



**Rochester City Council Workshop  
January 15, 2019  
Council Chambers  
7:00 PM**

**Agenda**

- 1. Call to Order**
- 2. Public Input**
- 3. Communications from the City Manager**
- 4. Communications from the Mayor**
- 5. Discussion: Codification Project P. 3**
- 6. Department Reports P. 35**
- 7. Other**
- 8. Non-Public/Non-Meeting**
  - 8.1. Non-Public Session, Personnel, RSA 91-A:3,II (a)**
- 9. Adjournment**

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City Clerk's Office

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**An Ordinance to Revise and Consolidate, Amend, Supplement, and Codify  
The Ordinances of the City of Rochester**

The City of Rochester ordains:

§ 1-3. Adoption of Code.

The ordinances of the City of Rochester of a general and permanent nature adopted by the City Council of the City of Rochester, as revised, codified and consolidated into chapters and sections by General Code, and consisting of Chapters 1 through 275, inclusive, are hereby approved, adopted, ordained and enacted as the "Code of the City of Rochester," hereinafter referred to as the "Code."

§ 1-4. Code supersedes prior ordinances.

This ordinance and the Code shall supersede the City Code adopted June 6, 1995, and all other general and permanent ordinances enacted prior to the enactment of this Code, except such ordinances as are hereinafter expressly saved from repeal or continued in force.

§ 1-5. Continuation of existing provisions.

The provisions of the Code, insofar as they are substantively the same as those of the ordinances in force immediately prior to the enactment of the Code by this ordinance, are intended as a continuation of such ordinances and not as new enactments, and the effectiveness of such provisions shall date from the date of adoption of the prior ordinances.

§ 1-6. Copy of Code on file.

A copy of the Code has been filed in the office of the City Clerk and shall remain there for use and examination by the public until final action is taken on this ordinance, and if this ordinance shall be adopted, such copy shall be certified to by the Clerk of the City of Rochester by impressing thereon the Seal of the City, as provided by law, and such certified copy shall remain on file in the office of the Clerk to be made available to persons desiring to examine the same during all times while said Code is in effect.

§ 1-7. Amendments to Code.

Any and all additions, deletions, amendments or supplements to the Code, when adopted in such form as to indicate the intention of the City Council to make them a part thereof, shall be deemed to be incorporated into such Code so that reference to the "Code of the City of Rochester" shall be understood and intended to include such additions, deletions, amendments or supplements. Whenever such additions, deletions, amendments or supplements to the Code shall be adopted, they shall thereafter be inserted in the Code as amendments and supplements thereto.

§ 1-8. Publication; filing.

The Clerk of the City of Rochester, pursuant to law, shall cause to be published, in the manner required by law, notice of the adoption of this ordinance. A copy of the Code of the City of Rochester shall be maintained in the office of the Clerk for inspection by the public at all times during regular office hours. The enactment and publication of this ordinance, coupled with the availability of a copy of the Code for inspection by the public, shall be deemed, held and considered to be due and legal publication of all provisions of the Code for all purposes.

§ 1-9. Code to be kept up-to-date.

It shall be the duty of the City Clerk, or someone authorized and directed by the Clerk, to keep up-to-date the certified copy of the Code required to be filed in the Clerk's office for use by the public. All changes in said Code and all ordinances adopted subsequent to the effective date of this codification which shall be adopted specifically as part of the Code shall, when finally adopted, be included therein by reference until such changes or new ordinances are included as supplements to said Code.

§ 1-10. Sale of Code.

Copies of the Code, or any chapter or portion of it, may be purchased from the Clerk or an authorized agent of the Clerk upon the payment of a fee to be set by the City Council. The Clerk may also arrange for procedures for the periodic supplementation of the Code.

§ 1-11. Altering or tampering with Code; penalties for violation.

It shall be unlawful for anyone to improperly change or amend, by additions or deletions, any part or portion of the Code or to alter or tamper with such Code in any manner whatsoever which will cause the law of the City of Rochester to be misrepresented thereby. Anyone violating this section or any part of this ordinance shall be subject, upon conviction, to a fine as provided in § 1-1 of the Code.

§ 1-12. Severability of Code provisions.

Each section of the Code and every part of each section is an independent section or part of a section, and the holding of any section or a part thereof to be unconstitutional, void or ineffective for any cause shall not be deemed to affect the validity or constitutionality of any other sections or parts thereof. If any provision of this Code or the application thereof to any person or circumstances is held invalid, the remainder of this Code and the application of such provision to other persons or circumstances shall not be affected thereby.

§ 1-13. Severability of ordinance provisions.

Each section of this ordinance is an independent section, and the holding of any section or part thereof to be unconstitutional, void or ineffective for any cause shall not be deemed to affect the validity or constitutionality of any other sections or parts thereof.

§ 1-14. Repealer.

All ordinances or parts of ordinances inconsistent with the provisions contained in the Code adopted by this ordinance are hereby repealed; provided, however, that such repeal shall only be to the extent of such inconsistency, and any valid legislation of the City of Rochester which is not in conflict with the provisions of the Code shall be deemed to remain in full force and effect.

§ 1-15. Ordinances saved from repeal.

The adoption of this Code and the repeal of ordinances provided for in § 1-14 of this ordinance shall not affect the following ordinances, rights and obligations, which are hereby expressly saved from repeal:

- A. Any ordinance adopted subsequent to September 4, 2018.
- B. Any right or liability established, accrued or incurred under any legislative provision prior to the effective date of this ordinance or any action or proceeding brought for the enforcement of such right or liability.
- C. Any offense or act committed or done before the effective date of this ordinance in violation of any legislative provision or any penalty, punishment or forfeiture which may result therefrom.
- D. Any prosecution, indictment, action, suit or other proceeding pending or any judgment rendered prior to the effective date of this ordinance brought pursuant to any legislative provision.
- E. Any franchise, license, right, easement or privilege heretofore granted or conferred.
- F. Any ordinance providing for the laying out, opening, altering, widening, relocating, straightening, establishing grade, changing name, improvement, acceptance or vacation of any right-of-way, easement, street, road, highway, park or other public place or any portion thereof.
- G. Any ordinance appropriating money or transferring funds, promising or guaranteeing the payment of money or authorizing the issuance and delivery of any bond or other instruments or evidence of the City's indebtedness.
- H. Ordinances authorizing the purchase, sale, lease or transfer of property or any lawful contract or obligation.
- I. The levy or imposition of taxes, assessments or charges.
- J. The annexation or dedication of property or approval of preliminary or final subdivision plats.
- K. Ordinances providing for local improvements or assessing taxes or special assessments therefor.
- L. All currently effective ordinances pertaining to the rate and manner of payment of salaries and compensation of officers and employees.

- M. Any legislation relating to or establishing a pension plan or pension fund for municipal employees.
- N. Any ordinances adopting or amending a zoning map or otherwise rezoning property.
- O. Any ordinance or portion of an ordinance establishing a specific fee amount for any license, permit or service obtained from the City.
- P. Any ordinance or portion of an ordinance establishing or amending sewer or water rates or charges.

§ 1-16. Changes in previously adopted ordinances.

- A. In compiling and preparing the ordinances for publication as the Code of the City of Rochester, no changes in the meaning or intent of such ordinances have been made, except as provided for in Subsection B hereof. Certain grammatical changes and other minor nonsubstantive changes were made in one or more of said pieces of legislation. It is the intention of the City Council that all such changes be adopted as part of the Code as if the ordinances had been previously formally amended to read as such.
- B. The amendments and/or additions as set forth in Schedule A attached hereto and made a part hereof are made herewith, to become effective upon the effective date of this ordinance. (Chapter and section number references are to the ordinances as they have been renumbered and appear in the Code.)

§ 1-17. When effective.

This ordinance shall take effect upon passage and publication as required by law.

§ 1-18. Incorporation of provisions into Code.

The provisions of this ordinance are hereby made part of Chapter 1 of the Code of the City of Rochester, to be titled "General Provisions, Article II, Adoption of Code."

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2018

**City of Rochester  
Code Adoption Ordinance**

**Schedule A  
(As Referenced in § 1-16B)**

The following changes are made throughout the Code:

- "Director of Public Works" is amended to "Commissioner of Public Works."
- "Planning Director" is amended to "Planning and Development Director."
- "Planning Department" is amended to "Planning and Development Department."
- "Arena Department" and "Recreation, Parks and Youth Services Department" are amended to "Recreation and Arena Department."
- "Chairman" is amended to "Chairperson."

Chapter 1, General Provisions.

Section 1-2 is added to read as follows:

**§ 1-2. Definitions and word usage.**

- A. Definitions. Unless the context requires other interpretations or otherwise noted, the following terms are defined:

CITY — The City of Rochester, New Hampshire.

CITY COUNCIL — The City Council of Rochester, New Hampshire.

CODE — The Code of the City of Rochester, New Hampshire.

COUNTY — Strafford County.

PERSON — Any natural individual, firm, trust, partnership, association or corporation in his/her or its own capacity as administrator, conservator, executor, trustee, receiver or other representative appointed by a court.

PUBLIC WAY — Any sidewalk, street, alley, highway or other public thoroughfare.

STATE — The State of New Hampshire.

- B. Word usage.

- (1) Whenever any words in this Code denote the plural, the singular shall be deemed included, and whenever the singular number shall be used, it shall be deemed to include the plural.
- (2) Wherever the masculine gender is used in this Code, females as well as males shall be deemed to be included.

- (3) Words in the present tense shall be deemed to include the future.
- (4) The word "shall" as used in this Code is mandatory.

Chapter 7, Administrative Code.

Section 7-2 is amended to delete "Administration – City Manager"; to delete the Arena Department and Arena Director; to add the Information Technology Department and Chief Information Officer; to change "Planning" to "Planning and Development"; and to change the Recreation, Parks and Youth Services Department and Director of Recreation, Parks and Youth Services to the Recreation and Arena Department and the Director of Recreation and Arena, respectively.

Original § 2.18, Arena Department, is repealed.

Section 7-8A is amended to change "two Deputy Assessors" to "three Deputy Assessors."

Section 7-18D(4) is amended as follows: "Care for and maintain all property assigned to the Sewage and Waste Treatment ~~System~~ Works."

Section 7-21 is amended to read as follows:

**§ 7-21. Recreation and Arena Department.**

- A. The Recreation and Arena Department shall be under the supervision of the Director of Recreation and Arena and shall consist of such other personnel as may be provided for in the annual departmental budget appropriation. The Director of Recreation and Arena shall be appointed in the manner and for such term provided in Sections 15 and 18 of the Rochester City Charter.
- B. The Recreation and Arena Department shall perform the following functions:
  - (1) Develop a general recreation program for the City.
  - (2) Operate the recreational activities on all City parks, playground, swimming pools, tennis courts, and all other recreational facilities.
  - (3) Maintain, care for and operate all property assigned to the Recreation and Arena Department, including the Rochester Ice Arena.
  - (4) Prepare and maintain all records and books pertaining to the Recreation and Arena Department.
  - (5) Cooperate with private groups as well as with public officials in the development, promotional and recreational activities within the City.
  - (6) Perform all other related functions as required.
  - (7) Annually establish a fee schedule for the services provided by the Recreation and Arena Department, said fee schedule to be subject to approval by the City Council.
- C. All moneys received by the Recreation and Arena Department shall be held by the City of Rochester in a fund specifically established for the Recreation and Arena Department, and

if at the end of any fiscal year the moneys received by the Recreation and Arena Department shall exceed the moneys expended for the benefit, maintenance and operation of the Recreation and Arena Department, then said moneys shall not revert to the general fund for the City of Rochester but shall be held in a separate fund exclusively for the future use and benefit of the Recreation and Arena Department.

Section 7-24A is amended to change "Recreation and Park Commission" to "Recreation and Arena Commission"; to delete "Arena Advisory Commission"; and to add "Arts and Culture Commission."

Section 7-26C(2) is amended as follows: "Advise the Health Officer on all public health matters."

Section 7-27 is amended to read as follows: "The composition, functions, powers and duties of the Board of Trustees of the Public Library shall be as provided in Section 22 of the Rochester City Charter, state statutes, and/or ordinance. Vacancies occurring in said Board shall be filled by the City Council for the unexpired term."

Section 7-29 is amended to delete the following wording (duplicates § 49-2):

The Old Cemetery by Willow Brook, the Old Town Farm Cemetery and the Cemetery on Haven's Hill shall be under the control of the of the City Manager acting pursuant to authority conferred upon such City Manager by the provisions of Section 36.1 of the General Ordinances of the City of Rochester, who shall have authority to dispose of vacant lots within said cemeteries, and the money received from any sales shall be of said lots shall be kept by the Board of Trustees of Trust Funds and shall be used for the improvement of said cemeteries by the City Manager acting pursuant to authority conferred upon such City Manager by the provisions of Section 36.1 of the General Ordinances of the City of Rochester.

Sections 7-40C and 7-52B are amended to change "Finance Director" to "Business Administrator."

Section 7-44 is amended to read as follows: "Salaries of City officials shall be set by ordinance as provided in Section 69 of the City Charter. Salary ordinances are on file at the office of the City Clerk."

Section 7-46A is amended as follows: "All citations of this ~~ordinance~~ Code may be designated ~~General Ordinances~~ the Code of the City of Rochester, adding to the citation when necessary the number of the chapter and section."

Section 7-54 is amended to change "Business Director" to "Business Administrator."

Section 7-66E and I are amended to update "Department of Revenue" to "Department of Revenue Administration."

Original § 13.3, Election of Chairman of Board of Supervisors of the Checklist, is repealed.

Chapter 11, Adult-Oriented Establishments.

The definition of "adult entertainer" in § 11-2 is amended to "adult entertainment."

Chapter 16, Alarm Systems.

Section 16-8C is amended as follows: "If the false alarm is due to an alarm system malfunction that is in the process of being repaired or where immediate steps are taken to identify or correct the problem and notification has been made to the dispatch center as applicable, the Chief of the Police Department or Fire Department may waive the civil assessment."

Chapter 22, Amusements and Entertainment.

Section 22-2 is amended to update "New Hampshire State Athletic Commission" to "New Hampshire Boxing and Wrestling Commission."

Section 22-3 is amended to change "permit" to "license" in the last sentence.

The definition of "mechanical device" in § 22-5 is amended to "mechanical amusement device."

Sections 22-7, 22-13, 22-15 and 22-17 are amended to change "mechanical device" to "mechanical amusement device."

Chapter 28, Animals.

Section 28-4C is amended to change "dog" to "animal" and to change "such penalties as are provided for in the General Ordinances of the City of Rochester" to "such penalties as are provided for in this chapter."

Section 28-5 is amended to change "guard dog" to "guide dog."

Section 28-6 is added to read as follows: "Unless otherwise provided, any person who violates any provision of this chapter shall be punished by a fine of not more than \$50."

Chapter 40, Building Construction and Property Maintenance.

Section 40-8 is amended to change "Water or Sewer Department" to "Division of Water Supply Works or Division of Sewage and Waste Treatment Works."

Section 40-12A is amended to change "anything in violation of this code" to "anything in violation of any code adopted herein."

Section 40-13 is amended to change "those areas classified as Business 1 zones, Business 2 zones, and 1-3 zones" to "those areas classified as Downtown Commercial, Office Commercial and Highway Commercial Districts."

Section 40-15B(1) and (4) are amended to change "this code" to "this chapter."

#### Chapter 75, Fires and Fire Safety.

Section 75-1 is amended as follows: "The Fire Chief shall manage[,] the Fire Department and consult with and advise the City Manager on all matters pertaining to the equipment and control of the Fire Department."

Section 75-9B(2) is amended to change "the appropriate police, fire and emergency medical department services" to "the appropriate emergency services department."

Section 75-9C(1) is amended as follows: "A minimum average in-building field strength of 2.25 microvolts (-100 dbm) for analog and five microvolts (-93 dbm) for digital systems shall be provided throughout 85% of the area of each floor of the building when transmitted from the City's police dispatch center and the appropriate emergency service dispatch centers which are providing fire and emergency medical protection services to the building."

Section 75-9D(1) is amended as follows: "A minimum average signal strength of 112 microvolts (-6 dbm) for analog and five microvolts (+1 dbm) for digital systems shall be provided as received by the City's police dispatch center and the appropriate emergency service dispatch centers which are providing fire and emergency medical protection services to the building."

Section 75-9E(3) is amended as follows: "The area where the amplification equipment is located ~~almost~~ must be free of hazardous materials such as fuels, asbestos, etc."

Section 75-10 is amended as follows: "The authority having jurisdiction for the administration and enforcement of this article shall be ~~Fire Prevention~~ the Fire Chief of the City of Rochester."

Section 75-16D(6) is amended as follows: "Anyone using permissible fireworks shall be responsible for removing any debris accumulated due to the discharge of fireworks that fall onto the public way, public property, and any private property within 24 hours."

Chapter 80, Food and Food Service.

Section 80-1 is amended as follows: "The City of Rochester hereby adopts the provisions of the ~~Sanitary~~ Food Code of the State of New Hampshire, Department of Health and ~~Welfare~~ Human Services, Division of Public Health Services, as presently enacted and as may be amended from time to time."

The definition of "Sanitary Food Code" in § 80-2 is amended to "Food Code" and as follows: "The State of New Hampshire, State Department of Health and ~~Welfare~~ Human Services, ~~Sanitary~~ Food Code as adopted by § 80-1 above, and as the same shall be amended from time to time by the Department of Health and ~~Welfare~~ Human Services."

Section 80-4 is amended to delete the following wording (duplicates Subsection C): "All applications for food establishment licenses shall be filed with the Board on or before June 20 of any year."

Section 80-7 is amended to change "health authority" to "Board of Health."

Section 80-26C is amended as follows: "~~For those outdoor dining establishments serving alcohol,~~ 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.

Chapter 94, Health and Sanitation.

The definition of "owner" in § 94-2B is amended to change "Strafford County of Probate" to "Strafford County Probate Court."

Section 94-2C is amended to change "the Building, Zoning, and Licensing Services" to "the Department of Building, Zoning, and Licensing Services."

Section 94-11 is amended as follows:

In Subsections A and B to update the reference to Chapter Env-Ws 800 to Chapter Env-Wq 800, Sludge Management.

In Subsection C(1) to update the reference to Chapter Env-Ws 801 to Chapter Env-Wq 801.

In Subsection C(6) to update the reference to Section Env-Ws 1014.02 to Section Env-Wq 1014.02.

In Subsection C(7) to update the reference to Section Env-Ws 806.01 to Section Env-Wq 806.01.

In Subsections C(7) and E to change "the Building, Zoning, and Licensing Services" to "the Department of Building, Zoning, and Licensing Services."

In Subsection D as follows: "Any sludge used within the City of Rochester and subject to the terms of this section shall be subject to random collection and/or testing for the presence of fecal coliform at the discretion and under the direction of the Director of Building, Zoning, and Licensing Services."

In Subsection F(1) to update the reference to Chapters Env-Wm 100 through Env-Wm 3500 to Chapters Env-Hw 100 to 1100, Env-Sw 200 to 1800 and Env-Or 300 to 700.

In Subsection F(2)(b) to change "Class A pathage and reduction requirements" to "Class A pathogen reduction requirements."

#### Chapter 110, Junk and Secondhand Dealers.

Section 110-3A(3) is amended as follows: "The fee for a junk dealer's license or secondhand dealer's license or any renewal thereof granted under the provisions of RSA 322 shall be \$50 a year, payable in advance."

Section 110-4A is amended to change "to avoid such order" to "to void such order."

#### Chapter 135, Mobile Home Parks.

The definition of "manufactured housing" in § 135-3 is amended to read as follows:

Any structure, transportable in one or more sections, which, in the traveling mode, is eight body feet or more in width and 40 body feet or more in length, or when erected on site, is 320 square feet or more, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to required utilities, which include plumbing, heating and electrical heating systems contained therein (in conformance with the definition in RSA 674:31, as amended).

Section 135-5 is amended to update "Water Supply and Pollution Control Commission" to "Department of Environmental Services" and to revise Subsection E(1) as follows: "A water supply meeting ~~the requirements of the 1983 State of New Hampshire Water Supply and Pollution Control Commission Drinking Water Regulations~~ current New Hampshire Department of Environmental Services drinking water standards shall be provided to each mobile home lot in a mobile home park."

Sections 135-7A(3)(e)[6] and 135-8B are amended to change "Zoning Officer" to "Zoning Administrator."

Section 135-8C(2) is amended as follows: "This provision shall be in effect even should an appeal be taken from the ~~Building Inspector's~~ Director's revocation order."

Chapter 158, Parks, Recreation and Arena.

The definition of "Commission" in § 158-1 is amended to read as follows: "The Rochester Recreation and Arena Commission. See § 158-3."

The definition of "Director" in § 158-1 is amended to read as follows: "The Recreation and Arena Director. See § 158-4."

The definition of "park" in § 158-1 and § 158-2E are amended to change "Recreation Director" to "Director."

Section 158-2K is amended to change "Commons" to "Common."

Section 158-3A is added to read as follows:

This Commission shall consist of 13 members to be nominated by the Mayor and elected by the Council, in accordance with the provisions of Section 74 of the Rochester City Charter, as follows: one member from the City Council, one member from the School Board, and 11 interested citizens. Up to two members of the Commission may be a nonresident of the City of Rochester, provided that at the time of election of such individual to the Commission such individual is associated with communities or organizations utilizing the Rochester Arena facilities or has other specialized skills related to the provision of recreational services.

Section 158-4 is amended to read as follows:

The City Manager, in accordance with the provisions of Sections 15 and 18 of the Rochester City Charter, shall appoint the Recreation and Arena Director for the City of Rochester, who shall be the department head of the Rochester Recreation and Arena Department. The Director shall be responsible for the direction of all phases of the City's recreation programs and parks owned or controlled by the City subject to the supervision of the City Manager. The Director shall be responsible for hiring and supervising all personnel as may be required to carry out Recreation and Arena Department programs. The Director, with the consent of the Commission, shall have the power to promulgate reasonable written rules and regulations to govern the use of the City's parks and equipment and to issue permits for the use thereof as set forth in this chapter.

Section 158-7 is amended as follows: "Any violation of this chapter or of the rules and regulations as provided for hereunder shall be considered to be a violation and subject to a penalty as provided in § 1-1 of this Code."

Chapter 176, Planning Board.

Section 176-2C is amended to update the reference to RSA 31:89-d to RSA 674:46-a.

Section 176-10 is amended to update the reference to RSA 31 to RSA 674.

Chapter 200, Sewers.

The definition of "Director" in § 260-2 is amended to "Commissioner" and to read as follows: "The Commissioner of Public Works or his/her designee. See § 7-18A of the City Code."

The definition of "floatable oil" in § 200-1 is amended to change "free of floatable fat" to "free of floatable oil."

Section 200-3C is amended to add the following sentence: "When a private wastewater disposal system is found to be in failure, it is the duty of the owner and/or his agent to contact the City to determine if the property falls within the sewer service area."

Section 200-5F is amended as follows: "~~Interest~~ Late payments shall accrue interest at the same rate charged by the City for overdue property tax bills."

Section 200-6B is amended as follows: "The property owner is responsible for the costs incurred for the repair and maintenance of all existing sewer services from the ~~property line~~ public sewer main to the building or structure."

Section 200-6D is amended to delete the last sentence: "For any applicant who holds a valid license, the fee shall be prorated from the date such license expires."

Section 200-7B is amended as follows: "There shall be two classes of sewer permits: for residential ~~and commercial~~ service and for service to establishments producing commercial and/or industrial wastes."

Section 200-7C is amended as follows: "In addition to the permit requirements of Subsection B above, any new construction or use other than a single-family home which exceeds 500 gallons per day of discharge, as estimated by New Hampshire Administrative Rules Section Env-Wq 1008.03, Table 1008-1, shall be required to also obtain a wastewater discharge permit and pay the reserve capacity assessment."

Section 200-7D is amended as follows: "All costs and expenses incidental to the installation and connection of ~~the a new~~ sewer service shall be borne by the owner(s). The owner(s) shall indemnify the City from any loss or damage that may directly or indirectly be occasioned by the installation of the sewer service. If installation and connection is accomplished at a location where the City has previously installed a sewer stub, the ~~property owner will also be assessed a sewer stub fee equal to~~ Sewer Enterprise Fund will bear the cost of installation of the sewer stub."

Section 200-7J is amended to update the reference to the Water Pollution Control Federation to the Water Environment Federation.

Section 200-7K is amended to delete "or licensed plumber" after "licensed contractor."

Section 200-7S is amended to change "private sewer" to "sewer service."

Section 200-7T(1)(a) is amended as follows: "All applicants discharging over 500 gallons per day, as determined by New Hampshire Administrative Rules Section Env-Wq 1008.03, Table 1008-1, are required to file for a wastewater discharge permit."

Sections 200-8 through 200-15 are added to read as shown at the end of this schedule.

Section 200-16B is amended as follows: "Stormwater and unpolluted drainage shall be discharged to such sewers as are specifically designated as storm sewers ~~or combined sewers~~ or a natural outlet approved by the Commissioner."

Section 200-16Q is added to read as follows: "A dental practice or any other similar practice or business that handles or manages dental amalgams shall install and maintain an amalgam separator and institute a management program in accordance with federal and state regulations."

Section 200-17C is amended to delete "(revised in 2003; approved April 11, 2005; and revised in 2008, approved February 28, 2008)" after the references to Schedule A (this information has been included in Schedule A).

Section 200-17I is amended to change "40 CFR(o)" to "40 CFR 2."

Section 200-23A is amended to change "Wastewater Division" to "Division of Sewage and Waste Treatment Works."

Section 200-27 is amended to change "Finance Director" to "Business Administrator."

Section 200-30 is amended as follows:

In Subsection A: "The Utility Advisory Board shall rule on appeals of user and other charges and fees and perform other such duties that may be assigned by City Council."

To delete original Subsection (b), Membership, Subsection (c), Term, Subsection (d), Vacancies, and Subsection (e), Administrative Actions, and add the following: "The membership and terms of the Utility Advisory Board shall be as provided in § 260-28 of the City Code."

Section 200-33 is amended as follows:

In Subsection A(4): "High-volume customers (i.e., customers using more than 5,000 units\*\* monthly): \$6.08 per 100 cubic feet of water use. \*\*Note: for purposes of this section the word "unit" shall mean 100 cubic feet or 748 gallons of water use."

In Subsection G: to delete "Sewer stub fee: actual cost of installation" and to add "Meter repair or testing: minimum charge of \$30 for the first half hour per visit plus cost of transportation of meter to testing facility and cost of testing" and "Meter damage: \$50."

To delete "Minimum service charge: \$30 per visit."

#### Chapter 210, Solid Waste.

The definition of "acceptable construction and demolition debris" in § 210-1 is amended as follows: "Letters of authorization on the owner's behalf brought to the dropoff by nonresidents will not be accepted, unless approved by the ~~City and Waste Management~~ City's contracted solid waste management company (the City's waste collection contractor)."

The definition of "bags" in § 210-1 is amended as follows: "Bags (stickers) shall be sold by the City for waste that will not fit into the cart provided by ~~Waste Management~~ the City's waste collection contractor for residential solid waste."

The definition of "hazardous waste and unacceptable waste" in § 210-1 is amended to change "Waste Management" and "the Company" to "the City's waste collection contractor."

The definition of "residential recycling bin" in § 210-1 is replaced with the following:

RESIDENTIAL RECYCLING CART – A specifically designated wheeled container or cart distributed by the City's waste collection contractor to be used for the storage of acceptable recyclables in the automated collection process. No other receptacles will be permitted for collection by the City's waste collection contractor.

The definition of "rubbish and waste receptacle" in § 210-1 is replaced with the following:

RESIDENTIAL WASTE RECEPTACLE – The specifically provided or designated container distributed by the City's waste collection contractor. No other receptacles will be permitted.

The definition of "special waste" in § 210-1 is added to read as follows: "As defined in 40 CFR 240.101(z)."

Section 210-3 is amended to change "the Public Works Director and Waste Management" to "the Commissioner of Public Works or his/her designee and the City's waste collection contractor."

Section 210-6 is amended as follows:

All residential solid waste shall be placed in suitable receptacles, as defined under § 210-1. ~~Common paper shopping bags are prohibited and wooden crates are not suitable rubbish containers.~~ Residential solid waste that does not fit in the ~~ear~~ approved receptacle shall not be collected unless such waste is recyclable materials as defined in § 210-1 and placed at curbside as described in § 210-17.

Section 210-11 is amended as follows:

Acceptable construction and demolition debris as defined in § 210-1 may be brought to ~~the~~ an approved residential dropoff center at no cost. Debris generated at apartment or condominium units not used as the primary personal residence of the taxpayer shall be charged ~~such~~ the same fees as any other commercial user.

Section 210-13 is amended to change "determined by Public Works" to "determined by the Department of Public Works."

Section 210-14 is amended as follows: "Hazardous waste and unacceptable wastes, as defined in § 210-1, the definition of 'hazardous waste and unacceptable wastes,' will not be accepted for roadside pickup by the City."

Section 210-16 is amended to change "a fine up to \$3,000" to "a civil penalty up to \$3,000."

Section 210-17 is amended as follows:

Recyclable material must be placed in the approved residential recycling ~~bins~~ receptacles (as defined by § 210-1). ~~Bins~~ The approved residential recycling receptacles must be placed at the ~~curb~~ roadside on the evening before or by 7:00 a.m. on the scheduled pickup day. Unacceptable material found in the approved residential recycling ~~bins~~ receptacles will not be collected.

Section 210-18 is amended as follows: "Rochester residents may purchase ~~City approved~~ the City's approved bags (stickers) for residential solid waste to be brought to ~~the~~ an authorized residential dropoff center."

Original § 19.22, Savings clause, is repealed.

#### Chapter 218, Stormwater Management and Erosion Control

Section 218-2A(1) is amended as follows: "The City Council pursuant to RSA 47:13, 47:17, ~~VII, VIII and XVIII,~~ 38:26, 149-I:3 and 149:1:6."

Sections 218-2A(3), 218-6A(5) and 218-10E are amended to change "Office of Building, Zoning, and Licensing Services Department" to "Building, Zoning, and Licensing Services Department."

Section 218-6 is amended as follows:

In the first sentence: "This chapter shall apply to any action that will hinder, interfere with, alter, or modify the existing stormwater flow, drainage, or infrastructure constructed for such purpose ~~unless and until this chapter has been complied with.~~"

In Subsection A to change "stormwater management permit (SMP)" to "stormwater permit (SWP)."

In Subsection B: to change "construction stormwater management and erosion control plan" to "stormwater management and erosion control plan."

The definition of "City Engineer" in § 218-7 is amended as follows: "Intended to refer to and identify the City Engineer or his/her designee or any qualified engineering consultant which the City Council, City ~~Administrator~~ Manager, Planning Board, Building, Zoning, and Licensing Services Department, Commissioner of Public Works, or their designee(s) engage(s) for the purpose of reviewing any application or plan submitted in accordance with this chapter or determining compliance herewith."

The definition of "City Inspector" in § 218-7 is amended as follows: "A City representative from the Department of Public Works, Department of Building, Zoning, and Licensing Services Department, ~~Department~~, or ~~Community Development~~ Department of Planning and Development, or their designee."

Section 218-8C(2)(n) is amended to add "(now the Natural Resources Conservation Service)" after "Soil Conservation Service."

Section 218-9B(1)(z)[1] is amended as follows:

For common drainage that serves an area with 10 or more acres disturbed at one time, a temporary (or permanent) sediment basin ~~must provide~~ providing storage for a calculated volume of runoff from a drainage area from a two-year, twenty-four-hour storm, or equivalent control measures, must be provided, where attainable, until final stabilization of the site.

Section 218-11B is amended as follows:

In the first sentence: "The following provisions shall pertain and be applicable only to those plans which do not come under the jurisdictional purview of the Planning Board (site plan/subdivision review)."

To change "Building, Zoning, and Licensing Services Department Officer" to "Building, Zoning, and Licensing Services Department Director" in Subsection B(1), (2) and (3).

Section 218-15A is amended to change "Building, Zoning, and Licensing Services Department Officer" to "Building, Zoning, and Licensing Services Department Director."

Chapter 223, Streets and Sidewalks.

Section 223-1 is amended as follows:

To replace the definition of "Commissioner of Public Works" with the following: "COMMISSIONER – The Commissioner of Public Works or his/her designee. See § 7-18A of the City Code."

To revise the definition of "Committee" as follows:

The subcommittee of the City Council (Public Works and Building Committee) having responsibility for overseeing expenditures, maintenance and control of public buildings, streetlights, public parks, sewerage, streets and highways and rubbish/recycle disposal. The Committee members shall be designated by the Mayor and shall enjoy membership according to rules and regulations as established by the City Council. The responsibilities of this Committee shall be enumerated by the City Council and shall further be as set forth within this article, and this Committee shall be referred to throughout this article as "Committee."

Section 223-5A is amended as follows:

Whenever any street, lane, alley, sidewalk, or other public place in the City shall, under any license granted, be dug up, obstructed or encumbered, and thereby rendered unsafe or inconvenient for travelers, the person so digging up, obstructing or encumbering shall put, and at all times keep up, a suitable railing or fence around the section or parts of any street, lane, alley, or sidewalk or other public place so dug up, obstructed or encumbered, so long as the same shall be, or remain, unsafe or inconvenient as aforesaid, and shall also keep ~~one or more lighted lanterns fixed to such fence, or in some proper place,~~ adequately illuminated every night from ~~twilight~~ dusk until dawn ~~in the evening and throughout the whole night~~ so long as such railing or fence shall be kept standing.

Section 223-7 is amended as follows:

In Subsection A: "No person shall move, or assist in moving, any house, shop or other building through any street, lane, or alley without first obtaining a written license ~~therefor~~ from the Licensing Board."

In Subsection B: "~~In addition to the requirements of Subsection A hereof, no person shall move, or assist in moving, any house, shop or other building through any street, lane, or alley~~

~~without first obtaining a written license therefor from the Licensing Board.~~ The fee for such license shall be \$25."

Section 223-8D is amended as follows: "No theatrical or dramatic representation shall be performed or exhibited, and no parade or procession upon any public street or way, unless a special license ~~therefor~~ shall first be obtained from the ~~City Manager~~ Licensing Board."

Section 223-9A(1)(e) is amended to correct the reference to RSA 252:9-18 to RSA 80:88 to 80:91.

Section 223-11A is amended to correct the reference to RSA 231:133 in the first sentence to RSA 231:133-a and to revise Subsection A(10) as follows: "Such numbers shall be a minimum ~~of 3.5 inches in height~~ as to meet current Fire Code requirements."

Section 223-14 is amended to change "telephone poles" to "utility poles."

The definition of "newspaper" in § 223-20 is amended to change "teacher articles" to "feature articles."

The definition of "street" in § 223-20 is amended as follows: "All that area dedicated to public use or public street purposes and shall include, but not be limited to, roadways, parkways, alleys, sidewalks, garages, parking lots, parks and playgrounds."

Section 223-21C is amended as follows: "Within 60 days of the passage of this article every person or other entity shall comply with the provisions of this article with respect to each newsrack and/or public way obstruction owned by it within the City."

Section 223-25 is amended to change "bodily or person or property damage" to "bodily injury or damage to private or public property."

#### Chapter 254, Vehicles and Traffic.

The definition of "police officer" in § 254-1 is amended as follows: "An officer of the Municipal Police Department or any person authorized to direct or regulate traffic or to make arrests for violations of traffic regulations."

Section 254-39 is amended as follows: "Except as otherwise provided herein, a person violating any provision of Articles I through VIII of this chapter shall be punished by a fine of not more than \$250 for each offense, except that the optional procedures set forth in § 254-42 may be used in lieu of court proceedings for violations of Article III."

Section 254-49D is amended as follows: "The Licensing Board may establish taxicab stands on such public streets and in such places and in such numbers as shall be determined to be of greatest

benefit and convenience to the ~~public, business~~ public and businesses, and every such taxicab stand shall be designated by appropriate markings."

Section 254-49E(2) is amended as follows: "In ~~no~~ any case pick up any adults when children under the age of 16 years are alone in the cab, unless said juvenile is seated adjacent to the driver."

Section 254-50B is amended as follows:

Any taxicab driver who shall be convicted of any violation of these rules and regulations, or of any law of the State of New Hampshire, shall forthwith return his/her taxicab driver's license to the Director of the Building, Zoning, and Licensing Services Department who shall retain said license until such time as ~~a permit~~ an application has been filed in the same manner as for an original taxicab driver's license and a determination as to its issuance or denial shall have been made by the Chief of Police and/or the Licensing Board.

Section 254-57C is amended to update the reference to RSA 31:1102 to RSA 31:102 and to update the reference to RSA 262:40-1 to 262:40-a.

#### Chapter 260, Water.

The definition of "Business Office" in § 260-2 and §§ 260-19A and B and 260-20A are amended to change "Finance Director" to "Business Administrator."

The definition of "Director" in § 260-2 is amended to "Commissioner" and to read as follows: "The Commissioner of Public Works or his/her designee. See § 7-18A of the City Code."

The definition of "water rates and charges" in § 260-2 is repealed.

Section 260-4B is amended as follows: "An estimate of the cost of work to install the service will be prepared by the applicant and verified by the Department of Public Works."

Section 260-4F is amended as follows: "Interest shall accrue on late payments at the same rate charged by the City for overdue property tax bills."

Section 260-5 is amended to change "American Water Association" to "American Water Works Association."

Sections 260-7A and 260-25A are amended to change "Water Department" to "Division of Water Supply Works." Section 260-7A is further amended to update "firemen" to "firefighters."

Original § 17.17, Rates, charges and fees, is repealed.

Section 260-17 is amended to update "Water Division" to "Division of Water Supply Works."

Section 260-19B is amended as follows: "The decision of the Utility Advisory Board shall be final, except that the City Manager shall have the authority to veto or modify any action of the Utility Advisory Board."

Section 260-21 is amended as follows: "If such bills are not paid within 30 days or a payment agreement made with the Business Office, the water will be shut off or the charges will become a lien on the property, or both."

Section 260-22 is amended as follows: "~~Twenty-four~~ Forty-eight hours' advance notice is normally required for turning on and shutting off water."

Section 260-28A is amended as follows: "The Utility Advisory Board shall rule on appeals of user and other charges and fees and perform such other duties that may be assigned by City Council."

Sections 260-34A and 260-43C are amended to update the reference to New Hampshire Administrative Rules Part Env-Ws 364 to Part Env-Dw 505.

The definition of "approved source" in § 260-35 is amended to update the references to the State Water Supply Division to "Water Division."

The definition of "auxiliary water supply" in § 260-35 is amended as follows: "Any water supply on, or available to, a premises other than the ~~Town's~~ City's approved public potable water supply."

The definition of "hose bib vacuum breaker" in § 260-35 is amended as follows: "A device which is attached to a hose bib and which acts as an atmospherically permanently vacuum breaker."

The definition of "potable water" in § 260-35 is amended to change "Division for Human Consumption" to "Water Division."

The definition of "premises" in § 260-35 is amended as follows: "The industrial, commercial or residential facility or dwelling ~~subject~~ connected to the public water supply."

The definition of "water service entrance" in § 260-35 is amended to add "any" before "unprotected branch."

Section 260-36 is amended to read as follows: "The authority for this article is derived from the New Hampshire Administrative Rules Part Env-Dw 505, Backflow Prevention, and the City of Rochester public water system rules and regulations, as adopted."

Section 260-38L is amended as follows: "All new single-family residential water services will be required to install a residential No. 7 dual check device immediately downstream of the water meter."

Section 260-39 is amended to delete the following note which appeared at the beginning of the section: "Note: Homeowners are permitted to work on their own residential plumbing. A licensed plumber with a valid New Hampshire license is required for work on all industrial, commercial, and rental properties."

Section 260-40 is amended to delete the following wording: "The Department will operate a cross-connection control program, to include keeping of necessary records, which fulfills the requirements of the Division's Backflow Prevention Regulations and is approved by the Division."

Section 260-42 is amended to delete the following wording from Subsection A: "Install an approved reduced pressure zone (RPZ) device at the public water supply service connection" and to replace Subsection B with the following:

B. The Department shall not permit a cross-connection within the public water supply system unless it is considered necessary and that it cannot be eliminated.

- (1) The customer shall install an approved reduced pressure zone (RPZ) device at the public water supply service connection.
- (2) The customer shall provide the water supplier with backflow prevention device test results per required schedule or the customer's water service from the water provider will be shut off until the data is supplied to the water supplier.

Section 260-43 is amended to delete the following wording: "The Department shall not permit a cross-connection within the public water supply system unless it is considered necessary and that it cannot be eliminated."

Section 260-44 is amended as follows: "Where the degree of hazard has increased, as in the case of a residential installation converting to a business establishment, an existing backflow preventer must be upgraded to ~~a reduced pressure zone principle~~ an approved device, or ~~a reduced pressure zone principle~~ an approved device must be installed in the event that no backflow device is present.

Section 260-45 is amended as follows:

In Subsection A as follows: "Initial installations, replacements and upgrades shall be performed by ~~a plumber licensed in the State of New Hampshire~~ an individual with a current Backflow Prevention Device Inspector/Tester Certification from the New England Water Works Association (NEWWA)."

In Subsection B(4) and (5) to change "Water Department or its designee" to "Department of Public Works or its designee."

In Subsection B(6) as follows: "If A drain is to be provided for a relief valve port[,], There must be an approved air gap separation between the port and the drain line."

To add Subsection B(7) as follows: "Backflow prevention devices are not allowed to be installed below grade or other location that may be prone to unit inundation and/or submergence."

In Subsection C(4) and (5) to change "Water Treatment Department Chief Operator or his designee" to "Department of Public Works or its designee."

To delete the following wording from the end of the section: "Pit installations shall be approved only as, but not limited to the requirements provided in Section 6.4 below" and "Pit installations. No backflow prevention device shall be installed in pits."

Section 260-46 is amended as follows:

In Subsection B: "Testing and inspection of all devices to include reduced pressure principle backflow devices, testable double check valve assemblies, and testable pressure vacuum breakers shall be performed by ~~a New Hampshire~~ an individual with a current Backflow Prevention Device Inspector/Tester Certification from the New England Water Works Association (NEWWA)."

In Subsection C: "Parallel installation of two devices of the same size is an effective means of ensuring that uninterrupted water service during testing and repair of devices is maintained and is strongly recommended when the owner desires such continuity."

In Subsection E: "Failure to test a backflow prevention device as required, or failure to repair a device when needed, shall result in immediate termination of the water service."

Original § 18.16, Records, and § 18.17, Reports, are repealed.

#### Chapter 275, Zoning.

Section 275-1.6 is amended as follows: "If a court or any other body with appropriate jurisdiction finds that any ~~chapter article~~, section, subsection, or provision of this chapter is invalid, that finding shall not invalidate any other provision of this chapter."

Section 275-1.8 is amended to change the "Class" of the Neighborhood Mixed-Use District in Table 1-A from "Commercial District" to "Residential District."

Section 275-2.1E is replaced with the following (to reflect the new numbering system in this chapter):

For the purposes of this chapter, the words "this chapter" refer to this entire Zoning Ordinance, Chapter 275 of the City of Rochester General Ordinances. The words "this article" refer to a specific portion of this chapter, as designated by an article number (such as "Article 1" or "Article 2"). The words "this section" refer to a specific portion of an article designated by a section number (such as "§ 275-1.1" or "§ 275-3.2"). The words "this subsection" refer to a specific portion of a section as designated by a letter or number [such as "A" or "(1)" or "(a)"].

In § 275-2.2, Definitions:

The definition of "apartments or apartment buildings" is amended as follows:

See "dwelling, apartment building," "dwelling, mixed-use," "dwelling, multifamily," and "security apartment."

The definition of "earth excavation" is amended to correct the reference to RSA 155 to RSA 155-E.

The definition of "lounge" under "eating and drinking establishments" is amended to delete "(or TAVERN)" after "LOUNGE."

The definition of "hazardous substance/waste" is amended to change "Division of Environmental Services" to "Department of Environmental Services."

In the definition of "junkyard" Subsection B is amended to correct the reference to RSA 236:12 to RSA 236:112.

Under "retail establishments" Subsection F, Retail services, is amended as follows:

"Retail services" does not include retail sales except for incidental items related to the service, as an accessory use, ~~not~~ or the leasing/rental of equipment or goods if stored on the premises.

Under "retail establishments" Subsection H, Service establishment, is amended to change "by Building, Zoning, and Licensing Services" to "by the Director of Building, Zoning, and Licensing Services."

A definition of "retail services" is added to read "See 'retail establishments.'"

A definition of "setback, special" is added to read as follows: "In addition to the setbacks listed in the Tables of Dimensional Standards there are several use-specific and situational-specific setbacks noted throughout this chapter. The more restrictive setback will apply."

The definition of "sight triangle" is amended to delete "(For additional information see Article 27.)"

The definition of "single-unit dwelling" is repealed.

In the definition of "solid waste facility" Subsections A and B are amended to update the reference to Chapters Env-Wm 100 to 1100 of the New Hampshire Administrative Rules to Chapters Env-Hw 100 to 1100.

The definition of "temporary wireless communication facility" is amended as follows:

TEMPORARY WIRELESS COMMUNICATIONS FACILITY – Any wireless communications facility designed for short-term use only for a special event or while a permanent wireless communications facility is under construction.

The definition of "townhouse" is repealed.

The definition of "wireless communications facility" is repealed.

The definition of "wireless communications systems (or WFC)" is amended to "wireless communications facilities (or WCF)" and to add the following sentence: "See 'alternate tower structure,' 'antenna' and 'tower.'"

Section 275-2.3 is amended to change "Division of Environmental Services" to "Department of Environmental Services."

Section 275-3.2 is amended to delete the following wording (covered by § 275-1.7):

It is emphasized that the requirements of this chapter constitute minimum requirements. Unless otherwise stated, clearly implied, or stipulated by other applicable law, compliance with all provisions of this chapter does not necessarily ensure approval of applications. In most cases, the applicant will need to comply with, or obtain approval under, other regulations, including Site Plan Regulations; Subdivision Regulations; the City of Rochester Building Code; State of New Hampshire statutes; other City of Rochester General Ordinances, codes, standards, and policies; and state and federal statutes and regulations.

Section 275-3.3A is amended to change "building or occupancy permit" to "building permit or certificate of occupancy."

Section 275-5.3A is amended to delete the following sentence: "All development in the Residential Districts should follow the principles of Traditional Neighborhood Development (see definition in Article 2)."

Section 275-5.4 is amended to change "town water or sewer services" to "City water or sewer services."

Section 275-6.3C(2)(b)[1] is amended to add the following sentence: "Also see special setbacks in Note 1 on Table 19-B."

Section 275-6.3C(4) is amended to change "Building Safety Department" to "Building, Zoning, and Licensing Services Department."

Section 275-6.5F is amended to delete the following sentence: "Refer to Appendix D annexed hereto and entitled 'GRD Service Road Cross-Section - Figure 1' for configuration details."

Section 275-8.6 is amended to delete the following sentence: " Refer to Appendix D annexed hereto and entitled 'GRD Service Road Cross-Section - Figure 1' for configuration details."

The definition of "regulated substance" in § 275-10.3 is amended to change "department-approved facilities" to "facilities approved by the Department of Environmental Services."

Section 275-10.9C(2) is amended as follows: "The Planning Board may, at its discretion, require a performance guarantee or bond in an amount and with conditions satisfactory to the Board, to be posted to ensure completion of construction of any facilities required for compliance with the performance standards."

Section 275-10.11A is amended to change "performance measures" to "performance standards."

Section 275-10.11H is amended to update the reference to the New Hampshire Administrative Rules from "Env-Wm" to "Env-Hw."

The definitions of "poorly drained soil" and "very poorly drained soil" in § 275-12.6 are amended to change "As defined High Intensity Soil Maps for New Hampshire Standards" to "As defined by high-intensity soil maps for New Hampshire."

The definition of "wetland" in § 275-12.6 is amended as follows: "those areas that are surface inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for a life in saturated soil conditions."

Section 275-12.8B(7) is amended as follows: "but not within 25 feet of the edge of ~~wet~~ of the adjacent wetland."

Section 275-13.4F is amended to delete the following wording: "If the structure has been floodproofed, the as-built elevation (in relation to mean sea level) to which the structure was floodproofed."

Section 275-14.5C(1) is amended to change "Building Department" to "Building, Zoning, and Licensing Services Department."

Section 275-19.2I is amended to delete the following: "The width of a lot bordering on and providing access to a Class I through Class V public street, but excluding limited access highways, as defined by RSA 230:44, such as the Spaulding Turnpike, Route 16 and associated access ways to the Milton Town Line."

Section 275-20.2M(2) is amended to change "Rural Residential zone" to "Agricultural District."

Section 275-20.2N(7)(a) is amended to change "certified mail" to "verified mail, as defined in RSA 451-C:1."

Section 275-20.2N(8)(h)[4] is amended as follows: "If lighting is required, the applicant shall provide a copy of the FAA regulations for determination to establish the required markings and/or lights for the small wind energy system."

Section 275-22.3N is amended to delete the following sentence: "In addition, all of the standards articulated in Article 20, Standards for Specific Permitted Uses, under Wireless Communications Facilities and Table 20-A, Commercial Wireless Facilities Standards, shall also apply to facilities allowed by special exception."

Section 275-23.2A(1)(e) is amended as follows: "It may be either part of the single-family dwelling or in a separate building, such as above a garage; if it is part of the single-family ~~house~~ dwelling, an interior door shall be provided between the principal dwelling unit and the accessory dwelling unit."

Section 275-23.2A(10)(g) is amended as follows: "Fences must conform to sight triangle requirements at corner lots (~~see Article 27, Miscellaneous Provisions~~)."

Section 275-27.3G(2) is amended as follows: "Prior to granting such a waiver, the Planning Board must find that the proposed construction is entitled to the ~~four-year~~ five-year exemption provided by RSA 674:39, pursuant to that statute."

Section 275-28.4I(2) is amended to update the reference to the New Hampshire State Radiological Control Agency to the New Hampshire Department of Health and Human Services.

Section 275-28.4K(3) is amended to update the reference to the Division of Water Supply and Pollution Control to the Division of Water and to update the reference to the Department of Public Health to the Department of Health and Human Services.

Section 275-28.4L is amended to update the reference to the New Hampshire Water Supply and Pollution Control Commission to the New Hampshire Department of Environmental Services.

Section 275-29.3 is amended as follows: "A sign which was lawfully established prior to the adoption or amendment of this article but which does not meet the requirements of this article is considered a nonconforming sign."

Section 275-29.4 is amended to change "zoning permit" to "sign permit."

Section 275-29.6 is amended as follows: "Before any permit is granted for the erection of a sign or sign structure requiring such permit, construction documents shall be filed with the Building, Zoning, and Licensing Services Department ~~official~~ showing the dimensions, materials and required details of construction, including loads, stresses, anchorage and any other pertinent data."

Section 275-29.9E is amended as follows: "Vehicles and trailers used primarily as static displays, advertising a product or service, ~~not~~ or utilized as storage, shelter or distribution points for commercial products or services for the general public."

In § 275-29.11, Definitions:

The definition of "canopy" is amended to "canopy (attached)."

The definition of "development of complex sign" is amended to "development complex sign."

The definition of "marquee sign" is amended to "marquee."

The definition of "nonconforming sign" is amended as follows: "Any sign that existed lawfully prior to the adoption or amendment of this article which now does not conform to the provisions of this article."

The definition of "premises sign" is repealed.

The definition of "projecting sign" is amended to delete the following sentence: "For visual reference, see Section 1003."

The definition of "wall sign" is amended to "wall or fascia sign."

The definition of "window sign" is amended as follows: "A sign within one foot of a window ~~message~~ intended to be visible to and readable from the public way or from adjacent property."

Section 275-29.12F is amended to change "code official" and "Building, Zoning, Licensing, Services official" to "Director of Building, Zoning, and Licensing Services."

Section 275-29.12G is amended as follows: "All landlord or single-owner controlled multiple-occupancy development complexes, such as shopping centers or planned industrial parks, shall

submit to the Building, Zoning, and Licensing Services Department a master sign plan prior to issuance of new sign permits."

Section 275-29.13D is amended to delete the following: "Not more than 25% of the area of any directional sign shall be permitted to be devoted to business identification or logo, which area shall not be assessed as identification sign area."

Section 275-29.13F(1)(c) is amended as follows: "Development and construction signs may not be displayed until after the issuance of ~~construction~~ building permits by the ~~Building Official~~ Building, Zoning, and Licensing Services Department and must be removed not later than 24 hours following issuance of ~~an occupancy permit~~ a certificate of occupancy for any or all portions of the project."

Section 275-29.13I is replaced with the following: "Home occupation signs. See Article 24, Home Occupations."

Section 275-29.13L(6) is replaced with the following: "Political signs shall not require a sign permit."

Section 275-29.14B(3) is amended as follows: "No wall sign shall exceed 10% of the area of the building frontage as measured by the width of the wall containing the main public entrance by the height (measured from the floor level to the top of the first floor cornice area, or to one foot below secondary story window) of the building to which it is attached."

Section 275-29.14B(4) is amended as follows: "Permits are required for these signs with a fee of ~~\$10~~ set by the City Council."

Section 275-33.1A is amended to change "Land Use Plan" to "Master Plan."

Section 275-33.2A is amended to change "Land Use Master Plan" to "Master Plan."

Section 275-33.7 is amended as follows: "Two-family, three-family, and four-family dwellings ~~and townhouses~~ are permitted in conservation subdivisions provided:"

Table 18-A, Residential Uses, is amended to delete the row beginning "Dwelling, three and four family" and to change "outdoor wood-fired hydronic boiler" to "outdoor wood-fired hydronic heater."

Table 19-A, Dimensional Standards – Residential Districts, is amended to change "Multifamily" under Residential-2 (R2) to "Five- or more family."

Table 19-B, Dimensional Standards – Commercial Districts, is amended to add the following to Note 2: "For multifamily dwellings/developments within the DC Zone, the minimum lot area per dwelling unit shall be 500 square feet."

**Sections added to Chapter 200, Sewers:**

**§ 200-8. Sewer only meters.**

- A. Sewer only properties may be metered via the private water supply line. A common meter will be provided for rented units or lots. All meters will be maintained by the Department of Public Works, but the customer will be charged for any damage to meters caused by abnormal conditions, i.e., freezing, fire, tampering, etc. The Department of Public Works will set only one meter for any one service and the owner of the premises shall be liable for the entire amount of wastewater generated on the premises irrespective of leases of individual customers.
- B. Meters are installed for measurement of all water used by the consumer. Customers shall provide a clean, dry, warm, safe, and accessible place (always free from debris) for installation of a meter. The location shall be easily accessible by a person in the upright position for reading, maintaining, and changing.
- C. All customers billed for wastewater must keep their own fixtures, and service pipes within their property lines, in good repair and fully protected from injury by frost, and all such pipes and connections shall conform to the Rochester Plumbing Code.

**§ 200-9. Sewer deduct meter.**

Upon application and approval by the Department of Public Works, a customer may install a meter to measure water that will not be disposed of in the City's sewer system. The purpose of the meter would be to meter uses including, but not limited to, in-ground sprinkler systems, outside spigots, and commercial air-conditioning systems. The cost of the meter, inspection, and installation by the City is entirely the responsibility of the customer. The meter will fully meet the requirements of § 200-8 of this article.

**§ 200-10. Meter repairs.**

- A. All meters shall be kept in repair by the Department of Public Works except when damaged by the customer or by his/her negligence, including freezing. In case of any such damage, the cost of repairs shall be charged to the owner of the premises.
- B. If the reader is out of repair or fails to register, the customer will be charged at the average daily consumption as shown by the reader when in order or the flat rate structure, whichever is less. Subsequently, if the actual amount of water metered is determined to be different than the amount previously estimated, the charge will be on the subsequent billing by the difference between the two.
- C. If a customer, after being so notified, does not allow the Department of Public Works access in order to test and/or correct a faulty meter or reader, the customer's subsequent bill will be 1.5 times the average daily consumption as historically shown on the meter.
- D. No person, except the duly authorized agent of the Department of Public Works, shall be allowed to reset, take off, or repair a meter.

**§ 200-11. Meter testing.**

- A. Only the Department of Public Works shall replace or remove and test all meters. No meter shall be placed in service or permitted to remain in service if the error of registration exceeds 2% or as established by the latest American Water Works Association (AWWA) meter standards, whichever is less.
- B. The Department of Public Works may test a meter for accuracy in registration upon complaint of the sewer consumer. There shall be a minimum service charge for any complaint-driven service call. The minimum service charge shall be as listed in § 200-33, Wastewater Rate and Fee Schedule. Any meter found to be accurate in accordance with this article will not be replaced by the Department of Public Works due to a complaint.
- C. Should the meter in question be found to be within the accuracy limits established by the latest AWWA meter standards, all applicable fees associated with testing shall be paid by the customer. If the meter in question is found to be inaccurate, all fees will be waived.
- D. The percent of error of registration shall be taken as the average of the error at the intermediate and maximum rates of test flow. Any determination of charges shall be based on this average error.

**§ 200-12. Sealing of meter.**

Upon completion of adjustment and test of any meter under the provisions of these rules, the Department of Public Works shall affix thereto a suitable seal in such a manner that the adjustment of registration of the meter cannot be tampered with without breaking the seal. Disruption of the seal will be cause for discontinuance of service.

**§ 200-13. Tampering with meter.**

- A. No customer or his/her agent shall perform a tampering event with regard to a meter without having first received written consent and authorization of the Commissioner of Public Works or his/her designee to take such action. In the event that the Commissioner of Public Works and/or his/her designee shall determine that a customer and/or his/her agent has performed a tampering event with respect to a meter, such customer shall be subject to the following charges:
  - (1) A charge in an amount based upon the actual metered usage to such meter prior to the tampering event, if determinable.
  - (2) A charge in an amount based upon twice the estimated usage for the premises serviced by the meter in question during the preceding billing period(s) or the corresponding billing period(s) during the year immediately preceding such tampering event, whichever is greater.
  - (3) A charge for all costs associated with the repair and/or replacement of such meter.
  - (4) A reconnection fee as listed in § 200-33, Wastewater Rate and Fee Schedule.
- B. Anything in Subsection A above to the contrary notwithstanding, should a customer or his/her agent, as a result of an emergency or other circumstances beyond his/her control, perform a tampering event with respect to a meter, without having received the prior

written consent and authorization of the Commissioner of Public Works or his/her designee, such customer may, upon appeal to the Utility Advisory Board in accordance with the provisions of § 200-30 and within its discretion, be relieved of any and all of the charges listed in Subsection A(1) through (4) above, provided that such customer shall have notified the Department of Public Works, in writing, of the tampering event in question within three business days of the occurrence of such event.

**§ 200-14. Outside reader.**

All customers shall be required to have an outside reader with radio read capability for their meter. The outside reader shall be installed at a place on the premises acceptable to the City and according to the specifications available at the Department of Public Works. The customer shall be responsible for repairs or replacement of damaged outside readers and associated wiring when damage is due to abuse, neglect, and/or negligence of the customer. The City shall render a bill for labor, equipment, and materials for all such repairs or replacement. The outside reader and appurtenances shall be the property of the City. The customer shall be responsible for providing safe access to City personnel for reading. The customer shall remove potential hazards and nuisances such as snow, ice, vegetation, and dogs from the outside reader's access. Exceptions may be granted by the Commissioner of Public Works, in which case reasonable access shall be granted to Department of Public Works personnel for the purposes of reading and maintenance. If satisfactory access is not provided, the City reserves the right to produce an estimated bill.

**§ 200-15. Inspections.**

The Department of Public Works employees or its agents shall be allowed access to the customer's premises between the hours of 8:00 a.m. and 6:00 p.m. for examination of pipes, fixtures, connections, the quality of water used, and manner of use.

***December Department Reports:***

- 6.1 Assessor's Office P. 37**
- 6.2 Building, Zoning, and Licensing Services P. 39**
- 6.3 City Clerk's Office P. 47**
- 6.4 Department of Public Works P. 51**
- 6.5 Economic & Community Development P. 59**
- 6.6 Finance Office P. 71**
- 6.7 Planning & Development Department P. 73**
- 6.8 Recreation & Arena P. 75**
- 6.9 Rochester Fire Department P. 77**
- 6.10 Rochester Police Department P. 79**
- 6.11 Rochester Public Library P. 101**
- 6.12 Tax Collector's Office P. 103**
- 6.13 Welfare Department P. 105**

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City Clerk's Office

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## City of Rochester, New Hampshire

### Assessor's Office

19 Wakefield Street

Rochester, New Hampshire 03867-1915

(603) 332-5109

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

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

January 10, 2019

To: City Manager/Council

From: Jonathan Rice, Chief Assessor

### **Subject: December Council Report**

#### Revenue Received/Collection Warrants issued:

Property Records, Maps & Copies	\$ 10.00
2018 Payment in Lieu of Taxes Warrant	\$ 366,721.00
December 2018 Tax Bills Warrant	\$ 32,605,050.59

- The department took delivery of three (3) new vehicles.
- The Field Assessors continue permit related inspections.
- Darcy Moore, Assessing Technician, attended NH State Statutes Update Course.
- Nancy Miller, Field Assessor, attended USPAP update course.
- Chief Assessor attended a Current Use Advisory Board public forum & meeting.

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City Clerk's Office

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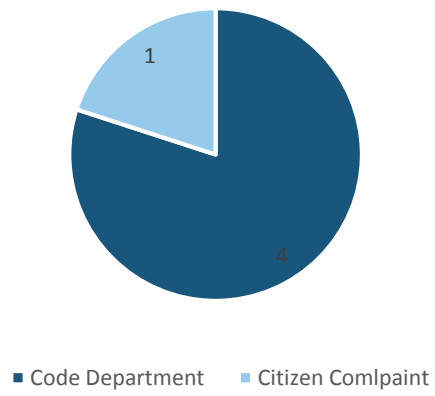
# December 2018 Code Compliance

## Monthly Report

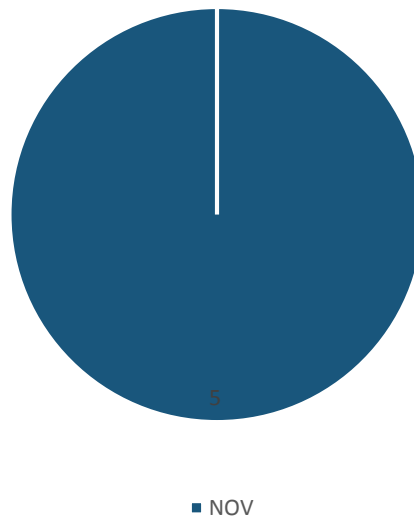
For the month of December, Code Compliance dealt with 5 properties with a total of 5 documented compliance or zoning issues. All property owners in these cases have been notified and received Notice of Violations, Citations or Courtesy Visits asking for them to bring their property into compliance. Of these 5 properties 2 of them have been brought into compliance with 3 still pending. Of those 3 that are still pending, owners are all working on bringing them into compliance. Of the 8 properties with pending issues from November, 5 have been closed and brought into compliance.



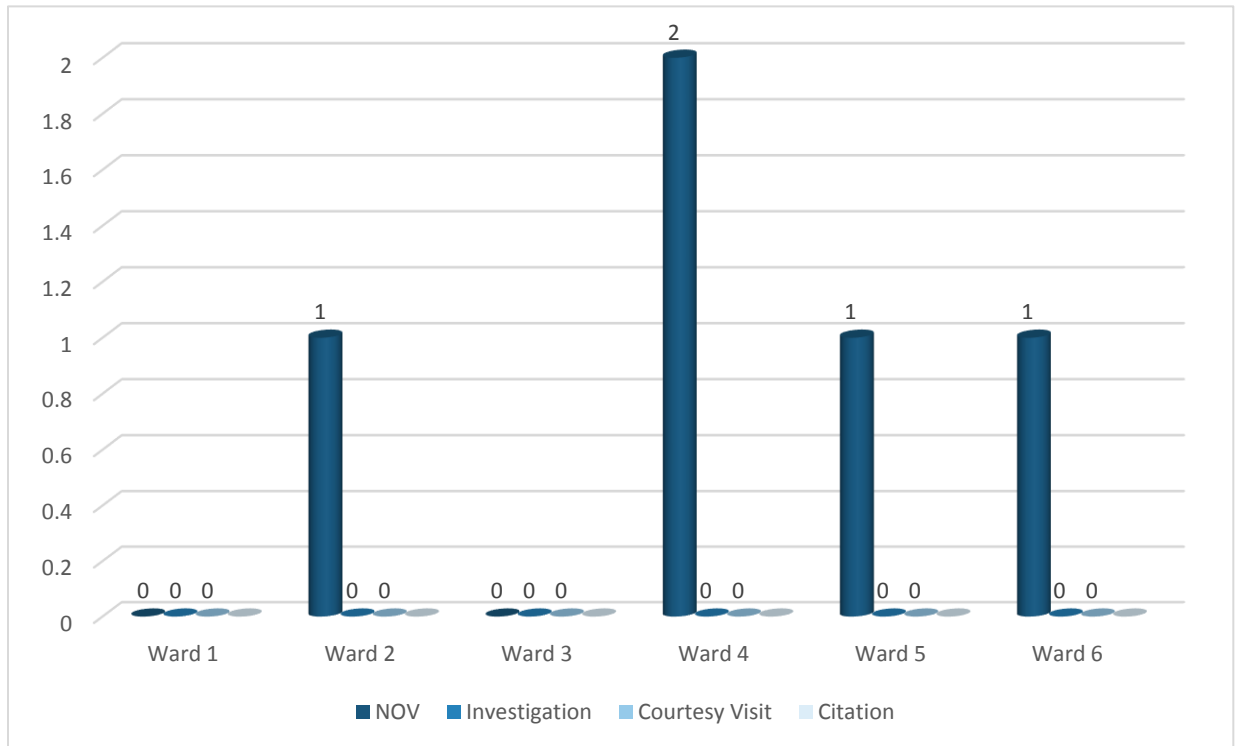
Orgin of Violation



Type of Correspondence



## Breakdown by Ward's



Respectfully Submitted,

Joseph Devine

Compliance Officer

# End of Month Council Report

01/10/2019

To the Honorable Mayor and City Council of the City of Rochester, the following is a summary of the revenue collected and the activities performed by the Department of Building, Zoning and Licensing Services for the month of December 2018 with the fiscal Year to Date

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

## Department Revenue

Permit Type	December 2018	Year to Date
Building Permits	\$65,547.00	\$209,727.80
Electrical Permits	\$1,786.00	\$18,537.00
Gas Permits	\$0.00	\$0.00
Plumbing Permits	\$638.00	\$10,616.80
Zoning Permits	\$444.08	\$1,615.60
FireSuppression Permits	\$0.00	\$0.00
FireAlarm Permits	\$92.00	\$621.00
Sprinkler Permits	\$263.00	\$1,488.00
Mechanical Permits	\$2,208.00	\$18,471.20
Food_Milk Licenses	\$450.00	\$5,435.00
Taxi Licenses	\$0.00	\$590.00
General Licenses	\$50.00	\$2,860.00
<b>Net Revenue</b>	<b>\$71,478.08</b>	<b>\$269,962.40</b>

# End of Month Council Report

01/10/2019

## Building Permit Detail

New Permits		December 2018		Fiscal Year to Date	
Permit Type	Permit For	Permits Issued	Estimated Construction Value	Permits Issued	Estimated Construction Value
Building Permits	Addition - Non-Residential	0	\$0.00	2	\$304,626.00
	Addition - Residential	0	\$0.00	9	\$226,000.00
	Alteration - Residential	2	\$4,600.00	40	\$536,061.53
	Alterations- Non Residential	1	\$49,300.00	16	\$1,017,575.49
	Apartment	1	\$600,000.00	2	\$3,902,533.00
	Barn	0	\$0.00	0	\$0.00
	Building - Non-Residential	3	\$923,000.00	8	\$2,917,824.00
	Condo	0	\$0.00	1	\$1,000.00
	Deck	0	\$0.00	25	\$106,343.00
	Demolition	0	\$0.00	13	\$94,618.00
	Fence	0	\$0.00	19	\$70,633.83
	Footing/ Foundation	7	\$0.00	39	\$958,934.00
	Garage	2	\$29,000.00	23	\$449,650.00
	Manufactured Home	3	\$236,000.00	25	\$1,654,760.00
	New Home	5	\$800,070.00	26	\$4,037,830.00
	Other	2	\$105,000.00	13	\$471,508.00
	Pool - Above Ground	0	\$0.00	7	\$27,700.00
	Pool - In Ground	0	\$0.00	1	\$27,500.00
	Repair/Replace - Non-Residential	0	\$0.00	3	\$73,800.00
	Repair/Replace - Residential	1	\$125,600.00	26	\$371,324.00
	Roofing	7	\$80,800.00	90	\$865,959.20
	Shed	1	\$3,400.00	33	\$98,145.60
	Siding	1	\$15,000.00	9	\$86,959.00
	Sign	4	\$2,780.00	25	\$103,193.00
	Windows	1	\$6,040.00	22	\$127,542.00
Electrical Permits	Electrical Underground	1	\$2,000.00	6	\$9,500.00
	Generator	5	\$28,000.00	20	\$130,930.00
	Meters	0	\$0.00	4	\$11,700.00
	Service	8	\$11,835.00	54	\$105,297.25
	Solar Electric System	0	\$0.00	5	\$40,448.00
	Temp Service	0	\$0.00	0	\$0.00
	Wiring	17	\$196,600.00	182	\$3,428,503.96

# End of Month Council Report

01/10/2019

FireAlarm Permits	Fire Alarm Permit	0	\$0.00	1	\$8,000.00
FireSuppression Permits	Fixed Fire Suppression System	0	\$0.00	0	\$0.00
Mechanical Permits	Air Conditioning	1	\$3,575.00	16	\$1,110,482.00
	Furnace/Boiler	13	\$125,324.00	94	\$840,950.00
	Gas Line	2	\$1,700.00	23	\$24,000.00
	Gas Piping	7	\$5,500.00	36	\$55,163.00
	Heating	5	\$36,300.00	44	\$1,458,246.00
	Hot Water Heater	4	\$9,800.00	9	\$18,500.00
	Mechanical Underground	0	\$0.00	1	\$1,000.00
	Other	1	\$4,700.00	2	\$6,550.00
	Pressure Testing	0	\$0.00	14	\$5,550.00
	Propane Tank	14	\$10,694.00	85	\$63,935.00
	Sheet Metal Work	0	\$0.00	0	\$0.00
	Tank Installation	1	\$250.00	20	\$29,152.00
	Ventilation	1	\$17,000.00	5	\$21,740.00
Plumbing Permits	Plumbing	12	\$70,450.00	107	\$1,307,090.00
	Water Heater	4	\$5,034.00	15	\$22,695.00
Sprinkler Permits	Fire Sprinkler Systems	0	\$0.00	0	\$0.00
	<b>Total Permit Issued</b>	<b>137</b>	<b>\$3,509,352.00</b>	<b>1220</b>	<b>\$27,231,451.86</b>



**City of Rochester, New Hampshire**  
**Department of Building, Zoning & Licensing Svcs**  
33 Wakefield Street \* Rochester, NH 03867  
(603) 332-3508 \* Fax (603) 330-0023  
Website: [www.rochesternh.net](http://www.rochesternh.net)

## **Zoning Monthly Report**

### **December 2018**

#### **Cases:**

There were no new cases for December 2018

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City Clerk's Office

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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 2018

### Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 193 initial copies of vital records, and 177 subsequent copies of vital records in the month of December. The City Clerk's staff issued 12 Marriage Licenses.

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

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

### Revenue – Vital Records/Marriage Licenses

	2017		2018	
	State	City	State	City
Initial/Subsequent copies:	\$2,419	\$2,231	\$2,429	\$2,236
Marriage Licenses:	\$258	\$42	\$516	\$84
<b>Total:</b>	<b>\$2,677</b>	<b>\$2,273</b>	<b>\$2,945</b>	<b>\$2,320</b>

### Dog Licensing

The City Clerk's office licensed 35 dogs during the month of December. There were no Civil Forfeiture fees collected.

The new turquoise paw print dog tags will arrive in the City Clerk's Office shortly. The 2019 tags can start being issued to Rochester dog owners in early March of 2019.

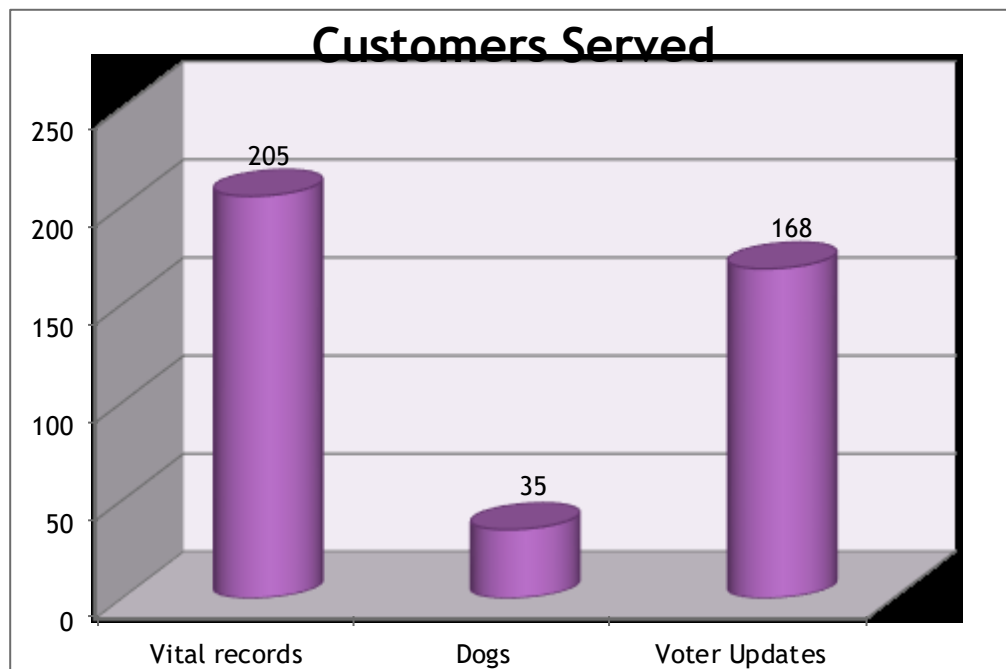
The City Clerk's Office is excited to be upgrading to a new dog licensing software program in

January of 2019 as approved by Council on August 21, 2018. The new software, Clerk Works, will be far more reliable than the previous system which was antiquated and was often crashing or malfunctioning. Clerk Works offers many features which will make dog licensing easier and more efficient for both dog owners and City Staff.

The Clerk's Office asks for patience during the transition period between our old software and the installation of Clerk Works. The system will be down for a few weeks in January while all the owner and dog data is imported into the system and staff receives training on the program. City Clerk Staff will still be able to license new dogs during this time period. This will be done externally from the system with a formal license following in the mail when our new system is up and running.

All Rochester residents owning dogs are required to have their dog updated on rabies vaccination and have their dog licensed with the City by April 30, 2019.

**Customers Served during the month of December 2018**



**Voter registration summary by party as of December 31, 2018:**

Ward	Democrats	Libertarians	Republicans	Undeclared	Totals
1	1,061	8	1,162	1,474	3,697
2	977	4	1,116	1,672	3,765
3	1,043	4	1,216	1,415	3,674
4	855	5	801	1,692	3,348
5	951	4	1,129	1,465	3,545
6	1,029	2	829	1,294	3,152
<b>Totals:</b>	<b>5,916</b>	<b>27</b>	<b>6,253</b>	<b>9,012</b>	<b>21,181</b>

At the November 6, 2018 State Primary Election, The Libertarian Party's candidate for governor received less than 4% of the total number of votes cast. Per state RSA, this will cause the Libertarian party to change from a party to a political organization as of January 2, 2019. New voters registering in Rochester may no longer chose Libertarian as a party affiliation. Those voters in Rochester who are currently registered as Libertarians will automatically have their party affiliation changed to undeclared unless they fill out a party affiliation form in the Clerk's Office stating otherwise.

Respectfully submitted,

Cassie Givara  
Deputy City Clerk

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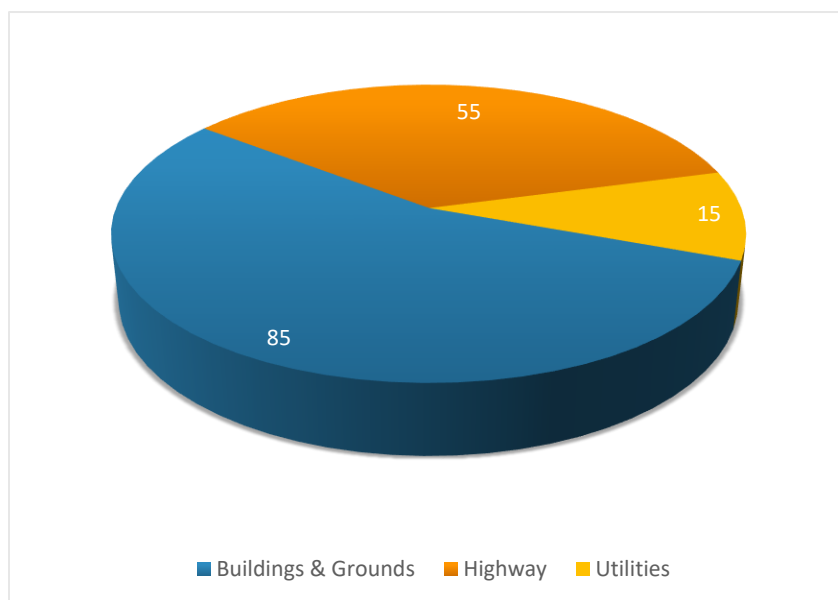
City Clerk's Office

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## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT DECEMBER 2018

The Department of Public Works responded to approximately 155 requests for service in the month of December, in addition to regularly scheduled tasks and responsibilities. The Highway Division had 55 requests that ranged from requests to treat sidewalks for ice, potholes, traffic lights issues and other miscellaneous tasks. The Utilities Division responded to 15 requests that included sewer backups to water pressure concerns and other miscellaneous items. Buildings and Grounds Department completed 85 service requests during the month of November. Service requests included request for cleaning supplies, plumbing repairs, lighting and electrical issues.



DECEMBER SERVICE REQUESTS

### HIGHWAY & FLEET MAINTENANCE WORK COMPLETED:

- Patched pot holes
- Repaired 3 catch basins.
- Cleaned 65 catch basins.
- Repaired dirt roads with gravel.
- Plowed and treated in 6 snow and ice events-6" of snow, sleet and ice.
- Repaired and installed street signs.
- Replaced brake pads and rotors and repaired exhaust on one ton truck #35
- Replaced batteries on Vac-Con #47.
- Replaced sander gear box on #8 six wheel dump.
- Installed new fuel tank and air intake cooler pipe on six wheel dump #16.
- Replaced rear pump on Vac-Con #63.
- Installed new laser and sander ladder on six wheel dump #18.
- Replaced mirrors on loader #39.
- Replaced brake adjusters on ten wheel truck #9.
- Installed new tires on six wheel dump trucks #10, #20, #19.
- Replaced oil pan on six wheel dump #65.
- Changed plow blades one ton trucks #2, #23, #24.

- Repaired trailer harness on one ton truck #49.
- Repaired teeth on brush mower.
- Replaced steering box on #65 six wheel dump.
- Serviced trucks #51, #42, #24.
- Repaired battery box on #17 six wheel dump.

### UTILITIES DIVISION WORK COMPLETED:

The Utilities Division continues to perform daily mark-outs of our municipal water & sewer infrastructure in response to “Dig Safe” requests. Location data is being collected and input into GIS during these mark outs. During the month of December, four new municipal water connections and four new municipal sewer connections were inspected.

Crews responded to three emergency water main breaks. Three hydrants were repaired related to vehicle collisions. Crews responded to one service requests regarding impacted sewer, it was found to be isolated to the private side of the service connection. Flows from the River Street sewer syphon are still being diverted to the River Street Pump Station. Ted Berry Company is scheduling the Cured In Place Pipelining (CIPP) of the seventy-five feet of collapsed clay sewer main. Work is expected to be completed before spring.



The crews are taking advantage of the mild winter to perform maintenance along our water and sewer easements. We have rented a skid-steer with a mulching cutter and are clearing vegetation from the cross-country pipelines.

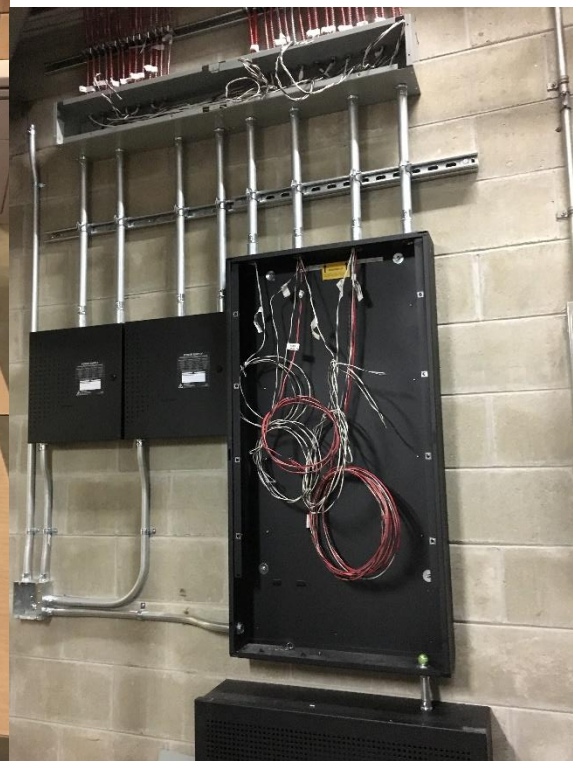


### **BUILDINGS & GROUNDS DIVISION**

In house projects completed in the month of December included painting in City Hall lower hallways accounts office. Staff repaired windows and GFC outlets for downtown wreaths. Christmas wreaths were hung on city buildings. The tennis courts have all poles and wiring complete and the lighting is operational. Final programming of timer scheduled for January. Envirovantage is currently cleaning duct work in the Police Department Firing Range. Electricians are continuing the process of installing new wiring for the Community Center Fire panel on the 1<sup>st</sup> and 2<sup>nd</sup> floors and installing new panel and devices.



**Fire Alarm Panel Parts**



**New Fire Panel**



**PD- Duct Work**

### **WASTEWATER TREATMENT DIVISION**

Staff continue to work with the coalition of communities on related wastewater and Great Bay Estuary issues. They are also working with local industries on Industrial Pretreatment Issues. Staff attended state sponsored training classes. Several tours were given to UNH environmental science and engineering students. Repairs were made on the admin building boiler. Staff attended an engineering meeting with DES, EPA and CLF for discussions about the discharge permit. A new service power line was installed at the Rte. 125 pump station. A new motor for pump #2 at Ryan Circle pump station was ordered. Dave Green attended a presentation for collection system asset management. The bid spec's for spray foam insulation for the admin building are being set up. IT installed Wi-Fi for the admin building. All required testing for EPA and DES has been completed and submitted. Staff has performed preventative and corrective maintenance on equipment, machinery and instrumentation at the WWTF and pump stations. Average effluent flow for the month was 4.442 million gallons per day (MGD). Percent of design flow = 88.3%. Percent of design flow for 2018 = 66.8%. Precipitation for the month = 2.59". Precipitation for 2018 = 49.19".

## WATER TREATMENT DIVISION

Treated water volume for the month of December was approximately 58.8 million gallons from the surface water treatment facility and 6.8 million gallons from the well, totaling 65.6 million gallons. All water quality testing and monitoring was completed in accordance with NHDES requirements. Quarter 4 Disinfection Byproducts remained below the maximum contaminant level for the calendar year. We are pleased to report that the City of Rochester again met and exceeded all State and Federal standards for drinking water. The Consecutive Water System has been granted a reduced lead and copper sampling schedule as a result of demonstrating effective corrosion control. Watershed inspections were conducted at Tufts Pond, Berry Pond, Crown Point Crossing, Round Pond, Rochester Reservoir, and the diversion dam. Staff found evidence of motorized vehicle use on Tufts and Berry Pond; additional signage and barriers were deployed. We recorded 3.1 inches of rainfall at the Rochester Reservoir. All sources remain filled to capacity and ice-in is complete at all reservoirs. Decreasing temperature and dissolved oxygen concentrations have necessitated minor pretreatment process adjustments at the surface water plant. Equipment and grounds maintenance was performed at the WTF, well, and tanks/stations. Station maintenance included housekeeping and equipment inspections. Maintenance at the well included complete cleaning and inspection of the clearwell and repairs to the controls systems. Maintenance at the WTF included routine independent certification of the on-line lab instrumentation, repairs to the fluoride feed system, surveillance of the filter beds, and repairs to the chain flight system on sedimentation basin 2. Leveling and cleaning of alum sludge lagoon C commenced this month. Staff responded to a backflow/containment situation at a local industry and performed a site inspection and water quality testing. The main programmable logic controller upgrade project is approximately 95% complete. Final programming, interface, and logic review is expected into January. Staff attended a New Hampshire Water Works seminar at DES in Concord which included presentations on dam management, compliance sampling, and lead and copper case studies. FY20 Budgeting and planning for spring 2019 projects is underway. Low Lift Pump Station Project updates include installation of additional chemical feed and supply piping and installation of new exterior doors. I am happy to announce that Zeke Lapierre passed his written exam and is now a Grade 3 Treatment Operator-in-Training. Be sure to say congratulations!



Preparing to Dive in the Cocheco Well



Demolition for the new chemical feed room door at the low lift pump station



## ENGINEERING

Project Updates for December 2018:

- **Asset Management:** The City continues to move forward in the process of acquiring the new Asset Management software; this process will continue over the next several months. Efforts continue to improve the GIS data layer for the City's stormwater network, which will be used in the continued mapping effort required by the MS4 Permit. In addition to inventory work, staff continue to populate more detailed information such as asset age, material, and condition on all of our assets and coordinate with our consultants to develop baseline information related to our water, sewer, and stormwater systems' "level of service", "consequence of failure", and "criticality". The City is also working with SRPC to collect sidewalk inventory information, including a condition assessment; this effort is anticipated to resume in spring 2020.
- **Franklin St./Western Ave. Area Improvements:** This project has reached Final Completion and approved as-built drawings have been received from the contractor. Final paving and most of the final punch list items, including restoration of the project area, were completed in September 2018. Substantial Completion Date was August 24, 2018.
- **Colonial Pines Sewer Extension:** Sewer installation work on Railroad Avenue has been completed; final paving of Railroad Avenue and final punch list items to be completed in spring 2019. Phase 2 will include extension of the sewer from Birch Drive across Old Dover Road to Juniper Street, Towle Street, Vinewood Lane, Susan Lane, Hickory Lane, and a portion of Hillside Drive. Phase 2 was advertised for bids in December 2018 and bids will be received in January 2019. A spring 2019 construction start is anticipated. Future phases of this multi-phased sewer extension program have either been funded in the CIP budget or will be requested in the next couple of years. Internal plumbing and private property surveys have been conducted throughout the entire Colonial Pines area (more than 85% have been completed).
- **Pavement Maintenance & Rehabilitation:** Culvert replacement was completed on Dry Hill Road in December 2018; final wearing course on Dry Hill between Gear/Oak/Estes and Washington will be paved in spring 2019. Whitehouse Road was reclaimed and base-paved in October 2018; final wearing course will be paved in spring 2019. Regarding SB38 paving: Woodside Lane, Clow Court, and Nadeau Drive will have the final wearing course paved in spring 2019; and Sampson Road reclaim/pave will begin in spring 2019.
- **Dewey Street Pedestrian Bridge:** A new utility pole and LED streetlight is anticipated to be installed at the bridge approach on the Hanson Pines side once details related to a potential camera mount on this pole are finalized.
- **Strafford Square Roundabout:** Final design continues. Bidding of the roundabout construction contract is now anticipated for late 2019. Prior to that contract, and in preparation for that construction, a utility infrastructure contract is anticipated to be bid for construction in spring 2019. Right-of-way and easement negotiations are being conducted in preparation for the construction contracts.
- **Water Treatment Plant Low Lift Pump Station Upgrade:** Construction continues. Due to equipment delivery lead times, Substantial Completion of this project is now not anticipated until April 2019.
- **Water Treatment Plant Residuals Disposal:** This project is currently in the evaluation stage of alternatives for the most effective method of disposal of residuals generated at the Surface Water Treatment Plant.
- **WWTF Biosolids Dewatering Facility:** The design of this project is complete and under final review. The project is anticipated to be advertised for bids in February 2019.

- **River Street Sewer Pump Station Upgrade:** Design of this project continues. This project is anticipated to be advertised for bids in May 2019. Construction is anticipated to begin in 2019 and be completed within one year.
- **Route 11 Sewer Pump Station Upgrade:** This upgrade project is currently in design. This project could potentially be advertised for bids in June 2019, with construction occurring 2019-2020.
- **Wastewater Interceptor Upgrades:** A Basis of Design Report has been received from the design consultant. This report summarizes alternatives and recommends a sewer collection system master plan before proceeding with final design. Funding for a Sewer System Master Plan was approved with the FY19 CIP Budget; consultant selection process will commence in the coming months.
- **NPDES Permits - Wastewater Treatment Facility & MS4 Permit (Stormwater):** A new draft National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Facility (WWTF) has not yet been issued by USEPA Region 1. As far as the Municipal Separate Storm Sewer System (MS4) NPDES General Permit for stormwater, the 2017 NH Small MS4 General Permit, issued by USEPA Region 1, became effective on July 1, 2018; and, on September 28, 2018, the City submitted a Notice of Intent (NOI) to comply with this MS4 General Permit. Since meeting with USEPA Region 1 and NHDES on October 4, 2018, the Great Bay Municipal Coalition (Dover, Portsmouth, and Rochester) continues to meet regularly with and further discuss permitting with EPA and DES, especially nutrient loading in the Great Bay Estuary; further meetings and discussions are anticipated in the coming months.

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City Clerk's Office

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# Office of Economic & Community Development



12/31/2018

## Management Report



"New Hampshire received significant new inflow of people from the other US states between 2013 and 2017 according to new Census Bureau estimate."

<https://carsey.unh.edu/publication/snapshot/yadults-move-nh>

Read on...

Written & Compiled by: Jennifer Murphy Aubin



## OFFICE OF ECONOMIC & COMMUNITY DEVELOPMENT

KAREN POLLARD, MBA, CECD - ECONOMIC DEVELOPMENT MANAGER

### ADAPTIVE REUSE RFP + BUILDING TOURS DOWNTOWN REVITALIZATION

In November, the City issued the RFP with inquiries over the month and scheduled tours in December. We anticipate at least three responses to the RFP. **January 27, 2019 is the extended deadline.**

### BUDGET FORECASTING

Budget Planning – The O&M and CIP portions of the Department Budget submitted to Finance. Manager Pollard discussed CIP items with Public Works.

### NEW BUSINESS DEVELOPMENT

Coordinated and supported Zoning Board Application for Peter LaPlante with **Back Hill Brewing Co. to open a location at the Gonic Mill**, 10 Main Street. Planned to go to ZBA January 9, 2019.

### TRANSITIONS

Outgoing Chair Susan DeRoy had lunch with Karen Pollard along with the proposed incoming Chair, Jonathan Shapleigh, to discuss **leadership transition, goals and objectives for the coming year**. REDC meetings will continue to be held the third Thursday of each month from 4 pm to 5:30 pm in the Cocheco Room of the Annex unless announced at an alternative location.

### LOCAL & REGIONAL STAKEHOLDERS

Manager Pollard and Specialist Marsh attended the **Rochester Main Street Sidewalk Talk - Coffee with the Mayor** event and were able to support the Mayor's comments about economic development and Downtown activities by the City. The event drew many local businesses.

<https://rochesterportal.com/2018/12/17/rochester-residents-take-part-in-coffee-with-the-mayor/>

Northeast Economic Developers Association held one Executive Board conference call and one Board of Directors conference call in December with mostly Old Business agenda items left from the fall of 2018. There will be a "live" in person meeting in March at a location to be determined to review the sub-committee working on the business plan. Manager Pollard is a member of that sub-committee and the Executive Board, and completed the **Competitive Analysis for NEDA's 2019 Business Plan**.

Additionally, at the Strafford Regional Economic Development meeting, economic development professionals from around the region met for an informal “brown bag” lunch to discuss issues in common. Proposed legislation was a major subject as several members have been involved in drafting language for **a new proposed property tax abatement incentive for businesses**. More information will be forthcoming, as proposals become bills.

## ECONOMIC & COMMUNITY DEVELOPMENT FUNCTION ANALYSIS

Manager Pollard provided a staff function analysis in response to a request by the City Manager to evaluate the time demands of the department. The objective is to provide information that will update current job description assessments and guide future succession planning activities by the Department and the City.

## OPPORTUNITIES

Manager Pollard and Specialist Marsh toured the **East Rochester Fire Station** for basic information about the building and its condition. City Manager Cox would appreciate suggestions or ideas about potential uses for this space given it has very limited parking available.

Manufacturing Sector

JENN MARSH, ECONOMIC DEVELOPMENT  
SPECIALIST

## CIP PLANNING

Economic Development Special and Manager Pollard met to discuss the FY 20 Capital Improvement Projects for the upcoming budget.

## QUALITY OF LIFE

The Executive Director and Board Members hosted the annual **Festival of Trees** event at Studley's Flower Garden & Landscaping. This year, the group doubled the proceeds by opening for two evenings and featuring premium trees valued over \$500. It was a great success. Other well-attended holiday events included the **Tree Lighting, Holiday Parade and Ugly Sweater Bar Crawl** were signature events that draw many citizens and visitors to Rochester in 2018.

## MORE YOUNG ADULTS MOVING TO NH FROM OTHER US LOCATIONS

The average annual domestic migration gain was 5,900 between 2013 and 2017.

In contrast, only about 100 more people moved to New Hampshire than left it for other U.S. destinations annually during the Great Recession and its aftermath between 2008 and 2012.

**The transformation was greatest among those in their 20s**, who had an average annual migration gain of 1,200 between 2013 and 2017 compared to an average loss of 1,500 annually from 2008 to 2012.

**Among those in their 30s, the net annual migration gain nearly doubled during the same period**, while the net inflow of those 40 to 49 diminished slightly. As more family age adults migrated to New Hampshire, their children fueled a significant increase in the net influx of those under age 20.

In contrast, among the age 50 and over, the net outflow of people from the state increased slightly. Modest immigration from other countries at all ages supplemented the domestic migration gains analyzed here.

These recent domestic and immigrant migration gains are both modest, but **they provide additional human and social capital to a state challenged by an aging workforce and population.**

UNH Carsey School of Public Policy.  
December 2018

## MIXED USE DEVELOPMENT EXAMPLES

**"HANOVER —** In the woodsy back corner of the 77-acre Hanover Mall, **the new owners of the long-struggling shopping center see an opportunity to change its fortunes.**

It is not the movie theater that sits there now, or another big box store.

**No, it's housing — four buildings with nearly 300 apartments** that PREP Property Group, an Ohio-based company that bought the mall in 2016, wants to build."

The Boston Globe, December 27, 2018

<https://www.bostonglobe.com/business/2018/12/27/new-life-for-older-shopping-centers/8GLZq2to8zDOWH5SaTwbDI/story.html>

## WORKFORCE DEVELOPMENT

Specialist Marsh, along with other regional professionals, is a part of the **Restaurant Management Advisory Board at the RW Creteau Technical Center**, meeting throughout the year to strategize the curriculum design to ensure relevancy, workforce needs, updating equipment, along with other details of the program. This year is very exciting as the staff prepares for their new renovated space.

The Strategic Partners committee met in December as a part of the quarterly schedule. Comprised of local businesses and RW Creteau Technical staff, the mission of the group is to provide a platform to discuss curriculum innovations, identify training best practices to ensure Rochester students have an educational competitive advantage in both hard and soft skills training. In advance of the 4<sup>th</sup> Annual Career Day, the group is planning mock interviews, internship pathways and cultivating jobs opportunities in Rochester and the surrounding areas.

## NEW BUSINESS

Newmarket local small business, Bloomin' Cow Ice Cream, specializing in homemade ice cream and gelato, opened its second location at the Ridge in the first week of December.

<https://www.fosters.com/news/20181206/bloomn-cow-opening-at-ridge>

## JENNIFER MURPHY AUBIN, EXECUTIVE SECRETARY & MARKETING MANAGEMENT

## COMMUNITY REVITALIZATION - PUBLIC ART

On behalf of the Rochester Museum of Fine Arts Public Art Project and the Chair Matt Wyatt, Executive Aubin presented a public art project to the Community Development Committee featuring **three abstract metal sculptures as a visual gateway to the City and downtown.** The Community Development Committee is recommending the project to City Council. If approved, the City of Rochester will join Concord, Portsmouth, Lee, Meredith and other New Hampshire communities in thought provoking, sculptural outdoor public art.

According to the Americans for the Arts Study, which analyzes the economic impact of arts and culture in the community, Rochester is ahead of communities of similar size across in the country. "The combined spending by

Nonprofit Arts and Cultural Organizations and Their Audiences, in the City of Rochester is \$12,256.157, close to three times more that communities of similar sizes, which was \$5,334,433. Local government revenue is almost double the national average with \$444,000, as compared to other communities' local government contributions totaling \$238,000."

Artist, Adam Pearson, a sample of Sculpture Works for potential Rochester Sculpture Walk.



## TOURS & PROMOTION OF 38 HANSON STREET

Executive Aubin and Specialist Marsh provided a building tour to interested parties. Keller Williams Coastal Realty are site contacts for developers going forward. Contacts: David Garvey and Jameson Paine, KW Coastal Commercial Brokers, (603) 610-8500, <https://www.kw.com/kw/agent/jamesonpaine> + <https://www.kw.com/kw/agent/davegarvey>

## TOURS OF 10 + 12/14 NORTH MAIN STREET

Executive Aubin provided building tours to interested parties and coordinated a meeting for developers to meet with Brandee Houghlin, from the NH Division of Historical Resources, National Register and Tax Incentive Coordinator. Deadline to **Tuesday, January 29, 2019**. For more information, visit: <https://www.rochesternh.net/purchasing/bids/bid-19-22-adaptive-reuse-of-historic-bldg-at-10-14-n-main-st>



## ADMINISTRATIVE

Executive Aubin is spearheading a department filing project, starting with the Economic Development shared folder on the common drive, reviewing, consolidating and archiving files so that initiatives and resources are accessible. She has reviewed and filed over 500 documents and labeled images over the course of December.

## JULIAN LONG, CDBG COORDINATOR & GRANTS MANAGER

### COORDINATOR REPORT

#### Prepared by the Community Development Coordinator

January 2019

### CONTINUING PROJECTS

**Tennis Courts Lights Project:** This project is on track for completion before the spring 2019 tennis season. The Community Development Coordinator will work with the Recreation Department to arrange a ribbon-cutting event unveiling the new courts once the project is complete and prepare a news release.

**School Department Chairlift Projects:** There is a delay in the Maple St. Magnet School and Spaulding High School projects until later this winter. They are still on track for completion by the end of the fiscal year.

**Rochester Housing Authority Charles St. Permanent Supportive Housing Project:** RHA Executive Director Stacey Price has informed the City that the housing authority has been unable to finalize the gap funding needed for the Charles St. renovation project and will be forfeiting its CDBG grant for this fiscal year. RHA has not abandoned the project in its entirety but need to rework the finances, and the Community Development Coordinator will assist the RHA in ensuring this project to become financially feasible and ultimately, to proceed.

### CDBG PROGRAM

**Federal Government Shutdown:** There is a partial federal government shutdown. The U.S. Department of Housing and Urban Development (HUD) is one of the agencies currently shut down. The City should not see immediate effects, because city funds the CDBG activities and then HUD reimburses the City. A longer-term shutdown, however, may influence the City's ability to draw down federal funds, as well as lengthen the usual delay in receiving next year's grant allocation amount.

**FY 2019-2020 Annual Action Plan:** FY 2019-2020 grant applications were due December 13<sup>th</sup>. The Community Development Coordinator has continued to field questions from with several applicants to provide information on the CDBG program and answer questions about potential projects. Summaries of the grant applications received are included as an attachment to this report. The draft FY 2019-2020 Annual Action Plan is also included as an attachment.

**FY 2020-2025 Consolidated Plan:** The Community Development Coordinator has continued the research and consultation processes for the FY 2020-2025 Consolidated Plan. The plan will be due concurrent with the FY 2020-2021 Annual Action Plan

**Workforce Housing Charrette:** In a recent Foster's Daily Democrat article, "Vision for workforce housing in Rochester's downtown," the workforce housing charrette and other downtown planning efforts were featured. The article is included as an attachment to this report.

**Tri-City Homelessness Task Force:** The Community Development Coordinator has continued to attend meetings of the tri-city homelessness task force and to assist the task force in its work.

## NON-CDBG GRANT ACTIVITIES

**Bridging the Gaps:** The Community Development Coordinator continues to assist the Bridging the Gaps coalition coordinator in identifying and applying for grant funding.

**Riverwalk Committee:** The Riverwalk Committee has been awarded a New Hampshire Recreational Trails Program grant in the amount of \$80,000. The Community Development Coordinator continues to assist the committee in revising the project scope after cost estimates indicated the project as originally outlined could not be completed within budget.

**VOCA Grant:** The Community Development Coordinator has drafted the Q2 financial expenditures report and will submit it after it is approved by the Finance Department. The Community Development Coordinator has also confirmed with VOCA state grant officials that the City of Rochester intends to apply for continuation grant funds for FY 2019-2020. The continuation grant application usually is made available in March.

**Historic Document Preservation Moose Plate Grant:** The Community Development Coordinator is working with the City Clerk's Office and Historic Document Preservation Committee to prepare and submit the Moose Plate Grant final report for the project preserving 18<sup>th</sup> and 19<sup>th</sup> century City documents.

**Police Department HIDTA Designation Petition:** The Police Department's Crime Analyst has requested that the Community Development Coordinator assist in the drafting of a petition to the U.S. Drug Enforcement Administration to have Strafford County designated as a High Intensity Drug Trafficking Area (HIDTA) county. Counties that have received HIDTA designation have access to federal funding to fight drug trafficking that non-designated counties lack.

## OTHER ITEMS

**COAST:** The Community Development Coordinator has resigned as the Rochester representative to the COAST board of directors. City Manager Blaine Cox remains as the Rochester alternate representative. The Community Development Coordinator has prepared and submitted a list of possible replacements to Mr. Cox for his review and consideration.

## REPORT ATTACHMENTS

- § Letter from Rochester Housing Authority Regarding Charles St. Project
- § FY 2019-2020 Grant Applications and Summaries – *online only* - [https://drive.google.com/drive/folders/1DKTdDUQvVt6CH0gIb\\_0Vz1ebsfUI\\_CdL?ogsrc=32](https://drive.google.com/drive/folders/1DKTdDUQvVt6CH0gIb_0Vz1ebsfUI_CdL?ogsrc=32)
- § FY 2019-2020 Annual Action Plan – DRAFT v.1 – *online only* - [https://www.rochesternh.net/sites/rochesternh/files/uploads/fy\\_2019-2020\\_cdbg\\_aap\\_draft\\_v1\\_0.pdf](https://www.rochesternh.net/sites/rochesternh/files/uploads/fy_2019-2020_cdbg_aap_draft_v1_0.pdf)
- § "Vision for workforce housing in Rochester's downtown," *Foster's Daily Democrat*, 23 December 2018



Stacey Price  
Executive Director

## Rochester Housing Authority

77 Olde Farm Lane  
Rochester, N.H. 03867  
(603) 332-4126 Fax (603) 332-0039

email: [Staceyp@rhanh.org](mailto:Staceyp@rhanh.org) Website: [www.rhanh.org](http://www.rhanh.org)

January 2, 2019

City of Rochester  
Julian Long, CDBG Coordinator  
31 Wakefield Street  
Rochester, NH 03867

RECEIVED

JAN 04 2019

BUSINESS OFFICE  
CITY OF ROCHESTER

Dear Mr. Long,

I regret to inform you that the Rochester Housing Authority (RHA) must invoke Section L, subsection 2 of the CDBG contract to terminate the agreement for CDBG funds awarded to the RHA. The RHA staff and consultants have worked diligently the past 12-18 months to secure funding from multiple sources to renovate 165 Charles Street to house the chronically homeless. Several design plans and alternatives were considered, the construction budget was worked (and reworked), and value engineering was done. Unfortunately, the economics simply do not work for this project as envisioned.

The major obstacles to renovate this site is the density requirements (only allowing eight (8) units and two (2) commercial units), the competitive nature of the funding sources, and general layout of the existing building. The RHA Commission and staff is dedicated to fulfilling the RHA's mission to provide more affordable housing in Rochester and will continue to research alternatives for the Jane Forrest Manor building located at 165 Charles Street.

We appreciate your assistance and look forward to working with you in the future. Should you have any questions or concerns, please feel free to contact me at (603) 332-4126.

Sincerely yours,

Stacey Price  
Executive Director



## Vision for workforce housing in Rochester's downtown

**By Kyle Stucker**

Posted Dec 23, 2018 at 6:27 PM

Updated Dec 23, 2018 at 6:27 PM

ROCHESTER — The vision for what downtown Rochester's Hanson Street could become is taking shape.

Following an intensive charrette process, the city released design renderings last week for a couple of ways two Hanson Street blocks could be redeveloped into workforce housing. City officials say the blocks will play an important role in furthering Rochester's various efforts to revitalize its downtown and address local housing shortages.

"Trying to get people living in downtowns is one of the building blocks of having a rejuvenated downtown," City Manager Blaine Cox said.

Rochester has recently embarked on a variety of efforts to grow or reinvent different portions of downtown close to Hanson Street.

The city has acquired North Main Street's Salinger block to package it to developers with the adjacent city-owned Scenic Theater building, evaluated greenspaces and the Union Street public parking lot as part of a separate grant-funded charrette, and contracted a firm to develop new recommendations for addressing key downtown development hurdles like housing density and parking.

"It's not a coincidence several of these events are happening at the same time," Cox said. "We clearly have a focus on this topic and we hope it will be bearing some fruit very soon."

The new Hanson Street renderings are included in a 14-page report drafted after the city worked with the Workforce Housing Coalition of the Greater Seacoast to solicit input from officials, residents and businesses through the housing

charrette.

The charrette and renderings are centered on the vacant lot at 13-17 Hanson St., but there were also suggestions about other portions of the street and area, according to Sarah Wrightsman, the Workforce Housing Coalition's executive director.

The report presents a three-story, residential-only option that has 36 housing units, as well as a four-story, 22-unit option that includes a commercial first floor.

The options include three different types of housing units: 575-square-foot studio units could be rented a \$900 per month at market rate or \$650 per month as affordable housing units; 650-square-foot one-bedroom units could be rented a \$1,100 per month at market rate or \$750 per month as affordable housing; and 850-square-foot two-bedroom units could be rented a \$1,300 per month at market rate or \$826 per month as affordable housing.

The cost of developing and constructing such a project at 13-17 Hanson St. is estimated to be around \$6.5 million, according to the report. Wrightsman wrote the project would require tax credits to make it affordable for developers, as well as a nonprofit developer because the return on investment for each option is estimated to be below 10 percent.

The report, which is available in full at [bit.ly/HansonStReport](http://bit.ly/HansonStReport), also makes recommendations for easing various zoning and parking requirements that officials believe could limit developer interest in downtown.

"Rochester residents urged us not to worry about parking — something we've never heard during a listening session," Wrightsman wrote in the report.

The city's request for 13-17 Hanson St. is similar to its [request for proposals](#) for the Salinger block and Scenic Theater. The deadline for the Salinger block and Scenic Theater proposals was [recently extended](#) to Jan. 29.

“We had several really interested parties reach out who said it would benefit them if they had more time,” Cox said of the reason to push out the Salinger block and Scenic Theater proposal deadline. “There has been some really good interest out there.”

Rochester Senior Planner Michelle Mears said the Hanson Street renderings will also be reviewed by the Planning Board at its annual retreat on Jan. 28, while the report’s density and parking recommendations go hand-in-hand with similar recommendations City Council will review at its Jan. 8 meeting.

During that session, City Council will review and potentially act on various recommendations to dramatically drop the minimum lot size required for housing projects, among other things.

The recommendations, developed by the firm BendonAdams, have previously been discussed at the City Council level and other public sessions as officials have evaluated different perceived hurdles to downtown development.

“I think there’s really a lot of really exciting planning going on,” said Rochester Community Development Coordinator Julian Long. “A lot of it intersects.”

Cox said the city has some other ideas and initiatives in the works and that the public should “stay tuned.” He couldn’t disclose specifics about them, though, because they are too early in their development.

“Just know there is a grand scheme and strategy that we’ve got,” he said.

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left blank...*

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City Clerk's Office

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# FINANCE COMMITTEE

## Agenda Item

01/10/2019

**Agenda Item Name:** Monthly Financial Statements Summary – as of December 31, 2018.

For the full detail report, click here: [December 2018 Financial Detail Report](#)

### **Revenues Summary – General Fund, Enterprise Funds**

<b><u>ACCOUNT DESCRIPTION</u></b>	<b><u>REVISED ESTIM REV</u></b>	<b><u>ACTUAL YTD REVENUE</u></b>	<b><u>REMAINING REVENUE</u></b>	<b><u>% COLL</u></b>
<b>11011 ECONOMIC DEVELOPMENT REV</b>	\$ -	\$ 240.00	\$ (240.00)	100.0
<b>11031 CITY CLERK REVENUE</b>	\$ 113,210.00	\$ 48,975.75	\$ 64,234.25	43.3
<b>11051 ASSESSORS REVENUES</b>	\$ -	\$ 109.00	\$ (109.00)	100.0
<b>11061 BUSINESS OFFICE REVENUE</b>	\$ 100,000.00	\$ 266,588.25	\$ (166,588.25)	266.6
<b>11062 BUSINESS OFFICE REVENUE</b>	\$ 1,000.00	\$ 71.55	\$ 928.45	7.2
<b>11071 TAX COLLECTOR REVENUE</b>	\$ 31,577,911.00	\$ 30,613,731.48	\$ 964,179.52	96.9
<b>11072 TAX COLLECTOR REVENUE</b>	\$ 2,029.00	\$ -	\$ 2,029.00	0.0
<b>11081 GENERAL OVERHEAD REVENUE</b>	\$ 4,113,784.00	\$ 1,925,164.26	\$ 2,188,619.74	46.8
<b>11082 GENERAL OVERHEAD REVENUE</b>	\$ 1,548,683.00	\$ 1,548,683.19	\$ (0.19)	100.0
<b>11091 PUBLIC BLDGS REVENUE</b>	\$ -	\$ 18,897.32	\$ (18,897.32)	100.0
<b>11101 PLANNING</b>	\$ 16,250.00	\$ 11,440.21	\$ 4,809.79	70.4
<b>11201 REV LEGAL OFFICE</b>	\$ 50,000.00	\$ 12,815.33	\$ 37,184.67	25.6
<b>12011 POLICE CITY REVENUE</b>	\$ 277,850.00	\$ 214,552.42	\$ 63,297.58	77.2
<b>12021 FIRE CITY REVENUE</b>	\$ 23,000.00	\$ 22,296.00	\$ 704.00	96.9
<b>12022 FIRE STATE REVENUE</b>	\$ 52,668.00	\$ -	\$ 52,668.00	0.0
<b>12031 DISPATCH CENTER</b>	\$ 60,290.00	\$ 59,354.91	\$ 935.09	98.4
<b>12041 CODE ENFORCEMENT REVENUE</b>	\$ 394,025.00	\$ 271,085.92	\$ 122,939.08	68.8
<b>13011 PUBLIC WORKS REVENUE</b>	\$ 33,700.00	\$ 39,217.58	\$ (5,517.58)	116.4
<b>13012 STATE HIGHWAY SUBSIDY</b>	\$ 634,612.00	\$ 380,767.02	\$ 253,844.98	60.0
<b>14011 WELFARE REVENUE</b>	\$ 5,000.00	\$ 1,425.78	\$ 3,574.22	28.5
<b>14021 RECREATION REVENUE</b>	\$ 122,000.00	\$ 100,263.89	\$ 21,736.11	82.2
<b>14031 LIBRARY REVENUE</b>	\$ 16,050.00	\$ 5,397.12	\$ 10,652.88	33.6
<b>1000 GENERAL FUND</b>	\$ 39,142,062.00	\$ 35,541,076.98	\$ 3,600,985.02	90.8
<b><u>ACCOUNT DESCRIPTION</u></b>	<b><u>REVISED ESTIM REV</u></b>	<b><u>ACTUAL YTD REVENUE</u></b>	<b><u>REMAINING REVENUE</u></b>	<b><u>% COLL</u></b>
<b>5001 WATER ENTERPRISE FUND</b>	\$ 7,119,368.00	\$ 1,540,714.05	\$ 5,578,653.95	21.6
<b>5002 SEWER ENTERPRISE FUND</b>	\$ 8,819,805.00	\$ 1,823,244.48	\$ 6,996,560.52	20.7
<b>5003 ARENA ENTERPRISE FUND</b>	\$ 393,979.00	\$ 184,084.36	\$ 209,894.64	46.7
<b>6000 COMMUNITY CENTER SP REV F</b>	\$ 841,000.00	\$ 229,765.98	\$ 611,234.02	27.3

**Expense Summary – General Fund, Enterprise & Special Revenue Funds**

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
11000051 CITY MANAGER	\$ 438,369.00	\$ 246,449.11	\$ 34,252.03	\$ 157,667.86	64.00
11012351 ECONOMIC DEVELOPMENT	\$ 480,918.00	\$ 295,986.65	\$ 35,581.73	\$ 149,349.62	68.90
11020050 MUNICIPAL INFORMATION	\$ 634,414.00	\$ 301,277.88	\$ 39,903.37	\$ 293,232.75	53.80
11030051 CITY CLERK	\$ 314,946.00	\$ 153,914.01	\$ 22,088.34	\$ 138,943.65	55.90
11040050 ELECTIONS	\$ 49,277.00	\$ 41,199.46	\$ 1,002.44	\$ 7,075.10	85.60
11050070 ASSESSORS	\$ 438,675.00	\$ 222,676.15	\$ 6,724.72	\$ 209,274.13	52.30
11060051 BUSINESS OFFICE	\$ 532,313.00	\$ 220,592.70	\$ 5,648.00	\$ 306,072.30	42.50
11063151 HUMAN RESOURCES	\$ 179,129.00	\$ 86,991.60	\$ 12,133.81	\$ 80,003.59	55.30
11070070 TAX COLLECTOR	\$ 352,603.00	\$ 176,593.13	\$ 1,724.26	\$ 174,285.61	50.60
11080050 GENERAL OVERHEAD	\$ 900,352.00	\$ 284,507.41	\$ 168,591.47	\$ 447,253.12	50.30
11090050 PB CITY WIDE 50	\$ 655,952.00	\$ 304,145.11	\$ 16,021.44	\$ 335,785.45	48.80
11090051 PB CITY HALL 51	\$ 60,635.00	\$ 32,856.46	\$ 14,933.71	\$ 12,844.83	78.80
11090052 PB OPERA HOUSE 52	\$ 44,815.00	\$ 22,052.87	\$ 5,283.37	\$ 17,478.76	61.00
11090054 PB CENTRAL FIRE 54	\$ 10,959.00	\$ 4,441.52	\$ 2,578.85	\$ 3,938.63	64.10
11090055 PB GONIC FIRE 55	\$ 10,544.00	\$ 5,238.82	\$ 2,421.35	\$ 2,883.83	72.60
11090056 PB LIBRARY 56	\$ 18,920.00	\$ 13,605.51	\$ 4,340.10	\$ 974.39	94.80
11090057 PB DPW GARAGE 57	\$ 11,874.00	\$ 7,269.18	\$ 3,103.85	\$ 1,500.97	87.40
11090059 PB ER FIRE STATION 59	\$ 750.00	\$ 235.56	\$ 102.72	\$ 411.72	45.10
11090061 PB HISTORICAL MUSEUM	\$ 1,440.00	\$ 416.22	\$ 674.20	\$ 349.58	75.70
11090063 PB HANSON POOL 63	\$ 5,005.00	\$ 1,108.16	\$ (389.28)	\$ 4,286.12	14.40
11090064 PB GONIC POOL 64	\$ 7,380.00	\$ 587.32	\$ (186.92)	\$ 6,979.60	5.40
11090065 PB EAST ROCHESTER POO	\$ 2,650.00	\$ 575.00	\$ (202.37)	\$ 2,277.37	14.10
11090068 PB GROUNDS 68	\$ 9,285.00	\$ 3,567.41	\$ 1,310.81	\$ 4,406.78	52.50
11090069 PB DOWNTOWN 69	\$ 17,000.00	\$ 6,185.76	\$ 576.44	\$ 10,237.80	39.80
11090070 PB REVENUE BUILDING 7	\$ 22,170.00	\$ 10,211.65	\$ 9,803.89	\$ 2,154.46	90.30
11090071 PB PLAYGROUNDS 71	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00
11090075 PB NEW POLICE STATION	\$ 21,160.00	\$ 9,746.42	\$ 5,506.50	\$ 5,907.08	72.10
11090077 PB OLD POLICE STATION	\$ 29,022.00	\$ 924.26	\$ 1,844.80	\$ 26,252.94	9.50
11102051 PLANNING	\$ 388,048.00	\$ 189,857.01	\$ 6,102.75	\$ 192,088.24	50.50
11200051 LEGAL OFFICE	\$ 562,815.00	\$ 251,980.86	\$ 3,461.48	\$ 307,372.66	45.40
12010053 PD ADMINISTRATIVE SER	\$ 1,906,242.00	\$ 1,076,668.53	\$ 79,892.73	\$ 749,680.74	60.70
12012453 PD PATROL SERVICES	\$ 4,825,061.94	\$ 2,235,882.86	\$ 2.75	\$ 2,589,176.33	46.30
12012553 PD SUPPORT SERVICES	\$ 413,351.00	\$ 201,989.61	\$ -	\$ 211,361.39	48.90
12020054 FIRE DEPARTMENT	\$ 4,552,980.00	\$ 2,255,730.72	\$ 61,682.08	\$ 2,235,567.20	50.90
12020055 FIRE DEPT 55 GONIC SU	\$ 28,735.00	\$ 6,880.63	\$ 11,124.26	\$ 10,730.11	62.70
12020754 CALL FIRE	\$ 31,207.00	\$ 11,137.24	\$ -	\$ 20,069.76	35.70
12023354 EMERGENCY MANAGEMENT	\$ 56,168.00	\$ -	\$ -	\$ 56,168.00	0.00
12030153 DISPATCH CENTER	\$ 746,982.00	\$ 371,591.52	\$ 2,867.44	\$ 372,523.04	50.10
12040051 CODE ENFORCEMENT	\$ 580,962.00	\$ 302,112.97	\$ 6,484.13	\$ 272,364.90	53.10
12050050 AMBULANCE	\$ 59,874.00	\$ -	\$ 59,874.00	\$ -	100.00
13010057 PUBLIC WORKS	\$ 2,181,690.00	\$ 1,076,171.99	\$ 362,440.16	\$ 743,077.85	65.90
13010957 WINTER MAINTENANCE	\$ 507,413.00	\$ 130,545.52	\$ 54,922.86	\$ 321,944.62	36.60
13020050 CITY LIGHTS	\$ 243,000.00	\$ 88,469.84	\$ 66,731.79	\$ 87,798.37	63.90
14010051 WELFARE	\$ 483,357.00	\$ 231,936.22	\$ 9,696.59	\$ 241,724.19	50.00
14022072 RECREATION ADMINISTRA	\$ 621,937.00	\$ 286,463.82	\$ 6,861.72	\$ 328,611.46	47.20
14022150 RECREATION PLAYGROUND	\$ 95,365.00	\$ 79,006.38	\$ (522.78)	\$ 16,881.40	82.30
14022250 RECREATION POOLS	\$ 81,025.00	\$ 71,086.84	\$ 3,228.47	\$ 6,709.69	91.70
14030056 LIBRARY	\$ 1,233,378.00	\$ 629,074.55	\$ 58,165.47	\$ 546,137.98	55.70
15000051 COUNTY TAX	\$ 6,395,447.00	\$ 6,395,447.00	\$ -	\$ -	100.00
17010051 TRANSFERS/PAYMENTS DE	\$ 4,295,199.00	\$ 1,324,858.80	\$ -	\$ 2,970,340.20	30.80
17030050 OVERLAY	\$ 256,748.00	\$ 38,412.16	\$ -	\$ 218,335.84	15.00
17040051 TRANSFER TO CIP & OTH	\$ 2,883,520.06	\$ 2,883,520.06	\$ -	\$ -	100.00
<b>1000 GENERAL FUND</b>	<b>\$ 38,682,062.00</b>	<b>\$ 22,592,180.46</b>	<b>\$ 1,188,389.53</b>	<b>\$ 14,901,492.01</b>	<b>61.50</b>
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
5001 WATER ENTERPRISE FUND	\$ 7,119,368.00	\$ 2,510,864.19	\$ 259,693.39	\$ 4,348,810.42	38.90
5002 SEWER ENTERPRISE FUND	\$ 8,819,805.00	\$ 3,350,862.84	\$ 279,589.13	\$ 5,189,353.03	41.20
5003 ARENA ENTERPRISE FUND	\$ 393,979.00	\$ 193,173.55	\$ 59,432.11	\$ 141,373.34	64.10
6000 COMMUNITY CENTER SP REV F	\$ 841,000.00	\$ 341,553.33	\$ 148,961.79	\$ 350,892.40	58.30



Planning Board  
Conservation Commission  
Historic District Commission  
Arts & Culture Commission

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 & DEVELOPMENT DEPARTMENT MONTHLY REPORT FOR DECEMBER 2018

The Planning Board and Historic District Commission all held their regular meetings in December. The Conservation Commission and the Arts & Culture Commission did not meet in December. You will find the summaries of the agendas and discussions further down in this report. The Planning Board did not hold a workshop in December as is customary in December if there are no pressing issues.

Looking forward to January the Planning Board will be holding their regular meeting but will not be holding a regular workshop meeting. Instead, the Planning Board will be holding their annual retreat meeting on January 28, 2019. The meeting will take place in the Annex Building starting at 6:30pm. Based on meetings with potential applicants we are expecting an uptick in applications for January. We are anticipating that the Conservation Commission will hold their regular meeting in January as will the Historic District Commission. The Arts & Culture Committee will also be holding a meeting in January. The Planning & Development Department remains extremely busy in general with many meetings as well as finalizing the work for Density in the Downtown Commercial and the Historic District Overlay, reviewing the final draft report from the Housing Charrette, continued working on the Impact Fee methodologies, and the Transportation Master Plan. We are also preparing to send out a Request for Proposals (RFP) for updating the Downtown Master Plan Chapter and I hope that the RFP will go out by the end of January. It is also budget season and I am busy preparing the operating budget as well as my CIP budget.

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### APPLICATIONS REVIEWED BY THE PLANNING BOARD

**JW Lam Brothers, LLC, 24 Signal Street** (by Norway Plains Assoc.) Lot line revision. Case# 120 – 315&316 – DTC – 18 **APPROVED**

**Waste Management of NH, 36 Rochester Neck Road** (by Sanborn, Head & Assoc.) Lot line revision. Case# 262/267 – 22&23-2 – RI – 18 **APPROVED**

**Waste Management of NH, 36 Rochester Neck Road** Modification to an approved site plan the Rochester Hauling Facility. Case# 262/267 – 22 &23-2 – RI – 18 **APPROVED**

**Makris R.E. Development, LLC, Chesley Hill Road & Donald Street** (by Beals Associates) Extension request for an approved 51-Lot subdivision. Case# 137 – 9&10 – R1 – 17 **APPROVED**

**Packy's Investment Properties, LLC, 46 Farmington Road** Amendment to allow for a State Inspection Station. Case# 216 – 5 – GRD – 18 **CONTINUED TO 2/4/2019**

**KJK Wireless, LLC, 290 North Main Street** Amendment to allow an electric vehicle charging station. Case# 115 – 29 – HC – 18 **APPROVED**

**Terrence & Susan Miltner Family Living Trust, 600 Pickering Road** (by Stonewall Surveying) 2-Lot subdivision. Case# 265 – 6 – A – 18 **APPROVED**

**Waste Management of NH, 90 Rochester Neck Road** (by Sanborn, Head & Assoc.) Site plan to construct two landfill gas (LFG) supplemental treatment systems at the TRL-III Refuse Disposal Facility. Case# 267 – 2&3 – RI – 18 **APPROVED**

### **APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION**

The Conservation Commission did not meet in December, just as they have not in previous years. However, a couple of members assisted Staff in reviewing NH DES Wetland applications and Planning Board applications.

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

The Historic District Commission reviewed one application for vinyl signage for 65 North Main Street. The Historic District also approved the Barn Preservation Easements 79-D for the following: 60 Leonard Street, Spreeman Map 117 Lot 99; 15 Evans Road, Kusnierz Map 232 Lot 10; and 83 Meaderboro Road, Kusnierz Map 232 Lot 35. Matt Wyatt alternate also resigned from the Historic District Commission. The Historic District also recommended to apply for Certified Local Government funding for updating the historical survey for the Downtown Commercial District.

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

The Arts and Culture Commission did not meet this month. The Commission will meet in January 2019.

Respectfully submitted,  
James B. Campbell,  
*Director of Planning & Development*

# Memorandum

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

**From:** Lauren Krans, Recreation & Arena  
**Date:** January 3, 2019  
**Re:** December Department Report

<b>Dec. Program Participation</b>	
Adult Co-Ed Pick-Up Basketball	73
Adult Open Gym 30+	3
Adult Recreation Ice Hockey League	100
Adult Volleyball	77
Community Coffee	15
King Pine	77
Learn To Skate	20
Parent/Child Open Gym	155
Public Ice Skating	581
Restorative Meditation	4
Senior Art	20
Senior Breakfast/Cookout	82
Senior Dance Lessons	6
Senior Pickleball	210
Senior Power Hour	81
Senior Table Tennis	6
Senior Trips	13
Senior Yoga Chair	9
Senior Yoga Gentle	19
Skate with Santa Charity Food Drive	300
SHS/BCA open Gym	9
Teen Night	120
Advanced Senior Fitness	33
Christmas on the Common	500
<b>Dec. Program Participation</b>	<b>2,513</b>

## Christmas on the Common

Our first annual Christmas on the Common was a huge success! A collaborative community event hosted with the Rochester Police Department, this celebration brought out over 500 people to the Rochester Common. Santa pictures, an outdoor movie, cookies from Market Basket, a hot chocolate bar courtesy of Progressive Foods (Dunkin Donuts) and a community bonfire rounded out the night. Our department received tons of positive feedback about this event, many community members thanking us for offering a free, family friendly holiday event. The division of Buildings and Grounds and Fire Department were also huge partners in pulling off this event.

## Senior Programs

Our year round senior programs are still carrying on strong. Our beloved fitness instructor Heidi Keenan left our department for fulltime employment in November and we hired a new instructor for Senior Power Hour, Ty. Unfortunately, our new instructor could not continue the new course, Advanced Senior Fitness, in his current schedule. Heidi will be greatly missed, but Ty has been a great addition to Senior Power Hour and we are excited to have his fresh perspective and energy in our department.

Senior Pickleball continues to bring crowds of community members into our gymnasium. Our first ever Christmas Pickleball Tournament took place, with over 25 seniors and their family members participating in pickleball, laughs and light refreshments.

## Community Meeting Space

Aside from the active programs our department offers, we continue to provide valuable meeting space for many community organizations at both the Rochester Arena and Community Center. Multiple nonprofits, youth organizations and civic groups use our meeting rooms on a weekly or monthly basis. We are very proud to be the hub of so many great organizations!

***As always, please call, email or pop by to learn more about the great stuff Rec & Arena is doing in our community!***



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City Clerk's Office

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# *Forthcoming: Fire Department Report...*

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City Clerk's Office

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City Clerk's Office

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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](http://www.rochesterpd.org)

*"Dedication, Pride, Integrity"*

01/10/2019

POLICE COMMISSION

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



January 9, 2019

TO: City Manager Blaine Cox  
  
RE: Monthly Report – December 2018

**OPERATIONS:** Ward 1 did not meet as planned on December 12 due to a scheduling error. Ward 4 held a meeting on December 10. The comp stat report was reviewed. Discussion of concerns about graffiti at the Fairgrounds, homeless transients coming and going from the fairgrounds, needles being found in parks and increased vehicle traffic through one neighborhood took place. Ward 6 held a special meeting on December 5 with residents from Leonard Street specifically to discuss on going issues with a particular residence. Residents noted they are fed up. The property owner, managers, probation and parole, code enforcement as well as other neighbors have been working together with police doing extra patrols to find solutions to the problems.

The investigations bureau had 38 cases sent up from patrol for review or investigation. There are currently 49 cases assigned. There were 23 cases presented to the Grand Jury all with true bills. Compliance checks completed for ten pawnshops and five sex offenders. There were three detective call outs (a sex assault, drug case and a death.) There were 289 pieces of evidence logged in, 44 items returned to owners and an additional 445 pieces destroyed. There were five backgrounds conducted and three polygraphs.

**BRIDGING THE GAPS:** Nine youth-serving professionals from Rochester spent a morning at the Seacoast Youth Service in Seabrook learning about strategies for connecting with difficult to reach adolescents and families. Additional training and networking took place at the NH Behavioral Health Conference with other youth serving professionals throughout the region.

The RMS Youth to Youth wrapped up the first half of the year with an interactive goal-setting session and continued commitment to being prevention ambassadors in their community. Work continues on the site remodeling and lease negotiation for a new space for SYS/BTG at 39 South Main Street. In cooperation with Seacoast Youth Services, Bridging the Gaps submitted a community Development Block grant to cover partial utility costs for the new youth center for the first year.

**COMMUNICATIONS:** Only one of the three candidates progressed through the background phase to hiring. She started on December 30. Additional backgrounds are underway. The staff in dispatch is working cohesively covering open shifts.

**CEO/ COMMUNITY ENGAGEMENT OFFICER:** Officer Danie planned and held the Christmas on the Common and is working on the 2<sup>nd</sup> annual Skate with a Cop. This has been expanded to include the fire department this year. He attended Teen night, took part in the holiday parade, and assisted with distributing food baskets. He has been working on issues from Leonard Street. He worked with the crime analyst on working with the banks for information about elder financial abuse. He spent some time training with the new recruits, assisted at the Sr. breakfast, and visited the St. Charles School. He has begun planning the Annual Wings and Wheels scheduled for June.

**COMP STAT:** Field activity and proactive time remained consistent with the previous few months due to continued issues with staffing levels and calls for service. There was a slight increase in traffic stops and an increase in arrests from those stops. One traffic top led to an arrest and a search warrant where meth, cocaine and fentanyl were located. The driver faces federal charges. There was a significant increase in DWI this period. There was an increase in motor vehicle accidents this period as well, mainly attributed to periods of inclement weather. There were 51 accidents during rain, ice or snow conditions, 11 animal related collisions (deer, bear) and 20 accidents in parking lots. There was a decrease in property crime compared to the previous two months, and we are down year to date in property crime. The vast majority of theft from motor vehicles were from unlocked vehicles. There was also a decrease in thefts of motor vehicles. There were arrests in all four of the vehicle thefts in November. Violent crime remains consistent with prior months. We are down slightly year to date.

**DIVERSION:** Teen night held December 1 with approximately 150 in attendance. We highlighted services of suicide prevention following the recent death of a Middle School student. The new jurors for the Strafford County Diversion Program saw their first case. Staff worked with Senator Guida and the NH Juvenile Court Diversion Network on developing legislation to help community-based programs receive incentive funds from the State. Staff is scheduled to present to the NH State DJJS Juvenile Probation and Parole Supervisor regarding diversion and working to ensure youth receive pre-court referrals.

**FINANCIAL/PURCHASING:** The Council approved the supplemental appropriation to replace the totaled cruiser. We are working with a vendor in Massachusetts who has a car available. All of the new cruisers have purchased. One of them was for the K9 team.

We will begin our monthly projections for the FY19 budget through the end of the year. The FY 20 budget is nearly complete. We continue to work on the radio upgrade project. Council has approved the sole source vendor request (Motorola) and have asked for monthly updates.

**HOUSING:** There were thirty-six calls to the various housing properties. Eight backgrounds for prospective new tenants. Housing officers assisted with delivery food baskets over the holiday and they also attended the holiday party with residents.

**K9:** There were 3 calls; 1 drug search and two tracks. One of the tracks was in Farmington.

**PROSECUTION:** In adult court this period, there were 320 new cases with 431 charges. Of the cases that went before the court there were 127 guilty pleas, 79 not guilty pleas and 88 failed to appear. 32 charges nol prossed as part of plea agreements. 39 cases were dismissed by the Court. 15 cases were continued and ten were placed on file.

Juvenile prosecution had 23 petitions, 18 arraignments, 12 trials resolved by pleas and 3 violation hearings. 5 review hearings. Lt. Gould and Officer Jackson along with other department members assisted with handing out gifts over the holiday for underprivileged Rochester youth.

**RENTAL PROPERTY OWNERS ASSOCIATION:** Lt. Bossi attended the meeting. He provided a brief overview of the department status with vacancies and hiring. He spoke about activity in the community, information on winter parking and questions about the river walk.

**SCHOOL RESOURCE OFFICERS:** All of the LEAD classes are on schedule. The SRO's all remain busy in their respective roles. Officer Jackson at the high school completed a couple of tours of the PD, completed a public service announcement regarding passing of school buses and the related penalties and attended Teen Night. He was selected to sit on a hiring board for the new baseball coach for the high school. He continues to summons students for possession of tobacco products.

Officer Porfido has nine elementary schools. He attended both the Explorer post meetings, completed six crossing guard duties, had four safety plan meetings with students, interacted with students at the Hope Program, the Rochester Learning Academy and the Rec Center and participated in school lunch. He has been completing extra patrols at the McClelland and Nancy Loud schools during drop off and pick up as a result of some motor vehicle complaints.

**TRAINING:** Two recruits at the Academy graduated on December 14. They have begun field training. The four new officers will leave for the 178<sup>th</sup> Academy on January 7, 2019 for sixteen weeks.

All of the required firearms and use of force training is complete for the year. The NH State Hospital and staff provided an 8-hour in-service training to members of the crisis intervention tea.

**FORFEITURE SPENDING:** There was \$702.75 in forfeiture spending this period to purchase ammunition for a required change at the Police Academy.

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

Respectfully Submitted,

Paul R. Toussaint  
Chief of Police

01/10/2019

# **Rochester Police Department November 2018 Comp Stat Report**



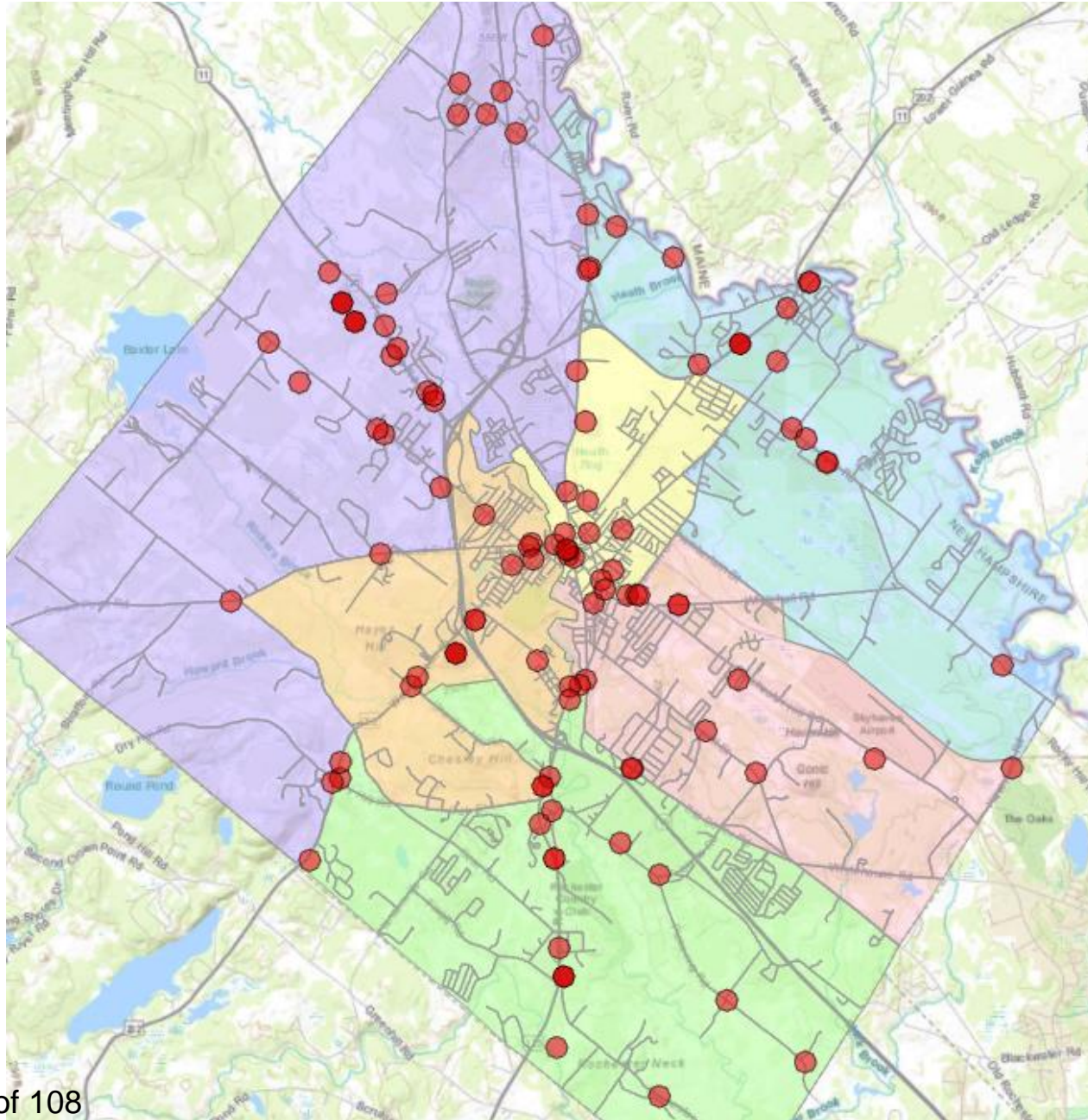
# November 2018 Field Activities

Specific Crimes	Nov-18	Nov-17	% Change	Oct-18	% Change	Sep-18	YTD 18	YTD 17	% Change	YTD 16
Traffic Stops	306	672	-54%	298	3%	390	7653	5936	29%	12503
Arrests from Stops	20	19	5%	13	54%	24	320	207	55%	398
Summons	7	42	-83%	9	-22%	26	469	370	27%	872
Warnings	267	588	-55%	259	3%	326	6599	5156	28%	10843
No Action	9	17	-47%	11	-18%	11	213	156	37%	285
Accidents	110	80	38%	93	18%	82	974	1020	-5%	905
Summons from Accidents	2	2	0%	5	-60%	2	32	29	10%	37
Arrests from Accidents	8	5	60%	3	167%	1	51	70	-27%	61
Field Interviews	2	17	-88%	11	-82%	26	114	161	-29%	194
DWI	13	8	63%	3	333%	3	70	85	-18%	70
Narcotics	4	1	300%	0	0%	2	18	31	-42%	17
Alcohol	9	7	29%	3	200%	1	52	54	-4%	53
DWI from Accidents	3	6	-50%	1	200%	2	18	28	-36%	25

# ocation

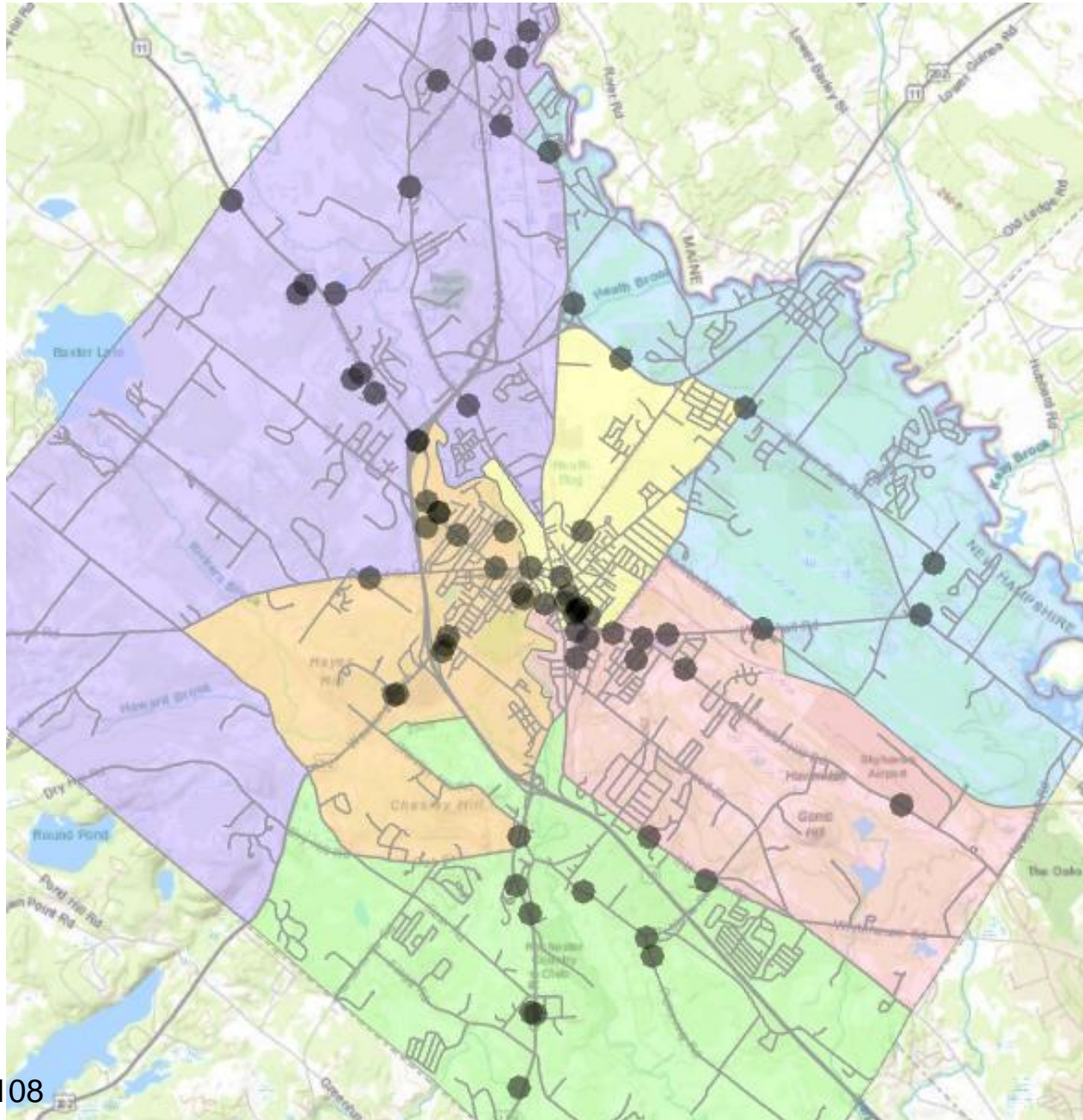


## 01/10/2019



# 2018 YTD DWIs

01/10/2019



# November 2018 Property Crimes

All Incident Reports												
Specific Crimes	Nov-18	Nov-17	% Change	Oct-18	% Change	Sep-18	YTD 18	YTD 17	% Change	YTD 2018 Closure Rate	YTD 2017 Closure Rate	YTD 16
Shoplifting	17	21	-19%	5	240%	15	200	253	-21%	86%	62%	275
Theft from M/V	7	8	-13%	24	-71%	11	112	185	-39%	5%	6%	115
All Other Theft*	39	28	39%	57	-32%	52	433	375	15%	22%	22%	403
M/V Theft	4	1	300%	9	-56%	5	40	26	54%	23%	23%	34
Vandalism	30	24	25%	39	-23%	32	369	396	-7%	31%	30%	425
Burglary	6	7	-14%	6	0%	12	80	109	-27%	14%	14%	128
<b>Total Property</b>	<b>103</b>	<b>89</b>	<b>16%</b>	<b>140</b>	<b>-26%</b>	<b>127</b>	<b>1234</b>	<b>1344</b>	<b>-8%</b>	<b>30%</b>	<b>26%</b>	<b>1380</b>
Arrests												
Specific Crimes	Nov-18	Nov-17	% Change	Oct-18	% Change	Sep-18	YTD 18	YTD 17	% Change			YTD 16
Shoplifting	12	14	-14%	5	140%	11	171	156	10%			207
Theft from M/V	2	0	0%	1	100%	0	6	11	-45%			6
All Other Theft*	20	7	186%	7	186%	6	94	82	15%			77
M/V Theft	0	0	0%	2	-100%	2	9	6	50%			8
Vandalism	8	6	33%	14	-43%	8	115	118	-3%			127
Burglary	0	0	0%	0	0%	1	11	15	-27%			16
<b>Total Property</b>	<b>42</b>	<b>27</b>	<b>56%</b>	<b>29</b>	<b>45%</b>	<b>28</b>	<b>406</b>	<b>388</b>	<b>5%</b>			<b>441</b>

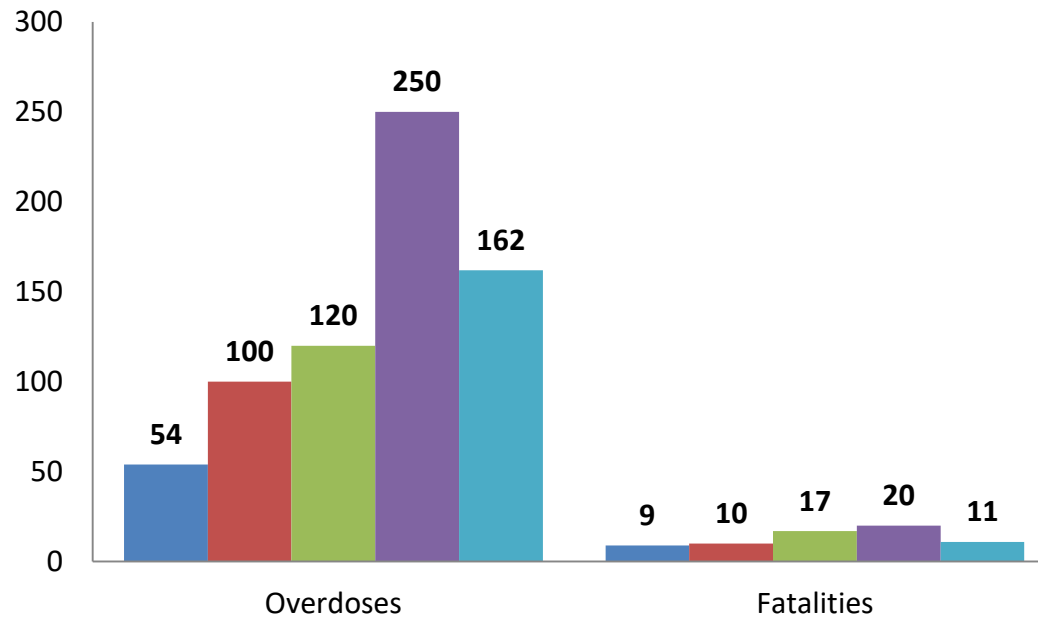
\*All Other Theft= Pocket-Picking, Purse-Snatching, Theft from a Coin-Operated Machine, Theft of Motor Vehicle Parts, and All Other Larceny

17 November All Other Thefts were Shoplifting Incidents

30% of All Other Thefts YTD were Shoplifting Incidents

# November 2018 Drug Offenses

All Incident Reports												
Specific Crimes	Nov-18	Nov-17	% Change	Oct-18	% Change	Sep-18	YTD 18	YTD 17	% Change	YTD 2018 Closure Rate	YTD 2017 Closure Rate	YTD 16
Possession	15	17	-12%	15	0%	20	160	181	-12%	89%	92%	203
Overdoses	9	27	-67%	10	-10%	13	162	250	-35%			120
Fatal	2	0	0%	0	0%	0	11	20	-45%			17
Total Drug	24	44	-45%	25	-4%	33	322	431	-25%			340
Arrests												
Specific Crimes	Nov-18	Nov-17	% Change	Oct-18	% Change	Sep-18	YTD 18	YTD 17	% Change			YTD 16
Possession	15	8	88%	15	0%	13	143	166	-14%			173



# November 2018 Violent Crimes

All Incident Reports												
Specific Crimes	Nov-18	Nov-17	% Change	Oct-18	% Change	Sep-18	YTD 18	YTD 17	% Change	YTD 2018 Closure Rate	YTD 2017 Closure Rate	YTD 16
Homicide	0	0	N/A	0	N/A	0	2	0	N/A	0%	0%	1
Robbery	1	2	-50%	0	0%	2	15	25	-40%	53%	36%	15
Aggravated Assault	10	5	100%	5	100%	6	69	71	-3%	59%	65%	64
<i>from DV*</i>	8	3	167%	2	300%	3	34	23	48%			39
Simple Assault	34	33	3%	34	0%	39	428	437	-2%	49%	46%	504
<i>from DV*</i>	17	11	55%	21	-19%	20	227	192	18%			262
<b>Total Violent</b>	<b>45</b>	<b>40</b>	<b>13%</b>	<b>39</b>	<b>15%</b>	<b>47</b>	<b>514</b>	<b>533</b>	<b>-4%</b>	<b>41%</b>	<b>37%</b>	<b>584</b>
Arrests												
Specific Crimes	Nov-18	Nov-17	% Change	Oct-18	% Change	Sep-18	YTD 18	YTD 17	% Change			YTD 16
Homicide	0	0	0%	0	0%	0	0	0	0%			1
Robbery	1	0	0%	0	0%	0	8	9	-11%			12
Aggravated Assault	6	3	100%	3	100%	6	41	46	-11%			39
Simple Assault	24	17	41%	16	50%	13	211	203	4%			246
<b>Total Violent</b>	<b>31</b>	<b>20</b>	<b>55%</b>	<b>19</b>	<b>63%</b>	<b>19</b>	<b>260</b>	<b>258</b>	<b>1%</b>			<b>298</b>

\*No minor cases (suspect or victim) count as Domestic Violence

# November 2018 Threshold

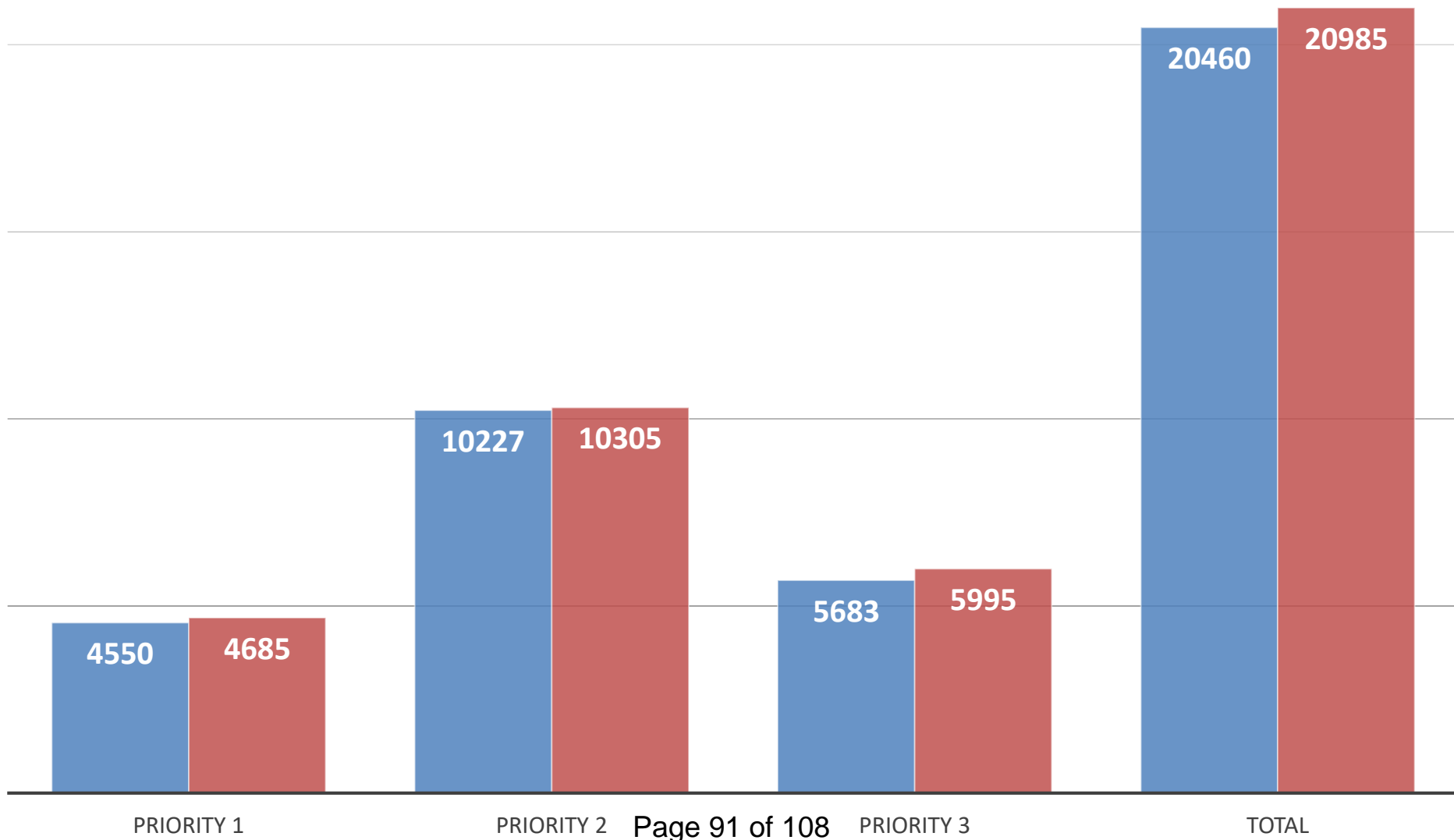
11/10/2019

Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	87	72-101	110	Moderately High
Traffic Stop	848	530-1166	306	Moderately Low
DWI	7	4-10	13	Very High
Robbery	1	0-3	1	Normal
Aggravated Assault	6	3-9	10	Moderately High
Simple Assault	40	32-48	34	Normal
Sexual Assault	5	2-7	4	Normal
Burglary	9	6-13	6	Normal
Motor Vehicle Theft	3	0-5	4	Normal
Theft from MV	14	6-22	7	Normal
Vandalism	36	28-44	30	Normal
Shoplifting	24	16-31	17	Normal
Theft all Other	39	31-47	39	Normal
Possession	16	10-22	15	Normal
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	53	43-63	49	Normal
Property	125	96-153	103	Normal

# Calls for Service 2017 v 2018

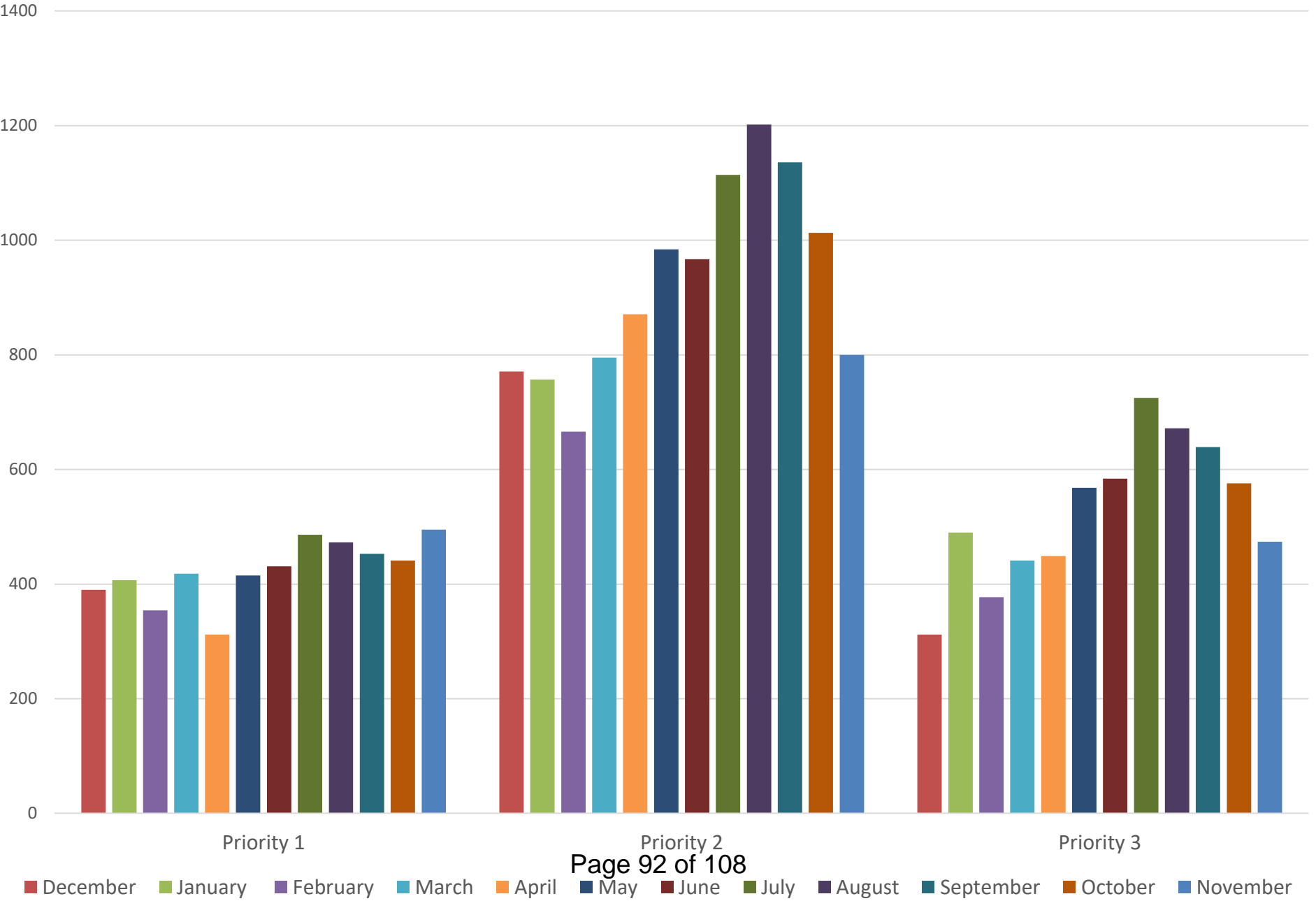
01/10/2019

■ YTD 2017 ■ YTD 2018



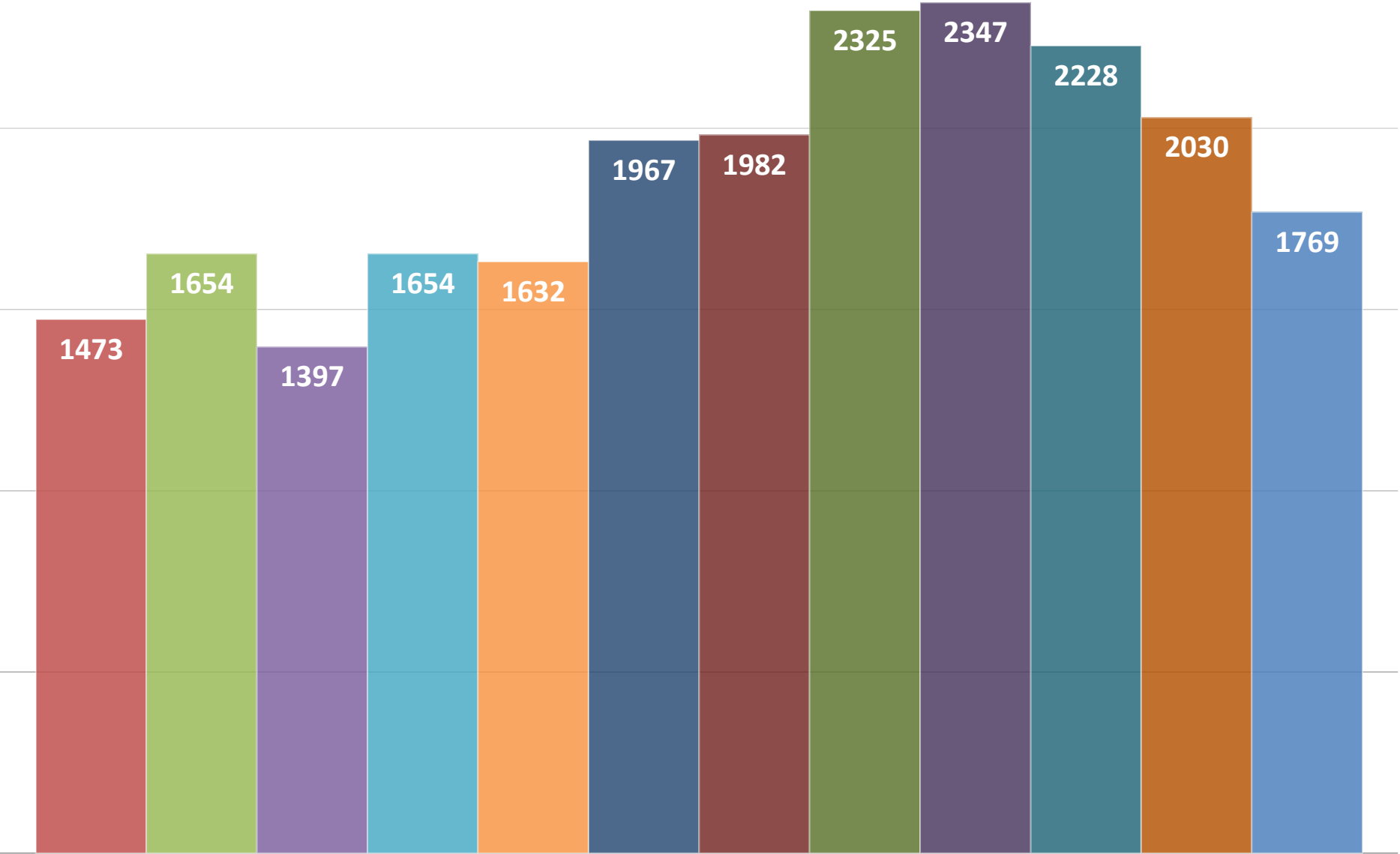
# YTD Calls for Service 2017 v 2018

01/10/2019



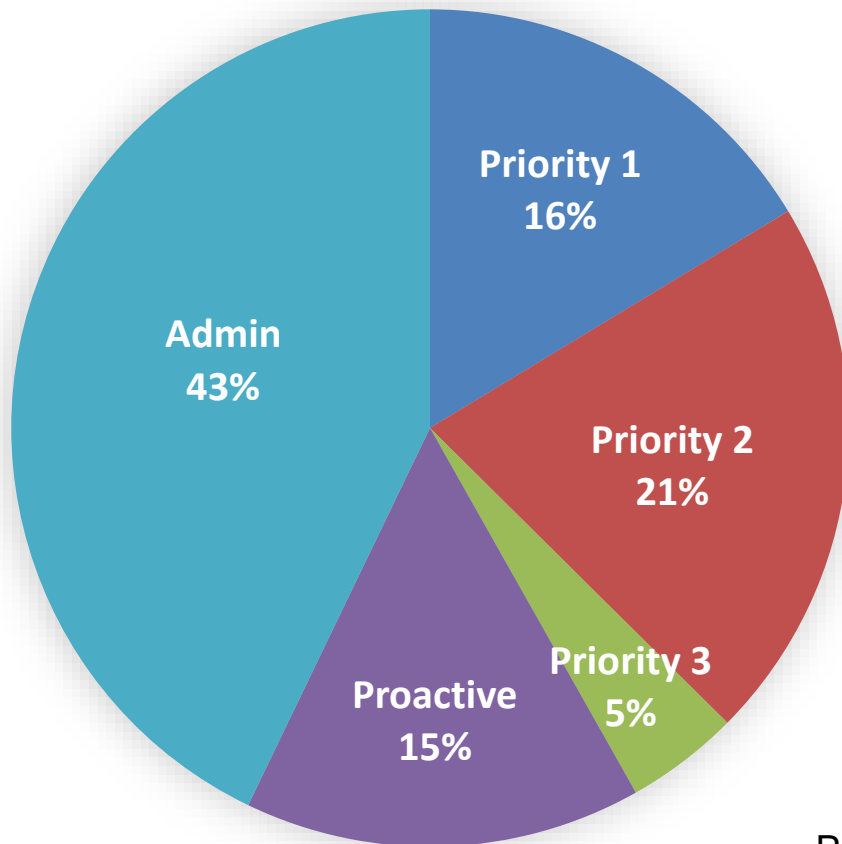
# YTD Calls for Service Total 2017 v 2018

01/10/2019

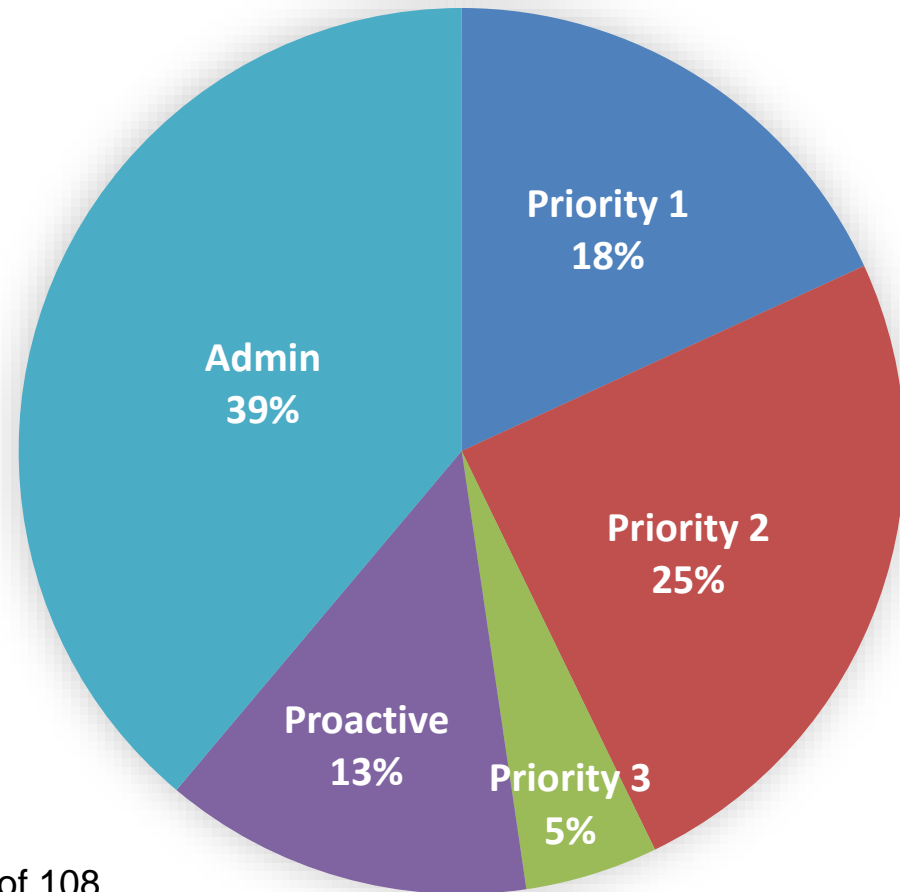


# November 2018 Manpower Hours

**November 2017**

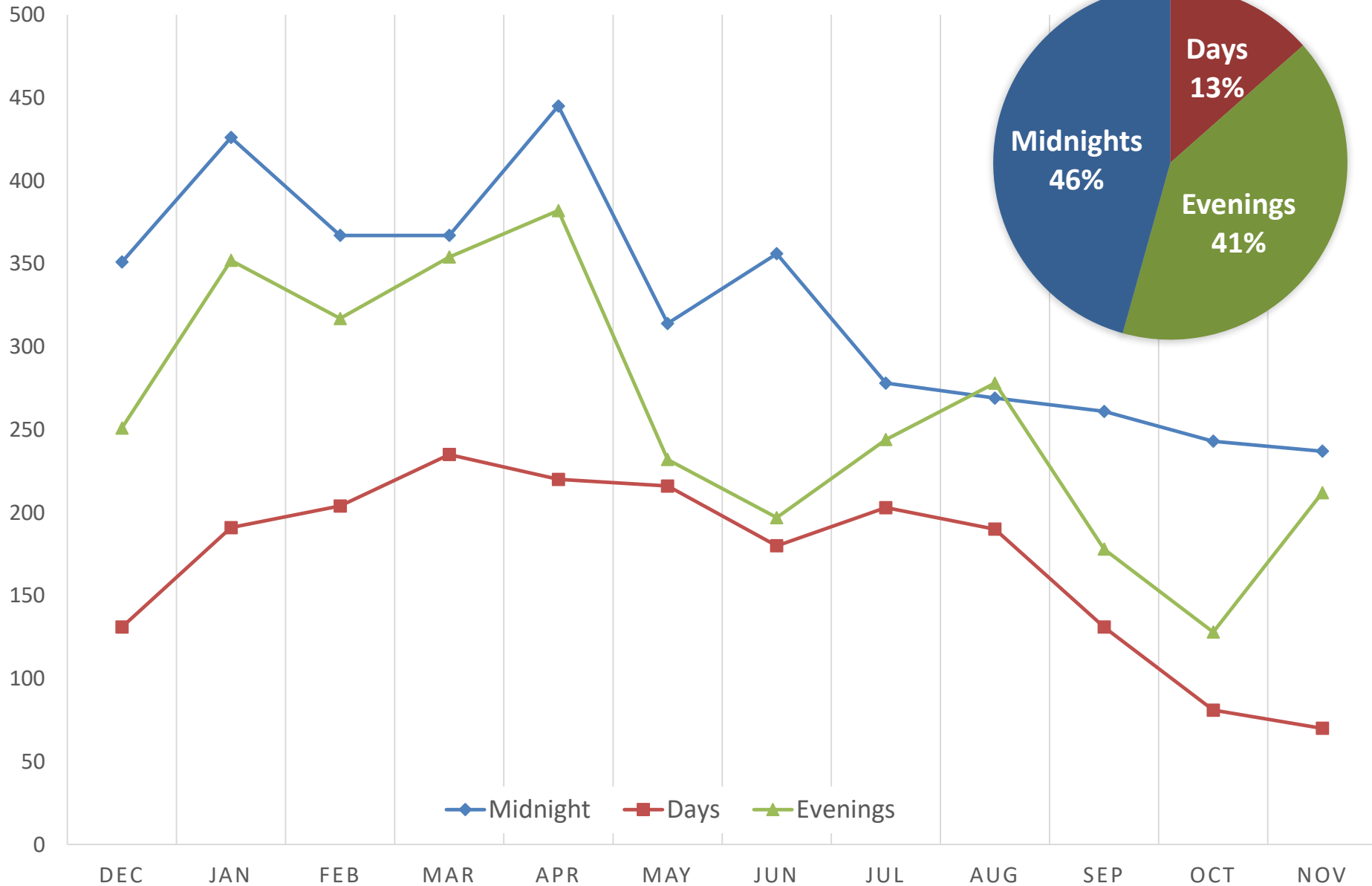


**November 2018**



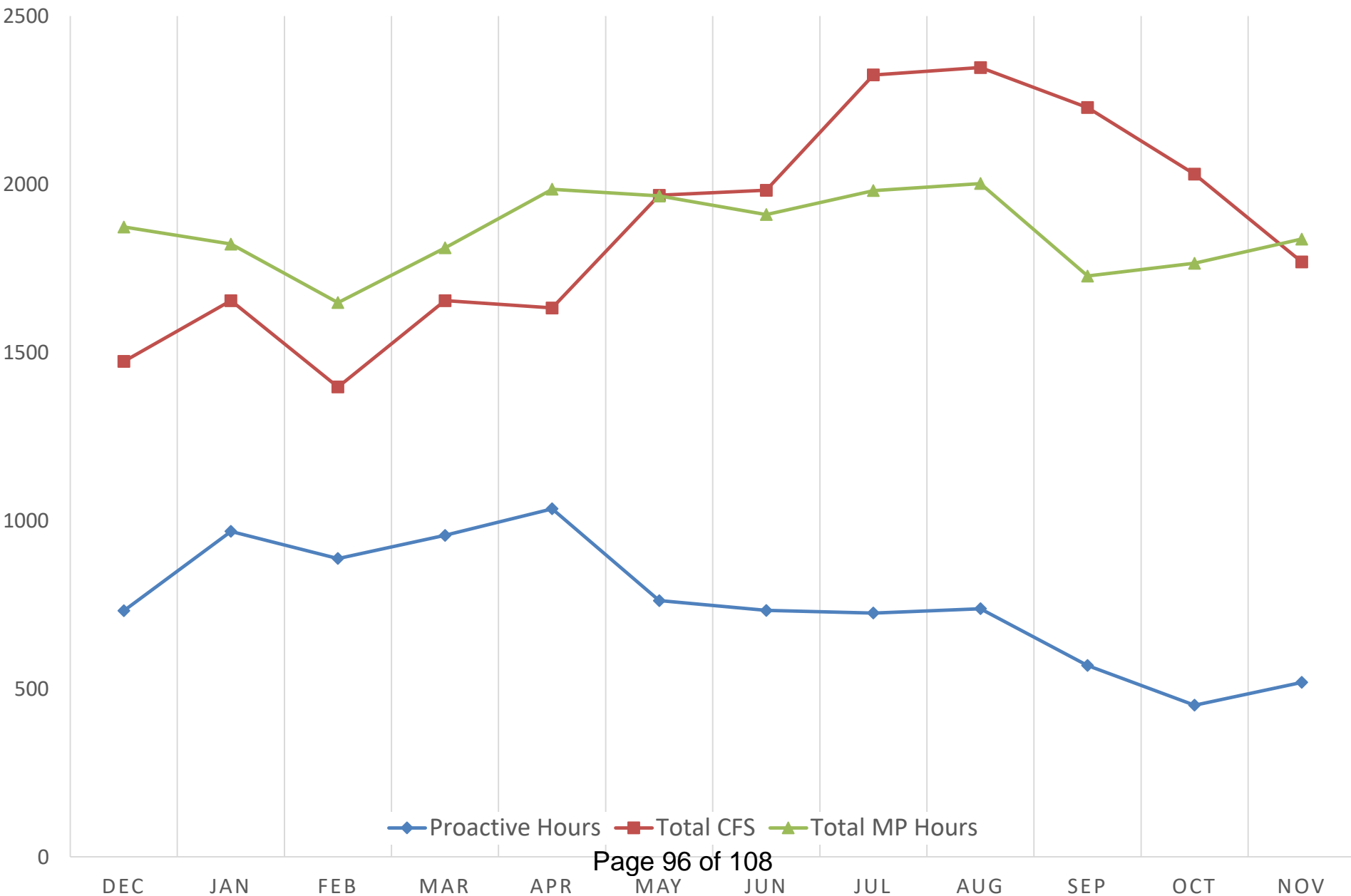
# November 2018 Proactive Hours

01/10/2019



# 2017 v. 2018 CFS v. Manpower Hours

01/10/2019



# 2018 Response Time

	2017 YTD	2018 YTD	Percent Change	2016 YTD	Percent Change
Priority 1	16.56	16	-3%	13.56	18%
Priority 2	58.34	51.66	-11%	46.8	10%
Priority 3	86.01	71.6	-17%	68.07	5%

## DV COMPSTAT November 2018

Dates	7/1/18- 7/31/18	8/1/18- 8/31/18	9/1/18 – 9/30/18	10/1/18 – 10/31/18	11/1/18 - 11/30/18	Prior Verbal (PV)	YTD 2018	PV YTD	YTD 2017
Misdemeanor Arrests	23	18	16	16	15	3	188	23	175
Felony Arrests	3	4	3	1	4	0	29	5	17
Verbal Cases	30	15	26	15	12		222		259
Total Cases	56	39	45	32	31	3	439	28	451

### 2018 FJC Clients

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

### 2017 FJC Clients

Month	Jan	Feb	March	April	May	June
New Clients	13 (19)	6 (17)	7 (17)	6 (16)	5 (20)	10 (18)
	July	August	September	October	November	December
New Clients	8 (18)	7 (26)	11 (13)	10 (33)	5 (16)	2(16)

( ) Annotates clients that obtained services from one or more FJC partners but did not complete a full intake.



**IF YOU'RE TAKING INSPIRATION  
FROM QUOTES SUPERIMPOSED  
OVER PRETTY PHOTOS**

**IT'S ALREADY TOO LATE**

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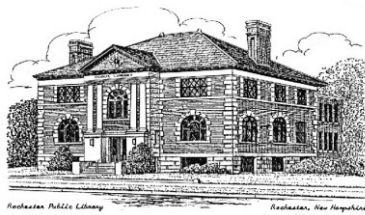
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City Clerk's Office

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

01/10/2019

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

## **MONTHLY REPORT**

### **December 2018**

There were a total of 14,844 items circulated with 10,540 people visiting the library in the month of December. One hundred seventy-one patrons used the library's Internet computers for 705 hours. Current number of patron registrations is 38,698. Interlibrary loan activity included 52 materials borrowed from other libraries and 228 loaned to other libraries.

The Children's Room was pleased to host Santa for 188 excited children. Santa was available for a quick chat and photo-op for all in attendance. To make the wait to see Santa a little more fun, the crafty children's room staff helped 143 children create Elf Popsicle Stick Ornaments to bring home and put on their trees.

December 1<sup>st</sup>, the library was happy to present an Essential Oils, Make and Take Herbal Soap Class with healthy lifestyle coach Cindy Simon. Participants learned about the healing properties of essential oils and herbs, and how to make soaps to give as gifts or keep for themselves. This was an interactive class with each person making a glycerin herb soap to take home.

The Rochester Public Library was pleased to present the artwork of Isabella Janis during the month of December. Janis is a former student of Pratt Institute in NYC. She paints watercolor surrealist paintings inspired by the world around her. On display is a selection of recent works including several large portraits, which demonstrate skillful restraint and delicate application of color, alongside various studies and two beautifully detailed architectural landscapes.

Library patrons and staff collected 32 bags of food for Gerry's Food Pantry in December.

In addition to the print versions of available books, 278 of our library patrons downloaded 1,379 e-books to media devices through the library's web site this month. The RPL website also enabled 71 patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 296 digital downloads from Hoopla.

Trustees meet on December 15<sup>th</sup> in the Rose Room of the library at 6pm.

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City Clerk's Office

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**City of Rochester Tax Collector's Office**  
**December 31, 2018**

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2018	Warrant	63,834,824	43,188,278.61	67.66%	20,646,545.39	32.34%
2017		60,524,791	59,798,209.99	98.80%	726,581.01	1.20%
2016		58,196,003	57,698,821.83	99.15%	497,181.17	0.85%
2015		56,938,119	56,696,618.51	99.58%	241,500.49	0.42%
2014		55,068,779	54,934,159.79	99.76%	134,619.21	0.24%
2013		53,324,262	53,219,994.69	99.80%	104,267.31	0.20%
2012		50,952,912	50,886,712.87	99.87%	66,199.13	0.13%
2011		48,856,892	48,805,292.58	99.89%	51,599.42	0.11%
2010		47,308,832	47,263,318.57	99.90%	45,513.43	0.10%
2009		46,898,827	46,860,707.88	99.92%	38,119.12	0.08%
2008		46,522,769	46,494,788.07	99.94%	27,980.93	0.06%
2007		42,964,450	42,944,327.71	99.95%	20,122.29	0.05%
2006		40,794,160	40,782,063.47	99.97%	12,096.53	0.03%
2005		38,024,453	38,017,087.20	99.98%	7,365.80	0.02%
2004		36,065,496	36,057,439.13	99.98%	8,056.87	0.02%
2003		33,310,579	33,304,598.44	99.98%	5,980.56	0.02%
2002		29,725,878	29,720,588.47	99.98%	5,289.53	0.02%
2001		26,943,136	26,937,802.91	99.98%	5,333.09	0.02%
2000		25,415,248	25,411,043.45	99.98%	4,204.55	0.02%
1999		22,973,308	22,969,992.33	99.99%	3,315.67	0.01%
1998		30,592,529	30,587,901.82	99.98%	4,627.18	0.02%
1997		29,835,914	29,831,457.52	99.99%	4,456.48	0.01%
1996		27,726,424	27,722,073.99	99.98%	4,350.01	0.02%
1995		27,712,029	27,709,191.61	99.99%	2,837.39	0.01%
1994		26,989,803	26,987,206.62	99.99%	2,596.38	0.01%
1993		25,611,050	25,608,622.48	99.99%	2,427.52	0.01%
1992		24,746,736	24,744,940.64	99.99%	1,795.36	0.01%
1991		24,296,285	24,294,507.32	99.99%	1,777.68	0.01%
					<b>22,676,739.50</b>	

Tax Collector,  
Doreen Jones, CTC

### City of Rochester Tax Collector's Office

Online Citizen Self Service Totals FY 19		
Month	Total \$\$	# of Payments
July	\$ 70,642.36	32
Aug	\$ 25,303.24	16
Sept	\$ 3,047.61	7
Oct	\$ 28,402.05	5
Nov	\$ 48,552.23	14
Dec	\$ 123,132.45	117
Totals	\$ 299,079.94	191

**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 2018.

**DATE:** January 8, 2019

This office reported 94 formal interview notes for the month of December.

Voucher amounts issued were as follows:

	26 <u>Families</u> 2 new	9 <u>Single</u> 6 new
Burial .....	.00	650.00
Dental .....	.00	.00
Electricity .....	164.27	224.31
Food .....	.00	.00
Fuel heating .....	398.45	286.37
Mortgage .....	.00	.00
Prescriptions .....	.00	.00
Rent .....	6,150.50	1,035.00
Temporary Housing .....	2,639.00	587.00
Transportation .....	<u>.00</u>	<u>.00</u>
<b>TOTAL</b>	<b>\$9,352.22</b>	<b>\$2,782.68</b>

This represents an average cost per case/family of \$359.70 and case/Individual of \$309.19 for this month.

Total vouchers issued: \$12,783.35

There was an increase of \$5,461.12 in assistance issued this month compared to December 2017. There was a decrease of \$1,993.34 in vouchers issued this month compared to last month.

We received reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaling \$0

**NOTES**

Decreased family homeless shelter availability has resulted in increased temporary housing assistance (motels) until transitions to permanent housing or available homeless shelters.



01/10/2019

Rochester Welfare  
Department  
Analysis of Assistance Given  
12/1/2018 - 12/31/2018

	<u>Family</u>			<u>Single</u>		
	Num	<u>Amt</u>	<u>Pct</u>	Num	<u>Amt</u>	<u>Pct</u>
Burial	0	\$0.00	0.0%	1	\$650.00	23.4%
Electricity	2	\$164.27	1.8%	2	\$224.31	8.1%
Fuel Heating	2	\$398.45	4.3%	1	\$286.37	10.3%
Prescriptions	0	\$0.00	0.0%	0	\$0.00	0.0%
Rent	14	\$6,150.50	65.8%	3	\$1,035.00	37.2%
Temporary Shelter	8	\$2,639.00	28.2%	2	\$587.00	21.1%
Tot Household Assistance:	26	\$9,352.22		9	\$2,782.68	
Tot Assistance:		\$12,783.35				
New Families This Period:		2				
New Singles This Period:		6				
Case Notes This Period:		94				



Rochester Welfare  
Department  
Analysis of Assistance Given  
11/1/2018 - 11/30/2018

01/10/2019

	<u>Family</u>			<u>Single</u>		
	<u>Num</u>	<u>Amt</u>	<u>Pct</u>	<u>Num</u>	<u>Amt</u>	<u>Pct</u>
Burial	1	\$650.00	5.3%	0	\$0.00	0.0%
Electricity	11	\$1,508.86	12.2%	4	\$411.43	17.1%
Fuel Heating	3	\$579.90	4.7%	0	\$0.00	0.0%
Rent	13	\$5,799.00	46.9%	4	\$1,620.00	67.3%
Temporary Shelter	11	\$3,829.00	31.0%	2	\$365.00	15.2%
Transportation	1	\$3.00	0.0%	3	\$10.50	0.4%
Tot Household Assistance:	40	\$12,369.76		13	\$2,406.93	
Tot Assistance:		\$14,776.69				
New Families This Period:		15				
New Singles This Period:		3				
Case Notes This Period:		132				



Rochester Welfare  
Department  
Analysis of Assistance Given  
12/1/2017 - 12/31/2017

01/10/2019

	<u>Family</u>			<u>Single</u>		
	<u>Num</u>	<u>Amt</u>	<u>Pct</u>	<u>Num</u>	<u>Amt</u>	<u>Pct</u>
Burial	2	\$1,300.00	27.8%	1	\$650.00	24.6%
Electricity	2	\$197.78	4.2%	0	\$0.00	0.0%
Fuel Heating	0	\$0.00	0.0%	2	\$274.95	10.4%
Rent	7	\$2,812.00	60.1%	6	\$1,712.00	64.8%
Temporary Shelter	3	\$365.00	7.8%	1	\$0.00	0.0%
Transportation	2	\$7.50	0.2%	1	\$3.00	0.1%
Tot Household Assistance:	16	\$4,682.28		11	\$2,639.95	
Tot Assistance:		\$7,322.23				
New Families This Period:		3				
New Singles This Period:		2				
Case Notes This Period:		71				