,241	361,525.50	527,715.50	40.7%
GRAND TOTAL	57,224,896	2,018,053	59,242,949	43,502,318.22	15,743,756.98	73.4%

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 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

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FOR 2021 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 GENERAL FUND							
11000051 CITY MANAGER	409,559	2,500	412,059	232,604.49	4,134.64	175,319.87	57.5%
11012351 ECONOMIC DEVELOPMENT	512,693	0	512,693	181,849.43	30,527.54	300,316.03	41.4%
11020050 IT SERVICES	897,327	0	897,327	406,774.52	54,972.99	435,579.49	51.5%
11030051 CITY CLERK	334,501	0	334,501	171,978.39	27,732.21	134,790.40	59.7%
11040050 ELECTIONS	70,168	0	70,168	76,988.94	3,821.13	-10,642.07	115.2%
11050070 ASSESSORS	570,520	37,000	607,520	266,818.09	37,886.55	302,815.36	50.2%
11060051 BUSINESS OFFICE	608,770	0	608,770	308,806.57	531.76	299,431.67	50.8%
11063151 HUMAN RESOURCES	225,528	1,250	226,778	110,890.86	19,561.77	96,325.37	57.5%
11070070 TAX COLLECTOR	379,761	0	379,761	202,878.37	3,729.20	173,153.43	54.4%
11080050 GENERAL OVERHEAD	1,169,916	-63,797	1,106,119	225,310.12	176,941.42	703,867.46	36.4%
11090050 PB CITY WIDE 50	687,246	1,100	688,346	317,311.36	37,511.73	333,522.91	51.5%
11090051 PB CITY HALL 51	65,698	0	65,698	34,909.39	24,783.56	6,005.05	90.9%
11090052 PB OPERA HOUSE 52	48,769	0	48,769	15,582.17	21,745.27	11,441.56	76.5%
11090054 PB CENTRAL FIRE 54	10,945	0	10,945	5,629.83	2,158.50	3,156.67	71.2%
11090055 PB GONIC FIRE 55	10,787	0	10,787	5,711.57	2,781.36	2,294.07	78.7%
11090056 PB LIBRARY 56	19,313	0	19,313	12,333.89	4,743.53	2,235.58	88.4%
11090057 PB DPW GARAGE 57	12,155	0	12,155	9,262.65	2,795.51	96.84	99.2%
11090061 PB HISTORICAL MUSEUM 61	1,320	0	1,320	423.34	875.00	21.66	98.4%
11090063 PB HANSON POOL 63	6,700	0	6,700	163.64	2,766.90	3,769.46	43.7%
11090064 PB GONIC POOL 64	1,100	0	1,100	48.18	100.00	951.82	13.5%
11090065 PB EAST ROCHESTER POOL 65	800	0	800	48.18	100.00	651.82	18.5%
11090068 PB GROUNDS 68	10,880	0	10,880	2,886.69	645.00	7,348.31	32.5%
11090069 PB DOWNTOWN 69	17,000	0	17,000	5,247.88	2,500.61	9,251.51	45.6%
11090070 PB REVENUE BUILDING 70	21,368	0	21,368	11,019.42	3,738.22	6,610.36	69.1%
11090071 PB PLAYGROUNDS 71	3,000	0	3,000	1,800.00	.00	1,200.00	60.0%
11090075 PB NEW POLICE STATION	24,066	0	24,066	12,710.12	5,836.17	5,519.71	77.1%
11090077 PB ANNEX	11,140	0	11,140	2,547.25	759.15	7,833.60	29.7%
11102051 PLANNING	427,669	0	427,669	178,678.64	2,385.63	246,604.73	42.3%
11200051 LEGAL OFFICE	611,159	0	611,159	278,203.80	7,114.01	325,841.19	46.7%
12010053 PD ADMINISTRATIVE SERVICES	2,076,031	0	2,076,031	928,695.00	91,812.01	1,055,523.99	49.2%
12012453 PD PATROL SERVICES	5,463,738	0	5,463,738	2,522,012.18	.00	2,941,725.82	46.2%
12012553 PD SUPPORT SERVICES	417,396	0	417,396	206,001.09	.00	211,394.91	49.4%
12020054 FIRE DEPARTMENT	4,991,261	0	4,991,261	2,367,265.02	72,831.55	2,551,164.43	48.9%
12020055 FIRE DEPT 55 GONIC SUBSTAT	28,592	0	28,592	8,659.45	14,040.28	5,892.27	79.4%
12020754 CALL FIRE	29,890	0	29,890	6,605.70	.00	23,284.30	22.1%
12023354 EMERGENCY MANAGEMENT	42,101	0	42,101	.00	.00	42,101.00	.0%
12030153 DISPATCH CENTER	869,310	0	869,310	439,518.40	10,169.72	419,621.88	51.7%
12040051 CODE ENFORCEMENT	593,170	0	593,170	271,060.91	6,460.69	315,648.40	46.8%
12050050 AMBULANCE	282,321	0	282,321	16,160.25	48,480.75	217,680.00	22.9%
13010057 PUBLIC WORKS	2,412,336	0	2,412,336	1,053,834.81	337,372.43	1,021,128.76	57.7%

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YEAR-TO-DATE BUDGET REPORTP 2
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FOR 2021 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13010957 WINTER MAINTENANCE	530,920	0	530,920	42,938.58	104,877.34	383,104.08	27.8%
13020050 CITY LIGHTS	218,000	0	218,000	78,851.85	14,518.26	124,629.89	42.8%
14010051 WELFARE	480,831	0	480,831	159,927.30	17,052.28	303,851.42	36.8%
14022072 RECREATION ADMINISTRATION	671,686	3,000	674,686	307,565.29	551.72	366,568.99	45.7%
14022150 RECREATION PLAYGROUNDS/CAM	101,305	-3,000	98,305	26,586.29	610.72	71,107.99	27.7%
14022250 RECREATION POOLS	94,924	0	94,924	63,705.90	9,132.49	22,085.61	76.7%
14030056 LIBRARY	1,342,026	0	1,342,026	627,222.78	59,908.34	654,894.88	51.2%
15000051 COUNTY TAX	6,941,353	0	6,941,353	6,752,536.00	.00	188,817.00	97.3%
17010051 TRANSFERS/PAYMENTS DEBT SV	4,471,220	0	4,471,220	1,459,130.00	.00	3,012,090.00	32.6%
17030050 OVERLAY	350,000	0	350,000	.00	.00	350,000.00	.0%
17040051 TRANSFER TO CIP & OTHER FU	1,290,000	1,790,000	3,080,000	1,980,000.00	.00	1,100,000.00	64.3%
TOTAL GENERAL FUND	40,868,269	1,768,053	42,636,322	22,397,694.58	1,270,997.94	18,967,629.48	55.5%
5001 WATER ENTERPRISE FUND							
51601057 WATER WORKS EXPENSE	5,353,392	125,000	5,478,392	1,809,616.47	42,467.78	3,626,307.75	33.8%
51601073 WATER TREATMENT PLANT	1,287,559	0	1,287,559	494,480.86	177,166.50	615,911.64	52.2%
51601570 WATER REVENUE OFFICE	69,101	0	69,101	35,747.48	.00	33,353.52	51.7%
TOTAL WATER ENTERPRISE FUND	6,710,052	125,000	6,835,052	2,339,844.81	219,634.28	4,275,572.91	37.4%
5002 SEWER ENTERPRISE FUND							
52602057 SEWER WORKS EXPENSE	4,106,648	125,000	4,231,648	2,693,516.94	12,654.38	1,525,476.68	64.0%
52602074 SEWER TREATMENT PLANT	4,167,052	0	4,167,052	735,281.79	159,250.55	3,272,519.66	21.5%
52602470 SEWER REVENUE OFFICE	67,603	0	67,603	35,450.27	.00	32,152.73	52.4%
TOTAL SEWER ENTERPRISE FUND	8,341,303	125,000	8,466,303	3,464,249.00	171,904.93	4,830,149.07	42.9%
5003 ARENA ENTERPRISE FUND							
53603060 ARENA EXPENSE	416,031	0	416,031	184,295.59	64,226.13	167,509.28	59.7%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	184,295.59	64,226.13	167,509.28	59.7%
6000 COMMUNITY CENTER SP REV FUND							

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 mark.sullivan

 CITY OF ROCHESTER
 YEAR-TO-DATE BUDGET REPORT

 P 3
 glytdbud

FOR 2021 06

6000	COMMUNITY CENTER SP REV FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6070572	COMMUNITY CENTER EXPENSE	889,241	0	889,241	332,415.59	112,423.87	444,401.54	50.0%
	TOTAL COMMUNITY CENTER SP REV FUND	889,241	0	889,241	332,415.59	112,423.87	444,401.54	50.0%
	GRAND TOTAL	57,224,896	2,018,053	59,242,949	28,718,499.57	1,839,187.15	28,685,262.28	51.6%

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

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City Clerk's Office



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

Planning Board
 Conservation Commission
 Historic District Commission
 Arts & Culture Commission

PLANNING & DEVELOPMENT DEPARTMENT MONTHLY REPORT FOR DECEMBER 2020

APPLICATIONS REVIEWED BY THE PLANNING BOARD

Golden Oaks Development, LLC, Freedom Drive (by Norway Plains Assoc.) Request for an extension to an approved 17-Lot subdivision and Conditional Use Permit. Case# 110 – 10, 10-2 thru 10-18 – R1 – 20 **APPROVED**

Farmington Associates, LLC, 60 Farmington Road (by Tighe & Bond) Request for an extension to an approved site plan to construct a 163,000 sq ft shopping center. Case# 216 – 8,9,10 – GRD – 15 **APPROVED**

Waste Management of NH & William & Eileen Parsell Rev Trust, 0 Pickering Road (by Sanborn, Head & Assoc.) Lot line revision. Case# 263&265 – 54-1&9 – A – 20 **APPROVED**

J & L Terra Holdings, Inc., Meadow Court Request for waiver of impact fees associated with the 32-lot subdivision. Case# 224 – 310 – A – 20 **APPROVED**

Norman Beaulieu, 9 Nature Lane Request for waiver of impact fees associated with new home construction. Case# 126 – 40-1 – R1 – 20 **CONTINUED TO 1/4/2021**

Tropic Star Development, LLC, 717 Columbus Avenue (by Greenman-Pedersen, Inc.) Extension request to an approved site plan and conditional use permits to construct a 4,350 sf convenience store and retail motor fueling facility. Case# 131 – 7 – NMU – 20 **APPROVED**

Waterstone of Rochester, 127 Marketplace Blvd. (by Tighe & Bond) Modification to an approved site plan to change retail space to a restaurant with drive-thru, and changes to an existing parking lot. Case# 216 – 11 – GRD – 20 **APPROVED**

328 Cambridge, LLC, 237 Pickering Road (by Granite Engineering, LLC) 2-Lot subdivision. Case# 258 – 3 – I – 20 **APPROVED**

Homeless Center for Strafford County, 202 Washington Street (by Berry Surveying & Engineering) Site plan to construct a 5,168 s.f. homeless shelter. Case# 246 – 22 – HC – 20 **APPROVED**

Waste Management of NH, 155 Turnkey Way (by Sanborn, Head & Assoc.) Site plan to construct the Rochester Materials Recovery Facility with associated parking areas, and stormwater management. Case# 267 – 3 – RI – 20 **APPROVED**

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

The Conservation Commission did not hold a meeting for the month of December. Their next meeting will be held on January 27, 2021.

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission held a virtual teams meeting on December 16, 2020. No formal action was taken as quorum was not achieved. Nicolette Womack reviewed the administrative approval for a free standing sign for the Rochester Fire Department.

ARTS AND CULTURE COMMISSION ACTIVITIES

The Arts and Culture Commission did not hold a meeting for the month of December. Their next meeting will be held on January 14, 2021.

PLANNING DEPARTMENT NEWS

As expected with the milder weather December was a month that many Developers worked to get their construction projects started. The planning Department organized Pre-Construction meetings for several major projects including Chinburg's renovation of the Scenic and Salinger Buildings, Pella Windows and Prep Partners in the Granite State Business Park. Many more projects are in the works and if mild weather persists the Planning Department expects to have a very busy January as well.

In addition, the Planning Department worked with Developers at the Highfields residential project off of Washington Street and the Clarke Brook project off of Old Dover Road to review asbuilts, surety escrows and obtain Certificates of Occupancy.

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



Rec & Arena Monthly Report

01/14/2021

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

From: Lauren Krans –Asst. Recreation & Arena Director
Date: January 12, 2021
Re: December 2020 Monthly Report

December Programs	Participants
Rec-n-Reindeer	92
Family Open Gym (FOG)	57
Program Participation	196
Social Media Presence	
Post Reach	7,327
(Number of people who saw our posts.)	
Post Engagement	522
(Number of people who interact with our posts.)	

Holiday Program Strategy

Our department continues to work closely with team members from the Health Department and EOC to ensure that our program offerings are aligned with best practices regarding community health. As the nation anticipated a surge in COVID cases surrounding the holidays, we strategically decided to slow in person programming immediately before and after the holidays, an approach taken by many other local recreation departments.

December Rec Program Highlights

December was not all quiet at the Rec! A spin off our popular “Rec En Route” program brought holiday cheer to over 57 children. This program provided boxes full of goodies and activity ideas that would promote interaction and fun for Rochester Families. The best part-Rec staff delivered these activity bags right to everyone’s door. A fun, safe way to provide a brief ‘hello’ to our community members and also prepare them with some activities for the weeks ahead.

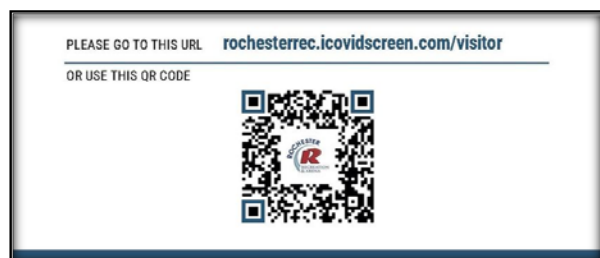
Weekend Family Open Gym (FOG) also took place the first few weeks of December. This program has been adapted to meet all COVID-19 guidelines and allows Rochester families the opportunity to enjoy safe access to the Community Center Gym. Given the success of this program, we will continue it this winter and expand the time slot offerings. We will also use this model to offer Senior Open Gym (SOG) starting in late January/early February.

As we continue to use cautious optimism while planning and implementing our in person programming, we are also experimenting with non-traditional ideas that do not require any in person interaction. Staff has created a series of videos that lead guided crafts called “Crafts With Hannah & Molly”. We are also offering GG League, a series of online games and activities where people can compete virtually with others from local communities.



Rochester Arena Updates

We continue to work closely with our ice user groups to ensure a safe experience for everyone at the Rochester Arena. Staff is in close communication with all groups, especially our largest customer Rochester Youth Hockey. Our goal is to maintain community safety while also balancing a sense of ‘normalcy’ especially for our youth. Customers have adapted well to the new process and rules of accessing the arena. Our QR Code Scanners/Surveys have been well received and will provide us with information on the cumulative foot traffic in the facility once the season is done. Backpacking off the success of our current rink operations, we are looking to offer a Learn to Skate session in late January.



Like us on Facebook!



Rochester NH
Recreation & Arena



rochester_rec

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City Clerk's Office



ROCHESTER FIRE DEPARTMENT

37 WAKEFIELD ST. ROCHESTER, NH 03867
(603) 335-7545



To: Blaine Cox, City Manager
From: Mark E. Klose, Fire Chief
Date: January 12, 2021

Ref: Monthly Report for December 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 Station 2 (Gonic)
- 3 Shifts at 9 firefighters (1 Captain, 1 Lieutenant and 7 Firefighters)
- 1 Shift at 10 (1 Captain, 1 Lieutenant and 8 Firefighters)

PERSONNEL:

- The fire department has closed both stations to the public, as COVID cases have increased within the city limits.
- We've continued the hiring process for the two new firefighter positions for January 2021 utilizing our current hiring list.

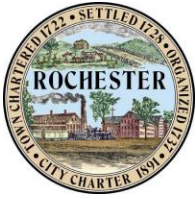
COVID-19

- At the time of this report, two personnel has experienced COVID-19.
- Daily cleaning of the stations continue

OPERATIONS DIVISION:

Incidents (Total 263)

- 1 Building fire in Rochester
 - 50 Hansonville Rd. Apartment fire. 1 victim rescued with serious burns. Victim later succumbed to injuries. Fire contained to apartment of origin.
- Mutual Aid Calls
 - 12/5 Engine responded to Milton for a structure fire
 - 12/12 Tanker responded to North Berwick for a structure fire
 - 12/22 Engine responded to Farmington for structure fire
 - 12/27 Engine requested for station coverage to Dover
 - 12/31 Engine and Tanker responded to Lebanon ME for structure fire



ROCHESTER FIRE DEPARTMENT

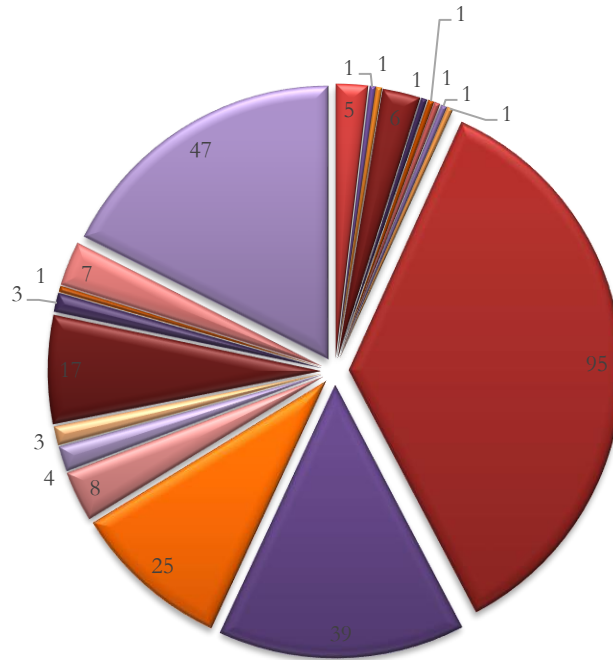
37 WAKEFIELD ST. ROCHESTER, NH 03867
(603) 335-7545



APPARATUS

- Tanker-7 is back in service
- Rescue-8 remains out of service until its replacement in the Spring

Incidents



- | | |
|-----------------------------|--|
| Smoke Scare, Inside | Rescue From Roof |
| Elevator Rescue | Mutual Aid Req. all cancelled while en route |
| Mutual Aid Station Coverage | Small Fire in Bldg |
| Cooking Fire | Vehicle Fire, No Extension |
| Unauthorized Burning | Medical Assist/EMS |
| MV Accidents | Fire Alarm/Suppression Activation |
| Carbon Monoxide | Carbon Monoxide with CO Present |
| Water Leak/Problem | Wire Down |
| Gas Leak | Combustible Liquid Spill |
| Lock out/in | Other Calls |



ROCHESTER FIRE DEPARTMENT

37 WAKEFIELD ST. ROCHESTER, NH 03867
(603) 335-7545

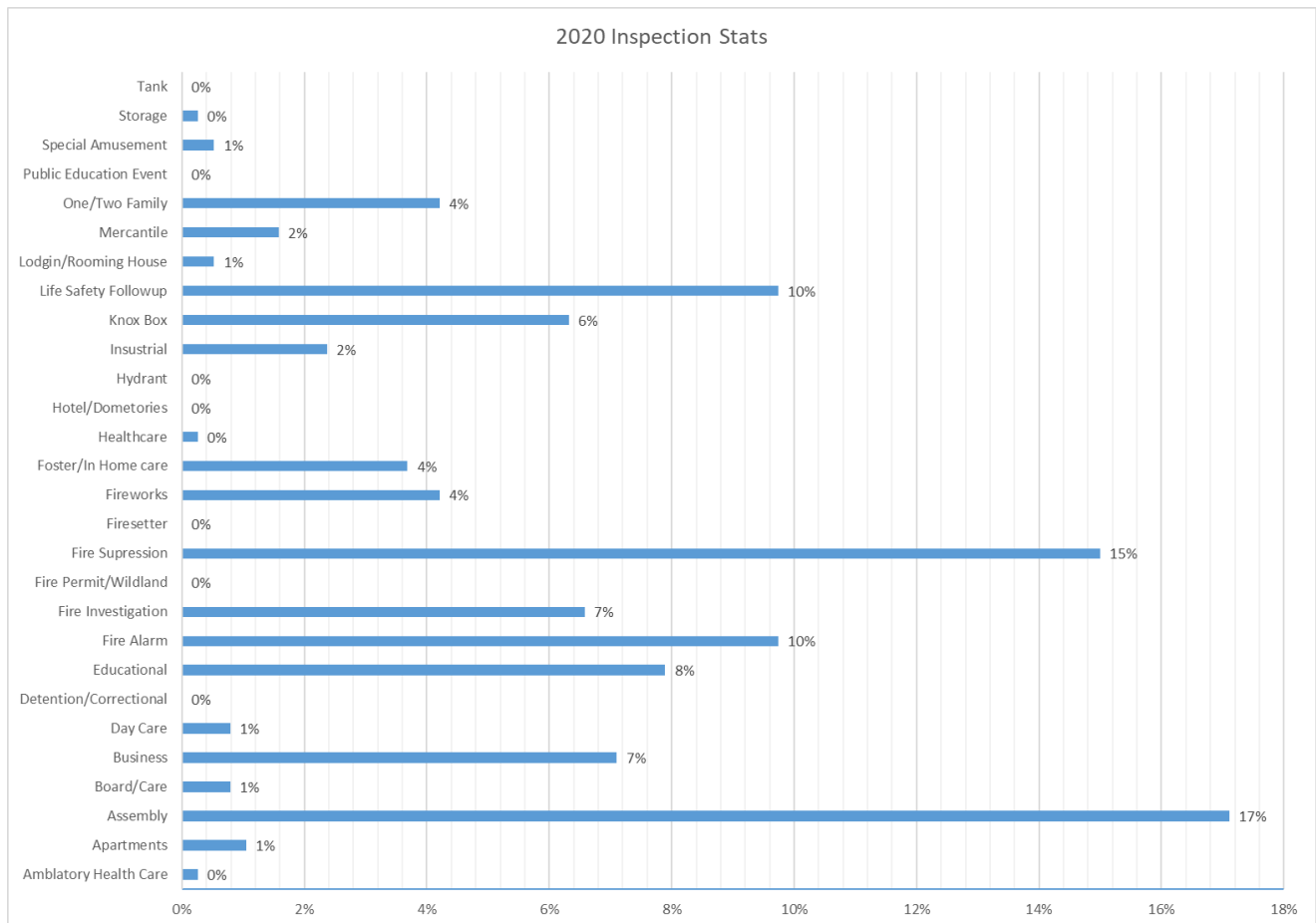


EMERGENCY MANAGEMENT:

- 12/5/20 Nor Easter 16-20" of snow. Approximately 500 households in the City without power.

FIRE PREVENTION DIVISION:

As calendar year, 2020 closes the Fire Prevention Division saw a growth of 54% in request for services from calendar year 2019. The request for services during the month of December over November was 126%. The States deadline for inspection of all Educational facilities was met and all reports were submitted. Five fire investigations were conducted in which only one resulted in a request for the State Fire Marshal's office based on the extent of the rescued individual's injuries, which resulted in a fatality. Deputy Chief Hughes is still working COVID-19 issues throughout the City in conjunction with the Health Inspector.





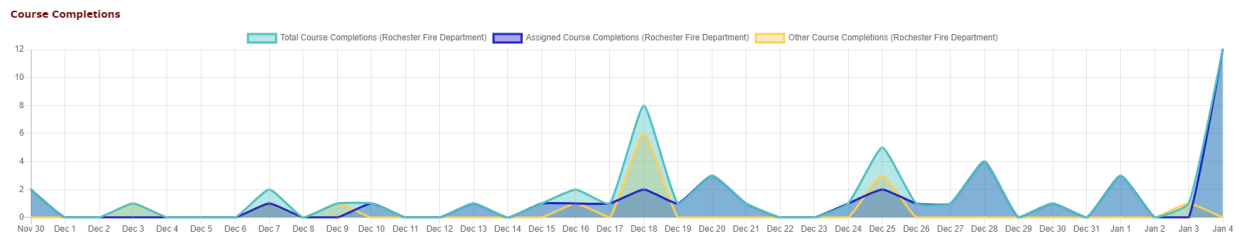
ROCHESTER FIRE DEPARTMENT

37 WAKEFIELD ST. ROCHESTER, NH 03867
(603) 335-7545

01/14/2021



TRAINING DIVISION:



Total Reports Completed in IMC- 264

Total Hours completed in FR1 Academy – 75



PAUL R. TOUSSAINT
Chief of Police

ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

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

POLICE COMMISSION

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

January 12, 2021



TO: City Manager Blaine Cox

RE: Monthly Report – December 2020

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

The investigations bureau had 37 cases submitted for review. There are currently 82 cases assigned. There were four detective call outs this period (Arson, two overdose deaths, one untimely death). There was one background conducted. There were five pawn shop compliance checks. There were 577 pieces of evidence logged in, and 91 items returned to owners. There were an additional 113 pieces destroyed.

COMMUNITY ENGAGEMENT OFFICER/PROBLEM ORIENTED POLICING UNIT: The CEO/POP Unit continues to problem solve trouble areas and work with the community to create a better quality of life. The team works constantly with the homeless population to provide services and get shelter during the cold months.

Community events have been minimal, but Officer Danie still stays engaged through business and community contacts. We have created many positive relationships in this community as well as others to further our purpose. Some of the highlights for the month include the following:

- Distributing Food Boxes to Housing Properties.
- Worked with RPBA and Walmart to deliver gifts and a tree to a struggling family.
- Officer Danie attended a holiday event at the legion.
- The Unit increased patrols at the local shopping areas during the holiday shopping rush. This was to deter theft, accidents and interact with store staff and the public. This included a presence in the downtown through foot and enforcement patrols.

The POP Unit was very proactive in addressing other areas of concern in the City. This activity includes:

- Worked various operations with the MET Team, DEA, Rock County Sheriff Office, Nashua POP Unit, Strafford County Sheriff's Office and Sanford Police Detectives as well as Code Enforcement and Fire Department. Completed some search warrants for drugs and guns.
- Worked with many landlords to clean up problem areas and continue to find solutions to issues.
- The unit adjusted their hours and work schedule to work a small rash of thefts from vehicles.
- Worked with the owners of a local business to help with a theft they had been dealing with.
- Worked some cases with Patrol

COMP STAT: Traffic stops have increased significantly from last month, as well as from this same month last year. Locations of traffic stops remain on the highly travelled roads, as well as some of the side-streets scattered throughout the downtown area. Traffic crashes decreased slightly and DUI crashes are generally consistent with prior months. Of the DUI crashes, two identified as having come from local restaurants, and Liquor Enforcement was made aware.

Shoplifting has increased significantly. The majority of the shoplifting incidents are from Walmart, which has added police details to their apprehension strategy for the season. It is difficult to say whether the increased reporting is due to an increase in shoplifting activity or improved detection. Thefts from motor vehicles has increased with a concerning trend: A highly skilled theft ring has been identified as operating in this area to include surrounding communities. The tactics of these individuals differs from what we have historically seen in that they target identity documents regardless of whether or not a vehicle is locked. Information remains consistently distributed to officers in hopes of catching or deterring the activity. There has also been a recent increase in thefts of scrap metals – and burglaries where copper piping was stolen – which continues to be monitored.

The majority of the drug-related arrests were when drugs were found during a search incident to arrest for a separate charge. The disparity between the possession reports and arrests exists largely due to the strategy being employed by the POP unit.

Violent crimes remain relatively low, and despite an increase in robberies, they are down slightly year to date. No significant trends were uncovered involving domestic violence.

COMMUNICATION CENTER - DISPATCH: The PD and FD Radio cut over went fairly smooth – the FD is not entirely cut over until a final piece of equipment comes in. Besides a few minor issues being worked through everything is running smoothly and clear.

Rapid SOS has rolled out in the Center – we are now able to receive the 911 ping when 911 receives it. This will assist us in any 911 pings of phones on suicidal subjects, hang-ups, etc.

We held interviews for our open position on Wednesday, December 30th and have made an offer to one of the applicants. A second applicant will be kept on file.

Christmas for our Project Good Morning members was a success! Although we were unable to have the usual gathering, we were able to donate gifts to each of the members and Granite Steak and Grille was kind enough to donate a meal for each of the members.

We are exploring the expansion of the third floor for the future dispatch center to accommodate the call volume our department takes in between FD, PD and EMS.

DIVERSION PROGRAM/TEEN DRUG COURT: The official roll out of the Juvenile Probation Transformation is scheduled. Nicole will be presenting with state partners on the “why, how and who” will be involved in the transformed juvenile justice process. Legislation is being tweaked for introduction on the legislative floor in February, and Rochester is scheduled in the first phase of roll out, January 2022. Nicole continues to work with Strafford County Diversion Program as they work on hiring a new Coordinator and transitioning services. Nicole has trained Farmington PD in how to run their Diversion program and setting up their jury panel and processes, so they are ready to start seeing cases in their new program come January.

Nicole continues to work on an on-line training series for Diversion programs across the State and for our jurors. These modules will include cultural awareness and sensitivity pertaining to juvenile justice and juvenile law confidentiality and ethics. She has continued to work on the Service to Science: Evidence-Based designation and has started collaborations with other states on how they handle their Diversion cases (S. Dakota/Nebraska/Ohio/Michigan).

Nicole has been invited to join the State-wide “NH Race and Equity LE/CJ Workgroup” to discuss NH’s position and responsibilities in changing the landscape in juvenile justice as well as law enforcement on a whole.

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

FINANCIAL/PURCHASING: We have taken delivery of two of the three frontline vehicles. We anticipate taking delivery of the third in the first week on January. Up fitting of the new vehicles is scheduled the first week of January.

The renovations for the investigations bureau are complete. The workstations are all functioning and we are pleased with the outcome.

Radio Replacement Project-On December 16 we switched over to all of the new equipment. We are still in the planning and discussion stages for three additional tower sites to improve coverage. One will be at the new DPW site, one on the Long Hill Rd Tower in Dover, and one to be built at Highfield Commons.

Mobile Dispatch Backup- The trailer remains on order and we expect to take delivery in January. We have had meetings with 2-Way to talk about radio equipment and will have a list soon in order to place an order for the equipment.

There were several purchases over the \$5,000.00 threshold in December, including: frontline cruisers, the backup dispatch center trailer, Taser/Axon payment, and ISB workstations.

The majority of the month was spent working on the FY22 budget proposal and entries. There are several fixed cost items that increase annually. We are also looking to implement some new programs in the coming year.

FORFEITURE SPENDING: There was no forfeiture spending this period.

HIRING: Sgt. Cost has developed an outline for another hiring process to begin in early January. Officer Duche` (*Doo-Shay*) Romeus started on December 7. He is scheduled to begin the Academy in January. This academy, for the first 8 weeks will be conducted remotely.

HOUSING: There were only 14 Police related calls for service for the month. We attribute this to the increased presence both Officer Mundy and Sgt. Babine, who have been altering shifts to deter activity in the buildings after hours. Officer Mundy located a person trespassing in a stairwell who was moved along. We will continue to monitor this throughout the winter.

Housing Officers, POP Team, RPD Administration and Housing Staff all delivered food boxes to the housing locations. This was made possible by NH Gather and Rotary.

There were 10 background checks performed for potential new applicants.

K-9: The Rochester K-9 unit responded to a total of five calls for service. Four were tracks and one was a drug search. All of the calls were in Rochester. Of the four tracks, three were finds at the end. The drug search was just an area search of the railroad tracks after a foot pursuit to make sure the subject didn't throw paraphernalia. None were found.

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 nine petitions. There was one diversion. There were ten scheduled arraignments (eight set for trial, two rescheduled). There were two trials resolved by plea. The following hearings were also held: one violation hearing, one competency hearing, three review hearings, one show cause/case status hearing. There was one motion to bring a case forward and one motion to impose.

RENTAL PROPERTY OWNERS ASSOC.: Lt. Bossi was not able to attend the December meeting due to a scheduling conflict. He was not made aware of any issues, concerns or questions by the members. The next RPOA Zoom meeting will be on January 7, 2021 at 8am.

SCHOOL RESOURCE OFFICERS:

SRO highlights: ***All schools were essentially remote learning this month due to Covi d restrictions***

High School: Officer Jackson

- The staff and students present in the building is between 150-200 students per day.
- Officer Jackson provided a medical assist for a student having a seizure
- provided legal assistance/information for guidance and an assistant principal
- took part in a student driven interview for the Criminal Justice Program
- dealt with several unruly students that did not result in an arrest
- Criminal Trespass arrest
- participated in physical education classes with BCA students

Middle School: Sgt. Deluca

- The number to staff and students at the Middle School is similar to the High School.
- Helped with returning students items left at school at shut-down
- worked with 68 hours of hunger program
- worked with guidance and DCYF regarding investigations
- several in-home checks on at risk youth who are not attending school
- dealt with issues with students still at school during remote-learning
- transported 150 food bags from food pantry
- rode the bus several times to investigate complaints made
- dressed as Santa for kids with extreme disabilities at school
- assisted new Farmington SRO with setting up his program

Elementary School (9): Officer Porfido

- Officer Porfido was re-assigned to Patrol when the schools went to remote learning.
- Every Wednesday Officer Porfido still teaches LEAD at St. Elizabeth Seton School, as they are not remote, and spends the day visiting the other elementary schools as they still have a limited number of students and staff not doing remote learning.

- Assisted School St School for a DCYF incident
- Assisted principal at Chamberlain St School regarding a parent/student issue
- Assisted Sgt. Deluca with an issue at RMS
- Has been working at serving the dog summons with ACO Paradis.

Explorer Post: Officer Jackson

- No meetings with Explorers due to Covid-19 restrictions

TRAINING: The academy has notified us there will be no in service training until after April 2021 due to the pandemic. Officer Rummo completed the academy and received his certification on December 18. He is projected to begin Field Training on January 10.

All mandatory three-year fitness testing due in 2020 for officers were completed. The final mandatory class for use of force was completed this month.

Respectfully Submitted,

Paul R. Toussaint
Chief of Police

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City Clerk's Office

Rochester Police Department

December 2020 Comp Stat Report



December 2020 Traffic **Activities**

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

Traffic Stop Breakdown

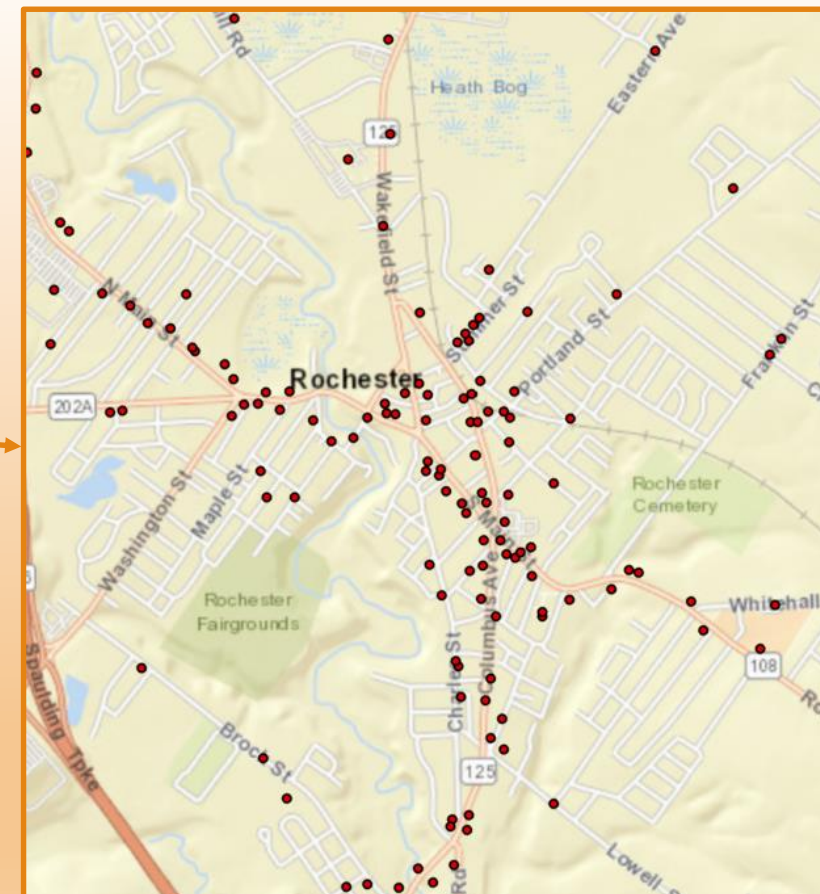
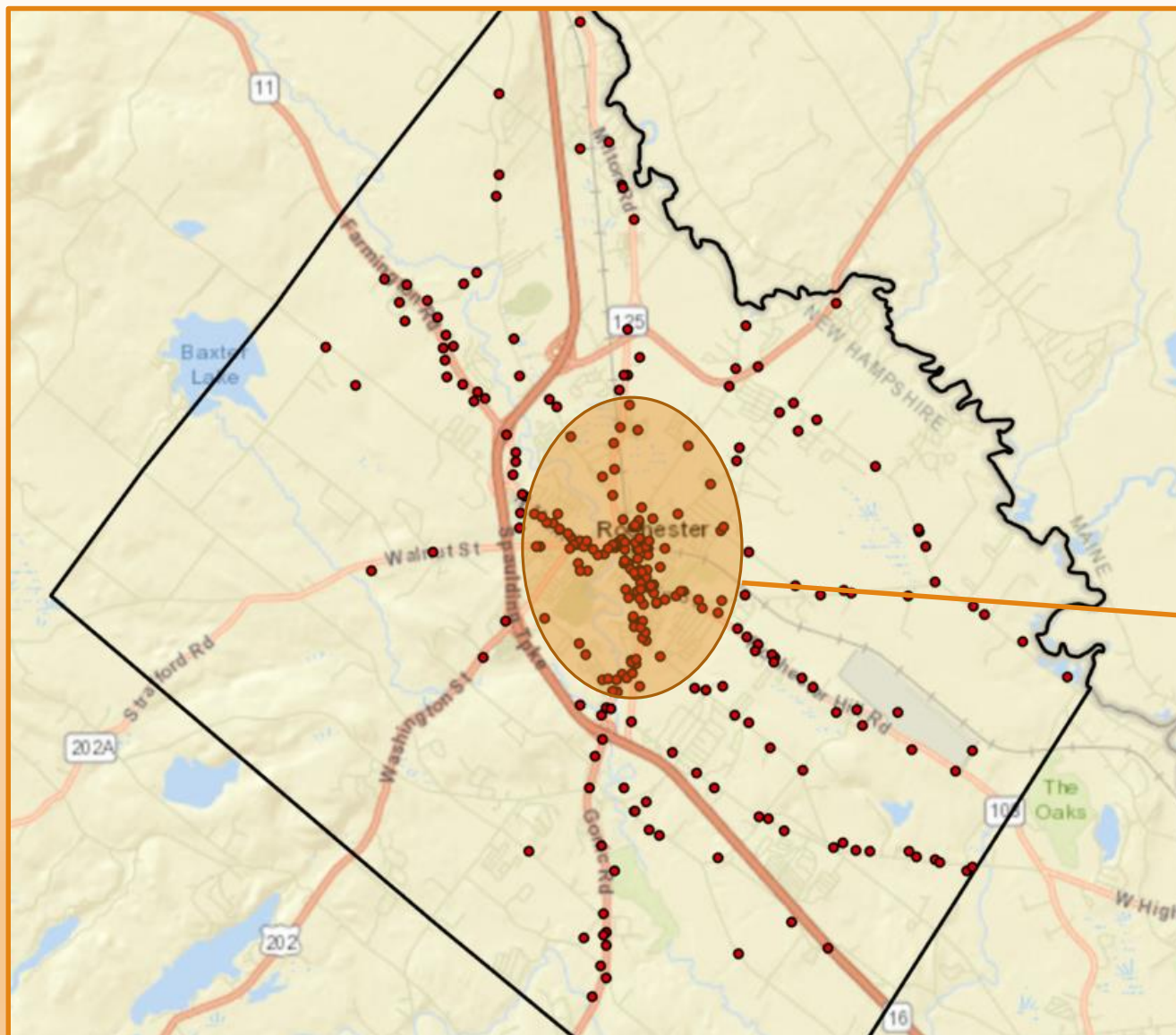
- 514 Total traffic stops
 - 19 Arrests
 - 14 – traffic offenses
 - 4 Capias/Bench Warrant
 - 1 – On-view offense
 - 23 - Summons
 - 456 - Warnings
 - 16 - No Action

High Volume Roads/Days

01/14/2021

Street	Day	Total
COLUMBUS AVE	Sunday	3
	Monday	3
	Tuesday	10
	Wednesday	13
	Thursday	8
	Friday	6
	Saturday	3
COLUMBUS AVE Total		46
NORTH MAIN ST	Sunday	6
	Monday	3
	Tuesday	9
	Wednesday	2
	Thursday	7
	Friday	12
	Saturday	6
NORTH MAIN ST Total		45
ROCHESTER HILL RD	Sunday	5
	Monday	7
	Tuesday	5
	Wednesday	2
	Thursday	7
	Friday	5
	Saturday	9
ROCHESTER HILL RD Total		40
SOUTH MAIN ST	Sunday	6
	Monday	5
	Tuesday	3
	Wednesday	7
	Thursday	5
	Friday	6
	Saturday	7
SOUTH MAIN ST Total		39
FARMINGTON RD	Sunday	2
	Monday	9
	Tuesday	1
	Wednesday	2
	Thursday	6
	Friday	10
	Saturday	3
FARMINGTON RD Total		33

Traffic Stops



Motor Vehicle Crashes

01/14/2021

- **102 total crashes**

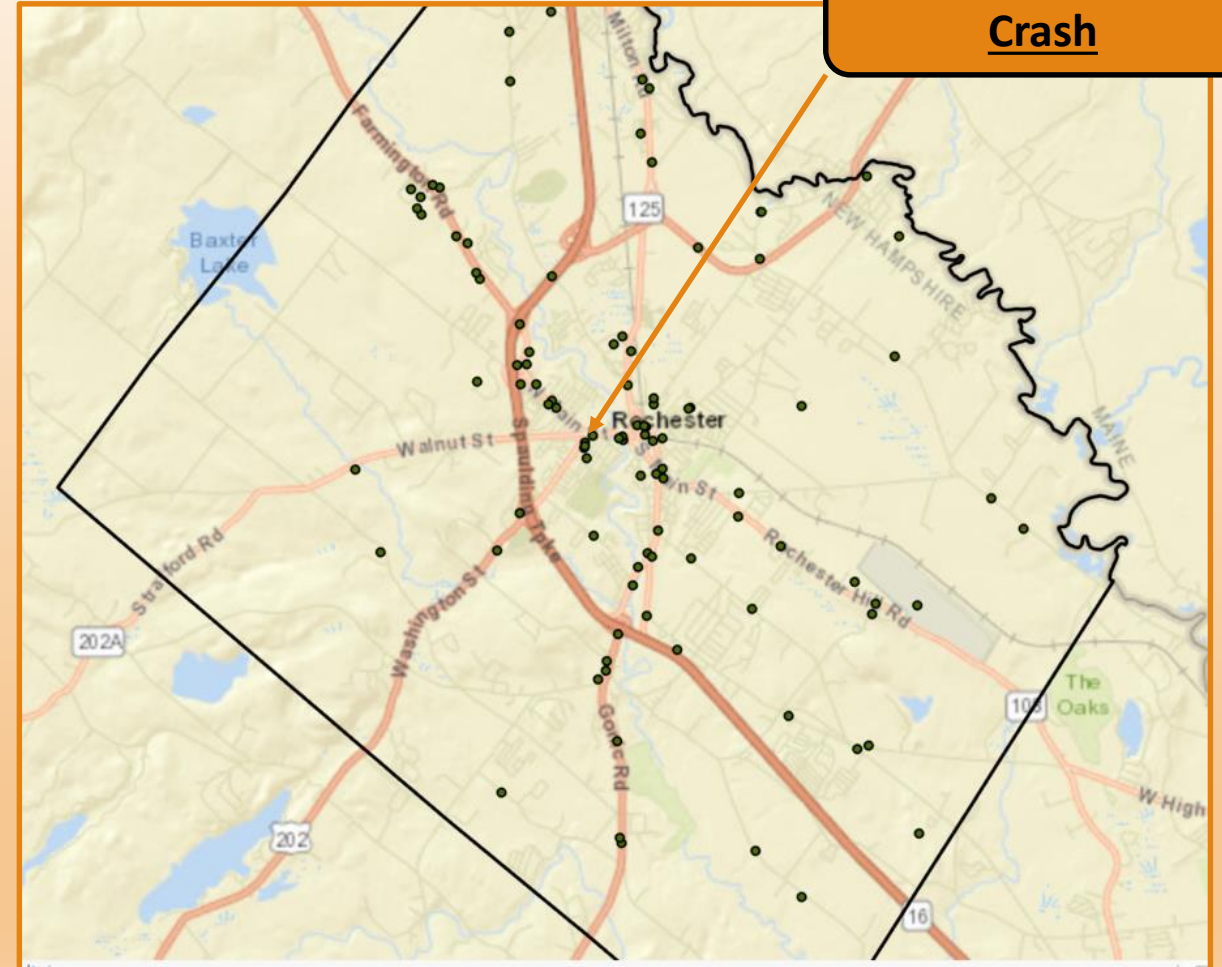
Significant increase
from the previous
month

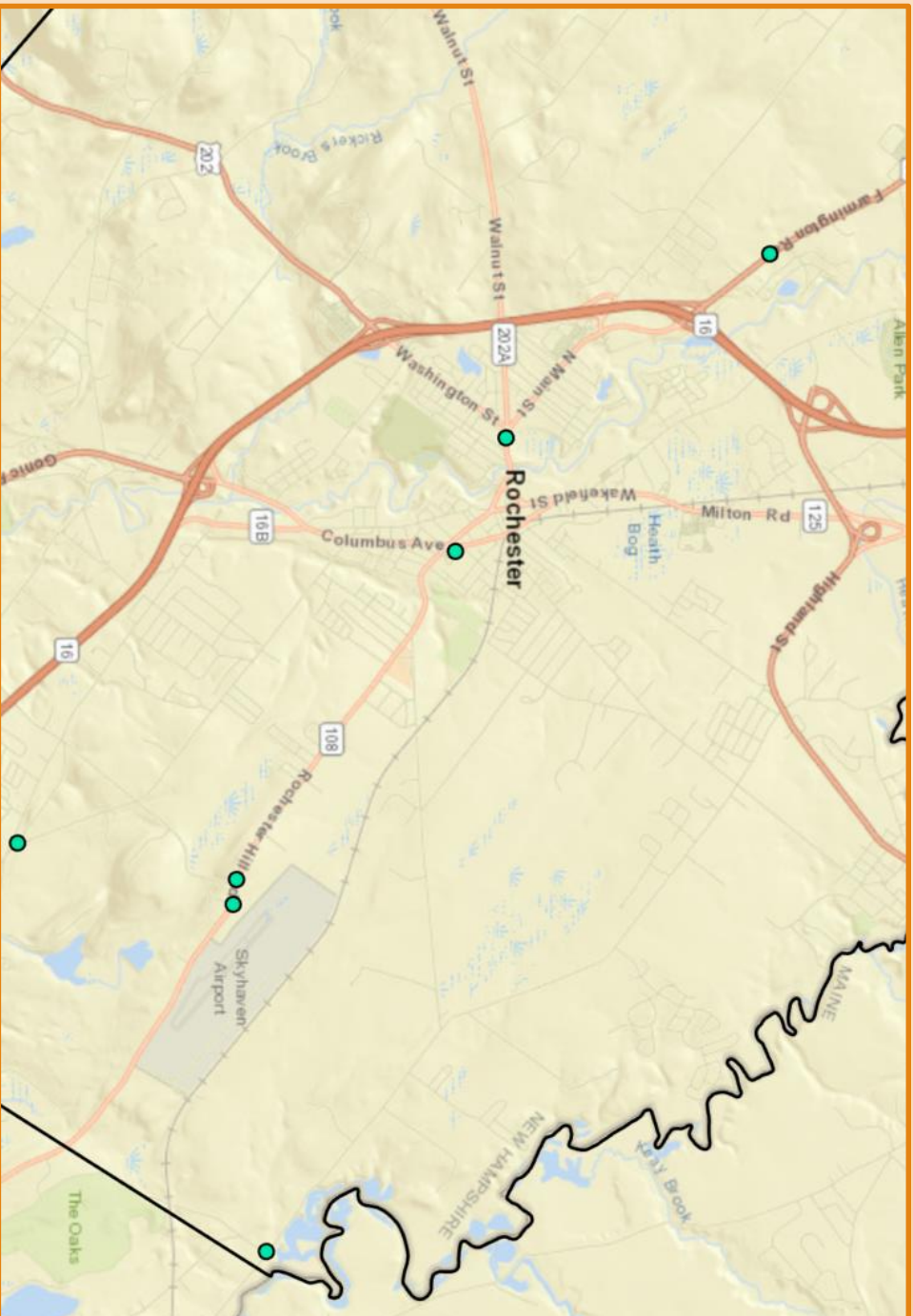
- 1 Fatal pedestrian crash
- 7 Arrests
 - 7 DWI arrests
- 2 Summons Issued
- 30 Parking lot crashes
- 25 Hit & Run crashes

High Volume Roads/Days

STREET	DAY	Total
NORTH MAIN ST	Monday	1
	Friday	1
	Tuesday	2
	Wednesday	3
	Saturday	4
	Thursday	5
NORTH MAIN ST Total		16
FARMINGTON RD	Monday	1
	Thursday	1
	Sunday	2
	Friday	2
	Tuesday	3
	Saturday	3
	Wednesday	4
FARMINGTON RD Total		16
WAKEFIELD ST	Wednesday	1
	Saturday	1
	Monday	2
	Thursday	2
	Tuesday	2
WAKEFIELD ST Total		8
GONIC RD	Wednesday	1
	Sunday	1
	Thursday	1
	Tuesday	1
	Friday	1
	Monday	1
	Saturday	2
GONIC RD Total		8
WASHINGTON ST	Wednesday	1
	Thursday	1
	Monday	1
	Saturday	1
	Sunday	1
	Friday	2
WASHINGTON ST Total		7

Fatal Pedestrian Crash





DWI Incidents

- 7 Total Incidents
- 7 Crashes (6 Alcohol/1 Drug)
- 1 Driver admitted to drinking at Buster's Billiards in Somersworth

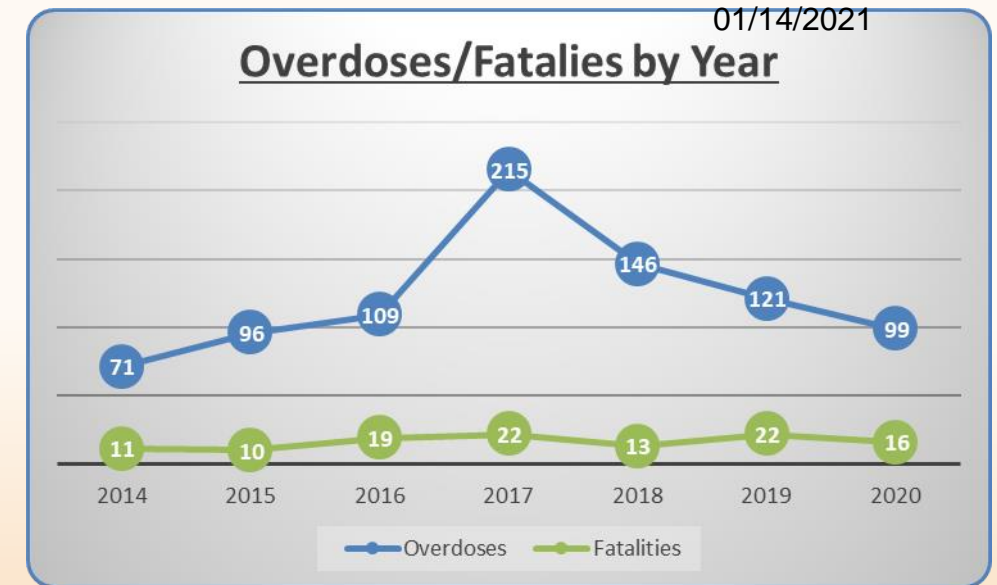
Traffic Activity Comparisons

Specific Crimes	Dec-20	Dec-19	% Change	Nov-20	% Change	Oct-20	YTD 20	YTD 19	% Change	YTD 18
Traffic Stops	514	498	3%	836	-39%	330	5554	5447	2%	8055
Arrests from Stops	19	18	6%	35	-46%	22	213	271	-21%	326
Summons	23	6	283%	24	-4%	5	203	227	-11%	490
Warnings	456	457	0%	747	-39%	294	4957	4356	14%	6946
No Action	16	10	60%	28	-43%	8	135	177	-24%	230
Accidents	102	121	-16%	73	40%	81	1009	1113	-9%	1072
Summons from ACs	2	4	-50%	0	NULL	1	14	39	-64%	36
Arrests from ACs	7	1	600%	3	133%	8	60	58	3%	56
Field Interviews	3	6	-50%	8	-63%	12	146	96	52%	129
DWI	7	6	17%	7	0%	10	85	110	-23%	76
Narcotics	1	0	NULL	2	-50%	3	31	29	7%	20
Alcohol	6	6	0%	5	20%	7	54	81	-33%	56
DWI from Accidents	7	5	40%	4	75%	5	37	41	-10%	24

Property Crimes

All Incident Reports												
Specific Crimes	Dec-20	Dec-19	% Change	Nov-20	% Change	Oct-20	YTD-20	YTD 19	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Burglary	8	7	14%	9	-11%	4	60	100	-40%	12%	19%	89
Shoplifting	33	27	22%	59	-44%	37	292	196	49%	65%	104%	259
Theft from a Building	9	11	-18%	3	200%	10	126	189	-33%	18%	30%	211
Theft from M/V (including Parts)	15	9	67%	21	-29%	11	122	236	-48%	2%	4%	187
All Other Theft	13	10	30%	14	-7%	25	191	174	10%	6%	5%	148
M/V Theft	3	2	50%	7	-57%	4	51	34	50%	10%	18%	48
Vandalism	28	27	4%	51	-45%	39	427	385	11%	22%	36%	430
Total Property	109	93	17%	164	-34%	130	1269	1314	-3%	22%	36%	1372
Arrests												
Specific Crimes	Dec-20	Dec-19	% Change	Nov-20	% Change	Oct-20	YTD-20	YTD 19	% Change			YTD 18
Burglary	1	1	0%	2	-50%	0	7	19	-63%			12
Shoplifting	28	17	65%	45	-38%	24	189	203	-7%			205
Theft from a Building	1	2	-50%	0	0%	0	23	57	-60%			25
Theft from M/V (including Parts)	1	0	NULL	0	0%	0	2	9	-78%			8
All Other Theft	2	0	NULL	1	100%	1	11	9	22%			15
M/V Theft	0	0	0%	1	-100%	1	5	6	-17%			13
Vandalism	8	6	33%	9	-11%	7	96	139	-31%			141
Total Property	41	26	58%	58	-29%	33	333	442	-25%			419

Drug Incidents



All Incident Reports

Specific Crimes	Dec-20	Dec-19	% Change	Nov-20	% Change	Oct-20	YTD-2020	YTD 2019	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Possession	19	14	36%	24	-21%	17	185	150	23%	50%	79%	170
Drug Events	13	3	333%	15	-13%	12	116	119	-3%			34
Overdoses	10	10	0%	5	100%	9	99	121	-18%			146
Fatal Overdoses	2	5	-60%	3	-33%	0	16	22	-27%			13
Total Drug	44	37	19%	47	-6%	38	416	412	1%			363
Arrests												
Specific Crimes	Dec-20	Dec-19	% Change	Nov-20	% Change	Oct-20	TYD-20	YTD 19	% Change			YTD 18
Possession	10	7	43%	11	-9%	8	92	119	-23%			149

Violent Crimes

All Incident Reports												
Specific Crimes	Dec-20	Dec-19	% Change	Nov-20	% Change	Oct-20	YTD 20	YTD 19	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Homicide	1	0	NULL	0	NULL	0	5	0	NULL	60%	NULL	2
Robbery	1	0	NULL	2	-50%	2	20	11	82%	55%	64%	17
Aggravated Assault	5	6	-17%	2	150%	0	30	61	-51%	50%	61%	78
<i>from DV*</i>	1	5	-80%	1	NULL	0	14	23	-39%	86%	74%	41
Simple Assault	29	38	-24%	18	61%	35	384	387	-1%	47%	60%	467
<i>from DV*</i>	20	28	-29%	9	122%	15	198	200	-1%	67%	72%	256
Total Violent	36	44	-18%	22	64%	37	439	459	-4%	53%	96%	564
Arrests												
Specific Crimes	Dec-20	Dec-19	% Change	Nov-20	% Change	Oct-20	YTD 20	YTD 19	% Change			YTD 18
Homicide	2	0	NULL	0	NULL	0	3	1	200%			0
Robbery	1	0	NULL	1	0%	2	11	7	57%			9
Aggravated Assault	1	4	-75%	1	0%	0	15	37	-59%			48
<i>from DV*</i>	1	3	-67%	1	0%	0	12	17	-29%			19
Simple Assault	15	19	-21%	8	88%	11	181	234	-23%			224
<i>from DV*</i>	14	17	-18%	6	133%	9	133	144	-8%			119
Total Violent	19	23	-17%	10	90%	13	210	279	-25%			281

Domestic Violence Related Calls

December 2020

Misdemeanor – 28

Felony - 5

90F* - 14

2020 Monthly Comparison

2020 Monthly Comparison

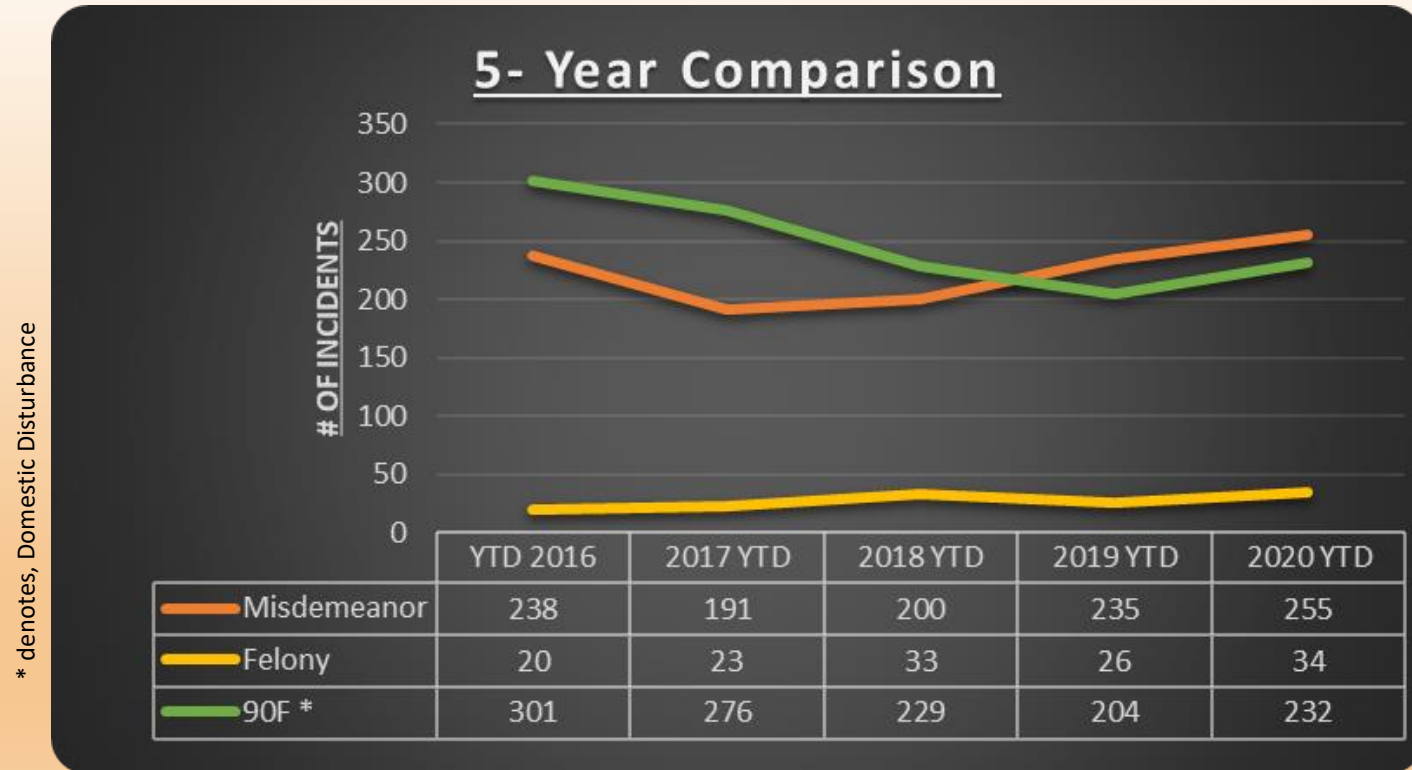


3-Year Comparison

3 Year Comparison



Domestic Violence Related Calls, (cont.)



Threshold

Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	85	69-101	102	Moderately High
Traffic Stop	725	375-1075	514	Normal
DWI	7	5-10	7	Normal
Robbery	2	0-3	1	Normal
Aggravated Assault	5	3-8	5	Normal
Simple Assault	38	29-46	29	Moderately Low
Burglary	8	4-12	8	Normal
Shoplifting	24	15-33	33	Moderately High
Theft from Building	17	10-24	9	Moderately Low
Theft from MV	15	7-24	15	Normal
MV Theft	3	1-5	3	Normal
Vandalism	35	27-43	28	Normal
Possession	16	10-21	19	Normal
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	45	35-55	36	Normal
Property	120	92-148	109	Normal

Calls for Service 2018 v 2020



Calls for Service by Priority

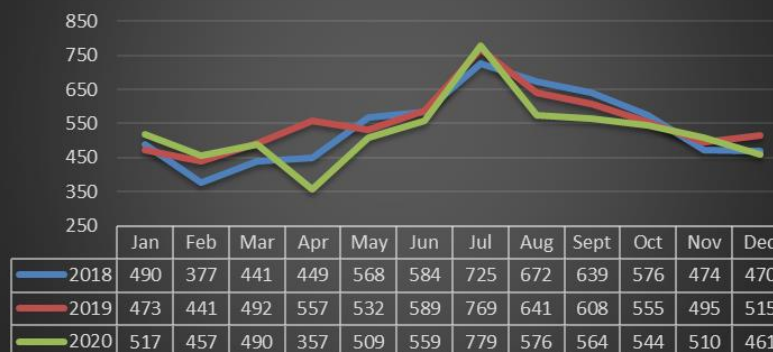
Priority 1 CFS 3-Year Comparison by Month



Priority 2 CFS 3-Year Comparison by Month

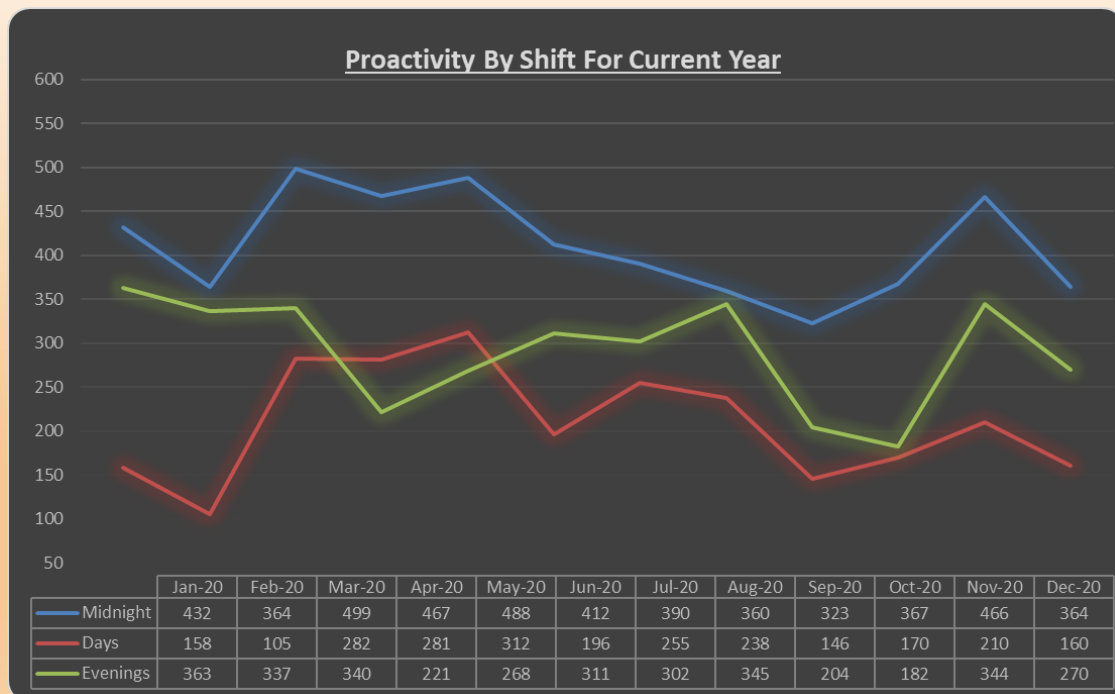


Priority 3 CFS 3-Year Comparison by Month

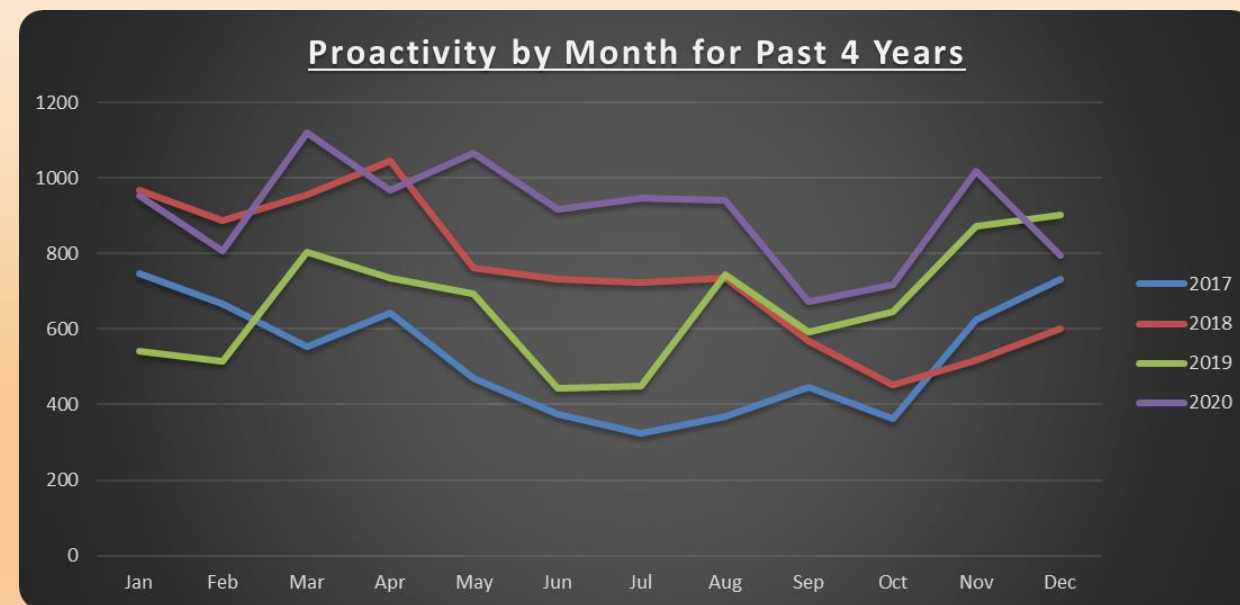


Proactive Hours by Shift

Monthly Comparison 2020



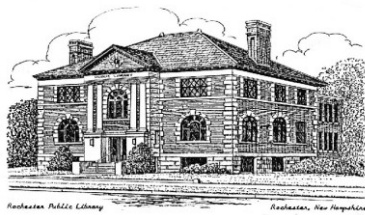
4-year Comparison by Month





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City Clerk's Office



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

01/14/2021

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

MONTHLY REPORT

December 2020

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

Beginning Saturday, December 5th through Friday, December 12th families were welcomed to pick-up "Holiday Gnome" craft kits for a Take It & Make It at home craft project. The kits were available during Library business hours on a cart at the Children's Room entrance.

The month of December brought the start of the Holiday Countdown. Each morning a fun activity was posted on the library & children's room Facebook page. These activities included writing a letter to Santa, watching Rochester's virtual tree lighting, having an indoor snowball fight and many more ideas for families to enjoy together throughout the holiday season.

Several activities sheets were made available at the curbside pickup table for patrons to enjoy. No appointment needed. Many patrons enjoyed the ASL (American Sign Language) activity sheet including the instructions to sign MASK and WASH.

On December 12th, the library was pleased to host our very first Drive-Thru Santa Visit. With safety in mind, Santa was able to visit with 46 cars carrying a total of 153 people. Many happy children were smiling behind their masks for a chance to see and visit with Santa.



"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 824 appointments for pick-up were made throughout the month of December.

The library computers, printers, photocopiers, and Wi-Fi were available to patrons by appointment in December. Over one hundred and thirty-five patrons took advantage of this service. Ninety-four were computer use, twenty-four were copier use and seventeen were for newspaper/Wi-Fi use. There was a total of 5,882 items circulated from the library in the month of December.

Two hundred and sixty-eight of our library patrons downloaded 1,345 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 320 digital downloads from Hoopla.

Trustees will be meeting in the library on January 4th at 6pm.

City of Rochester Tax Collector's Office

December 31, 2020

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2020	Warrant	68,438,739	39,858,851.61	58.24%	28,579,887.39	41.76%
2019		66,169,796	65,382,449.34	98.81%	787,346.66	1.19%
2018		63,834,824	63,295,771.97	99.16%	539,052.03	0.84%
2017		60,524,791	60,255,000.30	99.55%	269,790.70	0.45%
2016		58,196,003	58,066,946.57	99.78%	129,056.43	0.22%
2015		56,938,119	56,845,759.06	99.84%	92,359.94	0.16%
2014		55,068,779	55,006,165.29	99.89%	62,613.71	0.11%
2013		53,324,262	53,274,926.21	99.91%	49,335.79	0.09%
2012		50,952,912	50,918,382.92	99.93%	34,529.08	0.07%
2011		48,856,892	48,823,415.27	99.93%	33,476.73	0.07%
2010		47,308,832	47,281,789.86	99.94%	27,042.14	0.06%
2009		46,898,827	46,876,845.75	99.95%	21,981.25	0.05%
2008		46,522,769	46,510,458.93	99.97%	12,310.07	0.03%
2007		42,964,450	42,953,413.70	99.97%	11,036.30	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	36,060,384.01	99.99%	5,111.99	0.01%
2003		33,310,579	33,306,755.65	99.99%	3,823.35	0.01%
2002		29,725,878	29,722,554.10	99.99%	3,323.90	0.01%
2001		26,943,136	26,940,286.52	99.99%	2,849.48	0.01%
2000		25,415,248	25,413,243.68	99.99%	2,004.32	0.01%
1999		22,973,308	22,971,980.41	99.99%	1,327.59	0.01%
1998		30,592,529	30,590,734.68	99.99%	1,794.32	0.01%
1997		29,835,914	29,834,230.90	99.99%	1,683.10	0.01%
1996		27,726,424	27,724,777.67	99.99%	1,646.33	0.01%
1995		27,712,029	27,711,835.43	100.00%	193.57	0.00%
					30,685,678.69	

Tax Collector
Doreen Jones, CTC

CSS Count FY 21		
Month	Total \$\$	# of Payments
July	\$ 365,434.21	659
Aug	\$ 190,384.98	596
Sept	\$ 139,331.29	507
Oct	\$ 140,164.30	547
Nov	\$ 172,533.78	640
Dec	\$ 575,726.71	827
Jan		
Feb		
Mar		
Apr		
May		
June		
Totals	\$ 1,583,575.27	3776

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 December 2020.

DATE: January 04, 2021

This office reported 86 formal case notes for the month of November.

Voucher amounts issued were as follows:

	10 <u>Families</u> 2 new	17 <u>Single</u> 6 new
Burial	650.00	1,300.00
Dental00	.00
Electricity00	.00
Food.....	.00	.00
Fuel heating00	104.95
Mortgage	1,485.00	.00
Prescriptions00	.00
Rent	2,810.00	3,927.61
Temporary Housing.....	292.00	1,449.00
Transportation00	.00
TOTAL	\$5,237.68	\$6,781.00

General Assistance above represents an average cost per case/family of \$523.76 and case/individual of \$398.91 for this month.

Total vouchers issued: \$12,319.24

There was a decrease of \$6,462.71 in assistance issued this month compared to December 2019. There was an increase of \$5,394.24 in vouchers issued this month compared to last month.

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

NOTES

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