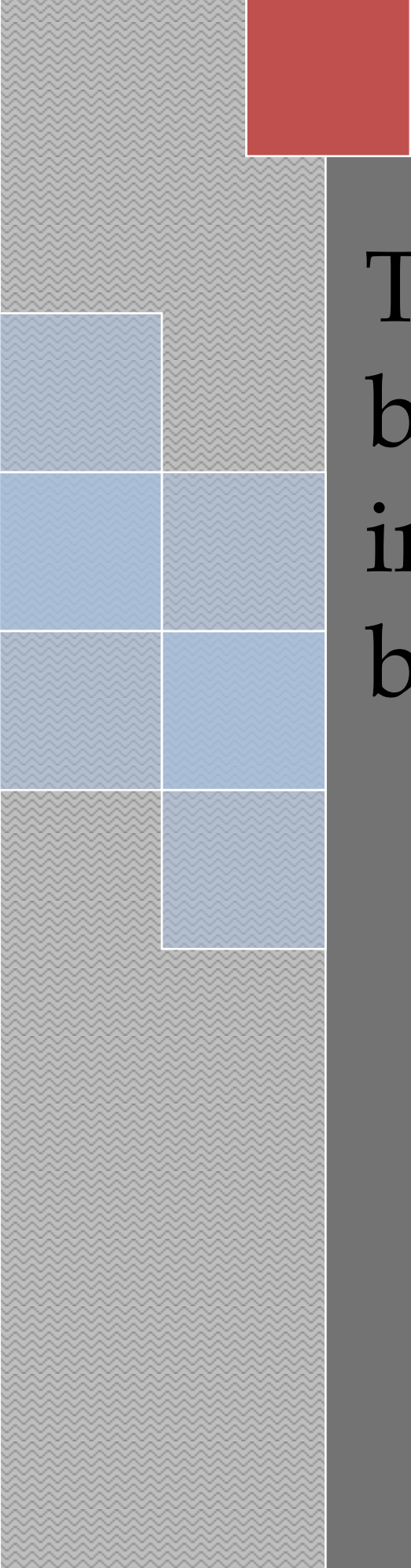


June
Department Reports

- Assessing P. 3
- City Clerk's Office P. 5
- Department of Building, Zoning, and Licensing Services P. 7
- Economic Development Department P. 13
- Finance Department P. 45
- Fire Department P. 73
- Library P. 91
- Planning Department P. 93
- Police Department P. 95
- Public Works Department P. 99
- Recreation and Arena P. 103
- Tax Collector P. 105
- Welfare P. 107



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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

Web Site: www.rochesternh.net

July 8, 2015

To: City Manager/Council

From: Verna Sharpe, Assessing

Subject: June Council Report

Revenue Received/Collection Warrants issued:

June Tax Warrant	\$28,169,743.00
Property Record Cards, Maps, Copies	\$39.50

- The Field Assessors are verifying property data on a systematic, lot-by-lot basis. Currently they are working in the southwestern area of the city, along Washington and Walnut Streets, including the Winkley Farm and Blue Hills neighborhoods.
- The Administrative Assessors are reviewing files in preparation for the five year cycle review by the Department of Revenue. During this review the state will review all assessing practices performed by the assessing staff in the City.
- The staff is preparing for the upcoming transition and retirement of Tom Mullin after 16 years of faithful and diligent service to the taxpayers of Rochester, NH.



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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>

Clerk of the Council
 Elections
 Vital Records
 Dog Licensing
 Notary Public Services

City Clerk's Report 2016

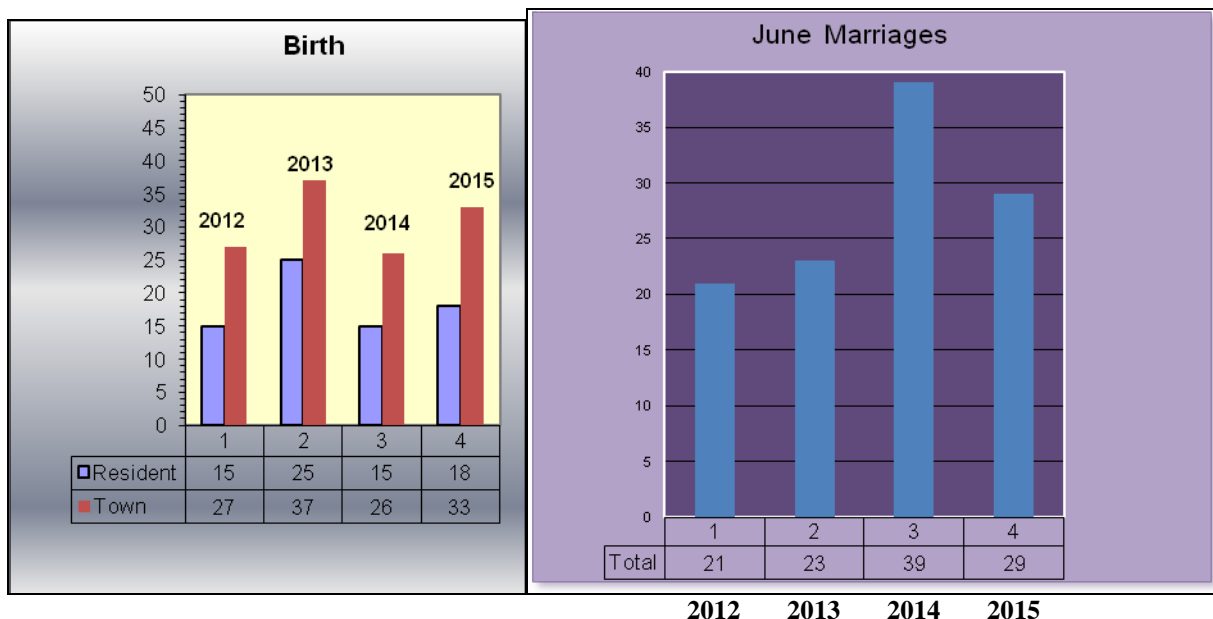
July 21, 2015

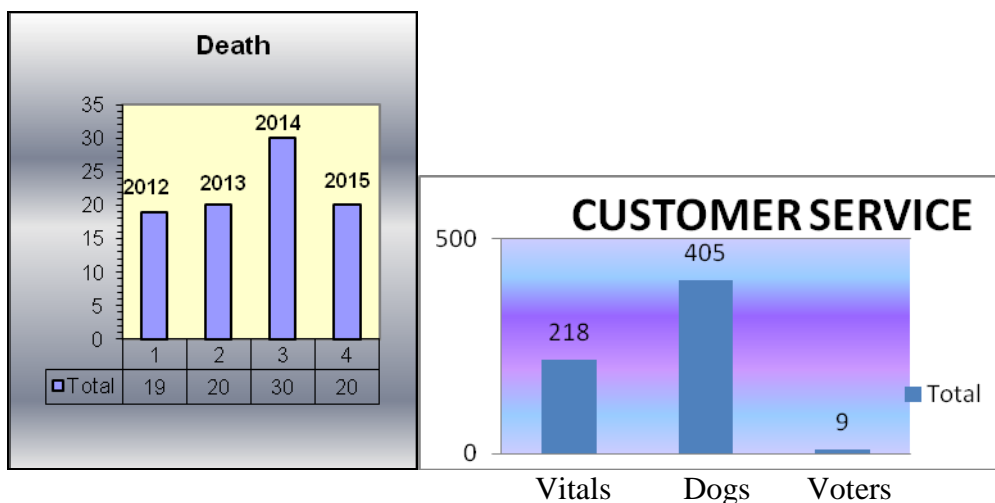
Vital Statistics

The City Clerk's staff issued 260 initial copies of vital records, 141 subsequent copies of vital records, and 29 marriage licenses in June. The New Hampshire Division of Vital Records Administration generated the following report of statistics for the City of Rochester: there were 33 babies born in Rochester during the month of June, 18 of which were of Rochester residents; a total of 20 resident deaths occurred in Rochester during the month of June.

Revenue – Vital Records/Marriage Licenses

	State	City
Initial/Subsequent copies	\$2,785	\$2,525
Marriage Licenses	<u>\$1,102</u>	<u>\$ 203</u>
	\$3,887	\$2,728





Dog Licensing

The City Clerk's office licensed 595 dogs during the month of June.

Elections

Voter registration summary by party as of June 30, 2015:

	<u>Democrats</u>	<u>Republicans</u>	<u>Undeclared</u>	<u>Total</u>
<u>Ward 1</u>	917	968	1,246	3,131
<u>Ward 2</u>	857	986	1,336	3,179
<u>Ward 3</u>	885	1,005	1,254	3,144
<u>Ward 4</u>	785	742	1,331	2,858
<u>Ward 5</u>	783	877	1,352	3,012
<u>Ward 6</u>	844	677	1,203	2,724
	5,071	5,255	7,722	18,048

Respectfully submitted,

Marcia H. Roddy

Marcia H. Roddy
Deputy City Clerk



8/3/15

City of Rochester, New Hampshire
Department of Building, Zoning and Licensing
Services

31 Wakefield Street * Rochester, NH 03867
(603) 332-3508 * Fax (603) 509-1912

June 2015

APPLICATIONS REVIEWED BY THE ZONING BOARD

2015-15 Application by Mitchell Brulotte for a Variance to allow his deck closer to the rear lot line than what is allowed in the Residential Two Zone.

This request is according to the City's Zoning Ordinance, Article 42, Section 19, Table 19-A

Location: 6 Lantern Lane
Map 215A Lot 12 Blk 63, Residential 2 Zone

The above Variance was unanimously Approved as presented, by the five voting members for the following reasons: The variance will not be contrary to the public interest because: It will not increase congestion in the streets. The spirit of the ordinance is observed because: It will not negatively impact health and the general welfare. If granted, the benefit to this individual applicant outweighs any harm to the community as a whole. The value of surrounding properties will not be diminished because: It will not generate levels of noise, light, activity or traffic that are significantly different from that which currently exists.

CODE VIOLATION TYPE & OCCURRENCES
Month of: June 2015

Code Compliance Deficiencies

There are up to four steps of actions being used to deal with complaints/ violations: The first being verbal contact. The next method is a written notice of violation. This consists of a notice that is mailed first class as well as certified mail giving the property owner or violator a detailed description of the deficiencies and a date to make the appropriate corrections. The requested date depends on the time that is considered reasonable for the requested action that needs corrected, for instance, a minor repair to a fence may warrant a couple of days, while replacing an entire fence may require a few weeks. If there has been no contact made by the recipient of the notice, a follow up inspection is then made. If the violation(s) still exist, a second notice of violation is mailed with a new correction date on it. This process is then followed through again with a final notice. If the violation has still not been corrected after these notices, the paper work is turned over to Attorney Grossman for legal/court action to be taken. If the violation was a time sensitive issue, such as trash piling up, we would skip the second notice and go straight to a final notice to help expedite the process.

RUBBISH & GARBAGE:

- Two recent complaints in Ward 1
 - One recent in Ward 2 Two recent in Ward 4
 - One recent in Ward 6
- All were resolved and closed

INTERIOR VIOLATIONS:

- One recent complaint in Ward 4
Open & pending further action
- One recent in Ward 5
Open & pending
- One recent in Ward 6
Resolved and closed

EXTERIOR VIOLATIONS:

- One recent in ward 1
Resolved and closed
- Two recent in Ward 2
Resolved and closed
- Three recent in Ward 3
Resolved and closed
- Two recent in Ward 5
- Three recent in Ward 6
Two were resolved and one remains open & pending further action

VEHICLE VIOLATIONS:

- One recent in Ward 4
Resolved and closed
- Two recent in Ward 6
Both remain open and pending

SIGNS:

- Five snipe signs recovered in Ward 2
- One snipe sign recovered in Ward 4
- Two snipe signs recovered in Ward 6

SITE PLAN/ZONING VIOLATIONS:

- One recent in Ward 1
- One recent in Ward 2
- One recent in Ward 3
- Two recent in Ward 6
All were resolved and closed

PERMITS

- Two recent in Ward 1
- One recent in Ward 3
- One recent in Ward 4
All have applied or obtained required permits

COURT ACTION

- 6/4 Superior Court - Blaisdell case
Further action pending
6/23 Superior Court – Blaisdell case
- 6/26 mediation Rochester Circuit Court - KAB realty & Title loan
Conditional agreements reached

June 1 – 5 13 Magic Ave clean up and inventory

End of Month Council Report

To the Honorable Mayor and City Council of the City of Rochester, the following is a summary of the revenue collected and the activities performed by the Department of Building, Zoning and Licensing Services for the month of June 2015 with fiscal Year to Date

Department Revenue

	Current Month		Year to Date		Projected Revenue
Food Establishments	\$	8,665.00	\$	27,274.50	\$ 29,000.00
Taxi Service Permits	\$	10.00	\$	890.00	\$ 700.00
Amusement License	\$	0.00	\$	2,850.00	\$ 4,000.00
Building Permits	\$	30,651.30	\$	402,072.30	\$ 250,000.00
Hawkers & Peddlers	\$	225.00	\$	450.00	\$ 500.00
Postage	\$	114.45	\$	1,108.00	\$ 1,000.00
Second Hand Dealer	\$	73.00	\$	1,666.00	\$ 1,000.00
Pawnbroker License	\$	0.00	\$	200.00	\$ 100.00
Junk Yard & MVJY	\$	0.00	\$	125.00	\$ 175.00
Zoning Applications	\$	525.00	\$	4,375.00	\$ 7,000.00
Misc. Permits and Fees	\$	1.00	\$	1,240.80	\$ 100.00
GROSS REVENUE	\$	40,264.75	\$	442,251.60	\$ 293,575.00
Fees Refunded	\$	28.00	\$	1,123.00	
Fees Waived – Veteran	\$	813.00	\$	5,941.00	
Fees Waived - Municipal	\$	469.00	\$	19,761.00	
Total	\$	1,310.00	\$	26,825.00	
NET REVENUE	\$	38,954.75	\$	415,426.60	

Department Activities

8/3/15

Permits :		Licenses :		Actions:	
Foundation Only	0	Second Hand Dealer	0	Building Final	15
Building Permit	65	Junk Dealer	0	Demo	0
Demolition Permit	6	Motor Vehicle Junk Yard	0	Electric Final	13
Sign Permit	3	Pawn Broker	0	Electric Rough	11
Plumbing Permit	16	Taxi - Owner	0	Electrical Underground	0
Electrical Permit	52	Taxi - Driver	0	Foundation	11
Mechanical Permit	58	Taxi - Vehicle	0	Framing	16
Pool Permit	0	Health	0	Gas Line	7
Fire Alarm/Sprinkler	7	Mechanical Devices	0	Health Inspection	18
Violation	6	Day Care	0	Insulation	7
		Temporary Food	10	Mechanical Final	10
		Video Games	0	Mechanical Rough	6
		Movie Theater	0	Perm Service	0
		Pool Table	0	Plumbing Final	12
		Hawkers & Peddlers	1	Plumbing Rough	11
		Mobile Home Parks	0	Plumbing Underground	0
		Food Establishments	150	Pool Bonding	0
				Pool Final	0
				Re-Bar	8
				Service & Service Upgrade	11
				Sheetrock	6
				Slab	0
				Temp Service	0
				Walk Through	0
				Other	2

Building Permit Detail

8/3/15

New Permits	Month: June 2015		Fiscal Year to Date	
	Permits Issued	Estimated Construction Value	Permits Issued	Estimated Construction Value
Sign	6	\$ 34,150	42	\$ 221,780
Plumbing	18	\$ 183,086	270	\$ 2,110,845
Electrical	61	\$ 271,334	491	\$ 5,040,413
Mechanical	64	\$ 372,214	654	\$ 5,809,150
Fire				
Alarm	1	\$ 20,000	35	\$ 320,420
Protection	3	\$ 47,600	36	\$ 575,391
Foundation Only	0	\$ 0.00	7	\$ 161,182
Building Permit				
Multi-category	0	\$ 0.00	0	\$ 0.00
New Home	6	\$ 702,329	41	\$ 5,415,381
Addition Non Res	1	\$ 63,250	5	\$ 371,750
Alteration Non Res	2	\$ 89,010	49	\$ 5,248,146
Repair / Replace Non Res	1	\$ 542,000	17	\$ 1,012,074
Footing	4	\$ 0.00	45	\$ 307,700
Pool	1	\$ 6,400	1	\$ 6,400
Garage	5	\$ 134,200	21	\$ 713,455
Other	16	\$ 201,084	110	\$ 756,994
Demo	0	\$ 0.00	0	\$ 0.00
Shed	6	\$ 29,059	54	\$ 164,205
Addition Res	0	\$ 0.00	12	\$ 262,001
Alteration Res	8	\$ 34,800	81	\$ 921,564
Repair / Replace Res	25	\$ 245,128	224	\$ 2,371,782
Condo	0	\$ 0.00	6	\$ 555,000
Apartment	0	\$ 0.00	4	\$ 3,238,696
Manufactured Home	3	\$ 211,006	31	\$ 1,534,244
Building Non Res	0	\$ 0.00	6	\$ 8,299,000
Total New Permit	231	\$ 3,186,650	2242	\$ 45,417,573
Permit Renewals	1	\$ 50	25	\$ 609,101
Demolition	10	\$ 15,488	59	\$ 405,138
Total Permits Issued	242	\$ 3,171,112	2326	\$ 44,403,334

Respectfully Submitted,



James Grant

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



Community & Economic Development Management Report - June 2015

Economic Development Specialist

Community Development

Rochester Main Street, the Greater Rochester Chamber of Commerce, along with Community & Economic Development Office, worked to promote the well attended Phantom Gourmet BBQ and Country Festival at the Rochester Fair Grounds.



Staff Development

Staff participated in business development training regarding financing options through the Small Business Administration (SBA) for local small businesses.

Business Attraction

Continued relationship building with café to demonstrate there is high demand in Rochester for specialty products as well as add value to downtown sector. Sent detailed information regarding available properties after learning about space and business requirements, there is a follow up meeting to discuss potential locations that would fit their needs in Rochester.

Business Retention

Met with local florist, along with Community Development Coordinator/Grants Manager, to explore Coast bus route options/shelters for patrons and increase foot traffic.

Economic Development Executive Secretary

PR, Communications & Marketing Strategies – Local, Regional, National & International

In the last four months, we have designed and authored local, national and international ads, articles and editorials in the following online and print publications:

- Global Trade, 41,000 readers (of that, 36,000 goes directly to C-level CEOs), over 100,000 online viewers worldwide
- European CEO, 54,000 readers, as well as a virtual edition reaching 100,000 online users
- Expansion Solutions, 20,000 to C-level executives, corporate real estate and industry professionals, over 100,000 to online readers



- New England Real Estate Journal and Trade & Industry Development, each trade publication representing over 20,000 CEOs, executives, corporate real estate brokers and industry consultants, over 50,000 combined online views

Total Distribution

Print: 135,000

Online: 250,000

Social Media Distribution

Facebook/Twitter: Averages 900 readers reach each week, over 650 page likes, close to 90 page engagement (comments/clicks and forwards)



June 2015

[View this email in your](#)





THINK ROCHESTER

Rochester featured in *European CEO*

The City of Rochester was featured as a Top 10 Investment Destination in *European CEO*. The magazine reaches 54,000 C-suite executives in 28 countries throughout Europe. The article focused on the city's uncommon congruence of a highly trained workforce, abundant available land and expansion opportunities, its pro-business climate and natural beauty. "Many locations in the U.S. offer competitive tax breaks, while others draw clients and talent through infrastructure or natural beauty. Few places, however, offer all these things as a complete package," wrote *European CEO*.

"As all of us who live and work here know, Rochester is a great place to grow a business," said Rochester Economic Development Manager Karen Pollard. "The magazine really captured the spirit of Rochester's evolution in the last few years, its growing reputation as a high tech manufacturing center and its easy access to markets on the East Coast."

FMI: Read *European CEO*'s profile of Rochester, NH at www.europeanceo.com.



3rd annual START UP Rochester

competition slated for fall



THINK ROCHESTER

Got a great idea for a business, but need some help getting it off the ground? Start Up Rochester is launching its 3rd annual competition that will culminate with a live “Shark Tank”-style judging this fall. The competition will get its official kickoff at a September Start Up Launch event, where aspiring entrepreneurs can get tips for filling out their competition entry forms and preparing presentations for the judges. The contest judging will be held in October. Details about both events and

To enter, contestants must be a New Hampshire for-profit business with an innovative idea, formed no more than five years ago. Each applicant must submit a five-page business summary that: describes the business idea, product or service; states the demonstrated need addressed by the product or service; details the market for the product or service; outlines pricing and distribution model; introduces the team members and their experience; and tells how winning the competition will move the company forward.

The contest was founded in 2012 by businesses leaders and government officials from the Seacoast Region in New Hampshire. The competition recognizes the spirit of innovation and creativity at the heart of the manufacturing revival taking place in New Hampshire’s Seacoast region. For the 2014 competition, seven finalists, including two student entries, were selected from a field of 24 entries. Joel Robinson, a Lehigh University senior, beat out six other presenters with his auction web site Vidfall that creates discounts for shoppers by crowd-sourcing video ad views. Robinson won a prize package worth more than \$30,000 in cash and in-kind services.

FMI: To receive updates about the contest, including information about entries and judging, please contact the [Rochester Office of Economic Development](#) or call 603-335-7522.



THINK ROCHESTER

Loans for job creators

Rochester has received a Community Development Block Grant to create a JOB (Job Opportunity Benefit) Loan Program. The program focuses on fostering new and expanding business activities that increase job opportunities for City of Rochester residents.

The loans are a public-private partnership and to apply, firms must have written evidence of



private sector participation (e.g., bank commitment letter) and must be located, expanding or relocating within the boundaries of the city, including in East Rochester and Gonic. Eligible activities for a JOB loan include: land and building acquisition and expansion, purchase of equipment and machinery, working capital



THINK ROCHESTER
NEW HAMPSHIRE ECONOMIC DEVELOPMENT

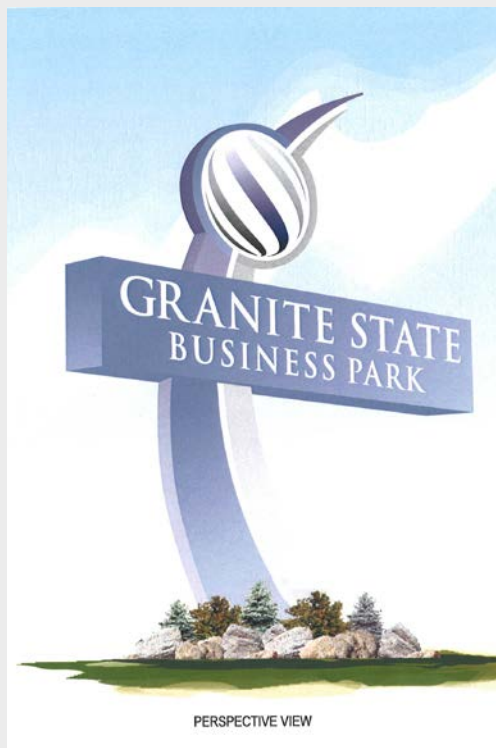
Sign of the times

Granite State Business Park will be getting a new sign at the park's entrance. The design and fabrication of the sweeping 20-foot sculpture-like sign are complete, and crews are expected to begin installing it in the coming weeks.

The park, first established in the mid-1990s, is home to several of the region's most robust manufacturing operations, including NCS Global,

XXXX, XXXX and a co-located aerospace manufacturing facility operated by Safran and Albany

International. For more information about the park, please contact [Karen Pollard](#), 603-335-7522.





THINK ROCHESTER
NEW HAMPSHIRE ECONOMIC DEVELOPMENT

PROPERTY OF THE MONTH



31 Milton Road, Rochester

MLS #: 4423080

High visibility, well-maintained commercial location with ample daily traffic. Versatile facility. 3,200 sf building with parking on approximately one acre of usable land fenced for storage. With a balance of showroom, office and warehouse space, this location is a deal for a small business. HVAC throughout building. [Read more.](#)

Contact:

Barbara Marsh, Keller Williams Coastal Realty, (603) 534-2690, barbara@MarshRealtors.com

Gerry O'Connell, Keller Williams Commercial, (603) 978-8381, Gerry@OConnellre.com



[Check out other commercial real estate sites available in Rochester.](#)

IN THE NEWS

July-2015

[Rochester businesses named in NH Magazine's 'Best of' edition](#), *New Hampshire Magazine*

6-22-15

[Waterstone aims to keep the Ridge local](#), *Foster's Daily Democrat*

[New Hampshire places top 10 in annual personal income growth](#), *NH Business Review*

6-18-15

[Market Basket added to Ridge line up](#), *Foster's Daily Democrat*

SAVE THE DATE

FACTORY COURT BROWN BAG CONCERT SERIES

First concert Fri-Jun-26 | Last concert Fri-Aug-28-2015 | 11:45 am – 1:30 pm

Central Square, Downtown Rochester

Bring your lunch and enjoy live music in this summer outdoor concert series. For a full listing of performers and dates, go to

www.rochestermainstreet.org.

BUSINESS ROUND TABLE

Tue-Aug-21-2015 | 7:30 am – 9 am



Rochester City Hall, Council Chambers, 31 Wakefield Street, Rochester, NH

The July speaker will be XXXX. Meet and network with other Rochester businesses. The Business Round Table meets the third Tuesday of every month. For information about the meetings, contact the [Rochester Office of Economic Development](#).

SAVE THE DATE: SEACOAST MANUFACTURING EXCHANGE

Wed-Jul-22-2015 | 11:30 am – 1 pm

Advanced Technology & Academic Center, Great Bay Community College, 5 Milton Rd., Rochester NH

The Seacoast Manufacturing Exchange meets four times a year and serves as a forum where manufacturers network, exchange ideas and work together to identify strategic partnerships and cultivate new markets and product opportunities. For information, contact the [Rochester Office of Economic Development](#).

BUSINESS ROUND TABLE

Tue-Aug 18-2015 | 7:30 am - 9 am

Rochester City Hall, Council Chambers, 31 Wakefield Street, Rochester, NH

The August speaker will be XXXX. Meet and network with other Rochester businesses. The Business Round Table meets the third Tuesday of every month. For information about the meetings, contact the [Rochester Office of Economic Development](#).

CHAMBER RAFFLE BASH

Fri-Aug-14-2015 | 6 pm - 10 pm

The Governor's Inn, 78 Wakefield Street, Rochester, NH

Purchase a ticket for a chance to win the grand prize of \$10,000 cash or a 2015 Harley-Davidson FXDL 103 motorcycle. The drawing will be held on Friday, August 14, 2015. [Get details](#).



[Facebook](#)



[Twitter](#)



[Website](#)



City of Rochester, New Hampshire

Division of Community Development

31 Wakefield Street, Rochester NH 03867

(603) 335-7522 www.rochesternh.net

Community Development Coordinator Report

Prepared and submitted by the Community Development Coordinator

June 2015

- ***Continuing Projects***

- Hanson Pines Pavilion: This project is proceeding, but the revised timeline will have the project be completed in July 2015.
- Public Library HVAC System: This project was rebid, as the Department of Public Works decided the received bids were inadequate. Due to the rebid, the project is now estimated to be completed in July 2015.
- Public Service Agencies: The Community Development Coordinator has been conducting end-of-year program monitoring and financial management monitoring at the offices of FY 2014-2015 CDBG grant recipients. All grant recipients monitored thus far are conducting activities in compliance with CDBG objectives and regulations.

- ***Future Projects***

- FY 2015-2016 Grant Recipients: Draft contracts have been sent to all FY 2015-2016 CDBG grant applicants. The Community Development Coordinator has started the environmental review process for the FY 2015-2016 activities and projects.

- ***HUD Site Visit and CDBG Program***

- HUD Site Visit: On April 30th and May 1st, representatives from the U.S. Department of Housing and Urban Development (HUD) visited the City of Rochester's Community Development office to conduct a scheduled review of the City's CDBG program. Overall, HUD determined that the City is in compliance with HUD regulations and that the City's CDBG program is serving the intended beneficiaries of CDBG funding. There were four findings of program deficiencies, however, which have been related to the City via draft report. (Please see attached.) One of these findings (Finding #2) was addressed immediately following the site visit, and the Community Development Coordinator has submitted draft documents as the required corrective action in response to two other findings (Findings #1 and #3). The Community Development Coordinator has also started work on the required corrective action for Finding #4. Updates on progress on the corrective action taken on these findings, and HUD's acceptance of the City's corrective action, will be provided to the Community Development Committee.
- Consolidated Plan Review: The approved FY 2015-2020 Consolidated Action Plan and FY 2015-2016 Annual Action Plan were submitted to HUD for review and approval in May. The City's HUD representative has reviewed the plan and

commented that the plan is “well written” and “present[s] all of required information in a clear and concise manner.” The Community Development Coordinator anticipates formal approval of the plan to occur shortly.

- ***Other Items***

- Bridging the Gaps: The Community Development Coordinator has received a revised notice of award from the Substance Abuse and Mental Health Services Administration (SAMHSA), accepting the City’s hiring of Molly Martuscello as coalition coordinator for Bridging the Gaps. The Community Development Coordinator has also been meeting with the City’s financial staff to discuss fiscal management needs of the SAMHSA grant.
- Historic Document Preservation Grants: At the request of the Historic Document Preservation Committee, the Community Development Coordinator has researched possible grant opportunities and presented this research to the Committee. A meeting has been scheduled for September to discuss possible grants in further detail.

- ***Report Attachments***

- HUD Draft Results of On-site Monitoring, Community Development Block Grant (Grant #: B-13-MC-33-0004)



8/3/15

U.S. Department of Housing and Urban Development

**MASSACHUSETTS STATE OFFICE, NEW ENGLAND AREA
Office of Community Planning and Development
Thomas P. O'Neill, Jr. Federal Building
10 Causeway Street - Fifth Floor
Boston, Massachusetts 02222-1092**

Draft for Discussion Purposes – 6.3.15

Julian L. Long, J.D., Community Development Coordinator/Grants Manager
Office of Economic and Community Development
City of Rochester
150 Wakefield Street
Rochester, NH 03867

Dear Mr. Long:

**SUBJECT: Results of On-site Monitoring, Community Development Block Grant
Grant #: B-13-MC-33-0004**

The purpose of this letter is to convey the results of HUD's monitoring of the City's performance and program compliance in administering CDBG activities. The on-site monitoring was conducted on April 30 and May 1, 2015, by Amy Yuhasz, Community Planning and Development Representative, and Cedric Kam, Economic Development Specialist.

The scope of the monitoring was limited to a review of CDBG eligibility and national objective compliance and a review of individual economic development activities. During our review we randomly selected records and spoke to staff responsible for administering the programs. The monitoring results are based on the records reviewed.

The preliminary results of our review were discussed with City staff in an exit conference held on May 1, 2015. The monitoring resulted in four findings which are detailed in the enclosed report. In reading the attached report, please note that our monitoring results are always summarized either as findings, concerns, or conclusions. Findings are violations of law or regulation that require resolution. Concerns do not indicate non-compliance but are meant to highlight areas for improvement that, if left unresolved or uncorrected, may lead to findings. Please respond to the enclosed findings within 30 days of receipt of this letter.

We appreciate the cooperation and assistance we received from you during our review. If you have any questions, please feel free to contact Amy Yuhasz at 617.994.8504 or amy.e.yuhasz@hud.gov.

Sincerely,

Robert Shumeyko
CPD Director

Enclosure

1ADM1	1ADM1	1ADM1
Yuhasz	Kam	Connolly

HUD MONITORING REPORT CITY OF ROCHESTER CDBG PROGRAM

Finding 1: Inadequate Documentation of National Objective Compliance for Low- and Moderate-Income Area Benefit (LMA) Activities

Cause: Lack of management oversight of required file documentation and internal controls.

Effect: Absent proper internal controls, the Grantee is unable to ensure that a national objective is met.

Criteria: Area benefit activities are defined at 24 CFR 208(a)(1) as serving a primarily residential area where at least 51% of residents are low and moderate income persons. The regulations at §570.506(b)(2) require that CDBG recipients maintain records that include the boundaries of the service area for each activity determined to benefit low and moderate income persons based on the area served by the activity and the population's income characteristics.

Condition: The following LMA project files were reviewed: Code Enforcement-NSP (IDIS activity #512), Community Center Gym Heater (IDIS activity #518) and Historical Society Building Improvements (IDIS activity #519). We found that the City's process for documenting compliance with the low- and moderate-income area benefit national objective was absent in the file documentation reviewed for each activity. Files did not include service area boundaries or a written determination of how the service area was defined. Although location of the projects, verified by site visits, were located in low-moderate income block groups, the supportive documentation describing the boundaries and how the service area was defined for these projects was not completed.

Required Corrective Action: The City must develop recordkeeping procedures in accordance with the detailed instructions and guidance related to documentation of service area determinations found in the "*Community Development Block Grant Guide for National Objectives and Eligible Activities for Entitlement Communities, Appendix D: Determining Service Areas*" and at:
<http://www.hud.gov/offices/cpd/communitydevelopment/library/deskguid.cfm>.

At a minimum, the City's project files must contain a description of the project area including census tract information, a map of the boundaries of the LMA specific to the activity, whether the area is primarily residential, and text that describes how the LMA determination was made. Please provide HUD with a copy of the draft procedure for review and approval.

Finding 2: Misclassification of NH Small Business Development Center Activity

Cause: Lack of administrative oversight and staff training.

Effect: The activity did not meet the Low/Mod Clientele, Job Service Benefit national objective.

Criteria: Eligible CDBG activities are listed in 24 CFR 570.201 through 570.205.

Condition: The NH Business Development Center activity (IDIS activity #511) was classified in IDIS with a matrix code of 18B (economic development administration and technical assistance) and a national objective of LMCSV (low/mod clientele, job service benefit). Per files and discussion with City staff, this activity is intended to be classified as § 570.201(o) microenterprise assistance and should be coded in IDIS with a matrix code of 18C (micro-enterprise assistance) and a LMJ (low- and moderate-income jobs) national objective.

Required Corrective Action: Subsequent to the on-site monitoring, the City reopened this activity in IDIS and revised the CDBG matrix code and national objective as indicated above. This finding has been closed.

Finding 3: Lack of a written agreement between the City and the business regarding their commitment to create low- and moderate-income jobs

Cause: Lack of administrative oversight and staff training.

Effect: Absent proper internal controls, the Grantee is unable to ensure that a national objective is met in order to support project expenditures.

Criteria: The regulations at 24 CFR 570.506(b)(5) describe the records that need to be maintained to demonstrate that each activity undertaken meets a national objective.

Condition: HUD reviewed the NH SBDC, Thompson Investment Castings and Publik House/Ruby Room economic development activity files for national objective compliance. The Thompson Investment Castings file did not contain the required jobs creation agreement between the City and the business; however, the business met the jobs creation requirement with the creation of 17 jobs filled by low- and moderate- income people and significantly surpassed the requirement to create two jobs based on a \$70,000 loan.

Required Corrective Action: The City must develop a written procedure for their economic development loan program that requires the execution of a written agreement prior to the commitment of CDBG economic development loan funds for HUD review and approval. The agreement must state the commitment of the business to create or retain the required amount of low- and moderate-income jobs.

Finding 4: Activities were misclassified when completing the environmental review record for Thompson Investment and the Publik House/Ruby Room economic development activities

Cause: Lack of administrative oversight and failure to understand the differences between Exempt level economic development activities and those that are Categorically Excluded [subject to § 58.5] or activities that require an Environmental Assessment (EA) level of review.

Effect: Without the appropriate level of review, the City is at risk of adversely impacting the environment and could be violating several compliance factor requirements as enforced by the lead federal agency as cited under § 58.5, and/or the National Environmental Policy Act.

Criteria: 24 CFR 58.38 (a) (3) and 58.32 (b) and (c)

Condition: The City is classifying all Economic Development activities as Exempt per § 58.34 (a) when in fact some CDBG funded activities are not Exempt from an Environmental Review, and/or potentially a RROF. Activities under 24 CFR 58.35 (a) (3) (iii) [rehabilitation of non-residential buildings] would require a Categorically Excluded Environmental Review subject to § § 58.5 and 58.6. 24 CFR 58.36 activities [construction related activities of non-residential buildings or facilities] would require an Environmental Assessment.

Activity	Activity Description
Thompson Investment	Expansion of an existing commercial building
Publik House/Ruby Room	Interior renovation of the building, which included painting the walls and installing restaurant booths

Required Corrective Action: The City shall apply HUD's Categorically Excluded Statutory Checklist for § 58.35 (a) (3) (iii) activities as part of the CDBG funded project that may prompt a RROF if there are circumstances which would require review and compliance with any of the § § 58.5 or 58.6 related federal laws and authorities, and other requirements.

The City shall apply HUD's Environmental Assessment Worksheet (applicable to all non-Exempt/CENST/CEST activities) for § 58.36 activities which always require a combined notification and RROF process.

The City shall contact the NH Division of Historical Resources (NHDHR) and initiate Section 106 consultation of the National Historic Preservation Act (NHPA) to ascertain if any existing or proposed historical properties were adversely affected by the grant funded undertaking. The City shall provide HUD this documentation. The City shall also provide documentation that the rehabilitation of interior spaces was properly assessed for Lead based paint and friable Asbestos Containing Building Materials (ACBMs).

The City's appointed Environmental Review preparer and/or the Certifying Officer (CO) shall complete a Part 58 environmental training this August or September (TBA) via Webcast and request technical assistance from the NH Field Environmental Officer. Revised environmental review documentation forms and checklists will be provided to the City.

JOB Loan Document Checklist for Applicants]

INSTRUCTIONS: JOB Loan Applicants must complete this checklist and turn in with all required documents listed. Once completed application and required documents are received by the City, the JOB Loan Committee will meet to review the application. Note: In some situations, certain documents below may not apply; however, exclusion of a document must be approved by the **committee**.

Loan and Borrower Information

Borrower's Name(s)

Borrower's Address

Business Address:

General Application Documents

- ☐ JOB Loan Agreement and Understanding
- ☐ Loan Application Fee (\$125)
- ☐ Loan Application
- ☐ History and description of the business
- ☐ Current and complete Business Plan
- ☐ Statement of anticipated benefits from the proposed financing and identified community benefit
- ☐ Jobs to be Created and timeframe (specific by title)
- ☐ Lease/Purchase Agreements

Financing/Costs

Loan Amount: _____

Total Project Cost: _____

- ☐ Other Financing Commitments and Terms
- ☐ Commitment Letter(s) from other financing sources
- ☐ Preliminary plans and specs- estimate of costs
- ☐ Schedule of outstanding obligations
- ☐ Listing of collateral

Property Evaluations

- ☐ Real Estate Appraisals
- ☐ Feasibility Studies

Company Financial Information

- ☐ Balance Sheet (previous 3 years)
- ☐ Profit and Loss Statement (previous 3 years)
- ☐ Current balance sheet and operating statement (not older than 90 days)
- ☐ Statement of Cash Flows
- ☐ Tax Returns (last 2 years)

Company Projected Financial Statements

- ☐ Pro-forma Balance Sheet and Operating Statement (2 years)
- ☐ Profit and Loss Statement- Project 2 Years
- ☐ Statement of Cash Flows

Personal Financial Information (for each Business Owner for each with 20% or more ownership interest in the firm)

- ☐ Individual Tax Returns (last 2 years)
- ☐ Current Personal Financial Statements
- ☐ Credit Bureau Reports

Corporate Documents

- ☐ Names and affiliates and/or subsidiary firms
- ☐ If business is a franchise, copy of the franchise agreement
- ☐ Resumes of the principals and top management
- ☐ True attested copy of the Bi-Laws of the firm
- ☐ Resolution of the Board of Directors of the applicant firm
- ☐ Certificate of good standing with the State
- ☐ Other (please describe): _____

Signature

Date

JOB Loan Document and Processing Checklist

*Certain areas of evaluation below may not be applicable on every loan.

Loan and Borrower Information	
Borrower's Name(s):	
Borrower's Address:	
Secured or Unsecured:	
Collateral:	
Loan Amount:	
Term:	
Total Project Cost:	
Other Financial Participation:	
Bankable:	
Project Description:	

Application Documents	
	JOB Loan Agreement & Understanding
	Loan Application Fee (\$125)
	Loan Application

Supporting Documents (as applicable):	
	History and description of the business
	Current and complete Business Plan
	Statement of anticipated benefits from the proposed financing and identifying community impact
	Other financing commitments and terms
	Commitment Letter(s) from other financing sources
	Lease/Purchase Agreements
	Preliminary plans and specs - estimate of costs (construction and/or machines and equipment
	Schedule of outstanding obligations
	Listing of collateral to be offered as security for the loan
	Other:

Property Evaluations:	
	Real Estate Appraisals
	Feasibility Studies
	Other:

Company Financial Statements:	
	Balance Sheet (previous 3 years)
	Profit and Loss Statement (previous 3 years)
	Current balance sheet and operating statement (no older than 90 days)
	Statement of Cash Flows
	Tax Returns (last 2 years)
	Other:

Projected Financial Statements:	
	Pro-forma Balance Sheet and Operating Statement (2 years)
	Profit and Loss Statement
	Statement of Cash Flows
	Other:

Personal Financial Statements	
(for each Business Owner with 20% of more ownership interest	
	Individual Tax Returns (last 2 years)
	Current Personal Financial Statements
	Credit Bureau Reports

Corporate Documents:	
	Names and affiliates and/or subsidiary firms
	If business is a franchise, copy of the franchise agreement
	Resumes of the principals and top management
	True attested copy of Bi-Laws of the firm
	Resolution of the Board of Directors of the applicant firm
	Certificate of Good Standing with State
	Other:

CDBG Documentation	
CDBG Eligibility (select one):	
	Microenterprise assistance (570.201 (o) (1)
	Assistance to a For Profit Business (570.203(b))

Compliance with Section 570.208 Criteria for National Objectives:	
	(a) Benefit to low/mod income families
	(1) Area benefit activites
	(2) Limited Clientele Activities (includes ME)
	(3)Housing Activities
	(4)Job Creation or Retention Activities
	(b) Prevention or elimination of slums or blight
	(1) Addresses slums & blight on area basis
	(2) Addresses slums & blight on spot basis
	(3) Addresses slums & blight in urban renewal area
	(c)Urgent Need

Public Benefits Assessment	
	Business provides services to Low/Mod Community
	Increases tax base
	Are project costs reasonable?
	Are all sources of financing committed?
	CDBG funds are not replacing private financing?
	Is project financially feasible?
	Return on Owners investment not unreasonably high?
	CDBG funds being disbursed on a pro rata basis with other funds?

Preliminary Preparation	
	Executive Summary prepared
	Credit Bureau Reports

JOB Loan Committee review	
	meeting scheduled
	copies of loan package made for committee
	received loan package copies back to shred

JOB Loan Committee recommendation	
	Approved
	Denied
	Comments:

Attorney Prepared Closing Documents

	Prepare/send Commitment Letter
	copy of Commitment Letter to Business Office
	copy of Commitment Letter to Community Development
	signed Commitment Letter received

	Loan Agreement
	Promissory Note
	UCC Filing
	Settlement Statement

Additional Comments:

	loan write-up
	commitment letter
	insurance docs
	Corporate documents
	amortization/payment schedule
	Collateral listing

[illegible]

	date of loan closing
	requested account set-up from Mark
	Processed PO - loan amount to Attorney Escrow Account
	Deliver check to Attorney (@ 48 hours prior to closing)

	ACH Form
	Job Creation Agreement (as applicable)
	Job Retention Agreement (as applicable)
	Retention Compliance Letter?
	Rochester JOB Loan Employee Income Verification Form

Low-Mod Jobs to be Created		Low-Mod Jobs to be Retained		Loan Amount	Cost per FT Job Retained & Created

Jobs to be Created (specific by title):

Forward copies to:

Business Office	CDBG Office	
		Amortization schedule
		Promissory Note
		ACH form
		Settlement Statement
		Job Retention Agreement
		Job Creation Agreement
		Other:
		Other:
		Other:

☐ complete Economic Development loan file

Signature

Date

Signature

Date

CDBG Eligibility Analysis Checklist

Name of Program or Activity:	<input style="width: 95%;" type="text"/>
Name of Organization:	<input style="width: 95%;" type="text"/>
Date of Analysis:	<input style="width: 60%;" type="text"/>

I. CDBG PROGRAM GOALS

Does the program/activity address one of the CDBG program goals?

	YES		NO
--	------------	--	-----------

Select which goal is addressed:

	Decent, Safe, Affordable Housing
	Suitable Living Environment
	Expand Economic Opportunities

II. PERFORMANCE OUTCOMES

Does the program/activity meet one of the three performance outcomes?

	YES		NO
--	------------	--	-----------

Select which performance outcome is met:

	Availability/Accessibility
	Affordability
	Sustainability

III. NATIONAL OBJECTIVES

Does the program/activity meet one of the National Objectives? (24 CFR §570.208)

	YES		NO
--	------------	--	-----------

Select which National Objective is met:

	Provide a Benefit to LMI Persons
	Area Benefit Activities (LMA)
	Limited Clientele Activities (LMC)
	Housing Activities (LMH)
	Job Creation or Retention (LMJ)
	Prevent or Eliminate Slums/Blight
	Area Basis (SBA)
	Spot Basis (SBS)
	Urban Renewal Area (SBR)
	Meet an Urgent Community Need

IV. ELIGIBLE ACTIVITIES

Is the program/activity eligible under 24 CFR 570? (24 CFR §570.201 – 24 CFR §570.206)

	YES		NO
--	-----	--	----

Select the eligibility classification:

	Administration and Planning
	Acquisition of Real Property
	Disposition and Clearance
	Public Facilities and Improvements
	Publically-Owned
	Traditionally Provided by Government
	Owned by Non-Profit and Operated to Serve Public
	Public Services
	Labor
	Supplies
	Equipment and Furnishings
	Materials
	Operational Expenses
	Interim Assistance
	Payment of Non-Federal Share
	Urban Renewal Completion
	Relocation
	Privately-Owned Utilities
	Construction of Housing (Limited)
	Homeownership Assistance
	Micro-enterprise Assistance
	LMC (If Owner is LMI)
	LMA

	LMJ
	Technical Assistance
	Neighborhood Revitalization
	Rehabilitation
	Rehab of Residential or Commercial/Industrial Exterior
	Code Enforcement
	Historic Preservation
	Lead-Based Paint Activities
	Special Economic Development (24 CFR §570.203)
	For Non-Profits
	Acquisition
	Construction
	Reconstruction
	Rehabilitation
	For Private For-Profits
	Grants, Loans, Technical Assistance, Etc.
	Assistance Appropriate to Carry Out Econ. Dev. Project
	Economic Development Services (no general community promotion, professional sports team benefit, higher-income recreation, unidentified use for land, unresolved findings)

JOB Loan
PUBLIC BENEFIT STATEMENT
PRE LOAN

COMPANY:

Owner:

Total Number of Jobs to be Created	Number of Low-Mod Jobs to be Created	Loan Amount	Cost per full Time Job

TOTAL PROJECT COST:

OTHER FINANCIAL PARTICIPATION:

Owners contribution:

JOB Loan:

BANKABLE:

JOBS TO BE CREATED:

CITY OF ROCHESTER, NH (FY 2016-2017)
Community Development Block Grant (CDBG) Funding Application



OVERVIEW

CDBG: The Community Development Block Grant Entitlement Communities Grant Program (CDBG) provides annual grants on a formula basis to entitled cities and counties to develop viable communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low and moderate income persons. The program is authorized under Title 1 of The Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 USC 5301. Program regulations are at 24 FR 570.200.

Each grant award is subject to the final award from the Department of Housing and Urban Development (HUD), followed by the execution of a final agreement between the City and the applicant. No expenditures of funds can occur until an agreement/contract has been signed.

The FY 16-17 grant amounts have not been released from HUD so the City will consider using the same estimate as last year of a 10% decrease from prior year funding, bringing the estimated grant amount to \$204,355.80 (15% or \$30,653.370 for public services). Updates will be provided as decisions are made on how to determine the best estimate. Final allocations will be adjusted once HUD provides the final grant award.

Eligible Agencies:

- Agency must have a 501(c)(3) tax exemption status
- Agency must meet one of HUD's National Objectives and one of HUD's Outcome Measures
- Agency must meet a Priority Need as defined in the 2015-2020 Consolidated Plan for Rochester
- Agency must serve low-moderate income clientele (*51% of their clients must earn very low, low, or moderate incomes*)
- Agency must be able to document service to clients in Rochester
- Agency must have the ability and willingness to collect required reporting statistics

Eligible Expenses: The cost of labor, supplies, and/or materials required for the provision of services to agency clientele.

Project Beneficiaries: 51% of the individuals and/or families assisted by the program must earn very low, low, or moderate incomes.

Application Review Process: This is a competitive grant program with no guarantee of funding. Once applications are submitted to the Office of Economic & Community Development, they will be reviewed to ensure that each applicant meets the minimum requirements listed above under **Eligible Agencies**. A report of all applicants will be developed that summarizes certain key elements throughout the application to provide a more detailed comparison view. Full applications as well as the **Summary of Key Elements** will be provided to the Community Development Committee for their review throughout January, February, and March. Each member of the Committee will determine his or her level of support for each applicant based on the information provided and will make recommendations to the full City Council in March or April. During this process, agencies will be notified as to any opportunities to present their organization to the council and/or committee (optional and not required).

Summary of Key Elements:

- Agency experience providing the programming for which funding is being requested
- Amount of funding request
- Leveraging from other funding sources
- Percent of the total budget requested from Rochester funds
- Prior year funding requests
- Cost ratio
- How funds will be invested
- Level of impact that the services provided will have on City Welfare
- Rochester residents served
- Rochester residents served (low/moderate income)
- Performance measures in place or a plan to develop in the next year

CITY OF ROCHESTER, NH (FY 2016-2017)
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- Unique services provided
 - How services would be provided without Rochester CDBG funds
 - Results of most recent financial review
 - Results of most recent evaluation(s), if applicable
 - For current CDBG grantees: Whether agency is up to date with reporting
 - For current CDBG grantees: Rochester residents served for FY 15-16
-

APPLICATION SUBMITTAL INSTRUCTIONS

Intent to submit:

Please provide email notification of your intent to submit an application by **December XX, 2015 at 4 p.m.** to julian.long@rochesternh.net.

Application Deadline:

Both email and hard copy applications are due by 4:00 p.m. on January XX, 2016. No exceptions will be made for late submittals.

In Person: 1 Original *(include all required attachments listed in Part 7 of the application)*

City of Rochester
Office of Economic & Community Development
150 Wakefield St.
Rochester, NH 03867
Attn: Julian Long

- Hardcopy submission sized at 8.5 x 11, three-hole punched.
- Please use clips—do not staple.
- Please do not put the application into a presentation folder or plastic cover.

By Mail: 1 Original *(include all required attachments listed in Part 7 of the application)*

City of Rochester
Office of Economic & Community Development
31 Wakefield St.
Rochester, NH 03867
Attn: Julian Long

- Hardcopy submission sized at 8.5 x 11, three-hole punched.
- Please use clips—do not staple.
- Please do not put the application into a presentation folder or plastic cover.

Via Email: julian.long@rochesternh.net

1 Copy

Direct all inquiries to:

Julian Long
Community Development Coordinator and Grants Manager
julian.long@rochesternh.net
603-335-7519

CITY OF ROCHESTER, NH (FY 2016-2017)
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PROGRAM COVER SHEET
ORIGINAL COPY

Organization Name:

Tax ID #:

DUNS #:

If you are applying for CDBG Funds and do not have a DUNS #, you will need to obtain one at <http://fedgov.dnb.com/webform>.

Program Name:

Contact Person:

Email:

Mailing Address:

City, State, ZIP Code:

Physical Address of Program (if different from mailing address or if for a facility project):

City, State, ZIP Code: _____

Phone:

Fax:

Website:

Agency's fiscal year: Jul. 1-Jun. 30 Jan. 1- Dec. 31 Oct. 1-Sept. 30 Other: _____

Agencies applying for CDBG Funds must meet a HUD Objective and Outcome to qualify for funding:

HUD National Objectives (Select Only 1) (CDBG Applicants Only)

To Provide Decent Housing: This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.

To Provide a Suitable Living Environment: This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment such as social issues related to crime prevention, literacy, or elderly health services.

To Expand Economic Opportunities: This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

My Program Does not Meet Any of these Objectives

HUD Outcomes (Select Only 1) (CDBG Applicants Only)

Availability/Accessibility: This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities and senior citizens. In this category, accessibility does not only refer to physical barriers but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

Affordability: This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

Sustainability: This category applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income, or by removing or eliminating slums/blighted areas, through multiple activities or services that sustain communities or neighborhoods.

My Program Does not Meet Any of these Outcomes

For Community Development Office Use:					
Priority Need	Basic Needs	Safety Net	Investment		
City Welfare Impact Level					
<u>Category A</u>	Direct	Indirect	<u>Category B</u>	Immediate	Future
For Current CDBG Grantees: Is reporting up to date?				Yes	No

Section A - Organizational Capacity and Experience



CITY OF ROCHESTER, NH (FY 2016-2017)
Community Development Block Grant (CDBG) Funding Application

1) Agency Overview

- Please describe the agency history, mission, number of years in operation, and services provided.
- Please describe any federal grant management experience.
- If funding is for a specific program, please provide the name of the program and a brief description.
- Provide a description of how requested funds will be invested. *For example, are you requesting funds for overall operating expenses, rent for a classroom for one year, or funding for a specific program or project? If staff positions will be funded by CDBG or City funding, list the position title and the full time equivalent amount paid by CDBG or City Funds (e.g., CDBG will fund a Case Manager at 0.5 FTE and an Employment Specialist at 1.0 FTE).*

Section B – Program Costs and Funding

1) Program Costs and Leveraging

- Rochester CDBG or City grant request for FY 16-17 \$
- Total program budget for FY 16-17 \$
- Amount of leveraged funds committed \$
- Percentage of leveraged funds committed %
- Percentage of CDBG funds toward total program cost * %
- ** Rochester Grant Request for FY 16-17/Total Program Budget x 100*
- Indicate from what sources other funding will be leveraged _____

2) Prior Funding Requests and Awards (if applicable)

- If applicable, when was the last request made to Rochester for CDBG funds? _____
- Amount of last request made to Rochester for CDBG funds? \$
- Amount of funds last received from Rochester CDBG funds? \$
- If applicable, please describe how Rochester CDBG funds have been invested in the agency in prior years. _____
- Describe any changes in programming needs over the last year and how this effects the amount of funds your agency is requesting. _____

Section C – Individuals Served

See **Income Guidelines in Table A** for very low, low, and moderate income limits.

Note: Fiscal Year 15-16 (July 1, 2015-June 30, 2016); Fiscal Year 16-17 (July 1, 2016-June 30, 2017)

Note: Please use "unduplicated" clients

1) For applicants that received Rochester funding for this fiscal year (2015-2016)

- How many Rochester residents were projected to be served? _____
- How many Rochester residents have been served YTD? _____
- If the agency is not on track with meeting the projected goal, please explain the reason:

2) Individuals Served

All Individuals

- Total # of all Individuals served (including non-Rochester residents) in the last 12 months _____

CITY OF ROCHESTER, NH (FY 2016-2017)
Community Development Block Grant (CDBG) Funding Application



Rochester Residents

- Total # of Rochester residents served in the last 12 months _____
- Total % of Rochester Residents served in the last 12 months * _____
- Total # of low/moderate income Rochester residents served in the last 12 months _____
- Total % of low/moderate income Rochester residents served in the last 12 months ** _____

* $\text{Total \# Rochester residents served} / \text{Total \# of All Individuals served} \times 100$

** $\text{Total \# of low-mod Rochester residents served} / \text{Total \# of Rochester Residents served} \times 100$

3) Projection for FY 2016-2017

- Total # of Rochester residents projected to be served in FY 16-17?
- Total # of low/moderate income Rochester residents to be served in FY 16-17?

4) Record Keeping

- Do you currently collect statistics regarding the race, ethnicity, income level, household size, and gender of your clients' head of household? Yes No
- If not, do you foresee a problem in collecting these statistics? Yes No

Section D– Provision of Services

If funding is being requested for a specific program, please answer the questions below regarding the program for which the funding is being requested. If funding is for expenses related to the overall agency operations, please answer regarding the agency.

- 1) Describe the services available to clients through the agency.
- 2) How is a client's eligibility determined?
- 3) What has the agency done to eliminate barriers to services?
- 4) What is the estimate of unmet needs/requests for services? (e.g., agency receives double the amount of screenings a year than beds available)
- 5) If applicable, please describe any unique services provided by the agency that cannot be duplicated by any other local agency.
- 6) Where would clients access similar services if this agency wasn't providing the proposed programming?
- 7) Why are CDBG funds necessary for the operation of this program, and what would happen if the funding request is not approved?
- 8) Describe collaborations with other agencies to provide services. Please indicate the name of the agency and specifically how you collaborate with them (e.g., specific projects or services).
- 9) If the project or activity is limited to a specific physical/geographical region, please describe the physical/geographical boundaries of the proposed project or activity. Please include a map and describe how the boundaries of this region were determined, including any relevant documentation. (This determination will be independently evaluated by CDBG program staff based on census tract data, the nature of the activity, the location of the activity, accessibility of the activity, and the availability of comparable activities or services.)

Section E– Goals, Outcomes and Objectives

1) Performance Measurement

- Does your organization currently use performance measures to determine the impact of your programming on the population served? Yes No
- If no, is there a plan for developing such a method in the next fiscal year? Yes No

CITY OF ROCHESTER, NH (FY 2016-2017)
Community Development Block Grant (CDBG) Funding Application



Section F– Monitoring and Evaluation

1) Financial Review

- What type of financial review does your agency undergo on an annual basis?
- Provide the date of the last financial review.
- Provide a brief summary of the findings of the last financial review.

2) Other Reviews:

- Is your agency evaluated by other outside organizations? Yes No
- If yes, what organization evaluates your agency?
- What is evaluated?
- How often are you evaluated?
- Provide the date(s) of last evaluation(s) completed.
- Provide a brief summary of the findings from your most recent evaluation(s).

Section G – Attachments

Attachment A: Budget for agency and for program (if requesting funds for a specific program). Please be sure to identify your major federal, state, and local funding sources by name.

Attachment B: List of all members of the Board of Directors (or the organization's Advisory Council).

Attachment C: Organizational chart. This chart should present the agency's administrative framework and indicate how the program fits into the organizational structure.

Attachment D: Documentation of 501(c)(3) status. Please attach a copy of the IRS determination letter of 501(c)(3) status.

Attachment E: Federal Funding Accountability and Transparency Act (FFATA) Checklist. (If not applicable, that must be indicated on the form itself and submitted). The form has been provided and must be signed.

Attachment F: Most recent audit. A copy of the agency's most recent audited financial statement.

Attachment G: Performance measurement system. A description of the performance measurement system for the program for which funding is requested (including examples of measures used) or a description of a plan for how a performance measurement system will be developed in the coming year.

Attachment H: For public facilities or infrastructure applicants only: Include separate attachments outlining the scope of the proposed project, the timeline from inception to completion, and cost estimates from three vendors or a bid summary.

Section H – Certification

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND THAT IT CONTAINS NO FALSIFICATIONS, MISREPRESENTATIONS, INTENTIONAL OMISSIONS, OR CONCEALMENT OF MATERIAL FACTS.

I FURTHER CERTIFY THAT NO CONTRACTS HAVE BEEN AWARDED, FUNDS COMMITTED, OR CONSTRUCTION BEGUN ON THE PROPOSED PROGRAM AND THAT NONE WILL BE DONE PRIOR TO ISSUANCE OF A RELEASE OF FUNDS BY THE CITY OF ROCHESTER.

I FURTHER CERTIFY THAT ADMINISTRATION OF ANY GRANT MONIES RECEIVED SHALL BE ADMINISTERED IN COMPLIANCE WITH ALL U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT REGULATIONS, THE ANTI-DISPLACEMENT POLICY OF THE CITY OF ROCHESTER, AND THE UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970 AND ITS AMENDMENTS.

CITY OF ROCHESTER, NH (FY 2016-2017)
Community Development Block Grant (CDBG) Funding Application



SIGNATURE OF AUTHORIZED PERSON

DATE

PRINT NAME

TITLE

CITY OF ROCHESTER, NH (FY 2016-2017)
Community Development Block Grant (CDBG) Funding Application



Table A: Client Reporting Income Limits for Rochester for 2015
 (source: U.S. Department of Housing and Urban Development,
<http://www.huduser.org/portal/datasets/il/il2015/2015summary.odn>)

Portsmouth-Rochester Metropolitan Area, New Hampshire										
2015 Income Limit Area	Median Income	FY 2015 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
City of Rochester	\$86,100	Very Low (50%) Income Limits	\$30,650	\$35,000	\$39,400	\$43,750	\$47,250	\$50,750	\$54,250	\$57,750
		Extremely Low (30%) Income Limits	\$18,400	\$21,000	\$23,650	\$26,250	\$28,410	\$32,570	\$36,730	\$40,890
		Low (80%) Income Limits	\$46,100	\$52,650	\$59,250	\$65,800	\$71,100	\$76,350	\$81,600	\$86,900

CITY OF ROCHESTER, NH (FY 2016-2017)
Community Development Block Grant (CDBG) Funding Application



ATTACHMENT E

FFATA Checklist (contracts \$25,000 and over)

The Federal Funding Accountability and Transparency Act (FFATA) require the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all Federal spending awards. As part of this, the City of Rochester's CDBG program requires all agencies that meet the following thresholds to report when the agencies:

- had a gross income, from all sources, over \$300,000 in the agency's previous tax year, **and**
- have been awarded \$25,000 and over.

Please check box and return form if your agency does not meet the above thresholds. ☐

To Be Filled Out By Rochester CDBG Staff	
Award title descriptive of the funding action	
CFDA program number for grant	14.218
Program source	CDBG
Amount of award	
To Be Filled Out By Agency	
Name of agency receiving award	
Address of the entity including: (Zip + 4)	
Place of performance including: (Zip + 4)	
Congressional district	
Total compensation and names of top five executives*	1.
	2.
	3.
	4.
	5.
DUNS number	
Central Contractors Registration (CCR) number**	

*Must give total compensation and names of top five executives if:

(1) More than 80% of annual gross revenues are from the federal government, and those revenues are greater than \$25M annually, **and** (2) Compensation information is not already available through reporting to the SEC. **Note: Because CCR registration expires annually, grantees are required to update their CCR information annually.

How do you get a DUNS number?

The unique identifier used in reporting to FFATA is the entity's Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) Number. For subgrantees, OMB has issued interim final guidance requiring such recipients to obtain a valid DUNS number.

DUNS numbers may be requested via the web at: <http://fedgov.dnb.com/webform>

What is a CCR and how do you register?

CCR stands for Central Contractor Registration, which is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions.

The link to information needed to register and become familiar with CCR is provided below.

Registration information: <http://www.ccr.gov/startregistration.aspx>



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**City and Enterprise Funds
Revenue Summary
For Period Ending
06/30/2015**

YEAR-TO-DATE BUDGET REPORT

FOR 2015 12

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
11011 ECONOMIC DEVELOPMENT REVENUE	0	0	0	150.00	-150.00	100.0%
11031 CITY CLERK REVENUE	106,120	0	106,120	112,310.49	-6,190.49	105.8%
11051 ASSESSORS REVENUES	1,000	0	1,000	337.00	663.00	33.7%
11061 BUSINESS OFFICE REVENUE	70,000	0	70,000	52,784.61	17,215.39	75.4%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	.00	1,000.00	.0%
11071 TAX COLLECTOR REVENUE	27,746,617	454,940	28,201,557	29,063,959.08	-862,402.08	103.1%
11081 GENERAL OVERHEAD REVENUE	3,554,907	346,615	3,901,522	2,363,944.67	1,537,577.27	60.6%
11082 GENERAL OVERHEAD REVENUE	1,324,698	116,468	1,441,166	1,441,166.34	-.34	100.0%
11091 PUBLIC BLDGS REVENUE	0	0	0	10,127.70	-10,127.70	100.0%
11101 PLANNING	15,250	0	15,250	31,725.85	-16,475.85	208.0%
11201 REV LEGAL OFFICE	50,000	0	50,000	50,000.00	.00	100.0%
12011 POLICE CITY REVENUE	352,950	1,000	353,950	253,399.47	100,550.53	71.6%
12021 FIRE CITY REVENUE	12,350	0	12,350	15,233.04	-2,883.04	123.3%
12022 FIRE STATE REVENUE	15,584	0	15,584	8,540.17	7,043.83	54.8%
12023 FIRE FEDERAL REVENUE	0	0	0	673.65	-673.65	100.0%
12031 DISPATCH CENTER	62,044	0	62,044	61,075.18	968.82	98.4%
12041 CODE ENFORCEMENT REVENUE	293,575	0	293,575	424,318.60	-130,743.60	144.5%
13011 PUBLIC WORKS REVENUE	31,500	0	31,500	49,122.72	-17,622.72	155.9%
13012 STATE HIGHWAY SUBSIDY	523,112	7,818	530,930	535,833.44	-4,903.44	100.9%
14011 WELFARE REVENUE	9,000	0	9,000	4,337.89	4,662.11	48.2%
14021 RECREATION REVENUE	140,000	1,000	141,000	131,246.28	9,753.72	93.1%
14031 LIBRARY REVENUE	12,200	1,175	13,375	14,254.75	-879.75	106.6%
TOTAL GENERAL FUND	34,321,907	929,016	35,250,923	34,624,540.93	626,382.01	98.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 12							
ACCOUNTS FOR:	ORIGINAL	ESTIM REV	REVISED	ACTUAL YTD	REMAINING	PCT	
5001 WATER ENTERPRISE FUND	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	COLL	
510001 WATER WORKS REVENUE	5,188,845	1,000	5,189,845	3,062,470.14	2,127,375.21	59.0%	
TOTAL WATER ENTERPRISE FUND	5,188,845	1,000	5,189,845	3,062,470.14	2,127,375.21	59.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2015 12							
ACCOUNTS FOR: 5002	SEWER ENTERPRISE FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
520001	SEWER WORKS REVENUE	6,581,364	0	6,581,364	3,859,011.29	2,722,352.71	58.6%
520002	SEWER WORKS REVENUE	388,865	0	388,865	99,437.00	289,428.00	25.6%
TOTAL SEWER ENTERPRISE FUND		6,970,229	0	6,970,229	3,958,448.29	3,011,780.71	56.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 12							
ACCOUNTS FOR: 5003	ARENA ENTERPRISE FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
530001	ARENA REVENUE	538,624	0	538,624	394,089.60	144,534.40	73.2%
	TOTAL ARENA ENTERPRISE FUND	538,624	0	538,624	394,089.60	144,534.40	73.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 12

ACCOUNTS FOR:	ORIGINAL	ESTIM REV	REVISED	ACTUAL YTD	REMAINING	PCT
1501 CAPITAL PROJECTS GENERAL FUND	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	COLL
150000 CIP REVENUE BONDING	49,044,091	-2,976,428	46,067,662	21,061,909.83	25,005,752.37	45.7%
150001 CIP REVENUE CASH	9,361,109	420,932	9,782,042	9,811,366.49	-29,324.91	100.3%
150002 CIP REVENUE STATE	3,929,831	-309,923	3,619,908	3,621,908.14	-2,000.00	100.1%
150003 CIP REVENUE FUND BAL/RET EAR	3,311,245	420,673	3,731,918	3,746,806.17	-14,888.29	100.4%
150004 CIP REVENUE DEDICATED REVENUE	2,783,779	10,019	2,793,798	2,962,630.23	-168,832.73	106.0%
150005 CIP REVENUE GRANTS	6,554,329	645,675	7,200,004	5,756,349.48	1,443,654.81	79.9%
TOTAL CAPITAL PROJECTS GENERAL FUND	74,984,384	-1,789,052	73,195,332	46,960,970.34	26,234,361.25	64.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 12

ACCOUNTS FOR:	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
5501 CAPITAL PROJECTS WATER FUND						
550101 CIP REVENUE CASH	2,737,341	-812,338	1,925,003	2,486,340.00	-561,337.46	129.2%
550102 CIP REVENUES STATE	290,000	24,500	314,500	314,500.00	.00	100.0%
550103 CIP REVENUE FUND BAL/RET EAR	171,903	-14,671	157,232	171,903.00	-14,670.86	109.3%
550104 OTHER REVENUES	30,000	0	30,000	30,000.00	.00	100.0%
550105 WATER CIP REVENUE GRANTS	2,521,100	13,349	2,534,449	15,000.00	2,519,448.50	.6%
TOTAL CAPITAL PROJECTS WATER FUND	5,750,344	-789,161	4,961,183	3,017,743.00	1,943,440.18	60.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 12							
ACCOUNTS FOR:	ORIGINAL	ESTIM REV	REVISED	ACTUAL YTD	REMAINING	PCT	
5502 CAPITAL PROJECTS SEWER FUND	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	COLL	
550201 CIP REVENUE CASH	3,683,283	-518,693	3,164,591	3,512,251.16	-347,660.43	111.0%	
550202 CIP REVENUE STATE	390,000	-390,000	0	.00	.00	.0%	
550203 CIP REVENUE FUND BAL/RET EAR	593,018	-55,340	537,678	593,018.00	-55,339.57	110.3%	
550205 CIP REVENUE FUND	2,532,326	-4,600	2,527,726	809,280.56	1,718,445.44	32.0%	
TOTAL CAPITAL PROJECTS SEWER FUND	7,198,627	-968,632	6,229,995	4,914,549.72	1,315,445.44	78.9%	

YEAR-TO-DATE BUDGET REPORT

FOR 2015 12							
ACCOUNTS FOR:		ORIGINAL	ESTIM REV	REVISED	ACTUAL YTD	REMAINING	PCT
5503	CAPITAL PROJECTS ARENA FUND	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	COLL
550301	CIP REVENUE CASH	35,000	-12,046	22,954	23,089.54	-135.54	100.6%
550305	CIP REVENUE FUND	64,356	0	64,356	64,356.00	.00	100.0%
TOTAL CAPITAL PROJECTS ARENA FUND		99,356	-12,046	87,310	87,445.54	-135.54	100.2%

**City and Enterprise Funds
Expenses Summary
For Period Ending
06/30/2015**

YEAR-TO-DATE BUDGET REPORT

FOR 2015 12

ACCOUNTS 1000	FOR: GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11000051	CITY MANAGER	263,790	1,327	265,117	265,157.96	4,041.41	-4,082.50	101.5%
11012351	ECONOMIC DEVELOPMENT	289,042	3,236	292,278	280,490.12	2,677.37	9,110.51	96.9%
11020050	MUNICIPAL INFORMATION SYST	420,318	13,539	433,857	361,500.59	2,495.64	69,860.77	83.9%
11030051	CITY CLERK	259,793	4,911	264,704	251,453.12	10,239.07	3,011.81	98.9%
11040050	ELECTIONS	36,944	0	36,944	31,580.06	967.47	4,396.47	88.1%
11050070	ASSESSORS	361,496	5,340	366,836	366,595.95	3,145.74	-2,905.69	100.8%
11060051	BUSINESS OFFICE	435,470	5,242	440,712	426,787.97	804.59	13,119.44	97.0%
11063151	HUMAN RESOURCES	122,815	0	122,815	121,911.83	1,605.65	-702.48	100.6%
11070070	TAX COLLECTOR	329,326	4,084	333,410	313,520.11	797.57	19,092.32	94.3%
11080050	GENERAL OVERHEAD	854,289	-226,197	628,092	616,315.43	38,518.58	-26,741.88	104.3%
11090050	PB CITY WIDE 50	544,915	1,945	546,860	495,601.58	8,938.84	42,319.78	92.3%
11090051	PB CITY HALL 51	79,794	20,785	100,579	94,655.38	4,249.64	1,673.67	98.3%
11090052	PB OPERA HOUSE 52	30,372	0	30,372	37,007.61	.00	-6,635.61	121.8%
11090054	PB CENTRAL FIRE 54	13,232	-790	12,442	11,506.34	351.79	583.43	95.3%
11090055	PB GONIC FIRE 55	29,556	-114	29,442	28,035.42	125.00	1,281.09	95.6%
11090056	PB LIBRARY 56	15,012	185	15,197	15,189.98	.30	6.49	100.0%
11090057	PB DPW GARAGE 57	10,843	1,765	12,608	11,032.21	1,221.10	355.00	97.2%
11090059	PB ER FIRE STATION 59	725	-140	585	363.63	200.00	21.37	96.3%
11090061	PB HISTORICAL MUSEUM 61	1,900	-300	1,600	1,486.39	50.00	63.61	96.0%
11090063	PB HANSON POOL 63	5,005	-321	4,684	2,488.82	1,925.25	269.64	94.2%
11090064	PB GONIC POOL 64	2,880	-120	2,760	1,327.47	1,287.62	144.91	94.7%
11090065	PB EAST ROCHESTER POOL 65	2,825	-295	2,530	1,197.73	942.13	390.14	84.6%
11090068	PB GROUNDS 68	9,490	-703	8,787	8,786.50	.00	.66	100.0%
11090069	PB DOWNTOWN 69	16,500	-30	16,470	11,245.66	4,735.50	488.84	97.0%
11090070	PB REVENUE BUILDING 70	20,319	-182	20,137	20,443.09	.00	-306.23	101.5%
11090071	PB PLAYGROUNDS 71	2,500	-1,000	1,500	1,470.71	29.29	.00	100.0%
11090075	PB NEW POLICE STATION	19,061	10,024	29,085	28,400.14	477.23	207.86	99.3%
11102051	PLANNING	329,295	2,753	332,048	327,608.23	2,394.90	2,044.87	99.4%
11200051	LEGAL OFFICE	298,351	0	298,351	332,147.24	7,878.29	-41,674.53	114.0%
12010053	PD ADMINISTRATIVE SERVICES	1,853,696	5,200	1,858,896	1,675,469.57	60,008.95	123,417.48	93.4%
12012453	PD PATROL SERVICES	4,432,240	62,070	4,494,310	4,325,613.11	.00	168,696.89	96.2%
12012553	PD SUPPORT SERVICES	421,771	7,227	428,998	460,353.78	.00	-31,355.78	107.3%
12020054	FIRE DEPARTMENT	4,151,808	9,170	4,160,978	3,991,326.79	56,936.61	112,714.60	97.3%
12020055	FIRE DEPT 55 GONIC SUBSTAT	28,556	0	28,556	19,819.67	.00	8,736.33	69.4%
12020754	CALL FIRE	30,161	0	30,161	9,572.37	1,013.99	19,574.64	35.1%
12022754	FOREST FIRES	800	0	800	118.31	.00	681.69	14.8%
12030153	DISPATCH CENTER	745,181	7,072	752,253	698,173.61	1,374.48	52,704.91	93.0%
12040051	CODE ENFORCEMENT	493,882	7,828	501,710	480,272.84	11,388.10	10,049.06	98.0%
12050050	AMBULANCE	53,219	0	53,219	53,219.00	.00	.00	100.0%
13010057	PUBLIC WORKS	1,975,670	5,161	1,980,831	1,928,531.34	72,891.23	-20,591.57	101.0%
13010957	WINTER MAINTENANCE	461,445	91,125	552,570	630,739.53	1,646.71	-79,816.24	114.4%
13020050	CITY LIGHTS	253,000	0	253,000	251,136.39	1,355.00	508.61	99.8%
14010051	WELFARE	439,720	4,326	444,046	349,144.40	3,088.54	91,813.06	79.3%
14022072	RECREATION ADMINISTRATION	522,927	10,840	533,767	547,916.44	5,153.34	-19,303.13	103.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 12

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14022150 RECREATION PLAYGROUNDS/CAM	88,112	-901	87,211	75,468.86	2,244.96	9,497.53	89.1%
14022250 RECREATION POOLS	76,942	-2,600	74,342	51,730.26	2,367.26	20,244.48	72.8%
14030056 LIBRARY	1,059,530	16,464	1,075,994	1,058,698.14	5,139.94	12,155.92	98.9%
15000051 COUNTY TAX	5,939,341	-46,495	5,892,846	5,892,846.00	.00	.00	100.0%
17010051 TRANSFERS/PAYMENTS DEBT SV	4,803,496	0	4,803,496	4,210,501.99	.00	592,994.01	87.7%
17030050 OVERLAY	92,256	187,040	279,296	111,350.52	.00	167,945.48	39.9%
17040051 TRANSFER TO CIP & OTHER FU	1,592,296	260,546	1,852,842	1,852,841.94	.00	.00	100.0%
TOTAL GENERAL FUND	34,321,907	469,016	34,790,923	33,140,152.13	324,709.08	1,326,061.73	96.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 12								
ACCOUNTS FOR: 5001	WATER ENTERPRISE FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51601057	WATER WORKS EXPENSE	4,156,404	-17,815	4,138,589	2,625,007.16	56,513.15	1,457,069.04	64.8%
51601073	WATER TREATMENT PLANT	975,887	19,135	995,022	928,557.33	53,848.47	12,616.20	98.7%
51601570	WATER REVENUE OFFICE	56,554	-320	56,234	58,401.37	34.89	-2,202.26	103.9%
TOTAL WATER ENTERPRISE FUND		5,188,845	1,000	5,189,845	3,611,965.86	110,396.51	1,467,482.98	71.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 12

ACCOUNTS FOR: 5002	SEWER ENTERPRISE FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52602057	SEWER WORKS EXPENSE	3,938,548	2,051	3,940,599	3,591,179.65	11,862.61	337,556.24	91.4%
52602074	SEWER TREATMENT PLANT	2,975,065	-2,891	2,972,175	1,412,303.21	97,583.60	1,462,287.69	50.8%
52602470	SEWER REVENUE OFFICE	56,616	840	57,456	59,533.12	34.89	-2,112.01	103.7%
TOTAL SEWER ENTERPRISE FUND		6,970,229	0	6,970,229	5,063,015.98	109,481.10	1,797,731.92	74.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 12								
ACCOUNTS FOR: 5003	ARENA ENTERPRISE FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
53603060	ARENA EXPENSE	538,624	0	538,624	469,422.09	9,135.62	60,066.29	88.8%
	TOTAL ARENA ENTERPRISE FUND	538,624	0	538,624	469,422.09	9,135.62	60,066.29	88.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 12

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
1501 CAPITAL PROJECTS GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
15011010 CIP ECONOMIC DEVELOPMENT	845,086	-36,411	808,674	690,311.05	19,950.00	98,413.30	87.8%
15011020 CIP MIS EXPENSE	1,082,816	-225,000	857,816	741,212.84	19,008.67	97,594.66	88.6%
15011040 CIP ELECTIONS EXPENSE	7,000	0	7,000	.00	.00	7,000.00	.0%
15011080 TRANSFER TO OTHER FUNDS	1,338,274	0	1,338,274	1,267,550.21	.00	70,723.88	94.7%
15011081 LAND PURCHASES	2,206,880	-137,157	2,069,724	2,007,544.25	.00	62,179.25	97.0%
15011090 CIP PUBLIC BUILDINGS EXPEN	5,498,360	-315,500	5,182,860	2,119,504.40	14,456.00	3,048,899.88	41.2%
15011100 CIP PLANNING EXPENSE	40,000	0	40,000	16,105.98	.00	23,894.02	40.3%
15012010 CIP POLICE EXPENSE	660,554	0	660,554	634,845.70	1,549.90	24,158.40	96.3%
15012020 CIP FIRE EXPENSE	927,900	-10,880	917,020	919,281.38	.00	-2,261.32	100.2%
15012040 CIP CODES EXPENSE	170,000	0	170,000	52,316.50	57,683.50	60,000.00	64.7%
15013010 CIP PUBLIC WORKS EXPENSE	38,974,455	-1,792,846	37,181,610	31,386,422.24	1,697,441.68	4,097,745.77	89.0%
15014020 CIP RECREATION EXPENSE	35,000	0	35,000	34,417.36	.00	582.64	98.3%
15014030 CIP LIBRARY EXPENSE	150,180	0	150,180	133,274.49	6,125.15	10,780.36	92.8%
15019000 CIP SCHOOL EXPENSE BOND	17,669,376	-233,783	17,435,593	11,123,893.65	4,313,085.57	1,998,613.78	88.5%
15019001 CIP SCHOOL EXPENSE CASH	1,285,163	381,154	1,666,317	1,485,478.09	18,756.34	162,082.57	90.3%
TOTAL CAPITAL PROJECTS GENERAL FUND	70,891,045	-2,370,423	68,520,622	52,612,158.14	6,148,056.81	9,760,407.19	85.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 12									
ACCOUNTS FOR:	5501	CAPITAL PROJECTS WATER FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
55016010	CIP WATER EXPENSE		35,133,309	-7,218,883	27,914,425	23,646,171.21	2,139,054.41	2,129,199.45	92.4%
	TOTAL CAPITAL PROJECTS WATER FUND		35,133,309	-7,218,883	27,914,425	23,646,171.21	2,139,054.41	2,129,199.45	92.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 12								
ACCOUNTS FOR: 5502	CAPITAL PROJECTS SEWER FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
55026020	CIP SEWER EXPENSE	29,476,410	-2,935,799	26,540,611	18,995,637.18	2,278,265.04	5,266,708.43	80.2%
	TOTAL CAPITAL PROJECTS SEWER FUND	29,476,410	-2,935,799	26,540,611	18,995,637.18	2,278,265.04	5,266,708.43	80.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 12								
ACCOUNTS FOR: 5503	CAPITAL PROJECTS ARENA FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
55036030	CIP ARENA EXPENSE	910,000	-73,703	836,297	768,135.31	9,632.91	58,528.88	93.0%
	TOTAL CAPITAL PROJECTS ARENA FUND	910,000	-73,703	836,297	768,135.31	9,632.91	58,528.88	93.0%

**Special Revenue Funds
Revenue Summary
For Period Ending
06/30/2015**

YEAR-TO-DATE BUDGET REPORT

FOR 2015 12							
ACCOUNTS FOR: 6000	COMMUNITY CENTER SP REV FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
600001	COMMUNITY CENTER REVENUE	756,587	0	756,587	713,257.76	43,329.24	94.3%
	TOTAL COMMUNITY CENTER SP REV FUND	756,587	0	756,587	713,257.76	43,329.24	94.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 12

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
6017 CD JOB LOANS	380,000	0	380,000	781,968.26	-401,968.26	205.8%
6041 WALLACE ST ROAD IMPROVEMENT	10,000	0	10,000	10,000.00	.00	100.0%
6043 WESLEY MARTIN DONATION	6,308	0	6,308	6,308.29	.00	100.0%
6057 FY09 CDBG FUND	302,411	0	302,411	295,819.22	6,591.78	97.8%
6064 FY10 CDBG FUND	306,055	0	306,055	305,190.87	864.13	99.7%
6071 POLICE SEIZED PROPERTY	5,660	10	5,669	5,669.47	.00	100.0%
6082 FY11 CDBG FUND	330,986	0	330,986	320,186.93	10,799.07	96.7%
6084 FY10 ECONOMIC DEVELOPMENT	30,000	0	30,000	30,000.00	.00	100.0%
6087 FY11 POLICE GRANTS	381,644	-4,071	377,573	377,381.42	191.35	99.9%
6091 FY12 CDBG FUND	276,362	0	276,362	273,855.25	2,506.75	99.1%
6093 FY12 POLICE GRANTS	52,215	-6,683	45,532	45,531.90	.00	100.0%
6094 FY12 FIRE GRANTS	204,002	-52,318	151,684	148,918.55	2,765.35	98.2%
6096 GSBP PUBLIC INFRASTRUCTURE	5,000,000	-586,219	4,413,781	5,000,000.00	-586,218.66	113.3%
6097 FY13 CDBG FUND	225,961	0	225,961	216,737.63	9,223.37	95.9%
6098 FY13 POLICE GRANTS	77,262	-16,269	60,993	60,993.26	.00	100.0%
6099 FY13 FIRE GRANTS	108,558	0	108,558	108,558.00	.00	100.0%
6100 FY14 CDBG FUND	224,505	0	224,505	192,363.57	32,141.43	85.7%
6101 FY14 POLICE GRANTS	36,507	-1,524	34,983	34,433.50	549.44	98.4%
6102 FY14 FIRE GRANTS	2,500	0	2,500	2,500.00	.00	100.0%
6103 POLICE ASSET FORFEITURE FUND	600	0	600	600.00	.00	100.0%
6104 FY15 CDBG FUND	239,000	0	239,000	49,553.24	189,446.76	20.7%
6105 ROCHESTER SAU TABLE TOP DRILL	9,016	-2,244	6,772	6,771.72	.00	100.0%
6106 DARE DONATION FUND	457	0	457	457.47	.00	100.0%
6107 FY15 POLICE GRANTS	44,997	0	44,997	23,172.47	21,824.56	51.5%
6108 GRANITE RIDGE INFRASTRUCTURE	5,000,000	0	5,000,000	.00	5,000,000.00	.0%
6109 FY15 FIRE GRANTS	13,500	0	13,500	.00	13,500.00	.0%
6110 FY15 BRIDGING THE GAPS	123,320	-32,240	91,080	32,240.00	58,840.00	35.4%
GRAND TOTAL	13,391,827	-701,559	12,690,268	8,329,211.02	4,361,057.07	65.6%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2015 12

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
7015 ICAC GRANTS	5,000	0	5,000	1,349.55	3,650.45	27.0%
7018 HUD OFFICER GRANT	75,000	0	75,000	42,134.45	32,865.55	56.2%
7023 ECONOMIC DEVELOPMENT FUND	221,000	50,000	271,000	130,879.09	140,120.91	48.3%
GRAND TOTAL	301,000	50,000	351,000	174,363.09	176,636.91	49.7%

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

**Special Revenue Funds
Expense Summary
For Period Ending
06/30/2015**

YEAR-TO-DATE BUDGET REPORT

FOR 2015 12								
ACCOUNTS FOR: 6000	COMMUNITY CENTER SP REV FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6070572	COMMUNITY CENTER EXPENSE	756,587	0	756,587	633,640.86	9,127.79	113,818.35	85.0%
	TOTAL COMMUNITY CENTER SP REV FUND	756,587	0	756,587	633,640.86	9,127.79	113,818.35	85.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2015 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6017 CD JOB LOANS	735,277	14,987	750,264	742,983.64	.00	7,280.03	99.0%
6041 WALLACE ST ROAD IMPROVEMENT	10,000	0	10,000	.00	.00	10,000.00	.0%
6043 WESLEY MARTIN DONATION	6,308	0	6,308	6,176.77	.00	131.52	97.9%
6057 FY09 CDBG FUND	405,978	-103,567	302,411	295,819.22	.00	6,591.78	97.8%
6064 FY10 CDBG FUND	346,055	-40,000	306,055	305,190.87	.00	864.13	99.7%
6071 POLICE SEIZED PROPERTY	5,660	10	5,669	5,669.47	.00	.00	100.0%
6082 FY11 CDBG FUND	333,600	-2,614	330,986	320,186.93	4,644.38	6,154.69	98.1%
6084 FY10 ECONOMIC DEVELOPMENT	30,000	0	30,000	23,398.20	.00	6,601.80	78.0%
6087 FY11 POLICE GRANTS	381,644	-4,071	377,573	377,381.42	.00	191.35	99.9%
6091 FY12 CDBG FUND	276,362	0	276,362	273,855.25	.00	2,506.75	99.1%
6093 FY12 POLICE GRANTS	52,215	-6,683	45,532	45,531.90	.00	.00	100.0%
6094 FY12 FIRE GRANTS	204,002	-52,318	151,684	148,918.55	2,765.35	.00	100.0%
6096 GSBP PUBLIC INFRASTRUCTURE	5,000,000	-586,219	4,413,781	5,000,000.00	.00	-586,218.66	113.3%
6097 FY13 CDBG FUND	225,961	0	225,961	216,737.63	.00	9,223.37	95.9%
6098 FY13 POLICE GRANTS	77,262	-16,269	60,993	58,754.67	.00	2,238.59	96.3%
6099 FY13 FIRE GRANTS	108,558	0	108,558	108,558.00	.00	.00	100.0%
6100 FY14 CDBG FUND	224,505	0	224,505	192,363.57	.00	32,141.43	85.7%
6101 FY14 POLICE GRANTS	36,507	-1,524	34,983	34,433.50	.00	549.44	98.4%
6102 FY14 FIRE GRANTS	2,500	0	2,500	2,500.00	.00	.00	100.0%
6103 POLICE ASSET FORFEITURE FUND	600	0	600	600.00	.00	.00	100.0%
6104 FY15 CDBG FUND	239,000	0	239,000	94,977.30	95,797.27	48,225.43	79.8%
6105 ROCHESTER SAU TABLE TOP DRILL	9,016	-2,244	6,772	6,771.72	.00	.00	100.0%
6106 DARE DONATION FUND	457	0	457	.00	.00	457.47	.0%
6107 FY15 POLICE GRANTS	44,997	0	44,997	28,623.07	4,067.59	12,306.37	72.7%
GRAND TOTAL	8,756,465	-800,513	7,955,952	8,289,431.68	107,274.59	-440,754.51	105.5%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2015 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
7015 ICAC GRANTS	5,000	0	5,000	1,434.61	969.84	2,595.55	48.1%
7018 HUD OFFICER GRANT	75,000	0	75,000	53,248.68	455.17	21,296.15	71.6%
7023 ECONOMIC DEVELOPMENT FUND	221,000	50,000	271,000	217,925.32	15,087.47	37,987.21	86.0%
GRAND TOTAL	301,000	50,000	351,000	272,608.61	16,512.48	61,878.91	82.4%

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Rochester Fire Department
City of Rochester
37 Wakefield Street – Rochester, NH 03867

Norman Sanborn Jr.
Chief of Department

Tel (603) 335-7545
Fax (603) 332-9711

July 2, 2015

TO: City Manager Dan Fitzpatrick
Mayor T.J. Jean & City Council Members

MONTHLY REPORT
JUNE 2015

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

DEPARTMENT INFORMATION:

During the month of June the Department responded to 196 calls for service. Call volume is down from May with 65 fewer calls or a reduction of 25%, however, the runs this June as compared to June of 2014 shows an increase from 177 last year to 196 this year, or an 11% increase.

For June 2015 there were 2 cooking fires, 3 brush fires and a trash fire. In addition there were as many as 104 incidents involving either medical or motor vehicle accidents.

ADMINISTRATIVE STAFF:

Staff conducted interviews for the Fire Prevention Deputy Chief.

Diane Hoyt and myself interviewed one of the top two candidates for the Deputy Chief position.

I attended a meeting with other city staff to look at the E-911 mapping which is now complete from the State of NH Bureau of Emergency Communications.

Diane Hoyt and myself interviewed the second candidate for the Deputy Chief position.

The bi-monthly Fire Department staff meeting was held.

Staff met with the new Facilities Manager, Kirk Beswick to discuss items at both Station 1 and Station 2.

FIRE PREVENTION:

Fire Prevention faced a challenge meeting the needs of the community during the month of June after the departure of Fire Marshal Pete Cutrer. Many construction projects are in the pipeline in varying stages of development that require attention and oversight that requires efficiency from the Fire Prevention office. Assistant Chief Dupuis has provided needed assistance to Fire Prevention Captain Don McCullough. In addition to his regular duties as Ass't Chief of Operations, he has conducted numerous inspections, site plan reviews and permitting.

A new Fire Marshal has been selected and is slated to assume duties on July 20th. Tim Wilder was formerly the Inspector with the Durham Fire Dept. The Rochester Fire Dept is looking forward to welcoming him into our ranks. He is highly qualified and will no doubt be an outstanding addition to the department.

Fire Prevention also worked closely with FestEvents to facilitate this exciting new endeavor to the Rochester Fairgrounds and helped make the inaugural event, the BBQ Fest, a rousing success. More events are in the pipeline.

DUTY SHIFT:

There were 13 training sessions for fulltime firefighters. Both the call firefighters and the fulltime firefighters had extensive training utilizing a building scheduled for demolition.

EMERGENCY MANAGEMENT:

I attended a Continuity of Operations (COOP) meeting other city staff.

Staff met with Julia Chase from NH Emergency Management. She introduced her replacement Liz Lufkin who will be our new representative.

Sincerely,

Norman G. Sanborn, Jr.
Fire Chief

Rochester Fire Department

Office of Fire Prevention

Building Fire Code Inspections	9
Construction Plan Review	
Fire Drills	2
Fire Investigations	
Fire Permits Issued	
Fire Prevention Education and Training	2
Foster Care / Day Care Inspections	2
Knox Box Inspections	
Outdoor Burning Inspections	14
Permit of Assembly Inspections	4
Tank Removal / Installation Inspections	1
Training Sessions	16
Woodstove / Pelletstove Appliance Inspection	
Total	50

FIRE DEPARTMENT CALLS

	May-15		June-15	
	Occurences	Percentage	Occurences	Percentage
Fire/Explosion	31	11.9%	5	2.6%
Overpressure Rupture	0	0.0%	0	0.0%
Rescue Call	94	36.2%	94	48.0%
Hazardous Condition	19	7.3%	18	9.2%
Service Call	57	21.9%	25	12.8%
Good Intent Call	31	11.9%	30	15.3%
False Call	23	8.8%	24	12.2%
Undetermined	5	1.9%	0	0.0%
TOTAL	260	100.0%	196	100.0%

Rochester Fire Department
Incident Status

8/3/15

Incident	Incident Date	Alarm Time	Incident Type
15-1180-IN 1st Action: Location:	06/01/2015	1318	Service Call, other
	Investigate		
	HIGHLAND ST		
15-1181-IN 1st Action: Location:	06/01/2015	1652	Motor vehicle accident with injuries
	Provide manpower		
	74 ESTES RD @ 298 WASHINGTON ST		
15-1191-IN 1st Action: Location:	06/01/2015	2009	Medical assist, assist EMS crew
	Investigate		
	[REDACTED]		
15-1192-IN 1st Action: Location:	06/01/2015	2004	Medical assist, assist EMS crew
	Investigate		
	[REDACTED]		
15-1182-IN 1st Action: Location:	06/02/2015	0709	Medical assist, assist EMS crew
	Investigate		
	[REDACTED]		
15-1183-IN 1st Action: Location:	06/02/2015	1414	Lock-out
	Forcible entry		
	125 WASHINGTON ST STAPLES		
15-1184-IN 1st Action: Location:	06/02/2015	1706	Cooking fire, confined to container
	Investigate		
	45 WOODLAND GREEN		
15-1185-IN 1st Action: Location:	06/02/2015	1929	Assist police or other governmental agency
	Investigate		
	2 HIGHLAND ST CUMBERLAND FARMS STORE		
15-1186-IN 1st Action: Location:	06/02/2015	2335	Good intent call, other
	Investigate		
	45 CORMIER DR		
15-1190-IN 1st Action: Location:	06/02/2015	0540	Medical assist, assist EMS crew
	Investigate		
	[REDACTED]		
15-1187-IN 1st Action: Location:	06/03/2015	1452	Dispatched & canceled en route
	Cancelled en route		
	39 SOUTH MAIN ST HAIR EXCITEMENT		
15-1188-IN 1st Action: Location:	06/03/2015	1548	EMS call, party transported by non-fire agency
	Provide basic life support (BLS)		
	[REDACTED]		
15-1189-IN 1st Action: Location:	06/03/2015	1743	Unauthorized burning
	Extinguishment by fire service personnel		
	173 MILTON RD		
15-1193-IN 1st Action: Location:	06/03/2015	2321	Medical assist, assist EMS crew
	Investigate		
	[REDACTED]		

Rochester Fire Department
Incident Status

8/3/15

Incident	Incident Date	Alarm Time	Incident Type
15-1194-IN 1st Action: Location:	06/04/2015	1132	Medical assist, assist EMS crew Provide first aid & check for injuries [REDACTED]
15-1195-IN 1st Action: Location:	06/04/2015	1008	Smoke scare, odor of smoke Investigate 19 WAKEFIELD ST CITY REVENUE OFFICES (SECURITY & HOLD-UP)
15-1196-IN 1st Action: Location:	06/04/2015	1408	Medical assist, assist EMS crew Assistance, other [REDACTED]
15-1197-IN 1st Action: Location:	06/04/2015	1931	Lock-out Forcible entry 127 WAKEFIELD ST
15-1198-IN 1st Action: Location:	06/04/2015	1952	Dispatched & canceled en route Cancelled en route 161 WAKEFIELD ST MCDONALD'S RESTAURANT
15-1199-IN 1st Action: Location:	06/04/2015	2018	Medical assist, assist EMS crew Investigate [REDACTED]
15-1200-IN 1st Action: Location:	06/05/2015	0015	Medical assist, assist EMS crew Assistance, other [REDACTED]
15-1201-IN 1st Action: Location:	06/05/2015	1032	Medical assist, assist EMS crew Assistance, other [REDACTED]
15-1202-IN 1st Action: Location:	06/05/2015	1221	Lock-out Forcible entry 150 WAKEFIELD ST ROCHESTER COMMUNITY CENTER
15-1203-IN 1st Action: Location:	06/05/2015	1451	Medical assist, assist EMS crew Provide basic life support (BLS) [REDACTED]
15-1204-IN 1st Action: Location:	06/05/2015	1633	Vehicle accident, general cleanup Investigate 130 WASHINGTON ST SHELL STATION
15-1205-IN 1st Action: Location:	06/05/2015	2016	Dispatched & canceled en route Cancelled en route 2 HIGHLAND ST CUMBERLAND FARMS STORE
15-1206-IN 1st Action: Location:	06/06/2015	0220	Vehicle accident, general cleanup Investigate SPAULDING TPKE MM 16.8
15-1207-IN 1st Action: Location:	06/06/2015	0704	Medical assist, assist EMS crew Assistance, other [REDACTED]

Rochester Fire Department
Incident Status

8/3/15

Incident	Incident Date	Alarm Time	Incident Type
15-1208-IN 1st Action: Location:	06/06/2015	0926	Power line down
	Investigate LILAC MALL KMART		
15-1209-IN 1st Action: Location:	06/06/2015	1421	Natural vegetation fire, other
	Extinguishment by fire service personnel 6 NORTH MAIN ST ELM GROVE PROPERTY MANAGEMENT		
15-1210-IN 1st Action: Location:	06/06/2015	1503	Medical assist, assist EMS crew
	Assistance, other [REDACTED]		
15-1211-IN 1st Action: Location:	06/06/2015	1846	Medical assist, assist EMS crew
	Assistance, other [REDACTED]		
15-1212-IN 1st Action: Location:	06/06/2015	2116	Service Call, other
	Investigate 50 CHURCH ST		
15-1213-IN 1st Action: Location:	06/06/2015	2329	Good intent call, other
	Investigate FARMINGTON RD NEAR SHELL		
15-1216-IN 1st Action: Location:	06/06/2015	0209	Medical assist, assist EMS crew
	Provide manpower [REDACTED] SIREES PLACE		
15-1214-IN 1st Action: Location:	06/07/2015	0151	Brush or brush-and-grass mixture fire
	Extinguishment by fire service personnel 7 KENNEDY AVE		
15-1215-IN 1st Action: Location:	06/07/2015	0227	Dispatched & canceled en route
	Cancelled en route 56 HERITAGE ST		
15-1217-IN 1st Action: Location:	06/07/2015	0854	Alarm system activation, no fire - unintentional
	Investigate 303 NORTH MAIN ST PIZZA HUT (NEW)		
15-1218-IN 1st Action: Location:	06/07/2015	1049	Medical assist, assist EMS crew
	Provide first aid & check for injuries [REDACTED] LA FAYETTE ST		
15-1219-IN 1st Action: Location:	06/07/2015	1314	Good intent call, other
	Investigate 67 AUTUMN ST		
15-1220-IN 1st Action: Location:	06/07/2015	1522	Medical assist, assist EMS crew
	Provide manpower [REDACTED] CROWN POINT RD		
15-1221-IN 1st Action: Location:	06/07/2015	1543	Unauthorized burning
	Investigate 31 CROWN POINT RD		

Rochester Fire Department
Incident Status

8/3/15

Incident	Incident Date	Alarm Time	Incident Type
15-1222-IN 1st Action: Location:	06/07/2015 Assistance, other [REDACTED]	2157	Medical assist, assist EMS crew
15-1305-IN 1st Action: Location:	06/07/2015 Investigate 23 HIGHLAND ST	2243	Vehicle accident, general cleanup
15-1223-IN 1st Action: Location:	06/08/2015 Investigate 59 COLUMBUS AVE @ 15 SUMMER ST	1112	Outside rubbish fire, other
15-1224-IN 1st Action: Location:	06/08/2015 Investigate 36 MILTON RD @ 11 JARVIS AVE	1215	Motor vehicle accident with injuries
15-1225-IN 1st Action: Location:	06/08/2015 Investigate 106 WINKLEY FARM LN	1640	Carbon monoxide detector activation, no CO
15-1226-IN 1st Action: Location:	06/08/2015 Cancelled en route 18 HEALTHCARE DR LILAC VIEW ASSISTED LIVING CENTER	2244	Dispatched & canceled en route
15-1288-IN 1st Action: Location:	06/08/2015 Provide manpower [REDACTED]	1720	Medical assist, assist EMS crew
15-1306-IN 1st Action: Location:	06/08/2015 Provide manpower [REDACTED]	0344	Medical assist, assist EMS crew
15-1227-IN 1st Action: Location:	06/09/2015 Cancelled en route 62 ROCHESTER HILL RD COLONIAL HILL CARE & REHAB CENTER - SUNBRIDGE	0006	Dispatched & canceled en route
15-1228-IN 1st Action: Location:	06/09/2015 Investigate 6 WALDRON AVE @ 39 CHESTNUT ST	1042	Service Call, other
15-1229-IN 1st Action: Location:	06/09/2015 Investigate [REDACTED]	1745	Medical assist, assist EMS crew
15-1230-IN 1st Action: Location:	06/09/2015 Investigate 90 WAKEFIELD ST @ 20 COLUMBUS AVE	0759	Vehicle accident, general cleanup
15-1231-IN 1st Action: Location:	06/09/2015 Investigate 81 GONIC RD @ 12 COLBY ST	1644	Good intent call, other
15-1232-IN 1st Action: Location:	06/10/2015 Assist physically disabled [REDACTED]	0731	Medical assist, assist EMS crew

Rochester Fire Department
Incident Status

8/3/15

Incident	Incident Date	Alarm Time	Incident Type
15-1233-IN 1st Action: Location:	06/10/2015 Investigate [REDACTED]	0934	Medical assist, assist EMS crew
15-1234-IN 1st Action: Location:	06/10/2015 Assist physically disabled [REDACTED]	0925	Medical assist, assist EMS crew
15-1235-IN 1st Action: Location:	06/10/2015 Assistance, other 1 OLD DOVER RD @ 664 COLUMBUS AVE	1055	Motor vehicle accident with injuries
15-1236-IN 1st Action: Location:	06/10/2015 Investigate WAKEFIELD ST BY HIGH SCHOOL	1312	Good intent call, other
15-1237-IN 1st Action: Location:	06/10/2015 Investigate 125 MILTON RD TRINKETS AND TREASURES	1649	Motor vehicle accident with injuries
15-1238-IN 1st Action: Location:	06/10/2015 Cancelled en route 157 ROCHESTER HILL RD HI-VU MOTOR INN	1943	Dispatched & canceled en route
15-1239-IN 1st Action: Location:	06/11/2015 Investigate 62 ROCHESTER HILL RD COLONIAL HILL CARE & REHAB CENTER - SUNBRIDGE	0156	Alarm system sounded due to malfunction
15-1240-IN 1st Action: Location:	06/11/2015 Cancelled en route 77 FARMINGTON RD HOLIDAY INN EXPRESS HOTEL & SUITES	0556	Dispatched & canceled en route
15-1241-IN 1st Action: Location:	06/11/2015 Investigate [REDACTED]	0831	Medical assist, assist EMS crew
15-1242-IN 1st Action: Location:	06/11/2015 Investigate 773 PORTLAND ST EAST ROCHESTER SCHOOL	0939	Alarm system activation, no fire - unintentional
15-1243-IN 1st Action: Location:	06/11/2015 Investigate 298 NORTH MAIN ST BROCKS PLYWOOD	1259	Good intent call, other
15-1244-IN 1st Action: Location:	06/11/2015 Investigate 87 NORTH MAIN ST HOBO TATTOO SHOP	1746	Service Call, other
15-1245-IN 1st Action: Location:	06/11/2015 Standby [REDACTED]	0854	Medical assist, assist EMS crew
15-1246-IN 1st Action: Location:	06/11/2015 Extinguishment by fire service personnel 160 WASHINGTON ST LOWES	1244	Brush or brush-and-grass mixture fire

Rochester Fire Department
Incident Status

8/3/15

Incident	Incident Date	Alarm Time	Incident Type
15-1247-IN 1st Action: Location:	06/12/2015 Assistance, other [REDACTED]	0552	Medical assist, assist EMS crew
15-1248-IN 1st Action: Location:	06/12/2015 Investigate SALMON FALLS RD	0910	Good intent call, other
15-1249-IN 1st Action: Location:	06/12/2015 Investigate 238 ROCHESTER HILL RD SKYHAVEN AIRPORT	1429	Motor vehicle accident with injuries
15-1250-IN 1st Action: Location:	06/12/2015 Cancelled en route MAPLE SOMERSWORTH	1720	Dispatched & canceled en route
15-1251-IN 1st Action: Location:	06/12/2015 Investigate 17 NORWAY PLAINS RD	2034	Alarm system activation, no fire - unintentional
15-1252-IN 1st Action: Location:	06/12/2015 Provide manpower [REDACTED] GRANDVIEW CAMPING AREA	2059	Medical assist, assist EMS crew
15-1253-IN 1st Action: Location:	06/12/2015 Investigate 14 SPRINGFIELD CT	2245	Unauthorized burning
15-1260-IN 1st Action: Location:	06/12/2015 Provide manpower [REDACTED]	2234	Medical assist, assist EMS crew
15-1254-IN 1st Action: Location:	06/13/2015 Investigate 287 ROCHESTER HILL RD SO'FIELD APARTMENTS	1841	Alarm system activation, no fire - unintentional
15-1255-IN 1st Action: Location:	06/13/2015 Investigate 41 CRIMSON LN	2145	Service Call, other
15-1256-IN 1st Action: Location:	06/13/2015 Provide manpower [REDACTED] 62 ROCHESTER HILL RD [REDACTED] ASSISTED LIVING CENTER - SUNBRIDGE	2359	Medical assist, assist EMS crew
15-1258-IN 1st Action: Location:	06/13/2015 Cancelled en route 18 HEALTHCARE DR LILAC VIEW ASSISTED LIVING CENTER	0140	Dispatched & canceled en route
15-1276-IN 1st Action: Location:	06/13/2015 Investigate 667 SALMON FALLS RD	1504	Vehicle accident, general cleanup
15-1257-IN 1st Action: Location:	06/14/2015 Investigate 95 SOUTH MAIN ST FRISBIE MEMORIAL HOSPITAL CAMPUS	0415	Alarm system sounded due to malfunction

Rochester Fire Department
Incident Status

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Incident	Incident Date	Alarm Time	Incident Type
15-1280-IN 1st Action: Location:	06/14/2015 Investigate [REDACTED]	2159	Medical assist, assist EMS crew
15-1281-IN 1st Action: Location:	06/14/2015 Provide manpower [REDACTED]	1951	Medical assist, assist EMS crew
15-1282-IN 1st Action: Location:	06/14/2015 Investigate 74 SOUTH MAIN ST FARINA, RICHARD DDS	1536	Alarm system sounded due to malfunction
15-1283-IN 1st Action: Location:	06/14/2015 Investigate 81 ROCHESTER HILL RD [RP]	1418	Motor vehicle accident with injuries
15-1259-IN 1st Action: Location:	06/15/2015 Investigate 798 PORTLAND ST	0855	Good intent call, other
15-1261-IN 1st Action: Location:	06/15/2015 Standby 25 DARBY LN	0858	Service Call, other
15-1262-IN 1st Action: Location:	06/15/2015 Provide manpower [REDACTED]	1347	Medical assist, assist EMS crew
15-1263-IN 1st Action: Location:	06/15/2015 Provide manpower [REDACTED]	1934	Medical assist, assist EMS crew
15-1264-IN 1st Action: Location:	06/15/2015 Provide manpower [REDACTED]	2056	Medical assist, assist EMS crew
15-1269-IN 1st Action: Location:	06/15/2015 Investigate 34 MAIN ST @ 2 CHURCH ST	1119	Motor vehicle accident with no injuries.
15-1277-IN 1st Action: Location:	06/15/2015 Investigate [REDACTED]	0653	Medical assist, assist EMS crew
15-1278-IN 1st Action: Location:	06/15/2015 Investigate [REDACTED]	0421	Medical assist, assist EMS crew
15-1279-IN 1st Action: Location:	06/15/2015 Investigate [REDACTED]	0325	Medical assist, assist EMS crew
15-1323-IN 1st Action: Location:	06/15/2015 Investigate 50 WAKEFIELD ST @ 24 UNION ST	1236	Vehicle accident, general cleanup

Rochester Fire Department
Incident Status

8/3/15

Incident	Incident Date	Alarm Time	Incident Type
15-1265-IN 1st Action: Location:	06/16/2015	0856	Medical assist, assist EMS crew Assistance, other [REDACTED]
15-1266-IN 1st Action: Location:	06/16/2015	0936	Alarm system activation, no fire - unintentional Investigate 61 EASTERN AVE MONARCH SCHOOL OF NEW ENGLAND
15-1267-IN 1st Action: Location:	06/16/2015	1314	Power line down Investigate 30A HARDING ST
15-1268-IN 1st Action: Location:	06/16/2015	1540	Medical assist, assist EMS crew Assistance, other [REDACTED]
15-1270-IN 1st Action: Location:	06/16/2015	1451	Medical assist, assist EMS crew Provide manpower [REDACTED]
15-1271-IN 1st Action: Location:	06/16/2015	1708	Medical assist, assist EMS crew Assistance, other [REDACTED]
15-1272-IN 1st Action: Location:	06/16/2015	1926	Medical assist, assist EMS crew Assistance, other [REDACTED]
15-1273-IN 1st Action: Location:	06/16/2015	2132	Medical assist, assist EMS crew Provide manpower [REDACTED] CAUTION
15-1274-IN 1st Action: Location:	06/16/2015	2335	Medical assist, assist EMS crew Assistance, other [REDACTED]
15-1275-IN 1st Action: Location:	06/16/2015	2342	Dispatched & canceled en route Cancelled en route 18 HEALTHCARE DR LILAC VIEW ASSISTED LIVING CENTER
15-1284-IN 1st Action: Location:	06/17/2015	0940	Medical assist, assist EMS crew Provide manpower [REDACTED]
15-1285-IN 1st Action: Location:	06/17/2015	1351	Medical assist, assist EMS crew Investigate [REDACTED]
15-1286-IN 1st Action: Location:	06/17/2015	0901	Medical assist, assist EMS crew Investigate [REDACTED]
15-1296-IN 1st Action: Location:	06/17/2015	0645	Medical assist, assist EMS crew Assistance, other [REDACTED]

Rochester Fire Department
Incident Status

8/3/15

Incident	Incident Date	Alarm Time	Incident Type
15-1287-IN 1st Action: Location:	06/18/2015	0731	Vehicle accident, general cleanup
	Investigate		
	167 LOWELL ST		
15-1289-IN 1st Action: Location:	06/18/2015	1011	Smoke detector activation due to malfunction
	Investigate		
	18 DRURY DR		
15-1290-IN 1st Action: Location:	06/18/2015	1038	Motor vehicle accident with injuries
	Investigate		
	MILTON RD @ CROSS ST BY CROSS		
15-1291-IN 1st Action: Location:	06/18/2015	1436	Motor vehicle accident with no injuries.
	Investigate		
	SOUTH MAIN ST KENDALL BUILDING		
15-1292-IN 1st Action: Location:	06/18/2015	1703	Medical assist, assist EMS crew
	Provide basic life support (BLS)		
	[REDACTED]		
15-1293-IN 1st Action: Location:	06/18/2015	1823	Motor vehicle/pedestrian accident (MV Ped)
	Investigate		
	GONIC RD EXIT 12 SOUTHBOUND OFF RAMP		
15-1294-IN 1st Action: Location:	06/18/2015	2242	Smoke detector activation due to malfunction
	Investigate		
	1 GERMAINE ST		
15-1295-IN 1st Action: Location:	06/19/2015	0543	CO detector activation due to malfunction
	Investigate		
	15 LETOURNEAU ST		
15-1297-IN 1st Action: Location:	06/19/2015	1408	Medical assist, assist EMS crew
	Investigate		
	[REDACTED]		
15-1298-IN 1st Action: Location:	06/19/2015	1413	Medical assist, assist EMS crew
	Provide basic life support (BLS)		
	26 WATERCHESS DR		
15-1299-IN 1st Action: Location:	06/19/2015	1618	Good intent call, other
	Investigate		
	357 GONIC RD IRVING CIRCLE K (FORMERLY IRVING BLUE CANOE)		
15-1300-IN 1st Action: Location:	06/19/2015	2239	Medical assist, assist EMS crew
	Investigate		
	280 NORTH MAIN ST TACO BELL		
15-1301-IN 1st Action: Location:	06/20/2015	0111	Motor vehicle accident with no injuries.
	Investigate		
	79 TEN ROD RD		
15-1302-IN 1st Action: Location:	06/20/2015	1118	Motor vehicle accident with no injuries.
	Investigate		
	50 WAKEFIELD ST @ 24 UNION ST		

Rochester Fire Department
Incident Status

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Incident	Incident Date	Alarm Time	Incident Type
15-1303-IN 1st Action: Location:	06/20/2015	1233	Cover assignment, standby, moveup Assistance, other SIXTH ST NORTH STAION
15-1304-IN 1st Action: Location:	06/20/2015	1352	Medical assist, assist EMS crew Investigate [REDACTED]
15-1307-IN 1st Action: Location:	06/20/2015	2041	Medical assist, assist EMS crew Provide basic life support (BLS) [REDACTED]
15-1308-IN 1st Action: Location:	06/20/2015	1355	Medical assist, assist EMS crew Assistance, other [REDACTED]
15-1309-IN 1st Action: Location:	06/21/2015	0638	Medical assist, assist EMS crew Assistance, other [REDACTED]
15-1310-IN 1st Action: Location:	06/21/2015	1422	Medical assist, assist EMS crew Assistance, other [REDACTED]
15-1311-IN 1st Action: Location:	06/21/2015	1310	Smoke scare, odor of smoke Investigate 280 NORTH MAIN ST HOME DEPOT
15-1312-IN 1st Action: Location:	06/21/2015	1629	Power line down Investigate 11 WENTWORTH AVE
15-1313-IN 1st Action: Location:	06/21/2015	1650	Alarm system activation, no fire - unintentional Investigate 688 SALMON FALLS RD CRETEAU, WILFRID
15-1314-IN 1st Action: Location:	06/21/2015	1647	EMS call, excluding vehicle accident with injury Provide basic life support (BLS) [REDACTED]
15-1315-IN 1st Action: Location:	06/21/2015	2152	Alarm system activation, no fire - unintentional Investigate 17 NORWAY PLAINS RD
15-1316-IN 1st Action: Location:	06/22/2015	1138	Medical assist, assist EMS crew Investigate [REDACTED]
15-1317-IN 1st Action: Location:	06/22/2015	1833	Medical assist, assist EMS crew Enforce codes [REDACTED]
15-1318-IN 1st Action: Location:	06/22/2015	1709	Unauthorized burning Investigate DOMINICUS CT HANSON PINES

Rochester Fire Department
Incident Status

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Incident	Incident Date	Alarm Time	Incident Type
15-1319-IN 1st Action: Location:	06/22/2015 Investigate [REDACTED]	1956	Medical assist, assist EMS crew
15-1320-IN 1st Action: Location:	06/22/2015 Investigate 801 PORTLAND ST	1938	Service Call, other
15-1321-IN 1st Action: Location:	06/23/2015 Investigate [REDACTED]	0417	Medical assist, assist EMS crew
15-1322-IN 1st Action: Location:	06/23/2015 Investigate [REDACTED]	0515	Medical assist, assist EMS crew
15-1324-IN 1st Action: Location:	06/23/2015 Investigate 773 PORTLAND ST EAST ROCHESTER SCHOOL	0836	Alarm system activation, no fire - unintentional
15-1325-IN 1st Action: Location:	06/23/2015 Extricate, disentangle 77 WASHINGTON ST	0957	Motor vehicle accident with injuries
15-1326-IN 1st Action: Location:	06/23/2015 Investigate 10 MAIN ST ROCHESTER LEARNING ACADEMY	1206	Alarm system activation, no fire - unintentional
15-1327-IN 1st Action: Location:	06/23/2015 Investigate 580 SALMON FALLS RD	1611	Good intent call, other
15-1328-IN 1st Action: Location:	06/23/2015 Investigate 12 TWO ROD RD TRACTOR SUPPLY	1709	Vehicle accident, general cleanup
15-1329-IN 1st Action: Location:	06/23/2015 Investigate BROCK ST ACROSS FROM 176	1824	Smoke scare, odor of smoke
15-1330-IN 1st Action: Location:	06/23/2015 Ventilate 18 GINA DR	1752	Assist police or other governmental agency
15-1331-IN 1st Action: Location:	06/23/2015 Provide basic life support (BLS) 52 HANSON ST	1917	Medical assist, assist EMS crew
15-1337-IN 1st Action: Location:	06/23/2015 Provide manpower 50 CONGRESS ST	1152	Medical assist, assist EMS crew
15-1332-IN 1st Action: Location:	06/24/2015 Investigate 773 PORTLAND ST EAST ROCHESTER SCHOOL	0841	Alarm system activation, no fire - unintentional

Rochester Fire Department
Incident Status

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Incident	Incident Date	Alarm Time	Incident Type
15-1333-IN 1st Action: Location:	06/24/2015	1924	Water problem, other
	Investigate		
	65 CONGRESS ST [RP]		
15-1334-IN 1st Action: Location:	06/24/2015	2319	Medical assist, assist EMS crew
	Assistance, other		
	[REDACTED]		
15-1338-IN 1st Action: Location:	06/24/2015	0200	Medical assist, assist EMS crew
	Provide manpower		
	[REDACTED]		
15-1339-IN 1st Action: Location:	06/24/2015	0008	Dispatched & canceled en route
	Cancelled en route		
	116 FARMINGTON RD WALMART #2330		
15-1335-IN 1st Action: Location:	06/25/2015	0900	Service Call, other
	Investigate		
	773 PORTLAND ST EAST ROCHESTER SCHOOL		
15-1336-IN 1st Action: Location:	06/25/2015	1319	Medical assist, assist EMS crew
	Investigate		
	[REDACTED]		
15-1340-IN 1st Action: Location:	06/25/2015	1910	Service Call, other
	Remove water		
	65 CONGRESS ST [RP]		
15-1341-IN 1st Action: Location:	06/25/2015	1339	Alarm system activation, no fire - unintentional
	Investigate		
	2 CHURCH ST ROSEWOOD MANOR		
15-1342-IN 1st Action: Location:	06/25/2015	2053	Power line down
	Investigate		
	439 SALMON FALLS RD		
15-1343-IN 1st Action: Location:	06/26/2015	1107	Assist police or other governmental agency
	Investigate		
	50 SOUTH MAIN ST GOLD & THINGS PAWN SHOP		
15-1344-IN 1st Action: Location:	06/26/2015	0813	Carbon monoxide incident
	Investigate		
	7 AMAROSA DR STONEWALL KITCHEN STORE (WAREHS BELOW)		
15-1345-IN 1st Action: Location:	06/26/2015	0924	Medical assist, assist EMS crew
	Provide basic life support (BLS)		
	57 DAY LILY LN		
15-1346-IN 1st Action: Location:	06/26/2015	0959	Medical assist, assist EMS crew
	Provide advanced life support (ALS)		
	5 LIGHTHOUSE LN		
15-1347-IN 1st Action: Location:	06/26/2015	1335	Service Call, other
	Investigate		
	194 BROCK ST MARSH VIEW		

Rochester Fire Department
Incident Status

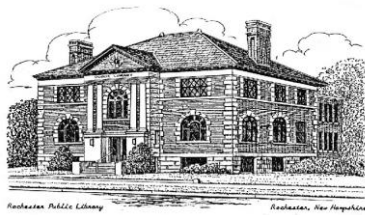
8/3/15

Incident	Incident Date	Alarm Time	Incident Type
15-1348-IN 1st Action: Location:	06/26/2015	0002	Vehicle accident, general cleanup
	Investigate 160 WASHINGTON ST LOWES		
15-1349-IN 1st Action: Location:	06/26/2015	2354	Dispatched & canceled en route
	Cancelled en route 104 ROCHESTER HILL RD COLLONADE APARTMENTS		
15-1358-IN 1st Action: Location:	06/26/2015	0637	Alarm system sounded due to malfunction
	Investigate 72 LAFAYETTE ST ROCHESTER FAIR GRAND STANDS		
15-1365-IN 1st Action: Location:	06/26/2015	1009	Electrical wiring/equipment problem, other
	Shut down system 95 FARMINGTON RD SHELL (FARMINGTON ROAD)		
15-1350-IN 1st Action: Location:	06/27/2015	1057	Dispatched & canceled en route
	Cancelled en route 105 WHITEHOUSE RD AMAZON PARK		
15-1351-IN 1st Action: Location:	06/27/2015	1157	Motor vehicle accident with injuries
	Provide first aid & check for injuries 74 ESTES RD @ 298 WASHINGTON ST		
15-1352-IN 1st Action: Location:	06/27/2015	1515	Dispatched & canceled en route
	Cancelled en route 72 LAFAYETTE ST ROCHESTER FAIR GRAND STANDS		
15-1353-IN 1st Action: Location:	06/27/2015	1448	Gas leak (natural gas or LPG)
	Investigate 147 CROWN POINT RD		
15-1354-IN 1st Action: Location:	06/27/2015	1915	Citizen complaint
	Investigate 14 SPRINGFIELD CT		
15-1355-IN 1st Action: Location:	06/27/2015	2009	Citizen complaint
	Investigate 41 LIMESTONE LN		
15-1356-IN 1st Action: Location:	06/28/2015	0013	Medical assist, assist EMS crew
	Provide manpower 111 SOUTH MAIN ST DUNKIN DONUTS		
15-1357-IN 1st Action: Location:	06/28/2015	0043	Motor vehicle accident with no injuries.
	Investigate 176 TEN ROD RD @ 2 FOUR ROD RD		
15-1359-IN 1st Action: Location:	06/28/2015	1327	Service Call, other
	Investigate LOIS ST		
15-1360-IN 1st Action: Location:	06/28/2015	0833	Alarm system sounded due to malfunction
	Investigate 580 SALMON FALLS RD		

Rochester Fire Department
Incident Status

8/3/15

Incident	Incident Date	Alarm Time	Incident Type
15-1361-IN 1st Action: Location:	06/28/2015 Investigate [REDACTED]	1443	Medical assist, assist EMS crew
15-1362-IN 1st Action: Location:	06/28/2015 Cancelled en route 40 WHITEHALL RD ROCHESTER MANOR	1902	Dispatched & canceled en route
15-1363-IN 1st Action: Location:	06/28/2015 Investigate 306 NORTH MAIN ST SPAULDING COMMONS	2023	Arcing, shorted electrical equipment
15-1364-IN 1st Action: Location:	06/29/2015 Provide manpower [REDACTED]	1248	Medical assist, assist EMS crew
15-1366-IN 1st Action: Location:	06/29/2015 Provide manpower [REDACTED]	1549	Medical assist, assist EMS crew
15-1367-IN 1st Action: Location:	06/30/2015 Assistance, other 65 SOUTH MAIN ST ROCHESTER PUBLIC LIBRARY	1013	Lock-out
15-1368-IN 1st Action: Location:	06/30/2015 Provide manpower 1719 PLEASANT ST	1239	Cover assignment, standby, moveup
15-1369-IN 1st Action: Location:	06/30/2015 Investigate 424 COLUMBUS AVE @ 90 SOUTH MAIN ST	1322	Motor vehicle accident with no injuries.
15-1370-IN 1st Action: Location:	06/30/2015 Investigate [REDACTED]	1410	Medical assist, assist EMS crew
15-1371-IN 1st Action: Location:	06/30/2015 Investigate 1 KNIGHT ST CUMBERLAND FARMS	1834	Motor vehicle accident with injuries
15-1372-IN 1st Action: Location:	06/30/2015 Investigate NORTH MAIN ST IN FRONT OF HANNAFORD'S	1915	Motor vehicle accident with injuries
15-1373-IN 1st Action: Location:	06/30/2015 Investigate 33 HIGHLAND ST ROCHESTER EAST APARTMENTS	1932	Alarm system activation, no fire - unintentional
15-1374-IN 1st Action: Location:	06/30/2015 Investigate 45 HANSON ST	2204	Vehicle accident, general cleanup
15-1375-IN 1st Action: Location:	06/30/2015 Investigate 143 BROCK ST	2300	Alarm system activation, no fire - unintentional



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

8/3/15
Main Desk: (603) 332-1428
Reference: 335-7550
Children's: 335-7549
Fax: 335-7582
www.rpl.lib.nh.us

MONTHLY REPORT

June 2015

There were a total of 21,965 items circulated with 13,552 people visiting the library in the month of June. Two hundred sixty-eight patrons used the library's Internet computers for 1,407 hours. Visitors to the library's web site numbered 9,224. Current number of patron registrations is 35,083. Interlibrary loan activity included 78 materials borrowed from other libraries and 326 loaned to other libraries.

The Library was pleased to host, "New Hampshire's Wild History" by the UNH Cooperative Extension Program. This presentation was a virtual journey through New Hampshire's past, focusing on changes in the land and how wildlife populations have responded over time. Participants learned why the changes in habitat in our past are behind the decline of many of our rarest species today, and why others are much more abundant due to these changes.

Tuesday, June 29th the UNH Theatre Troup, The Little Red Wagon presented "What's all the comOCEAN?": a musical puppet adventure that provides an exciting informative way to teach kids about our oceans and how everyone can make a difference. This fun, interactive production was attended by 153 enthusiastic children and adults on the second floor in the community room.

The 33rd Annual Photography Show created much excitement in the months of May and June. Over 160 entries were submitted this year, and over 80 people were in attendance for the May 20th reception. Awards were given in ten categories with the 2015 Best in Show award going to Kate Wilcox for her "Maple!" entry. The Library was fortunate to have returning judges Barry Nation, Paul Hopkins, and Don Chick along with new judge Bob Levin. All photos remained on display until June 26th, on the library's second floor.

In addition to the print versions of available books, 269 of our Library patrons downloaded 1,313 e-books to media devices through the library's web site this month. The RPL website also enabled 17 patrons access to Mango Languages.



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

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

MONTHLY REPORT FOR JUNE 2015

The Planning Board, Conservation Commission, and Historic District Commission (HDC) all met in the month of June. The Planning Board received and approved one request for an extension, one modification application, and a conditional use application and a summary of those are listed below. The Conservation Commission had a busy month of June with several items on their agenda. The HDC reviewed one application for Certificate of Approval and approved it. They were also given an update by Matthew and Gretchen Scruton for a Barn Preservation Easement for 195 Ten Rod Road.

The Planning Staff attended various meetings throughout the month of June. Staff attended the NH Planners annual conference. Staff also attended the TRG meetings for applications that will be going to the Planning Board. The Department staff also met with various developers and citizens of Rochester.

APPLICATIONS REVIEWED BY THE PLANNING BOARD

Robert Diberto, 319 Rochester Hill Road (by Berry Surveying & Engineering) Preliminary site plan to construct 13 new townhomes. Case# 255 – 13 – OC – 15 **CONTINUED TO 7/13/2015**

Albert Mutascio, 25 Main Street Conditional use application to permit an assisted living residence. Case # 103 – 121 – NMU – 15 **APPROVED**

Granite Ridge Market Place, Farmington Road (by Tighe & Bond) Modifications to an approved site plan. Case # 216 – 11 – GRD – 14 **APPROVED**

Timothy & Sally Fontneau, 1062 Salmon Falls Road Request for an extension to meet Precedent Conditions for two lot subdivision. Case # 241-9-A-11 **APPROVED**

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

1. **Discussion:** The Conservation Commission (Con Com) members and the land owners of Hope Farm at 36 Peaslee Road discussed and are planning to hold a "Hope Farm Tour Day/Open House" on July 25th. The day will consist of explaining the City's role in protecting the farm via a conservation easement, as well as showcasing all that occurs on the farm.
2. **Conservation Overlay District:** None.
3. **Dredge and Fill Application/Wetland Permit Application:** None.
4. **Violations:** None.
5. **Correspondence: (emailed/sent prior to meeting):** None.
6. **Notice of Intent to Cut Wood or Timber / Intent to Excavate:** None scheduled.
7. **Reports:** a) Planning Dept. Staff reported back on several questions that Con Com had asked be Researched.
b) Con Com members offered their reviews of a recent Planning Board TRG meeting, and also a South East Land Trust annual meeting.
c) An announcement was made stating that the Laverdiere Farm (10 Rod Farm) conservation easement project had been chosen to be awarded Federal money to assist with closing on the easement.
8. **Old Business:** The Con Com reviewed the final amendments to Chapter 50 (Stormwater Ordinance) and voted unanimously to support the changes. The members also stressed that the City/DPW should lead by example and follow these rules even though they may not need to.
9. **New Business:** None scheduled.
10. **Other Business:** Planning Staff explained the status of several inquiries that were made to surrounding communities regarding standard protocols for pursuing/acquiring conservation easements.

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

Granite State Vapor Certificate of Approval for wall sign and vinyl window sign.
HDC Case #120-366-DC-15 **APPROVED**

ARTS AND CULTURE COMMISSION ACTIVITIES

The Arts and Culture Commission did not meet this month.

James B. Campbell,
Chief Planner

8/3/15



ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127
FAX (603) 330-7159
www.rochesterpd.org

"Dedication, Pride, Integrity"

POLICE COMMISSION

LUCIEN G. LEVESQUE
Chairman
BRUCE E. LINDSAY
Vice Chairman
DEREK J. PETERS
Commissioner

MICHAEL J. ALLEN
Chief of Police

June 26, 2015



TO: City Manager Daniel Fitzpatrick

RE: Monthly Report – June 2015

OPERATIONS: Two of the six wards met this period. There were 4 citizens attending the Ward 6 meeting and only one citizen attended the Ward 4 meeting. There was good discussion on several topics including crime prevention, ways to boost community relations, the image of the downtown, upcoming paving projects, and the goal of motor vehicle enforcement in relation to drug offenses. Also discussed landlord tenant issues and what landlords can do to help with troublesome tenants.

There were 25 cases sent up from patrol to the investigations bureau for review and or investigation. Currently there are 65 cases assigned for investigation. Detectives were called out for four cases, 3 untimely deaths and a robbery at Walgreen's. The fatal hit and run investigation is still ongoing. We logged 365 pieces of evidence and returned 80 pieces to owners. Compliance checks on registered sex offenders were completed. There was one arrest for being out of compliance. There were 13 cases presented to the Grand Jury and all returned true bills.

COMMUNICATIONS: Two specialists are on the verge of being released to solo headset. There are two vacancies in the Communications Center. We will schedule another oral board for candidates as well as an eligibility list. The federal audit which has been noted in previous reports is scheduled for July 16, 2015.

COMMUNITY ENGAGEMENT OFFICER: The 4th annual Wings and Wheels reported another successful event. More than 2000 pounds of food and \$11,000 was raised to support the food pantry.

COMPSTAT: The monthly report for compstat will not be completed until after the deadline for this report is due. We will resume providing this with the July report. The numbers continue to look good. All property crime numbers are down significantly year to date. There have been over 1400 traffic stops and arrests from stops are up 133% for the year. Officers continue to focus contacts in identified drug problem areas.

DIVERSION: Nicole has been working on National Night Out planning. Nicole has been developing and will be implementing a summer teen program for ages 14-17 connecting with at-risk youth. The year-end report for Teen Drug Court shows they oversaw five cases and the jurors provided 110.5 total hours of volunteer service in various capacities to the community.

HONOR GUARD: The Honor Guard had no events this period. Lt. Bossi attended the Police Explorer meeting to teach basic drill and ceremony movements.

K9: There were three tracks and two drug searches in Rochester. They also attended the Wings and Wheels event and visited the Chamberlain Street School.

MISCELLANEOUS: Lt. Gould will be part of the cadre for the NH Chief's Cadet Academy this period as she has done for a number of years. She also organized the Rochester leg of the Law Enforcement Torch Run to support Special Olympics. We had 13 runners representing Rochester.

TAR: The TAR team responded to a call out for a serious bodily injury crash on Washington Street which resulted in charges for the vehicle operator.

ADMINISTRATIVE: The final bid to be opened was uniform and equipment. It was divided into three packages; Uniforms, Equipment and Outerwear. Vendors could bid on any of the packages. A total of five vendors bid. We are waiting for some clarification of some of the individual products to determine quality before making an official recommendation.

We will be making a presentation to the finance committee regarding the purchase of our new front line vehicle, which will outline issues we have experienced with the Dodge Chargers in regards to repairs and suitability. We will have a cost comparison with the Ford Interceptor.

One of the vehicles due for replacement this year was the Housing vehicle, a 2006 Ford Taurus. We were not going to be able to replace that following cuts made to the CIP budget. The Housing Authority has agreed to purchase and insure a vehicle for the Housing Officer.

We recorded over 140 hours of training this period the majority was for the advanced CPR. All officers have completed the program and applications have been filed certifying the same. The next segment is the practical application exercise. We had to cancel the gang training scheduled for June 23 and 24 due to a lack of enrollment. We will seek to offer this again in the fall.

Officers Garstin, Williams-Hurley and Schacht continue to progress in the field training program. Officer Arrajj has reached the halfway point of the Academy and has settled into the training program well. The new prosecutor will start on July 6.

EMD USE:

There were no Taser display or deploys this period.

FORFEITURE FUND SPENDING:

There was no forfeiture spending this period.

Respectfully Submitted,

Michael J. Allen

Michael J. Allen
Chief of Police

PC: Rochester Police Commission
File



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ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT FOR JUNE 2015

NOTE FROM THE DIRECTOR

The new Facilities Supervisor, Kirk Beswick, and I, John Storer, started working for the City this month. We have already met many people and attended numerous meetings. My initial assessment is that there is much work to be accomplished and many great people working hard to get the work completed. I will work diligently to keep the City of Rochester residents and the City Council informed about our work. Thank you to all who have given me support in the past several weeks, I look forward to working with you all and making Rochester my home as well.

DPW HIGHWAY AND UTILITIES

Highway Division responded to number (71) service calls which were either completed or scheduled for repair. These calls included sign repair and installations of new signs, painting of crosswalks and arrows, pothole repair, dead animal removal, traffic signal repairs and trimming at intersections for safe sight distance. Staff performed routine maintenance on catch basins and storm drains around the city and a sink hole at the culvert on Lowell Street was repaired. The department started road side mowing on country roads with the new flail mower. The bike rack was installed at Factory Court. We continue to sweep the downtown streets on a weekly schedule and we are working our way out to all other city streets. Staff assisted with operations at the newly acquired Magic Avenue property. The Fleet Maintenance division assisted the office staff with the preparation of the silent auction of vehicles.

The Utilities Division performed typical maintenance on the water and sewer systems. Staff has been working to repair home owner water gates and water main gates that have been found inoperable. The warmer season brings with it a large number of Dig Safe calls associated with summer construction, new telephone poles, and other summer projects. Each Dig Safe requires staff to go out to mark out locations of water and sewer mains. The water service at the street for #5 Broad Street was replaced. Manhole covers that have loosened in the past few years have been repaired by cementing, resetting, and then paving to level the structures with the road. Staff has assisted contractors throughout the City with water main shut downs to facilitate the work at Granite Ridge Project as well as the Catherine, Sheridan and Granite Street I/I project.

BUILDINGS AND GROUNDS

This division had a total of 46 service request calls. These calls included repairs to lights, plumbing, elevators, HVAC and other maintenance concerns. Staff coordinated the installation of new carpet in the Recreation Department play area. Playground mulch at all parks was tilled and new mulch was spread to the level mandated by the playground inspection reports. Staff continues to coordinate with the Recreation Department to accommodate the repairs needed at playgrounds. The staff worked with DPW and Economic Development to prepare the site for the Granite State Business Park sign. The Community Center, City Hall and Central Fire Department areas were cleaned. All of the pool areas were cleaned and repairs were made due to wintertime damage and vandalism. They are now open for the summer season. The hanging flower baskets and planters have been put out. Staff will water them daily along with the five newly installed trees. The new facilities manager met with some of the department heads to address the concerns at each facility.

WATER TREATMENT PLANT

The treated water volume for the month of June 2015 was approximately 47.6 million gallons from the Strafford Road Water Treatment Facility and 15.1 million gallons from Cocheco Well Facility. All water quality testing and monitoring was completed in accordance with NHDES requirements. We are pleased to report that the City of Rochester again met and exceeded all State and Federal standards for drinking water. Watershed inspections were conducted on Round Pond, Tufts Pond, Rochester Reservoir, and the Cocheco wellhead. The Berry River stream gage modem is scheduled for repair and test bores were drilled at Round Pond for the hydrogeologic study. Preventative equipment and grounds maintenance was performed at the plant, well, and tanks and booster stations. Gina Drive Booster Station repairs and upgrades are in progress and the WTP Upgrade project is moving on schedule.

WASTEWATER TREATMENT FACILITY

We continue to work with the coalition of communities on related wastewater and Great Bay Estuary issues. Sam Currier has transferred to the Water Treatment Facility as an operator, leaving an opening for a Maintenance Technician available. Staff attended State sponsored training classes. We are working with industries on pretreatment related issues. Staff gave tour to a Spaulding High School science class. We completed a Wetlands pilot study upgrade with Agua, Inc on site to replant vegetation that was damaged over the winter. Monitoring wells #1 and #2 were decommissioned and replaced. We completed Wastewater Characterization sampling program and met with NHDES to discuss possible funding sources for the septage/sludge receiving facility. Staff performed preventative and corrective maintenance on equipment, machinery and instrumentation. All required testing for the EPA and State has been completed and submitted. Average effluent flow for the month = 2.656 Million Gallons per Day (MGD). Percent of design flow = 52.8%. Percent of design flow for 2015 = 62.9%. Precipitation = 5.91”.

ENGINEERING

- **Chesley Hill Road Reconstruction:** Construction continues. Construction is scheduled to be completed in July 2015.
- **Granite Ridge Public Outlay:** Construction has begun. Construction will continue through 2015. Final pavement will likely not be installed until after the winter season.
- **Water Storage Tank Rehabilitation:** Construction has begun. Construction will continue through late summer/early fall 2015.
- **Surface Water Treatment Plant Upgrades:** Construction continues and is scheduled to be completed in fall 2015.
- **Rte. 125 Pump Station:** Construction is substantially complete. Final completion is anticipated in July 2015.
- **Catherine St./Sheridan Ave./Knight St. Area Improvements:** Construction continues. Final completion in spring/early summer 2016.
- **Rochester Reservoir West End Spillway Modifications:** Design complete. Pursuing a wetlands permit. Construction in 2015.
- **Salmon Falls Road/Milton Road Water and Sewer (EDA Project):** Working on final design documents. Anticipate construction start in summer 2015.
- **Howard Brook Culverts Replacement:** Finalizing design. Anticipate construction start in 2015.

- **Franklin St./Western Ave. Area Improvements:** Finalizing design. Anticipate construction start in late summer/fall 2015. Project scope now includes rebuilding the roadway and utilities in portions of Franklin St. and Western Ave. and constructing the new Western Ave. sewer pump station. Rebuilding the roadway and utilities in 1st-5th Streets and Adams Avenue will be proposed for construction in a future project.
- **Salmon Falls Rd. HSIP Curve Softening Project:** Working with property owners to obtain necessary temporary and permanent construction easements. Construction of this project is unlikely to occur prior to 2016. The future of this project is uncertain due to challenges with obtaining easements and availability of federal funding.
- **Strafford Square Roundabout:** Federal funding for construction not available until Federal Fiscal Year 2016 (Oct 2015). Design is underway. Construction funds requested in the FY16 budget. The City has received all utility company fees associated with placing above-ground utilities underground; total costs are under earlier estimates. Archaeological and historical preservation work must be completed prior to demolition of the building at 2-4 Walnut St.
- **Wakefield Street Reconstruction:** 30% design documents completed. Final Design and Construction funding has been proposed in the FY16 budget.
- **Colonial Pines Sewer Extension:** 60% design documents completed. Construction funds proposed to be phased in over a few years in the CIP budget.
- **Wastewater Interceptor Upgrades:** Evaluation and preliminary design underway.
- **NPDES Permit - Wastewater & MS4 Permit - Stormwater:** Earlier this year, Rochester agreed to certain conditions with EPA in exchange for additional time before a new NPDES permit is issued. The terms of the conditions include such activities as sampling, conducting studies, and development of plans related to nutrient reduction. The City also awaits issuance of a new MS4 permit.



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Memorandum

8/3/15

Dan Fitzpatrick, City Manager
Mayor TJ Jean
Members of the City Council

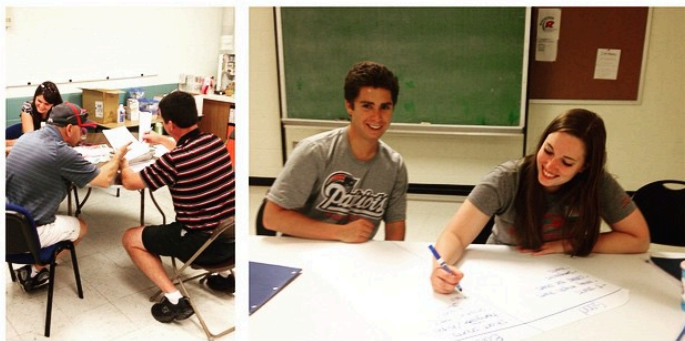
From: Lauren Colanto, Recreation & Arena
Date: July 2, 2015
Re: June Department Report

Adult Volleyball	97
Collaborative Open Gym	6
Fishing Derby	22
Hershey Track & Field	70
Parent/Child Paint	10
Public Roller Skating	35
Rec Talks	4
Senior Art	17
Senior Dance Lessons	5
Senior Meditation	29
Senior Open Gym	12
Senior Power Hour	144
Senior Trips	16
Senior Walking Tours	11
Senior Yoga 9-10	75
Senior Yoga 11-12	16
Stay and Play	4
Summer Camp	200
Swim lessons	104
T-Ball at the Common	53
Monthly Total	930

In addition to our scheduled programming, much of our effort during the month of June was focused on camp and pool preparation for the summer months. As always, our summer staff of counselors, lifeguards and pool maintenance are dedicated, knowledgeable and ready for a great, safe summer.

Our department organized a private lifeguard certification course. The instructor praised our participating guards, stating that they were one of the most engaged, knowledgeable groups she has ever taught. This course allowed for newly recruited guards to become certified and also for returning guards to renew their certification.

A mix of new and returning camp counselors took part in a rigorous week long training to prepare for our 200 summer campers. Counselors attended a variety of workshops led by various organizations throughout Rochester. Workshop instructors included members from Community Action Partnership, the Rochester School Department, and the Rochester Police Department. Topics covered in training included Positive Behavior Support Initiative, Emergency Preparedness, Summer Meals Program, CPR and Team Building. We are extremely proud of this new training initiative for summer staff and look forward to them utilizing their knowledge and skills to provide the children of Rochester with a safe, active summer.





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City of Rochester Tax Collector's Office
June 30, 2015

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2015	Semi Warrant	28,169,743	9,691,344.77	34.40%	18,478,398.23	65.60%
2014		55,068,779	53,744,230.53	97.59%	1,324,548.47	2.41%
2013		53,324,262	52,327,259.84	98.13%	997,002.16	1.87%
2012		50,952,912	50,407,922.74	98.93%	544,989.26	1.07%
2011		48,856,892	48,566,648.51	99.41%	290,243.49	0.59%
2010		47,308,832	47,065,424.71	99.49%	243,407.29	0.51%
2009		46,898,827	46,717,575.63	99.61%	181,251.37	0.39%
2008		46,522,769	46,376,018.01	99.68%	146,750.99	0.32%
2007		42,964,450	42,854,105.33	99.74%	110,344.67	0.26%
2006		40,794,160	40,686,700.70	99.74%	107,459.30	0.26%
2005		38,024,453	37,993,755.33	99.92%	30,697.67	0.08%
2004		36,065,496	36,042,702.19	99.94%	22,793.81	0.06%
2003		33,310,579	33,299,852.88	99.97%	10,726.12	0.03%
2002		29,725,878	29,716,235.89	99.97%	9,642.11	0.03%
2001		26,943,136	26,934,739.38	99.97%	8,396.62	0.03%
2000		25,415,248	25,409,120.87	99.98%	6,127.13	0.02%
1999		22,973,308	22,969,079.37	99.98%	4,228.63	0.02%
1998		30,592,529	30,586,714.71	99.98%	5,814.29	0.02%
1997		29,835,914	29,830,142.79	99.98%	5,771.21	0.02%
1996		27,726,424	27,721,642.91	99.98%	4,781.09	0.02%
1995		27,712,029	27,708,767.98	99.99%	3,261.02	0.01%
1994		26,989,803	26,986,789.81	99.99%	3,013.19	0.01%
1993		25,611,050	25,608,232.96	99.99%	2,817.04	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%
					22,546,038.20	

Tax Collector

Doreen Jones, CTC



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Rochester, New Hampshire

Inter office Memorandum

TO: Daniel Fitzpatrick
City Manager

FROM: Todd M. Marsh
Director of Welfare

SUBJECT: Analysis of Direct Assistance for June 2015.

DATE: July 15, 2015

This office reported 103 formal client notes for the month of June.

Voucher amounts issued for June 2015 were as follows:

	10 <u>Families</u> 5 new	20 <u>Single</u> 6 new
Burial00	650.00
Dental00	.00
Electricity	899.73	164.32
Food.....	.00	.00
Fuel heating00	.00
Mortgage00	.00
Medical00	.00
Prescriptions00	37.87
Rent	1,341.94	3,345.50
Temporary Housing00	.00
Transportation	<u>7.50</u>	<u>16.00</u>
TOTAL	\$2,249.17	\$4,213.69

This represents an average cost per case/family of \$224.92 and case/Individual of \$210.68 for this month.

Total vouchers issued: \$6,462.86

There was a decrease of \$2,126.53 in assistance issued this month compared to June 2014. There was a decrease of \$3,508.95 in vouchers issued this month compared to last month.

We received reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaling \$189.21.

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