



City of Rochester, New Hampshire

# Annual Report

Fiscal Year

July 1, 2018 through June 30, 2019

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## **Introduction**

### **City Council:**

Our City Council consists of the Mayor and 12 Councilors. Rochester is divided into 6 wards as equal as practicable population, each having 2 council representatives.

### **Mission:**

Our mission is to provide services which contribute to a sense of community and overall quality of life.

### **Principles:**

As a City Council we will demonstrate our commitment for our city by seeking to adhere to the principles of the City Charter and the General Ordinances of the City of Rochester.

### **Community:**

Our community, including residents, visitors and ratepayers, consists of the following:

- Business and investors
- Local service providers
- Community groups
- State and federal government agencies and other local governments
- Professional organizations including industry

### **Vision:**

The city's commitment to economic development has spurred major growth of manufacturing and high-tech companies, retail, and the ongoing revitalization of the historic downtown district. Rochester continues to diversify, strengthen, and grow as business and industrial expansions attract new residents to the area.

Excellent educational advantages are available to residents. The Richard W. Creteau Regional Technology Center at Spaulding High School trains students for well-paid positions and assures companies in the area of a skilled workforce.

**Location:**

Rochester, known as the Lilac City, is located in southeastern New Hampshire. It is the largest city in the seacoast region and fourth-largest city in the state. Rochester is conveniently located, serving as a gateway to the Lakes Region, the White Mountains, and the Seacoast.

**Environment:**

Rochester enjoys many of the conveniences of a prospering city combined with the delights of small-town New England traditions. Family values, strong work ethic, and lasting community spirit sustain the pride among residents and businesses in Rochester.

A wide variety of cultural and recreational activities are offered at the Rochester Public Library, Rochester Historical Society & Museum, Recreation Department & Arena, Rochester Opera House, and Rochester Museum of Fine Arts. There are also multiple public parks and playgrounds, ball fields, tennis and basketball courts, disc golf, hiking and walking trails, public pools, and a kayak and canoe launch on the Cocheco River. Exciting shopping advantages and fine dining are also found throughout the city.



## **Mayor and City Council**

### **Mayor**

Caroline McCarley

### **Ward 1**

Jeremy Hutchinson

A. Raymond Varney (Deputy Mayor)

### **Ward 2**

Elaine Lauterborn

Sandra B. Keans

### **Ward 3**

Peter Lachapelle

Thomas Abbott

### **Ward 4**

David Walker

Geoffrey Hamann

### **Ward 5**

Ralph Torr

Robert Gates

### **Ward 6**

Donna Bogan

James P. Gray

## **City Council Committees**

### **Appointments Review**

Sandra B. Keans, Chair  
James P. Gray, Vice Chair  
Robert Gates  
Donna Bogan  
Thomas Abbott

### **Public Safety Committee:**

David Walker, Chair  
Robert Gates  
Geoff Hamann  
Peter Lachapelle  
Jeremy Hutchinson

### **Codes and Ordinances Committee**

Peter Lachapelle, Chair  
Elaine Lauterborn, Vice Chair  
Thomas Abbott  
Donna Bogan  
Robert Gates

### **Public Works and Building Committee**

Ralph Torr, Chair  
A. Raymond Varney, Vice Chair  
Sandra B. Keans  
David Walker  
Geoffrey Hamann

### **Community Development**

Elaine Lauterborn, Chair  
James P. Gray  
Thomas Abbott  
Donna Bogan  
Jeremy Hutchinson

### **Finance Committee**

Caroline McCarley, Chair  
A. Raymond Varney, Vice Chair  
David Walker  
James P. Gray  
Elaine Lauterborn  
Sandra B. Keans  
Ralph Torr

## **Other Elected Boards and Commissions**

### **Police Commission**

Derek Peters

David Stevens

Lisa Stanley

### **School Board**

Matthew Beaulieu

Julie Brown

Jennifer Bryant

Joseph Devine

Anne Grassie

Paul Lynch

Amy Malone

Matthew Pappas

Audrey Stevens

Karen Stokes

Raymond Turner

Robert Watson

## **Appointed Boards and Commissions**

### **Arts & Culture Commission**

Matt Wyatt  
Elaine Lauterborn  
Amy Regan  
Elizabeth Tonkins-Agea  
Katie O'Connor  
Glenn Watt

### **Conservation Commission**

Meredith Lineweber  
Michael Kirwan  
Kevin Sullivan  
Barbara Soley  
Michael Dionne  
Mark Jennings  
Sheila Lulek

### **Historic District Commission**

Molly Meulenbroek  
Martha Wingate  
Peter Bruckner  
Nancy Dibble  
Sandra Keans  
Joyce Bruckner  
Matt Wyatt  
Marilyn Jones

### **Library Trustees**

Pam Hubbard  
Candy Bailey

Nick Bellows  
Steve Maimes  
Nat Goodspeed  
Lori Chick  
Bruce Jolin

### **Planning Board**

Nel Sylvain (chair)  
David Walker  
Matthew Kozinski  
Mark Collopy  
A.Terese Dwyer  
Timothy Fontneau  
Robert May  
Kyle Starkweather  
Mark Sullivan  
Donald Hamann  
Joyce Bruckner  
James Gray

### **Recreation Commission**

Kevin Barry  
Dale Bickford  
Julie Brown  
Joan Strogon  
David Colson  
Sheila Colson  
Paul Roberts  
Bob Brown  
Dick Clough

### **Rochester Economic Development Commission**

Jonathan Shapleigh (chair)  
Susan DeRoy  
Janet Davis  
Mark Hourihane  
Kristin Ebbeson  
Troy Dillow  
John Larochelle

### **Trustees of the Trust Fund**

Robert Pallas  
Sherry Beaudoin  
Brett Johnson

### **Utility Advisory Board**

Shawn Libby (chair)  
Joe Boudreau  
Eli Barnes  
Ralph Sanders  
Brett Johnson

### **Zoning Board of Adjustment**

Lawrence Spector  
Randy Lavallee  
Robert Goldstein  
Robert Gates  
Shon Stevens  
Leo Brodeur

*Chapter 3*  
**Department Reports**

(as submitted)



## City of Rochester, New Hampshire

### ASSESSING DEPARTMENT

19 Wakefield Street, Rochester, NH 03867  
(603) 332-5109 Assessor@rochesternh.net  
[www.rochesternh.net](http://www.rochesternh.net)

## Assessing Department Annual Report

*Fiscal Year 2019*

In accordance with New Hampshire State Law, the Assessing Department has completed its 2019 Full Statistical Revaluation of all City properties with an effective date of April 1, 2019. All current and relevant market data has been properly analyzed in an effort to equitably appraise all real property to its full and fair market value.

### Total Taxable Valuation

*(Effective date of value, April 1, 2019)*

#### Land Value

Residential	\$433,365,065
Commercial/Industrial	\$190,965,535
Current Use	\$1,098,877
Discretionary Preservation Easements RSA 79-D	\$21,500

#### Building Value

Residential	\$1,350,421,300
Commercial/Industrial	\$483,292,600
Manufactured Housing	\$167,356,500
Discretionary Preservation Easements RSA 79-D	\$86,500
Public Utilities (Land & Building Value)	\$98,372,700

**Total Taxable Valuation** **\$2,724,980,577**

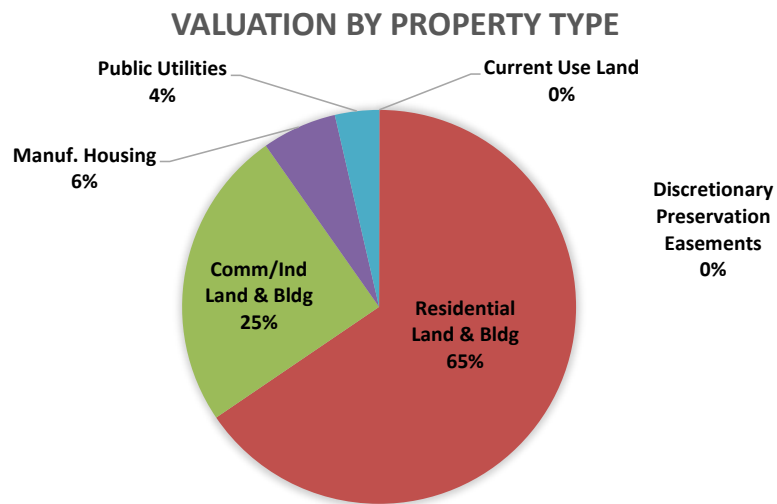
### Exemptions

Type	Total Granted	Exempt Valuation
Blind	22	\$1,409,400
Elderly	350	\$26,556,042
Disabled	104	\$5,777,000
Total	476	\$33,742,442



*City of Rochester, New Hampshire*  
ASSESSING DEPARTMENT

Net Taxable Valuation (used to calculate Municipal, County & Local Education tax rate)	<b>\$2,654,801,299</b>
Less Public Utilities Valuation	<b><u>-\$98,372,700</u></b>
Net Taxable Valuation (used to calculate State Education Tax Rate)	<b>\$2,556,428,599</b>



**Respectfully Submitted by:**  
Jonathan Rice, Chief Assessor



# City of Rochester, New Hampshire

Department of Building, Zoning & Licensing Services

## FISCAL YEAR 2019 ANNUAL REPORT

The Department of Building, Zoning, and Licensing Services is dedicated to safeguard the public safety, health, and general welfare through affordability, structural integrity, means of egress facilities, sanitation, light and ventilation, energy conservation and safety to fire fighters and emergency responders during emergency situations.

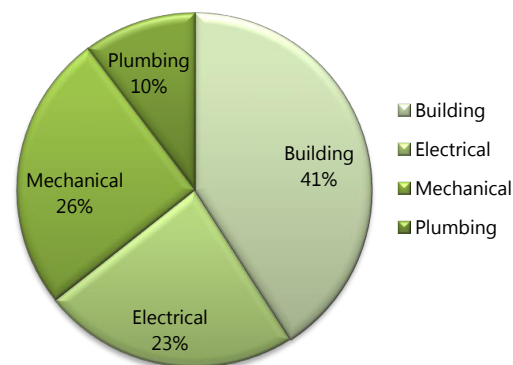
It is our vision, that we will be a leader in public safety, health and general welfare to enhance the quality of life in our jurisdiction.

The duties of the department include the administration of National Codes, the review and issuance of building permits and licenses; additionally enforcing compliance of the Zoning Ordinance and Planning Board approvals.

### Building:

Over the course of Fiscal Year 2019 the Building Department has taken in two thousand three hundred and sixty (2,360) permit applications, two thousand three hundred and thirteen (2,313) of those applications were issued, and the other forty seven (47) either were denied or are still pending. There was a declared construction value of \$53,899,702.56.

Permits Issued



New Residential Structures:		New Commercial Structures:	
Mobile Homes:	31	Contractor Storage Building	53 Allen St
Single Family Homes:	44	Maintenance Building (Waste Management)	36 Rochester Neck Rd
Two Family Homes:	4	Barn (Waste Management)	155 Turnkey Way
Multifamily Homes:	2	Various fit-ups at the Ridge	
Total Dwelling Units:	125		



### ***Zoning:***

Our Zoning Administrator and Zoning Clerk take in all zoning applications, including variances, special exceptions, and administrative appeals. They also attend a public hearing on a monthly basis to provide the Zoning Board of Adjustment the City's interpretation and recommended action on cases being heard as well as take the meeting's minutes.

The Zoning Board of Adjustment (ZBA) makes decisions on variance requests from the Zoning Ordinance. This fiscal year the board heard 22 zoning cases, 14 of which were variance applications, 6 were special exceptions, 1 appeal of an administrative decision and 1 equitable waver. Of these cases 14 were approved, 2 withdrew their applications, and 6 were denied.

*The board is comprised of the following members:*

Mr. Larry Spector, Chair (Appointed 12/04/07) (Term Expires 01/02/21)

Mr. Robert Gates, Vice Chair (Appointed 01/13/14) (Term Expires 01/02/19)

Mr. Randy LaVallee, Regular Member (Appointed 02/08/00) (Term Expires 01/02/19)

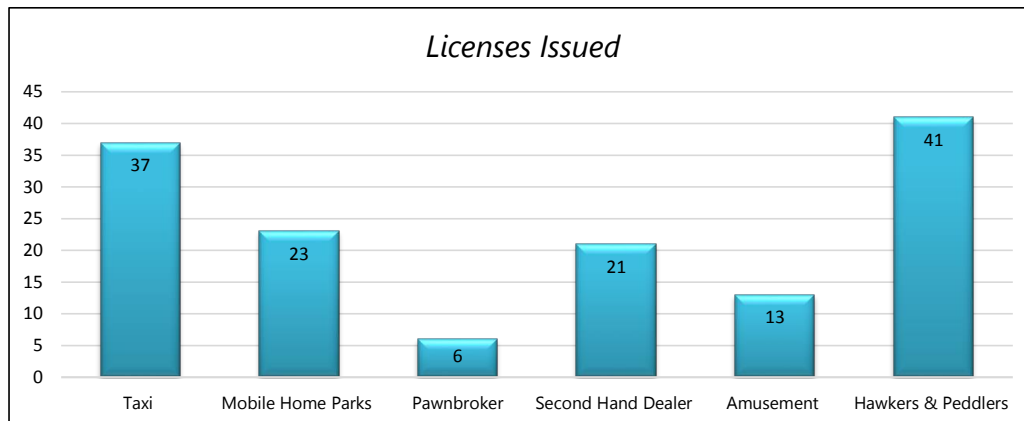
Mr. Robert Goldstein, Regular Member (Appointed 01/02/2012) (Term Expires 01/02/21)

Mr. Shon Stevens, Regular Member (Appointed 01/02/2017) (Term Expires 01/02/20)

Mr. Leo Brodeur, Alternate (Appointed 08/06/2013) (Term Expires 01/02/19)

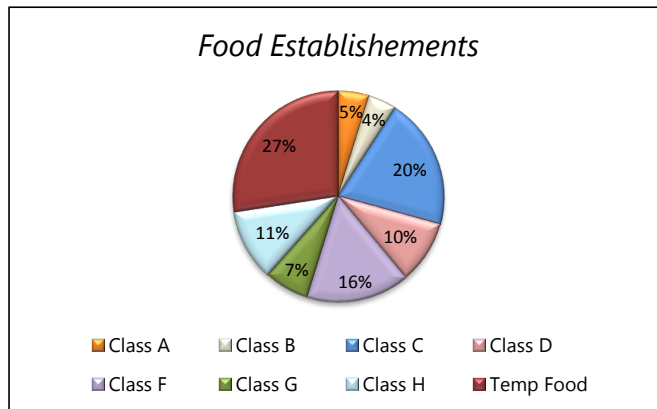
### ***Licensing:***

Building, Zoning, and Licensing is also responsible for licensing the city's mobile home parks, amusement devices, taxi businesses, taxi vehicles, taxi drivers, motor vehicle junk yards, junk dealers, second hand dealers, pawnbrokers, and hawkers & peddlers. In total, one hundred and twenty-three (141) licenses were issued, excluding food establishment licenses. Our Compliance Officer conducts yearly inspections of these licenses. Some are also inspected by the Fire Department.



## Health:

Our department is responsible for inspecting food establishments, foster care homes, and day care centers. We license two hundred and twenty (236) permanent food establishments. During the past Fiscal Year we approved and issued fifty-three (87) temporary food licenses including food licenses for the Rochester Farmers Market.



It's a goal of ours to work closely with owners and operators to ensure compliance with state health requirements for the sanitary production and distribution of food. There were approx. 183 food establishment inspections, some of which were re-inspections for establishments that needed to correct unsanitary operations, or equipment.

*The Board of Health is comprised of the following members*

Dr. Thomas Moon, Regular Member (term expires 01/02/18)

Jackie Fitzpatrick, Regular Member (term expires 01/02/20)

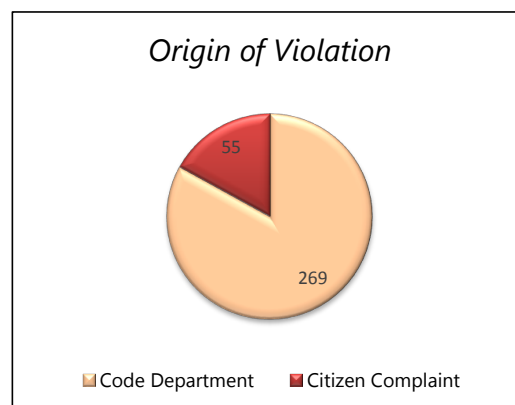
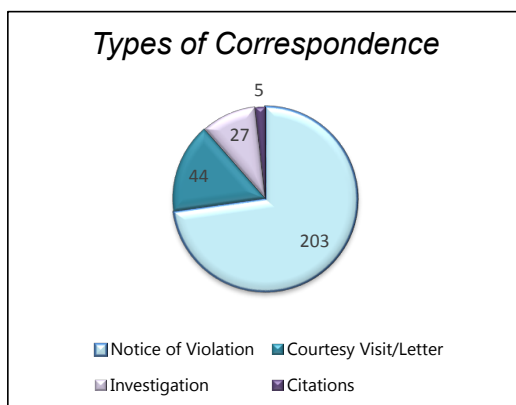
Toni Mclellan, Regular Member (term expires 01/02/19)

Dr. Jocelyn Caple, City Physician/ Regular Member (01/02/2020)

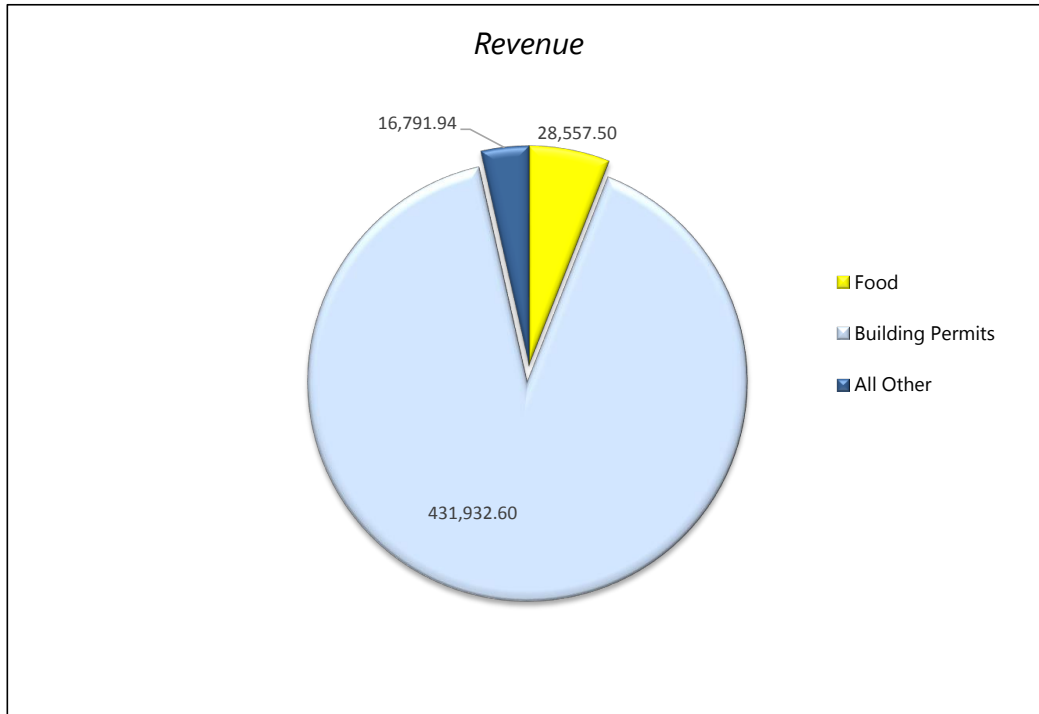
Mr. James Grant, Health Officer & Director Building, Zoning and Licensing Svcs (Indefinite Term)

## Compliance:

Code dealt with three hundred twenty-eight (319) properties with compliance or zoning issues. There were seven hundred and fifty-three (607) documented violation issues. All property owners in most of these cases received either a courtesy letter, or notice of violation asking them to bring their property into compliance.



**Revenue:**



<i>Type of Permit or License</i>	<i>Revenue Collected</i>
Food Licenses	\$28,557.50
Second Hand & Pawn Licenses	\$1,500.00
Hawkers & Peddlers & Outdoor Dining	\$1,900.00
Amusement Licenses	\$2,320.00
Misc. Fees & Compliance Fines	\$4,642.34
Zoning Applications & Abutters Fees	\$5,434.60
Junk Dealer & Motor Vehicle Junk Yards	\$225.00
Taxi	\$770.00
Building Permits	\$431,932.60
<b>Total:</b>	<b>\$477,282.04</b>

Respectfully Submitted,

James Grant



City of Rochester, New Hampshire  
Economic Development Department  
33 Wakefield Street, Rochester, NH 03867  
(603) 335-7522, [www.RochesterEDC.com](http://www.RochesterEDC.com)

## ECONOMIC DEVELOPMENT ANNUAL REPORT, FY 2019

### ECONOMIC DEVELOPMENT ANNUAL REPORT, July 1, 2018 – June 30, 2019 (FY 19)

This Fiscal Year 2019 welcomed a deepening engagement in the quality of life initiatives and attraction strategies, along with advancement of major development projects. The year also marked employee transition, with Economic Development Manager, Karen Pollard and Jennifer Murphy Aubin, Executive Secretary moving to new roles. In June 2019, the City welcomed Director of Economic Development, Michael Scala.

#### Revitalization & Downtown Development:

- ❖ Tours of the Scenic Theater and former Kelly's Gymnastics Buildings become City owned for redevelopment, commenced. Meeting with the State of NH for use of Historic Tax Credits proved educational for the Planning and Economic Development offices.
- ❖ The City has been considering selling the East Rochester Fire Station for potential redevelopment.
- ❖ Staff continues to work with multiple developers and landlords on development opportunities.



#### Key Economic Development Initiatives, Programs, Events & Marketing:

- ❖ City of Rochester, NH, Office of Economic Development honored by International Economic Development Council for Special Purpose Website, for [www.RochesterEDC.com](http://www.RochesterEDC.com), received in FY 19 (date: October 2, 2018).
- ❖ The City hosted Governor Sununu and the Executive Council Summer meeting, with a tour and presentation of Great Bay Advanced Technology & Academic Training Center (ATAC), Rochester Opera House and the restored Annex. Governor Sununu recognized with Proclamations an exemplary individual and business, SAFRAN Aerospace Composites/Albany International, and Matt Wyatt, founder of the Rochester Museum of Fine Arts.
- ❖ CGI Filming collaborated with the Economic Development Office to create a video postcard of the community, showing the strong economic growth, public safety, housing market and the beautiful quality of life.
- ❖ Fourth Season of Rochester Farmers Market, drawing over 5,000 residents and visitors, season is June – September.
- ❖ The Economic Development Office, along with the Assessing and GIS Department, collaborated with the UNH Paul Business School MBA students on creating an Opportunity Zone Prospectus. The City of Rochester was one of four sites selected for the internship with UNH.



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- ❖ Public Art Abstract Sculpture Walk installed along the Gateway to Rochester, the RT 125 Corridor in May.



- ❖ The River Walk Committee applied for and received two grants this year. One was the Recreational Trails Grant that allow the

Committee to build a foot bridge that will connect the Hillsdale waterfront more easily with the rail trail that abuts the Hanson Pines. The committee currently received approval from City Council to extend the grant until spring of 2020. The second grant was from the CDBG funds that will purchase a kayak launch to be installed at the end of Hanson Pines. The launch should be installed spring of 2020.

- ❖ The office hired BCM Consulting to provide an update to the Granite Ridge Development District to assess market need for housing and explore possible rezoning to allow for multifamily housing development. The final report was received and is available for review.
- ❖ JOB Loan – Thompson Investment Casting closed on a job loan for \$50,000 while Country Tire and Service made their final payment to close out their loan.
- ❖ Jet Pack Comics hosted Free Comic Book Day for the downtown businesses, drawing thousands of visitors and residents. After the 2019 event the City partnered with owner Ralph to ensure the event would continue to be a huge success in the downtown.
- ❖ The Economic Development Office contributed event management, marketing, design and outreach assistance to Wings and Wheels, which welcomed over 3,000 visitors to Sky Haven Airport, with food vendors, entertainment, games, car shows, airplane and helicopter rides.





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#### Staff Development:

- ❖ On June 1<sup>st</sup>, Michael Scala started his position as the new Director of Economic Development for the City. The first part of his IEDC CEcD certification is scheduled for the end of July.
- ❖ Specialist Marsh attended IEDC, Managing Economic Development Organizations, her plan is to sit for the exam February 2020 (FY 20), to become a Certified Economic Developer.
- ❖ Executive Aubin attended IEDC, Real Estate Development, Marketing & Attraction, and Economic Development Strategic Planning. Her plans are to take the final Credit Analysis course and sit for the exam October 2019 (FY 20), to become a Certified Economic Developer.
- ❖ Community Development Coordinator Julian Long attended HUD-sponsored trainings on Section 3 compliance for Community Development Block Grant (CDBG) programs, National Objectives compliance for CDBG programs, housing rehabilitation regulations, the Lead Safe Housing Rule, and the use of CDBG funds for code enforcement activities.

#### National & Regional Conferences:

- ❖ ICSC, Las Vegas, NV & Boston, MA
- ❖ Live Exchange, two-day networking session with site selectors

#### Business Expansion, Downtown Redevelopment & Improvements

BUSINESS EXPANSION	GRAND OPENINGS	DOWNTOWN DEVELOPMENT
<ul style="list-style-type: none"> <li>❖ Progressive Esthetics, expansion</li> <li>❖ Vetter Construction, addition</li> <li>❖ Coyote Creek, 10,000 SF archery range and expansion</li> </ul>	<ul style="list-style-type: none"> <li>❖ Blooming Cow Ice Cream</li> <li>❖ Mattress Firm (relocation)</li> </ul>	<ul style="list-style-type: none"> <li>❖ 73-77 North Main Street under agreement</li> <li>❖ 22 South Main Street under agreement</li> <li>❖ 90 North Main Street closed</li> </ul>



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## **COMMUNITY DEVELOPMENT DIVISION FY 2019**

The mission of the Community Development Division, housed within the Office of Economic & Community Development, is to work with the community, public service agencies, and private sector partners to improve neighborhoods and assist low to moderate income Rochester residents to improve the quality of these residents' lives and neighborhoods. The responsibilities of the Community Development Division include management of the City's Community Development Block Grant (CDBG) program, which is funded through the U.S. Department of Housing and Urban Development; grant writing and grant reporting for a variety of different City departments; and other duties as assigned.

During the FY 2019 period (July 1, 2018 – June 30, 2019), the Community Development Division drafted and submitted the FY 2019-2020 CDBG Annual Action Plan and FY CDBG 2017-2018 Consolidated Annual Performance and Evaluation Report, as well as other required reports on Section 3 compliance, Davis-Bacon Act compliance, etc. The Community Development Division also finished the process of drafting the FY 2020-2025 updated Analysis of Impediments to Fair Housing, as required of all HUD grantees, and completed a substantial portion of the drafting of the FY 2020-2025 Consolidated Plan.

CDBG projects during this time frame included funding for regional homeless shelters, funding for educational and vocational services for lower-income residents, funding for legal services for abused and neglected children, weatherization renovations for lower-income homeowners, and the installation of chairlifts at Maple Street Magnet School and Spaulding High School.

Grants successfully awarded to the City of Rochester during this time period include New Hampshire Charitable Foundation funding for the Creteau Technical Center's partnership with Great Bay Community College; a state Recreational Trails Bureau grant for the Riverwalk Committee's Hanson Pines footbridge project; New Hampshire Department of Environmental Services funding for brownfield remediation at 10 Wallace Street; New Hampshire Department of Safety Emergency Management Performance Grant for emergency operations center upgrades at the fire station; and a grant to continue the victim-witness advocacy program within the City's prosecutor's office.

### **Key FY 2019 Accomplishments:**

- Continued CDBG support for homeless shelters (My Friend's Place and Cross Roads House)
- Participated in Tri-City Homelessness Task Force
- Drafted updated Analysis of Impediments to Fair Housing and FY 20-25 Consolidated Plan
- Award of Recreational Trails Bureau grant for the Riverwalk Committee's Hanson Pines footbridge project, NH DES grant for Wallace St. remediation project, and NH DOS grant for fire station emergency operations center upgrades project

**REPORT OF THE FIRE DEPARTMENT  
FISCAL YEAR 2019  
ISO Class 3 Community**

**MISSION STATEMENT**

The primary mission of the Rochester Fire Department is to provide a range of programs designed to protect and maintain the quality of life within the City of Rochester through Fire Prevention, Fire Suppression and Rescue activities.

**MOTTO**

Serving the Lilac City with Pride.

**ORGANIZATION**

The City of Rochester Fire Department is a 54-member "combination" organization providing fire, rescue, and public assistance to the Rochester, East Rochester and Gonic sections of this community. The department serves a community with an estimated population of 31,000 residents in a 49.2 square mile area from two fire stations which are covered 24/7.

Our department continues to accept the challenges presented by the demands for service. Rochester Firefighters responded to over 2900 incidents in this fiscal year. This number represents when one of our citizen's or visitors experience an unexpected or unfortunate event that led them to call for our assistance. Our firefighters continue to provide not only the professional response needed to take care of the emergency, but also show compassion to support the person and families involved in these emergencies.

**OPERATIONS**

Fiscal year 2019 brought changes for Rochester Fire Department. There were two retirements within the department; Firefighter Jimmy Jacques (22 years) and Firefighter Jeffrey Comeau (22 years). With the retirement of these members, the department welcomed four new members and celebrated three promotions; Firefighter Brandt Berry, Firefighter Rye Morrill, Firefighter Chad Foss and Deputy Chief of Fire Prevention Adam Hughes were hired, while Tim Wilder was promoted to Assistant Chief of the Department, Dennis Dube was promoted to Deputy Chief of Operations and Darryl Jeffers was promoted to Deputy Chief of Training.

In Fiscal Year 2019, Rochester Fire Department had 2 members recognized as Employee of the Month, Secretary Jessica Gray (December) and Chief Mark Klose (May).

While Rochester Fire responded to 2,754 calls, 53 of those calls were to assist mutual aid communities. When providing mutual aid, apparatus will respond to either the scene or the community's station for station coverage and are one of many departments responding. Rochester Fire calls for mutual aid during building fires that



exceed a first alarm. We responded to 17 different communities for mutual aid; Somersworth (10), Strafford (2), Newington (1), Dover (8), Lee (3), Barrington (3), Milton (4), Lawrence, MA (1), Farmington (7), Lebanon (4), Acton (2), Berwick (2), North Berwick (2), New Durham (1), Sanford (1), Alton (1), and Wakefield (1). When mutual aid is called to our City a number of departments respond and assist.

Rochester Fire responded to 18 building fires:

- July 10, 2018: Jimmy Jones Locker
- July 14, 2018: Logan Street
- July 17, 2018: 35 Forest Avenue
- September 1, 2018: 50 Old Dover Road
- September 28, 2018: 286 Washington Street
- October 13, 2018: 9 Ela Court
- October 21, 2018: 4 Norman Street
- January 15, 2019: 194 Meaderboro Road
- January 28, 2019: 55 River Street
- February 3, 2019: 28 Joshua Street
- February 18, 2019: 11 Olde Farm Lane
- March 9, 2019: 23 Woodman Street
- March 23, 2019: 35 North Main Street
- March 31, 2019: 36 Pineland Park (Milton)
- April 6, 2019: 21 Norway Plains
- April 22, 2019: 134 Chestnut Hill Road
- May 17, 2019: 2 Cross Street
- May 28, 2019: 250 Milton Road

The following table shows a breakdown of each call category over the last three fiscal years.

	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>
<b>Total Runs</b>	2794	2930	2754
<b>Fire/Explosion</b>	98	99	113
<b>Overpressure Rupture</b>	0	4	2
<b>Rescue Call</b>	1378	1375	1189
<b>Hazardous Condition</b>	223	240	212
<b>Service Call</b>	376	458	470
<b>Good Intent Call</b>	373	406	348
<b>False Call</b>	322	326	357
<b>Severe Weather/Natural Disaster</b>	17	19	5
<b>Special Type/Complaint</b>	7	3	5
<b>Undetermined</b>	0	0	53

## **TRAINING**

The mission of the training division is to ensure that RFD provides the highest level of service to its customers, while minimizing risk to its members. We do this by maintaining proficiency in our skills and equipment, constantly learning new and more effective ways to do our job, and maintaining and tweaking the traditional tactics that we have used effectively for so long. We must perform in a dynamic fire ground, where it seems that we are in a constant battle against time and changing conditions.

The Fire Department is in a constant state of change and improvement. In order to meet the needs of these changes and remain effective, the department purchases new equipment and updates equipment on a regular basis. We make very educated purchases and much discussion and research is conducted for each dollar spent.

## **FIRE PREVENTION**

The Fire Prevention Office is responsible for helping promote fire safety within the City of Rochester. We strive to remain current on all codes, including continual training and researching more efficient ways to keep citizens safe.

## **EMERGENCY MANAGEMENT**

The Rochester Fire Department is charged with running the City's Office of Emergency Management. The Emergency Management Division is the City of Rochester's lead agency for coordination of emergency and disaster response activities. The Division manages the Emergency Operations Center (EOC) with support from local, state and federal partners. The EOC is the central point where the disaster recovery efforts are coordinated. There were no major storms that required the Emergency Operations Center to open.

## **COMMUNITY ENGAGEMENT**

The Rochester Fire Department continues to remain engaged with the rest of the community by participating in numerous events that either promote safety, awareness or require the department's assistance to ensure a safe event. Some of these events include the Rochester Fair, Rochester Christmas Parade, Memorial Day Parade, Relay for Life, Rochester Firefighters Toy Bank, National Night Out, Fire Safety Festival and many more. Members of the Rochester Fire Department also spend time with the students in the City of Rochester for fire drills, school events, station tours and more.

Rochester Fire Department members also participate in the annual CHaD Battle of the Badges hockey and baseball games.

Respectfully submitted,

Mark E. Klose  
Chief of Department

**REPORT OF THE LEGAL DEPARTMENT  
2018-2019**

The following is a report of the activities of the City of Rochester Legal Department for the fiscal year beginning July 1, 2018 and ending on June 30, 2019:

As of June 30, 2019, the following actions involving the City of Rochester were/are being litigated in various New Hampshire and Federal Courts:

1. Donald & Bonnie Toy v. City of Rochester/NH Supreme Court Case No. 2018-0172
2. City of Rochester v. Donald McCullough/NH Supreme Court Case No. 2018-663
3. George Blaisdell & Sebastina Trust v. City of Rochester/NH Supreme Court Case No. 2018-0387
4. Allan Lewis v. Rochester Police Officer Danie, et al/United States District Court Case No. 19-CV-626-LM
5. Donald Toy & Bonnie Toy v. City of Rochester, et al/Strafford County Superior Case No. 219-2015-CV-00458
6. City of Rochester v. John & Debra Weeden/Strafford County Superior Court Case No. 219-2017-CV-251
7. Paul Martin v. City of Rochester/Strafford County Superior Case No. 219-2018-CV-172
8. 36A Industrial Way, LLC v. City of Rochester/Strafford County Superior Case No. 219-2018-CV-212
9. Michael Clauss, et al v. City of Rochester, et al/Strafford County Superior Case No. 219-2018-CV-165
10. Mark McNeil v. City of Rochester, et al/Strafford County Superior Court Case No. 219-2019-CV-208
11. Ronald Paquette v. City of Rochester/Strafford County Superior Court Case No. 219-2018-CV-167
12. One Heritage Street Development, LLC v. City of Rochester/Strafford Superior Case No. 219-2018-CV-139
13. 119 Flagg Road Development, LLC v. City of Rochester/Strafford Superior Case No. 219-2018-CV-140
14. Greater Seacoast Community Health & First Church Congregational v. City of Rochester/Strafford Superior Case No. 219-2019-CV-70
15. Rochester Agricultural Mechanical Association v. City of Rochester/Strafford Superior Case No. 219-2018-CV-372
16. Rochester v. 200 Washington Street, LLC & SDJ Development of Rochester, LLC/Strafford Superior Case No. 219-2019-CV-443
17. City of Rochester v. Michael & Colleen French/7<sup>th</sup> Circuit – District Division – Rochester Case No. 471-2018-CV-85
18. City of Rochester v. Mark McNeil/7<sup>th</sup> Circuit – District Division – Rochester Case No. 471-2017-CV-216 et al
19. City of Rochester v. Goodwin Community Health/7<sup>th</sup> Circuit – District Division – Rochester Case No. 471-2018-CV-2648
20. City of Rochester v. Richard Townsend/7<sup>th</sup> Circuit – District Division – Rochester Case No. 471-2018-CV-173
21. City of Rochester v. Shannon O'Brien/7<sup>th</sup> Circuit – District Division – Rochester Case No. 471-2018-LT-308
22. City of Rochester v. Kathryn Casler/7<sup>th</sup> Circuit – District Division – Rochester Case No. 471-2019-LT-192
23. City of Rochester v. MJC Seacoast Ventures 24, LLC/7<sup>th</sup> Circuit – District Division –

## **REPORT OF THE ROCHESTER PUBLIC LIBRARY 2018-2019**

The Library underwent a major physical facelift in early 2019, when the carpets for the building were replaced over a three-week period beginning in January. The Library was briefly closed to the public while the entire collection was packed into crates and moved to allow for the upgrades. Other facility improvements included the installation of new security cameras and improvements to the stone walkways leading to the building.

The Library circulated 158,672 items from the physical collection in FY19, and an additional 22,356 digital items. For perspective, that is about 600 items a day. 148,605 visitors came to the library during the fiscal year, for an average of just under 500 per day. The Library's physical collection contains books, audio books, music CDs, television shows, DVDs, magazines, newspapers, large print books, graphic novels, and the children's library collection. The digital collection offers downloadable and streaming access to audio, video, and print resources, foreign language learning software through Mango Languages, online access to Chilton's Auto Repair manuals, a database of legal forms, and multiple resources for genealogists.

The digital eBook collection continues to grow due to investments in new databases and platforms. Rochester Library partners with other libraries in the state to provide access to Overdrive, the primary platform for lending digital audio books and eBooks. In FY19 Rochester residents checked out 17,444 titles. Hoopla, another platform for streaming and downloading eBooks, audio books, graphic novels, music, and films, circulated 3,748 titles.

The Library hosted 239 programs in addition to the summer reading events, with events for adults, children, and teens that brought in over 3,000 participants. The Children's Library ran regular Storytime and Make it and Take it craft day events, while presentations for adults ranged in topic from an evening with author Ty Gagne to a series of presentations on using herbs and essential oils to make teas, soups, moisturizers, lotions, and soaps. The Library also offered weekly and monthly programs, such as book groups, knitting clubs, yoga classes, a meditation series, and a Wednesday night film series. As in previous years the Library participated in Free Comic Book Day in May, and hosted the AARP's popular tax preparation services at the Library. The meeting rooms on the top floor hosted 846 groups, not counting the AARP's tax preparation meetings. The Library hosts monthly displays by local artists on the main floor and rotating displays from the Rochester Museum of Fine Arts on the top floor.

The Library offered summer reading programs for children, young adults, and adults. The theme in the children's room was Read on the Wild Side, and featured jungle themed decorations and events. This was also the first year that the children's room offered an online component to the reading program, allowing families to log their books from home. The 7-week program brought in 356 children and featured craft programs, Wildlife

Encounters, Magician Norman Ng, a presentation on the Science of Magic from the Boston Museum of Science, and a custom built escape room that Library staff designed in the Storytime room. At the main circulation desk, over 1,000 patrons competed for a chance to win a summer gift basket by reading books and checking out museum passes. In the Young Adult room, 42 teens completed reading logs and trivia sheets for weekly prizes in a program with prizes from BarnZ's Barrington Cinema, the Boston Red Sox, Canobie Lake Park, the Fisher Cats, Golick's Dairy Bar, Hilltop Fun Center, Jetpack Comics, the Portland Sea Dogs, Water Country, and York's Wild Kingdom. Prizes were made possible by generous donations from Feliciano's Limousines and BT Roofing.

Respectfully submitted,  
Brian Sylvester  
Director, Rochester Public Library



## **REPORT OF THE PLANNING AND DEVELOPMENT DEPARTMENT**

**2018 - 2019**

### **OUR MISSION**

The mission of the Planning & Development Department is coordinate the physical development and redevelopment of the City of Rochester in order to promote orderly growth, foster efficient use of infrastructure, protect property rights and investment, and maintain property values. In addition, we strive to protect and enhance the environmental/historic/cultural resources, enhance the business climate, and improve and protect the social capital, health, safety, and welfare of its citizens. We do this by facilitating the process of establishing Rochester's long-term and short-term development goals, the implementation of those goals, being proactive and reactive in updating regulations and ordinances, and through an efficient and thorough review process.

### **Some Highlights**

- The Director, Chief Planner, and Senior Planner all received the American Institute of Certified Planners (AICP) certification
- Master Plan work started for the Transportation chapter and Downtown chapter
- Adopted the Economic Development chapter of the Master Plan
- Worked on finalizing wayfinding
- Finished impact fee methodologies and impact fees will go into effect on January 1, 2020
- Adopted new Design Guidelines
- Adopted amendments to the Historic District Overlay Ordinance
- Amended the Zoning Ordinance to allow for more density in the Downtown Commercial District
- Held the 6<sup>th</sup> Annual Rochester Arts Awards
- Hosted national speaker, Chuck Marohn from Strong Towns, for a presentation

### **OUR APPROACH**

The Planning Board, Historic District Commission, Conservation Commission, Arts & Culture Commission, and staff review applications for a variety of projects each year. The staff and the City's Boards and Commissions work hard with the applicants to find an approach or design that serves the objectives of the particular applicant while also supporting the public interest and meeting legitimate concerns of the citizens of Rochester. Most applicants are willing and able to work with city staff, abutters, and concerned citizens in order to get the best project for everyone.

We continue to look for ways to improve the process in order to keep it as simple as possible, efficient as possible, thorough as possible, and as pleasant as possible for all those involved.

We strive to be both proactive and reactive in developing and administering the regulatory processes that apply to development to honor our obligation to protect the interests of the City, its residents, and the applicants.

### **MAJOR RESPONSIBILITIES**

The major responsibilities of the Planning and Development Department include:

- Policy development
- Developing ordinances that allow for commercial & residential growth while providing for the protection of natural and cultural resources
- Overseeing the zoning ordinance and any amendments to the Zoning ordinance
- Reviewing and processing applications for subdivisions and site plan review
- Holding proper surety on approved projects to insure that projects are built in accordance with City standards, the Notice of Decision, and the approved plan.
- Coordinate with other City Departments such as Building, Zoning and Licensing Services, Economic Development, Department of Public Works, Police, Fire, and Assessing
- Strategic planning
- Master Planning
- Transportation planning
- Infrastructure planning
- Coordinating the E911 addressing system
- Coordination of, and service to, various Boards and Commissions including, but not limited to, the Planning Board, City Council, Conservation Commission, Historic District Commission, and Arts & Culture Commission

### **SITE PLAN AND SUBDIVISION REVIEW HIGHLIGHTS**

Below are highlights of some of the projects approved by the Planning Board for Fiscal Year 2019 (July 1, 2018 to June 30, 2019):

**M3 Development, LLC, 4 Main Street** (by Berry Surveying & Engineering) 2-Lot subdivision. Case # 103 – 94 – R2 – 18

**Loretta Flynn, 62 Meaderboro Road** (by Berry Surveying & Engineering) 2-Lot subdivision. Case # 232 – 6 – A – 18

**Edith Holley Revocable Trust, 626 Pickering Road** (by McEneaney Survey Assoc.) 2-Lot subdivision. Case# 265 – 7 – A – 18

**174 Milton Road, LLC, 174 Milton Road** (by Berry Surveying & Engineering) Site plan to re-open a gas station. Case# 205 – 127-1 – HC – 18

**Village at Clark Brook, Old Dover Road/Athenian Drive** (by Bedford Design) Amendment to revise the unit types, number of units allowed, Master Plan, and Notice of Decision. Case# 256 – 66/264 – 23 – A – 18

**SDJ Development of Rochester, LLC, Fillmore Boulevard** (by Hillside Design Group)  
24-Lot subdivision. Case # 237 – 3&8 – PUD – 18

**David & Destiny Groen, 138 Chesley Hill Road** (by Berry Surveying & Engineering)  
2-Lot subdivision and Conditional Use Permit. Case# 246 – 27 – R1 – 18

**Great Woods Development, LLC, Laredo Lane, Smoke Street & Bailey Drive** (by Norway Plains Associates) Amendment to revise the notice of decision for street trees and walking paths. Case# 224 – 321,324,328 – A – 18

**Stillwater Kennels & Training Inc., 100 Meaderboro Road** (by Norway Plains Associates) Site plan to construct 27' x 48' addition for dog day care.  
Case# 232 – 12 – A – 18

**Norman Vetter Rev Trust & Stacia Vetter Rev Trust, 53 Allen Street** (by Norway Plains Associates) Site plan for a contractors storage yard. Case # 117 – 2-8 – I – 18

**Groen Construction, 122 Meaderboro Road** (by Berry Surveying & Engineering) 2-Lot subdivision. Case # 232 – 13 – A – 18

**Groen Construction, 122 Meaderboro Road** (by Berry Surveying & Engineering)  
Conditional use permit and 6-Lot subdivision. Case # 232 – 13 – A – 18

**Waste Management of NH, Inc., 535 Pickering Road** (by WSP USA, Inc.) 2-Lot subdivision. Case # 263 – 54 – A – 18

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

**David Thayer, 22 Farmington Road** (by Berry Surveying & Engineering) Amendment to construct 10,960 sq.ft. building for archery recreation.  
Case# 216 – 2&3 – GRD – 18

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

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

**Waste Management of NH, 90 Rochester Neck Road** (by Sanborn, Head & Assoc.) Site plan to construct two landfill gas (LFG) supplemental treatment systems at the TRL-III Refuse Disposal Facility. Case# 267 – 2&3 – R1 – 18

**Auger & Sons, Inc., 100 Chestnut Hill Road** Site plan to construct a 512 sq.ft. warehouse. Case# 221 – 174 – NMU – 19

**Safran, 85 Innovation Drive** (by Fuss & O'Neill, Inc.) Site plan and Conditional Use Permit for an additional 109 parking spaces. Case# 242 – 6 – I – 19



**Dorothy Thone, 92 Chesley Hill Road** (by Jason Pohopek) 2-Lot subdivision and lot line revision. Case# 246 – 24 – R1 – 18

**Hope on Haven Hill, 38 Charles Street** (by Norway Plains Assoc.) Site plan for change of use to allow a recovery house (residential facility).  
Case# 125 – 214 – R2 – 19

**Fielding's Oil Company, 72 Old Milton Road** (by Norway Plains Assoc.) Site plan to allow for an office and parking commercial fuel trucks. Case# 215 – 50 – HC – 19

**Northgate Investment Properties, LLC, 36 Farmington Road** (TF Moran) 3-Lot subdivision. Case# 216 – 4 – GRD – 18

**Waterstone Rochester, LLC, 92 Farmington Road** (by Tighe & Bond) 2-Lot subdivision (plus land to become City of Rochester Right-of Way).  
Case# 216 – 11&11-1 – GRD – 19

**Allen & Major Associates, Inc., 306 North Main Street** Site plan amendment to allow a change of use to a tire service facility and site layout changes.  
Case# 114 – 1 – HC – 19

**CBDA Development, LLC, Athenian Drive** (by Bedford Design Consultants)  
Residential site plan to construct 14 condominium townhomes, two 30-unit apartment buildings and associated parking. Case# 256A – 66 – PUD – 19

**City of Rochester, 209 Chestnut Hill Road** (by Weston & Sampson) Site plan to construct a new municipal public works facility. Case# 209 – 31 – A – 19

**M3 Development, LLC, 848 Portland Street** (by Berry Surveying & Engineering) 2-Lot subdivision. Case# 103 – 42 – R2 – 19

**TSB Properties, LLC, 124 Milton Road** (by Berry Surveying & Engineering) Site plan and conditional use permit to construct six new self-storage units and one commercial unit. Case# 210 – 32 – HC – 19

**Service Credit Union, 83 South Main Street** (by Norway Plains Assoc.) Site plan and conditional use permit to change a currently vacant restaurant to a bank with drive-thru. Case# 125 – 203 – DTC – 19

**Norman P. Vetter & Stacia R. Vetter Rev. Trust, 53 Allen Street** (by Norway Plains Assoc.) Site plan to construct a 60' x 72' vehicle storage building with associated parking. Case# 117 – 2-8 – I – 19

**Lilac Community LP, 41 Tebbetts Road** (by Norway Plains Assoc.) 2-Lot subdivision. Case# 253 – 83 – A – 19

**R & J 90 North Main, LLC, 90 North Main Street** (by T.F. Moran, Inc.) Site plan and Conditional Use Permit to allow a bank with a drive-thru. Case# 121 – 17 – DTC – 19

**SL Sweet Properties, LLC, Betts Road** (by Berry Surveying & Engineering)  
 Subdivision of one lot into three lots via the Porkchop subdivision standards.  
 Case# 204 – 34 – A – 19

**Lilac Community LP, 41 Tebbetts Road** (by Norway Plains Assoc.) 3-Lot subdivision.  
 Case# 253 – 83 – A – 19

**201 Storage, LLC, 201 Highland Street** (by Fuss & O'Neill, Inc.) Site plan to replace a 2,800 sf one-story storage structure with a 18,126 sf two-story storage structure, and remove 600 sf of an existing one-story storage structure. Case# 106 – 3 – NMU – 19

### **PLANNING BOARD ACTIVITY**

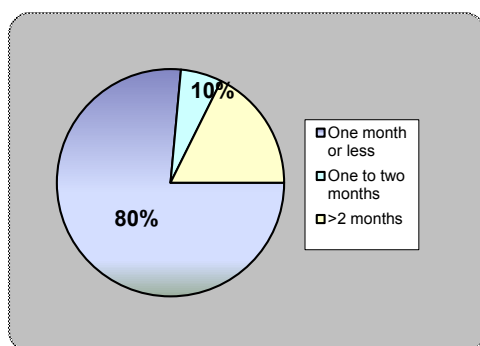
The Department and Planning Board acted upon the following projects.

#### ***Planning Board applications (FY19)***

Planning Board Applications (11/17)

	Total	Approved	Denied	Total Lots	Withdrawn
Subdivisions	16	16	0	61	0
Lot Line Revisions	10	10	0	0	0
Site Plans	23	23	0	0	0
<b>TOTAL</b>	<b>49</b>	<b>49</b>	<b>0</b>	<b>61</b>	<b>0</b>
	Total	Allowed without further review	Sent to PB	Withdrawn	
Minor Site Plan	4	4	0	0	
Special Downtown	3	3	0	0	
Day Care	0	0	0	0	
Home Occupation	9	8	0	0	
<b>TOTAL</b>	<b>16</b>	<b>15</b>	<b>0</b>	<b>0</b>	

One month or less	49	80%
One to two months	6	10%
>2 months	6	10%



### **OTHER PLANNING BOARD ACTIVITY**

In addition to the applications listed above, the Planning Board also reviewed and approved several extension requests for previously approved projects and also reviewed the monthly surety and inspections reports. The Board also discussed amendments to the Zoning Ordinance that are listed below and forwarded their recommendations to the City Council. As stated above, the Board reviewed, discussed, and adopted the Economic Development Chapter of the Master Plan. They accepted the newly created Design Standards for the Downtown Commercial District and the Historic District. The Board also held their annual retreat in January and discussed the following: the Downtown Housing Charrette; mapping needs; an update from the Economic Development Department; home occupation renewals; Christmas tree sales; and Airport Zoning. In addition, the Board held elections for officers, were given a recap of what they accomplished in the previous year, and looked ahead to plans for the next year. Lastly, the Board held discussions on master planning, site plan process, and Impact Fees.

### **PLANNING DEPARTMENT ACTIVITIES**

The Department reviewed and approved four (4) minor site plans, reviewed and approved three (3) special downtown reviews, reviewed and approved nine (9) home occupations.

### **CHAPTER 42 AMENDMENTS**

As mentioned above, there were several amendments made to the Zoning Ordinance, Chapter 42 and they are as follows:

- Amended zoning map to extend Downtown Commercial and align with Special Downtown
- Recommended against amending the Zoning Map to change two parcels located on Rochester Hill Road in the AG District to the Office Commercial District
- Recommended against amending the Zoning Map to change a section off Wakefield Street from NMU to R2
- Amended the Ordinance for Development and Construction signs
- Reviewed and recommended possible amendments to the HDC Ordinance
- Reviewed and recommended changes to density and parking

### **MASTER PLAN**

To date, the City has seven adopted master plan chapters:

- 1) Land Use, adopted 2001
- 2) Transportation, adopted 2001
- 3) Downtown, adopted 2003
- 4) Economic Development, adopted 2006
- 5) Natural Resources, adopted 2009
- 6) Cultural Resources, adopted 2010
- 7) Recreation, adopted 2011

The City may adopt additional chapters in the future that could include:

- Energy and sustainability
- Public facilities
- Natural Hazards
- Utilities and public services
- Regional concerns
- Housing and community development

The City is in the process of updating the Transportation Chapter of the Master Plan and will be starting the process of updating the Downtown Chapter. In addition, the Planning Board adopted the Economic Development Chapter of the Master Plan. There is a lot of work that needs to be done and we are looking forward to working with the Citizens of Rochester in implementing the Master Plan Chapters.

### **Arts and Culture Commission**

The Arts and Culture Commission members include: Matt Wyatt (Chair), Elaine Katie O'Connor (Poet Laureate), Liz Tonkins-Agea, and Amy Reagan.

### **WEBSITE**

The Arts and Culture Commission also continued to update the website <http://rochesternharts.weebly.com/>. The website includes: homepage, events, Rochester Arts Awards, and Poet Laureate application. Arts and Culture Inventory – The Commission finished a database inventorying all of the wonderful things Rochester has. It would be very helpful for citizens to find out information and for the Commission to use as well. The City of Rochester also updated the website page of the Commission.

### **Rochester Arts Awards**

Community members packed downtown Rochester August 13, 2018 to celebrate the Rochester Arts Awards hosted by Rochester Arts and Culture Commission, Poet Laureate Katie O'Connor read her poetry; a series of poems, each inspired by art, painting, dance and fashion design hosted at the Governors Inn. The following businesses and individuals were honored for their efforts. Artisan Gallery for opening a new gallery in downtown Rochester, Studley's Flower Gardens for downtown beautification, Rochester Main Street for the Festival of Trees event, Curlie's Comedy Club for bringing new entertainment to Rochester, Maple Street Magnet School for the "Discover Rochester" project, Rochester Social Club for supporting the arts through volunteerism, Strafford Wind Symphony for entertaining Rochester residents for many years, The Governor's Inn for the Murder Mysteries, Rochester Opera House for the new downtown Performance & Arts Center,

HRCU for donating to the arts, and finally a special award will be given to Ralph DiBernardo from Jetpack Comics for his contribution to arts and entertainment efforts, and People's Choice nominations. This year's People's Choice award became a split award. Matt Wyatt said the votes for both Mill Works Theater Troupe and for Cindy Lamie of the City Recreation Department were so overwhelming they decided to honor both.

"It's a great honor for the City of Rochester's Arts & Culture Commission to recognize the artists and cultural organizations that are bringing spectacular performances, artwork and services to the community. The annual Arts Awards is a great celebration of the wonderful honorees," Arts and Culture Commission Chair Matt Wyatt said. This year's awards were designed, constructed and crafted by students at Spaulding High School's technical center. Special thanks to Economic Development Staff Jennifer Murphy-Aubin for arranging the catering for the event. Here is a link to the video of the event <https://rochesternh.viebit.com/player.php?hash=dVpXSpU74jXb>



### Historic District Commission

The Historic District Commission reviewed 9 applications from July 2018 until June 2019. The amount of projects going to the Historic District Commission increased by two projects. The goal of the Rochester Historic District Commission is to foster the preservation of structures and places of historic, architectural, and community value. Through preservation efforts the Commission hopes to enhance the City's sense of pride in downtown Rochester; increase property values; and maintain the attractiveness of Rochester for homeowners, homebuyers, businesses, and tourists.

Historic District Commission members include: Molly Meulenbroek, (Chair) Martha Wingate, (V. Chair), Peter Bruckner, Nancy Dibble, Marilyn Jones, and Sandra Keans (Council Rep.)

<b>Historic District Commission Application for Certificate of Approval July 2018-June 2019</b>				
<b>Applicant</b>	<b>Address</b>	<b>Proposed Activity</b>	<b>Status</b>	<b>Approval Date</b>
Upala	20 North Main Street	Vinyl lettering sign	Completed	10/9/18
Wensley & Jones	40 Wakefield Street	Reroofing	Completed	10/9/18
	10 & 12 North Main Street	Paint colors for façade	Completed	11/14/18
Curlies Comedy Club	12 Union Street	Wall signage	Completed	11/14/19
	65 South Main Street	Wall Signage	Completed	11/14/19
Service Credit Union	83 South Main Street	Exterior renovation and façade changes	Not started	3/13/19
Citizens Bank	90 North Main Street	New roof, siding, canopy, and signage	Not started	4/10/19
Creteau Hackett Lachapelle and Associates	18 North Main Street	Double sided projecting sign and door signage	Completed	6/12/19

The Historic District Commission reviewed four 79-D Barn Preservation Easements: 60 Leonard Street, Map 117 Lot 99; 15 Evans Road, Map 232 Lot 10; 83 Meaderboro Road, Map 232 Lot 35; and 290 Chestnut Hill Road, Torr Map 206 Lot 1

### **Certified Local Government Grant**

In March 2017, the City of Rochester was granted a Certified Local Government (CLG) grant for \$15,000, with \$2,000 in kind to hire consultants BendonAdams to create Design Guidelines for the City of Rochester Historic District. These new Design Guidelines were passed in FY 2019. The new guidelines and ordinance should provide more clarity for applicants. Also, signs and minor changes such as paint, can be approved administratively if the application meets the guidelines. The goal was to remove some of the barriers for small businesses and make the process easier.

The Historic District Commission also received funding for Michelle Mears, Senior Planner and Molly Muelenbroek to attend the National Association of Preservation Commissions conference in Des Moines, IA. The Rochester's Historic District Commission needs to work on building the community awareness of the Historic Districts benefits the economic power of heritage and place. Beyond CLG Certification: What Comes Next- was helpful to understand the responsibilities that the City needs to undertake to comply with the Certified Local Government designation. It also helped to explain technical assistance, local preservation planning, and funding.

The Historic District Commission also received funding \$10,000 from the Community Development Block Grant for a sign and façade program for the Historic Overlay District. Rochester will be launching a Sign & Façade Program, a grant initiative for income eligible businesses and building owners in the Historic District overlay. The Commission will be working on implementing that program in Fiscal Year 2020. If the program proves successful, more funding in future years might be possible.

Michelle Mears, Senior Planner and Molly Meulenbroek were guest speakers at Rochester Rotary, Rochester Main Street, Chamber of Commerce Government Affairs Committee, UNH Cooperative Extension Community Engagement Academy, and NH Preservation Alliance Conference in Littleton, NH. This was to help educate groups about the work that the Rochester Historic District Commission has been working on over the last several years.

The Historic District Commission also worked on creating a "This Place Matters" campaign for downtown for May 2019. The HDC members attended Free Comic Book Day held in May.

## **REPORT OF THE POLICE DEPARTMENT 2019-2020**

### **Overview**

Rochester consists of an approximate area of 46 square miles, with an estimated population of 30,000. Although separate in their job functions, all of the members of the Police Department work together to produce a high level of service to the citizens. Our staff consists of sworn officers and a civilian support staff.

Our Communications Center operates with enhanced 911 and is staffed 24 hours per day, by specially trained personnel. This combined center dispatches calls for service for police, fire and Frisbie Hospital ambulance.

A three-member Police Commission Board elected by the citizens serves the City. Representing the citizens were Commissioner Derek Peters, Commissioner David Stevens, and Commissioner Lisa Stanley.

### **MISSION STATEMENT**

The prime mission of the Rochester Police Department is the protection of life and property. This is accomplished through fair and equal enforcement, always keeping in mind the rights and dignity of the public.

The basis of all police action is the law and the credibility of the agency. The measure of our service will be judged by the public in the way we deliver our service. We will hold all personnel to a high level of ethical practices.

This mission can be achieved through crime prevention, public relations, and community policing.

### **VISION STATEMENT**

To reduce crime and improve the quality of life, through continuous community engagement.

### **VALUE STATEMENT**

Dedication - To serving the public to the best of our abilities  
Pride - In ourselves, department, and community  
Integrity - Always doing the right thing, even when no one is looking

### **Major Service Responsibilities**



- to protect life and property through an effective partnership with the public and to address the needs and concerns of citizen customers.
- The Operation of a uniformed patrol force responsible for routine investigations and the general maintenance of law and order.
- The Operation of an Investigations Bureau divided into specialty sections investigating crimes and disorder against persons and property, vice or street crimes, domestic violence, prosecution, motor vehicle offenses, problem oriented policing and maintenance of evidence.
- The prevention and control of juvenile delinquency through a juvenile officer, prosecutor, court diversion coordinator, School Resource Officers, affiliation with Bridging the Gaps Coalition and coordination of community agencies interested in crime prevention.
- The Operation of a centralized communications center within the PD staffed 24 hours per day specializing in dispatching calls for service for Police, Fire and EMS.

#### **Personnel**

The following personnel were hired to fill vacancies during this reporting period: Officer Carl Root, Officer Keven Miller, Officer Patrick Flathers, Officer Jonathan Marshall, Officer Brendan Colson, Officer Nicole Knox, Officer Matthew Kimball, Communications Supervisor Devine, Specialist Kochanowicz, Specialist Stevens, and Crime Analyst Stephen Kerlee

The following personnel left employment during this reporting period: Det. Geoffrey Moore, Officer Craig Forrest, Officer Michael Lambert, Officer Ian Watt, Crime Analyst Alexandra Freeman, Evidence Technician Stephen Kerlee, Specialist Richmond Gibbs, Specialist Jennifer Holman, Per Diem Specialists Kayla McVay and Candace White.

#### **Service Recognition:**

*Commendation Medal for Bravery:* Officer Thomas Seager

*NH Congressional Law Enforcement Award; Above and Beyond the Call of Duty:* Det. Geoffrey Moore and Officer Michael Lambert.

*Chief Theodore Blair Memorial Award:* Det. Jacob Garstin

*Commendation Bar for Lifesaving:* Officer Hattie Johnson, Sgt. Marc Cilley, Officer James Murphy, Officer Timothy Costin and civilian nurse Erin Lindsey

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- The Operation of a centralized communications center within the PD staffed 24 hours per day specializing in dispatching calls for service for Police, Fire and EMS.

#### **Personnel**

The following personnel were hired to fill vacancies during this reporting period: Officer Carl Root, Officer Keven Miller, Officer Patrick Flathers, Officer Jonathan Marshall, Officer Brendan Colson, Officer Nicole Knox, Officer Matthew Kimball, Communications Supervisor Devine, Specialist Kochanowicz, Specialist Stevens, and Crime Analyst Stephen Kerlee

The following personnel left employment during this reporting period: Det. Geoffrey Moore, Officer Craig Forrest, Officer Michael Lambert, Officer Ian Watt, Crime Analyst Alexandra Freeman, Evidence Technician Stephen Kerlee, Specialist Richmond Gibbs, Specialist Jennifer Holman, Per Diem Specialists Kayla McVay and Candace White.

#### **Service Recognition:**

*Commendation Medal for Bravery:* Officer Thomas Seager

*NH Congressional Law Enforcement Award; Above and Beyond the Call of Duty:* Det. Geoffrey Moore and Officer Michael Lambert.

*Chief Theodore Blair Memorial Award:* Det. Jacob Garstin

*Commendation Bar for Lifesaving:* Officer Hattie Johnson, Sgt. Marc Cilley, Officer James Murphy, Officer Timothy Costin and civilian nurse Erin Lindsey

*Distinguished Unit Action:* Sgt. Marc Cilley, Off. Aaron Garneau, Off. Timothy Costin, Off. Cory Krochmal, Spec. Ellen Spicer

*Employees of the Year 2019:* Support: Crime Analyst Stephen Kerlee, Police Officer: Sgt. Cory Krochmal.

*20 Years of Service:* Sgt. Patrick Emerson\_

*Employee of the Month:* Lt. Jeremy Aucoin

*Staff recognitions from general public or Department during the year:* Off. Thomas Butcher, Off. Alex Turgeon, Off. Jason Plumb, Off. Brandon Kimbrough, Off. Jacob Garstin, Off. Jonathan Labosier, Off. William Robinson, Off. Joseph Oswalt, Off. Michael Brinkman, Off. Aaron Garneau, Off. Elizabeth Turner, Off. Jeremy Riddle, Off. Carl Root, Off. Douglas Crawford, Off. John Gantert, Det. Matthew Flathers, Det. Joseph Rousseau, Det. Justin Livingstone, Off. Cory Krochmal, Off. James Murphy, Off. Adam Govoni, Det. Geoff Moore, Off. Spencer Williams-Hurley, Off. Hattie Johnson, Off. Kyle Danie, Capt. Todd Pinkham, Lt. Anthony Bossi, Lt. Jeremy Aucoin, Lt. Andrew Swanberry, Sgt. Randy Smith, Sgt. Michael Miehle, Sgt. Thomas Powers, Sgt. Eric Babine, Sgt. Patrick Emerson. Specialists Sarah Bailey, Kate Drew, Tiffany Pearce, Louise Ferrari, Michelle Bowley, Jolene Colwell and Madeline Brinkman. In addition, the Communications Center celebrated National Tele-communicator Week and spotlighted each Specialist with a profile out on social media and within the Police and Fire Departments. There was a lot of positive feedback and was well received by the staff to know how much they are appreciated.

### **Commentary**

Our community policing philosophy is accomplished by community engagement through the different programs implemented, which are designed to build partnerships that strengthen relationships and build trust within the community. Outreach programs include:

- Rochester United Neighborhoods
- Community Engagement Officer
- Problem Oriented Policing
- Crisis Intervention
- Citizens Police Academy
- L.E.A.D. Program
- Explorers
- School Resource Officers
- Housing Officers
- Project Good Morning
- Teen Night/Teen Travel Camp
- National Night Out

- Social Media
- Diversion

We are continuing in this year on rebuilding staffing, with funding authorized by the City Council for two new police positions. We are refining the Problem Oriented Policing Unit by gathering information from other agencies utilizing this approach.

The drug crisis has not abated and we continue to offer resources to those affected. We have seen a shift to methamphetamines over other opiates.

We continue to offer resources to individuals who have found themselves homeless for various reasons.

This has been an unprecedented year with issues affecting the nation and the world.

There has been a large focus on policing in America and a national call for social change. In any policing agency this starts with the hiring process. Applicants must be screened through a stringent background process that includes a review of employers, neighbors, social media, a psychological test and a polygraph. Each section of this background talks about bias based upon race, religion, orientation or any of the protected classes. Once hired personnel are indoctrinated into our culture, which deals heavily with community policing, and heavily with fair and equal enforcement. The oath of office requires one to swear to uphold the principles of the Constitution and the law of the State of New Hampshire. A lot of time is spent vetting candidates and watching them through a field-training program, indoctrinating them to all policies.

Every NH Police Officer gets the same training in the academy on ethics, constitutional law, fair and equal enforcement for all people. And we continue that process with their ongoing training on ethics and bias. We deal a lot with mental health and people with disabilities so we emphasize this over and over again.

One of the biggest areas you will see focused on currently in the country is the use of force. Rochester has extensive use of force policies and a very rigorous use of force program. In every policy is that the use of force has to be reasonable and necessary to accomplish a legally justified goal. All force has to cease as soon as the resistance stops. Every use of force is reviewed on multiple levels. This is tracked all year long with a year-end report compiled. It is difficult to see all of law enforcement painted with a broad brush for the actions of a few. People are justifiably angry with situations that are going on. We look to counter that by having strong community relations and a community-policing philosophy.

The COVID 19 pandemic affecting the world has caused us to review how we do business throughout city government operations. The police department pushed to have commanders working from home because when this [pandemic] first started the predictions for how this would affect agencies was dire. We approached this with a “next man up” philosophy in place so that operations could continue.

In collaborations with city leadership we opened the emergency operations center full time and began to limit the amount of exposure for officers and first responders. These responders obviously have direct contact with many people daily. We worked with the EOC to ensure adequate personal protective equipment, including eye protection, masks, gloves and ponchos to put over the uniform in the event of a CPR situation.

The sense of normalcy is going to be different than it was. We want to be seen in public, but not face to face if we do not have to. We had spoken in the past about the on line reporting software that was rolled out earlier than anticipated so that people do not have to wait for an officer. The report is submitted and reviewed. It is assigned if it needs further investigation. We will still maintain distancing measures in our lobby. Those that do not need to be seen face to face we are talking to on the phone. It is for their protection as well as ours.

The social distancing is going to be the new norm moving forward in how we do things.

We have learned a lot about social distancing and technology and holding meetings remotely to minimize exposure. While needing to get back to a normal state, activity is being limited because the courts are at a standstill. Every arrest creates a backlog with the court.

We have adapted in ways we never thought we would have to.

With all of this I am proud of the accomplishments of the men and women of our department. The Department continues to build stronger relationships to enhance the level of trust between the police and the community and improving the quality of life. The support of our citizens is paramount to our success.

Respectfully Submitted,

Chief Paul R. Toussaint

### Program Overview

Rochester Recreation & Arena proudly provides programs, services and facilities that promote a healthy lifestyle and foster meaningful community connections. The department offers a variety of programming for all ages: preschool through senior citizens. During the fiscal year 2019 (FY19), Rochester Recreation & Arena produced more than 31,000 “program touches”, or individual recreation experiences for our community members.

There was no significant change in programs offered from FY18 to FY19, as the department focused on enhancing existing programs, while also improving internal practices for evaluating and tracking program success and participation. In previous years, Recreation & Arena did not track attendance at the popular Public Swim program during the summer months. During FY19, pool staff trained to capture this information, resulting in an additional 13,000 participants, a 76% increase of documented participation from the prior fiscal year. A new community event was created in FY19 through a collaboration with the Police Department and the Department of Public Works; Christmas on the Common. This event engaged over 500 community members with Santa photos, cookie decorating, carolers and a showing of the Polar Express on a jumbo screen.

Program Demographic	FY19 # of Participants
Preschool	150
High School/Teen	2,056
Elementary & Middle School	1,418
Adult	2,897
Senior	6,080
Family/Community	19,200
<b>FY19 Program Participation</b>	<b>31,801</b>

### Rochester Community Center

The Recreation Office is growing as a regional headquarters for recreational activities. The office space was renovated for the first time in over 20 years thanks to the management of the Department of Public Works. This major upgrade enhanced the space for a more vibrant, professional feel while also providing a more comfortable and private place for employees to work, meet with customers and have staff meetings. WiFi was installed in Recreation space at the Community Center during FY19, allowing for staff mobility on their laptops and a huge creature comfort for the many organizations who meet in Recreation conference rooms.

Community Center Facility User Group	FY19 # of Facility Use Hours
Recreation Department	2,801
Rochester School District	1,971
Community & Non Profit Organizations	3,264
City/State/County Agencies	92.75
Outside Youth Sport & Rec Organizations	480.50
Private Customer Rentals	107.50
<b>FY19 Community Center Facility Use</b>	<b>8,717</b>

### **Rochester Arena**

The Rochester Arena is a regional hub of community activity. The 2019 fiscal year at the Rochester Arena is best summarized by the Foster's Daily Democrat article titled "Hockey Community 'ecstatic' About Rochester Arena". In FY18, the new refrigeration floor, dasher boards and glass were completed, all of which are now highlighted by the energy efficient, new LED lights installed in FY19. These lights improve visibility on the ice and are dimmable, allowing for multiple brightness settings depending on the event or activity. Another major upgrade to the Rochester Arena experience was the addition of a new "smart" Zamboni. The new Zamboni improves the quality of the ice and increases efficiency by providing real time data to staff on items including electricity consumption and ice-making water consumption.

The Rochester Arena is a year round recreation facility, as three recreation programs are run out of this location. Two senior fitness classes, Senior Power Hour and Advanced Senior Fitness, take place at the Arena three days a week. A playgroup for caregivers and their little ones 4 and under also uses the upstairs program space at the Arena to meet during the school year. Several road races and community events were held at the Rochester Arena, as its location and large parking lot make it easily accessible to all.

<b>Rochester Arena Ice User Groups</b>	<b>FY19 Ice Hours</b>
<b>Youth Organizations</b>	659.33
<b>Adult Organizations</b>	301.33
<b>High/Middle/Elementary Schools</b>	262.00
<b>Recreation Programs</b>	198.25
<b>Private Customer Rentals</b>	23.50
<b>FY 19 Total Ice Use</b>	<b>1,444 Hours</b>

<b>Rochester Arena Non-Ice User Groups</b>	<b>FY19 Non Ice Hours</b>
<b>Private User Groups</b>	332.00
<b>Recreation Programs</b>	226.00
<b>FY 19 Total Non-Ice Facility Use</b>	<b>1,380 Hours</b>

### **Department Customer Base**

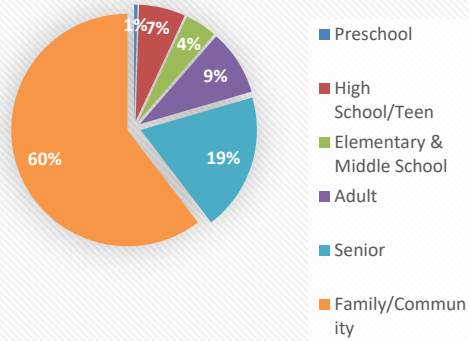
During FY19 Recreation & Arena's database of customers was consistently reviewed and edited to assure accuracy and to update customer information as needed. Through experience and in-house training, staff continues to become more fluent in the registration software. The majority of the customer base is now associated with a system account, which accounts for the slight increase of new accounts to 8% since last fiscal year. Our total database of individuals within our system is now over 4,900.

### **Conclusion**

The 2018-2019 year was very successful for the Rochester Recreation & Arena Department. Continued growth, excitement and enthusiasm for recreation activities in the community are expected in the upcoming 2019-2020 year.



### FY19 Rec & Arena Program Participation



Make money.  
Make memories.  
Make a *difference*.



## **REPORT OF THE SUPERINTENDENT OF SCHOOLS 2018-2019 (period 7/1/2018 to 6/30/19)**

### **To the School Board and Citizens of Rochester:**

The Rochester New Hampshire School District provides a *personalized experience* for all students to be, responsible, and contributing citizens, who can read, write, communicate, problem solve and calculate with clarity. The learning environment includes present day instructional practices, innovative thinking, collaboration with families, lifelong learning for all and a meaningful relationship for all students.

The Rochester School Department is personalizing learning because everyone deserves to be engaged and passionate about their Personalized Learning journey to ensure success.

### ***Instructional Improvements***

Last year all eleven school staffs were involved in personalized learning training. The teachers were trained to implement four components of Personalized Learning: Targeted Instruction, Flexible Content and Tools, Student Reflection and Ownership, plus Data Driven Decisions. The program has successfully engaged students and increased their overall participation in their education.

Personalized Learning has allowed the Rochester Middle School to more effectively leverage the School Department's deep commitment to competency-based learning and performance assessments to better meet the learning needs of its students. Our personalized learning work has also allowed RMS to see a more complete view of student needs in and out of the classroom facilitating the creation of the Stanford House. The Stanford House is the combination of the Grade 6, 7, and 8 team to help minimize transitions and to promote a greater understanding of student learning needs.

At Spaulding High School students are encouraged to choose their path, pace, and product with targeted, evidence-driven support from their teacher. Students will Move On When Ready (MOWR) & deepen their learning by making real world connections to the content within our local community by collaborating to solve problems related to course competencies. SHS has continued to offer more opportunities for students to earn college credit while in High School. The number of dual enrollment credits have increased every year.

The R.W. Creteau Technology Center continues to create different pathways allowing students to receive both high school and college credits. Last year the school piloted the "Advanced Manufacturing Certificate" through Great Bay College. This year, we are piloting three new pathways: "Associates of Science Degree in Criminal Justice", the "Risk Management & Insurance Certificate" and the "Automotive Technology Certificate". The target is for every student to earn college credit or have an internship before graduating from high school.

**Rochester Special Education Revenues and Expenditures**  
**As required by RSA 32:11-a**

**Table 1: Special Education Revenue**

	2016-2017	2017-2018	2018-2019
Tuition from other districts	\$16,401.92	\$12,964.41	\$0.00
Tuition for foster children	0.00	0.00	0.00
State Education Aid (State)	448,177.01	489,844.23	676,669.70
Medicaid Reimbursement (Federal)	1,256,844.11	1,256,844.11	1,121,957.27
Special Education Grants (Federal)	1,163,712.44	1,163,190.68	1,199,730.60

**Table 2: Special Education Expenditures**

	2016-2017	2017-2018	2018-2019
Salaries and Benefits	\$11,820,555.65	\$11,955,786.98	\$12,067,195.59
Tuition and Contracted Services	3,265,031.04	3,575,825.26	3,386,332.50
Supplies and Equipment	60,078.71	56,405.10	39,020.13
Other expenses	69,830.37	98,110.88	144,224.12
Special Area Administrative Services	1,638,814.36	1,819,200.31	2,108,151.01
Transportation	1,085,944.51	1,069,499.42	1,006,715.64

**Table 3: Revenue to Expenditure Analysis**

	2016-2017	2017-2018	2018-2019
Total Revenues	\$ 2,885,135.48	\$2,922,843.43	\$2,998,357.57
Total Expenditures	17,940,254.64	18,574,827.95	18,751,638.99
Net Local Cost	15,055,119.16	15,651,984.52	15,753,281.42

**Table 4: Sources of Revenue as Percent of Total**

	2016-2017	2017-2018	2018-2019
Federal Sources	13.49%	13.03 %	12.38 %
State Sources	2.50%	2.64 %	3.61 %
Other Sources	.09%	.07 %	0 %
Local Property Tax	83.92%	84.26 %	84.01 %

**SCHOOL BOARD MEMBERSHIP AND STAFFING  
ROCHESTER SCHOOL DEPARTMENT**

**July 1, 2018 – June 30, 2019**

<b>Seat</b>	<b>Member</b>
Ward 1	Sarah Harrington Audrey Stevens
Ward 2	Amy Malone Raymond Turner
Ward 3	Julie Brown Matthew Pappas
Ward 4	Nathaniel Byrne Anne Grassie
Ward 5	Karen Stokes Paul Lynch
Ward 6	Joseph Devine Robert Watson
At-Large	Matthew Beaulieu

***STANDING COMMITTEES***  
**July 1, 2018 – June 30, 2019**

<b><u>Building</u></b>	Audrey Stevens, Chair Paul Lynch, Vice-Chair Matthew Beaulieu Joseph Devine Sarah Harrington Matthew Pappas
<b><u>Discipline</u></b>	Julie Brown, Chair Nathaniel Byrne, Vice-Chair Rotating Member
<b><u>Finance</u></b>	Paul Lynch, Chair Matthew Pappas, Vice-Chair Matthew Beaulieu Julie Brown Joseph Devine Sarah Harrington Amy Malone Audrey Stevens Karen Stokes Robert Watson
<b><u>Instruction</u></b>	Robert Watson, Chair Amy Malone, Vice-Chair Nathaniel Byrne Karen Stokes Raymond Turner
<b><u>Personnel</u></b>	Julie Brown, Chair Audrey Stevens, Vice-Chair Matthew Beaulieu Joseph Devine Sarah Harrington
<b><u>Policy</u></b>	Amy Malone, Chair Anne Grassie, Vice-Chair Nathaniel Byrne Raymond Turner Robert Watson
<b><u>Special Services</u></b>	Karen Stokes, Chair Amy Malone, Vice-Chair Nathaniel Byrne Anne Grassie Robert Watson

***CENTRAL OFFICE ADMINISTRATORS***

Michael L. Hopkins, Superintendent of Schools  
Kyle Repucci, Assistant Superintendent of Schools  
Linda Casey, Business Administrator  
Christiane Allison, Director of Student Services  
Heidi Zollman, Curriculum, Instruction, and Assessment Coordinator  
Kathleen Cotton, Curriculum, Instruction, and Assessment Coordinator  
Stephen LeClair, Title I Director  
David Yasenchock, Chief Technology Coordinator  
David Totty, Facilities Manager

***PRINCIPALS***

Justin Roy, Spaulding High School  
Pamela Martin -Deputy Principal, Spaulding High School  
Adam Houghton, Rochester Middle School  
Bryan Kelliher, Bud Carlson Academy (Director)  
Mark Campbell, Chamberlain Street School  
Christine Hebert, East Rochester School  
Maureen Oakman, Gonic School  
Donna Gilbert, Maple Street School  
Michelle McAlister, McClelland School  
Erin Mahoney, Nancy Loud School  
Jennifer Hersom, School Street School  
Lynn Allen, William Allen School

***ASSISTANT PRINCIPALS***

Michele Halligan-Foley, RW Creteau Technology Director  
Jenna Kotsonis, Spaulding High School  
Jason Bushway, Spaulding High School  
Joanne Houston – Dean of Students, Spaulding High School  
Kristen White, Rochester Middle School  
Paul Lewis, Rochester Middle School  
Sarah Howard, Chamberlain Street School  
Barbara Kelly, McClelland School  
Maegan Jerr, William Allen School

***SCHOOL NURSES***

Stephanie McSharry, RN (Co-Department Head)  
Corrine Brown, RN (Co-Department Head)  
Christine Ballentine, RN  
Christine Comeau, RN  
Shaune Shields, RN  
Robin Hutchins, RN  
Jennifer Saucier, RN  
Tracey Tibbetts, RN  
Bethann Welch, RN  
Karla Deinstadt, RN  
Dawn Alie, RN

REPORT OF THE TAX COLLECTORS DEPARTMENT  
2018-2019

The responsibilities of the Tax Collector's office consist of the collections of property taxes, water & sewer utility bills, current use taxes, timber, gravel & yield taxes, and other department collections. The Tax Collector's office executes property tax liens on delinquent taxes, files tax lien redemptions and notifies all property owners & mortgagees for all properties that will be going to tax lien & tax deed. In 2019 we placed liens on approximately 507 properties totaling \$1,396,626.80.

The Tax Collector's office also processes auto registrations. In 2018-2019 we processed approximately 38,099 registrations totaling \$5,570,505.00.

In our office we also offer Citizen Self Service which allows taxpayers to pay their water/sewer and property tax bills online. In FY 2019 we processed 2021 payments totaling \$1,550,529.51.

We collected on approximately 30,234 water & sewer bills.

Revenues collected by the Tax Collector's Office:

Total Warrant	63,834,824.00
Timber & Gravel Tax	7,390.29
Int Delinquent Taxes	772,645.73
Chg Tax for CU Removal	69,420.00
Motor Vehicle Permits	5,570,505.00
Water	4,126,099.43
Sewer	4,682,639.30

The Tax Collector's Office consisted of three full time employees and three part time employees. Our main goal in the office is to provide courteous and efficient service to all.

The Tax Collector's office staff consisted of Doreen Jones-Tax Collector, Virginia Gray-Deputy Tax Collector, Pat Cox-Clerk Typist 1, Pauline Roseberry -Clerk Typist 1, and Debbie Millspaugh- Clerk Typist II & Ann Dupuis-Clerk Typist 1. I would like to thank all my staff for all their hard work & dedication through out the year.

Respectfully Submitted,

Doreen Jones, CTC  
Tax Collector

## **REPORT OF THE WELFARE DEPARTMENT 2018-2019**

In compliance with RSA 165, the welfare department for the City of Rochester administers local emergency assistance for poor individuals unable to support themselves and require assistance in a financial crisis. It is our mission to meet our legal obligations, free of bias, in the most professional, thoughtful and cost effective manner possible.

The City of Rochester budgeted \$189,000.00 for direct assistance for fiscal year 2018-2019. A total of \$169,912.51 was expended for emergency assistance. City Welfare assisted 338 families and 203 single households with emergency assistance vouchers.

Rochester City Welfare staff continues to take pride in our pro-active case management approach that has resulted in increased self-sufficiency and minimized recidivism to the welfare office for clients, at a lower cost to city taxpayers.

The City of Rochester continues to be a desirable place to live, work and raise a family for many socioeconomic statuses (SES,) including the lower income status, who are more likely to seek financial assistance programs. Lower average market rental rates compared to more southern seacoast area communities, access to public transportation and closer proximity to employment compared to communities north of Rochester continued to retain current Rochester residents and are desirable to others receptive to relocate, including people challenged by their financial situations, including people experiencing homelessness. Rochester rental rates continued experiencing noticeable increases during fiscal year 2018-2019.

As has been true for the last several years, the waiting lists for subsidized housing remained at 2-5 years or longer. Disability decisions at the state and federal level continued to average about one year.

City Welfare works closely with local homeless shelters, including *My Friend's Place* in Dover and *Crossroads House* located Portsmouth to find appropriate emergency housing for residents in need. Homeless shelters not only shelter residents from the elements, but provide needed support and case management to ensure a more long term solution to their current crisis. This is a great benefit to those in need of shelter and a cost savings to city taxpayers.

City Welfare continued collaborations with many government, non-profit agencies and local businesses, including, but not limited to, the New Hampshire Department of Health and Human Services, Strafford County Community Action and Rochester Share Fund.

City Welfare continued an annual Toy Bank collaboration with the Rochester Fire Department, assisting many children during the holiday season. City Welfare also continued a Back-to-School collaboration with Grace Community Church, which provided children with new backpacks and needed school supplies.

A special thanks to the many Rochester residents who have assisted their community neighbors experiencing life difficulties. Their belief in neighbor helping neighbor is testament to the spirit and goodwill of Rochester residents.



**Issuance of General Assistance Vouchers for Families:**

Burial.....	\$5,700.00
Electricity.....	\$8,629.50
Fuel Heating.....	\$2,213.11
Food .....	\$50.00
Prescriptions.....	\$481.44
Rent.....	\$65,561.35
Temporary Shelter (motel).....	\$26,531.68
Transportation .....	\$1,136.20
<b>TOTAL</b>	<b>\$110,253.28</b>

**Issuance of General Assistance for Individuals**

Burial.....	\$11,950.00
Electricity.....	\$3,660.49
Fuel Heating.....	\$863.80
Food .....	\$ .00
Prescriptions.....	\$438.35
Rent.....	\$33,706.66
Temporary Shelter (motel).....	\$5,407.50
Transportation .....	\$1,293.00
<b>TOTAL</b>	<b>\$57,360.78</b>

Average cost per case/Family: **\$326.19**

Single: **\$282.56**

Total vouchers issued: **\$168,912.51**

Reimbursements: **\$2,812.71**

I would like to thank the following team members for their dedicated service to this office: Intake Worker Debra Rodney, Social Worker, Nancy Poulin and Secretary II Jessica Clay. Their dedication through this challenging year and commitment to our mission has been greatly appreciated.

Respectfully submitted,

Todd M. Marsh  
Welfare Director

Additional Offices:

Nashua, NH  
Andover, MA  
Greenfield, MA  
Ellsworth, ME

To the Honorable Mayor, City Council, and Manager  
City of Rochester, New Hampshire

In planning and performing our audit of the basic financial statements of the City of Rochester, New Hampshire as of and for the year ended June 30, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

During our audit, we became aware of other matters that we believe represent opportunities for strengthening internal controls and operating efficiency. The recommendations that accompany this letter summarize our comments and suggestions concerning those matters.

The City of Rochester, New Hampshire's written response to our comments and suggestions has not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

This communication is intended solely for the information and use of management, the Mayor, City Council and Manager, and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

*Melanson Heath*

January 30, 2020

**PRIOR YEAR RECOMMENDATION:**

**1. Prepare for GASB Statements 84 and 87**

In the prior year we recommended that the City prepare for Governmental Accounting Standard Board (GASB) Statements No. 84 and 87.

GASB Statements No. 84 and 87 will apply to the City in fiscal years 2020 and 2021, respectively. Statement No. 84 addresses fiduciary activities and may require a change in how the City accounts for and reports these activities. Statement No. 87 addresses leases and significantly changes the accounting standards related to them, including requiring various operating leases to be reported on the City's balance sheet.

***Current Year Status:***

During 2019, the City started to take steps to address these statements through education on the standards and ongoing discussion with the auditors. **We consider this issue resolved.**

**CITY OF ROCHESTER, NH**  
Granite Ridge Development District  
Tax Increment Finance District (RSA 162K)  
2019 Draft Report

**Tax Increment Financing: Overview**

Cutbacks in federal and state infrastructure aid over the last two decades have minimized the amount of financing available to municipalities for infrastructure, increasing the use of tax increment financing (TIF), an economic development tool that has been around since the 1950's. The creation of TIF districts are crucial to New England towns and cities that compete with the financial incentives offered in other regions of the United States.

The underlying concept of a TIF District is that an area with development potential that is blighted or otherwise in need of economic improvement, becomes designated by a municipality as a tax increment-financing district. The improvements made to the infrastructure stimulate development or redevelopment, which in turn generates incremental tax revenues. These revenues are then directed to the infrastructure debt service incurred by the municipality for the improvements.

The taxable valuation of the district is tabulated at the time of its creation, referred to as the original taxable value (OTV) or simply "base." Tax revenues from the base value continue to go to the general fund tax base. As the TIF district matures and private sector development and redevelopment occurs due to improvements, the City retains the incremental tax revenues generated above the base. The annual "tax increment" is used to pay the public expenditures on improvements in the district. The duration of a TIF district is typically limited by the time required to amortize bonded debt and the recovery of other municipal costs incurred in creating the TIF district and provide public infrastructure.

Public infrastructure investments typically include water supply, sewer expansion and repair, storm water drainage, street and sidewalk construction, street lighting, park improvements, and parking structures. These improvements are intended to make the area more attractive for development and reduce infrastructure costs to private developers.

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**Granite Ridge Development District TIF District- (RSA 162K)**

*District Activity for 2019:*

The Granite Ridge Development District (GRDD) is located in the Northern portion of Rochester on NH Route 11 (Farmington Road), from Exit 15 of the Spaulding Turnpike to the Farmington Town Line on both side of the State Highway.

Phase I of The Ridge (Waterstone Retail) with addresses on Marketplace Blvd, and consists of plans for 295,000 square feet of commercial space. The project is nearly 95% complete. In FY 2019 Waterstone submitted approximately \$2.86 million in permits that included fit ups for Old Navy, Mattress Firm, Bloomin Cow that all opened. Fit ups for Peppers Landing were started with open date in the early spring of 2020.

Phase 2 of The Ridge would add an additional 185,000 square feet of entertainment and shopping. Waterstone Retail asked for an extension from the Planning Board in FY2019 as they work to finalize the plans and seek tenants.

Rochester Toyota located at 48 Farmington Road was approved for a 9,500 square foot addition of the rear of the existing building. The expansion will help streamline the service aspect of the business. Toyota entered permits amounting to \$1.352 million.

Other improvements were completed in the Granite Ridge District including: Packy Investment Properties pulled a sign permit for \$29,312 at 46 Farmington Road; Façade and signage improvements amounted to \$87,000 for the gas station located at 95 Farmington Road; Walmart located at 116 Farmington pulled permits for just over \$155,000 worth of improvements; 115 Farmington Road replaced walls and added signage totaling \$28,425; Coyote Creek located at 26 Farmington improved their existing building and pulled permits for a new pre-engineered building that will hold an indoor archery range all totaling approximately \$600,000; Toyota installed lighting and added parking with permits totaling \$70,000 in improvements.

An Advisory Board has been appointed and their duties adopted by the Rochester City Council, in accordance with RSA 162:K. The Board will meet to review the Draft Annual Report to make recommendations to the Mayor and City Council. The incomplete financial statement will be completed once data is made available by the Finance Department.

*Advisory Committee Recommendations:*

1. Creating a more multi use district by adding permitting housing as an allowed use in the district. The Advisory Board reviewed the “GRDD Potential for Apartments as Secondary Use” report by Bruce Mayberry and recommends adding a residential component to the district. This would include updating the TIF Plan and Developers Agreement.
2. Based on the above mentioned report by Bruce Mayberry, the Advisory Board recommends staff to rezone the GRDD and add Residential to the district.
3. Adding a light at the intersection of the Northgate Apartments and the mobile home park. Left hand turns out of the mobile home park are difficult with the added traffic to Route 11.
4. Adding a light at the main entrance to Market Basket. Mr. Levy stated that he is working with DOT to add a pedestrian crossing for pedestrian and snow mobile crossing as both are already present on Route 11. This would be good location for pedestrians and snowmobiles due to current trail access on the opposite side of the street from the Waterstone project.
5. The Advisory Group recommends looking at the City’s existing trail system and making connections from Farmington, through downtown via the Riverwalk and continuing to Dover if possible.

Prepared By:  
Jennifer Marsh – October 2019  
Economic Development Specialist  
City of Rochester

**TIF 162-K - Granite Ridge Development District**  
**Financial Report for Tax Year 2018 (as of June 30, 2019)**  
**Fund 7030 - TIF3**  
**Unaudited Draft - Updated October 6, 2019**

<b>Assessment Information:</b>	
Date of Adoption/Modification (mm/dd/yy)	10/15/15
A Original Assessed Value	60,431,438
B - Unretained Captured Assessed Value	-
C = Amounts Used on P2 (for tax rate purposes)	60,431,438
D + Retained captured assessed value	32,632,008
E = Current Assessed Value	93,063,446

<b>Tax Rate Information:</b>	
2018 Tax Rate per 1000 assessed value	27.52

<b>Revenues<sup>1</sup></b>	
Tax Increment District (Retained captured assessed value / 1000 * tax rate)	898,032.86
Investment Interest	-
Other	-
<b>Total Revenues:</b>	<b>898,032.86</b>

<b>Expenditures<sup>2</sup></b>	
Long Term Dept Payments	
Principal	370,000.00
Interest	97,012.50
Outside Services	-
Other	-
<b>Total Expenditures</b>	<b>467,012.50</b>

<b>Long-Term Debt Payable<sup>2</sup></b>	
Principal - 2015 Series D	2,955,000.00
Interest - 2015 Series D	309,493.75
Principal - Project 16577 Phase II - In Progress	146,038.22
Principal - Project 18545 Sewer Pump Station - In Progress	17,260.08
Principal - Project 19570 Phase II - In Progress	-
<b>Total Long-Term Debt Payable</b>	<b>3,427,792.05</b>

Beginning of Period - Fund Balance	<b>608,521.64</b>
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Excess (Deficiency) of Revenue	<b>431,020.36</b>
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End of Period - Fund Balance	<b>1,039,542.00</b>
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Fund Balance Reserved for Debt Service	<b>1,039,542.00</b>
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Deficit to be Raised by Tax Increment District	<b>2,388,250.05</b>
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**Notes:**

<sup>1</sup> Two properties with incremental value tax had unpaid balances on October 6, 2019

<sup>2</sup> All FY19 debt payments are paid

**CITY OF ROCHESTER, NH**  
**Granite State Business Park**  
**Tax Increment Finance District (RSA 162K)**  
**Fiscal Year 2019 Draft Report**

**Tax Increment Financing: Overview**

Cutbacks in federal and state infrastructure aid over the last two decades have minimized the amount of financing available to municipalities for infrastructure, increasing the use of tax increment financing (TIF), an economic development tool that has been around since the 1950's. The creation of TIF districts are crucial to New England towns and cities that compete with the financial incentives offered in other regions of the United States.

The underlying concept of a TIF District is that an area with development potential that is blighted or otherwise in need of economic improvement, becomes designated by a municipality as a tax increment-financing district. The improvements made to the infrastructure stimulate development or redevelopment, which in turn generates incremental tax revenues. These revenues are then directed to the infrastructure debt service incurred by the municipality for the improvements.

The taxable valuation of the district is tabulated at the time of its creation, referred to as the original taxable value (OTV) or simply "base." Tax revenues from the base value continue to go to the general fund tax base. As the TIF district matures and private sector development and redevelopment occurs due to improvements, the City retains the incremental tax revenues generated above the base. The annual "tax increment" is used to pay the public expenditures on improvements in the district. The duration of a TIF district is typically limited by the time required to amortize bonded debt and the recovery of other municipal costs incurred in creating the TIF district and provide public infrastructure.

Public infrastructure investments typically include water supply, sewer expansion and repair, storm water drainage, street and sidewalk construction, street lighting, park improvements, and parking structures. These improvements are intended to make the area more attractive for development and reduce infrastructure costs to private developers.

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**Granite State Business Park TIF District- (RSA 162K)**

*District Activity for FY 2019:*

The Granite State Business Park (GSBP) is located in the southeastern portion of Rochester adjacent to the Skyhaven Airport.

Albany Engineered Composites located at 216 Airport Drive pulled permits and estimated \$1,800,000 in FY19 including the breakdown and relocation of modular offices within the plant, removal and replacement of a section of concrete floor to increase the load the floor can take for a new piece of equipment new sprinkler coverage.

NCS Global located at 21 Innovation Drive pulled permits for approximately \$70,000 to complete installation a 122KW ground mounted solar array.

HM Machine, a CNC machining company located at 9 Great Falls Avenue in Rochester, purchased two lots on Airport Drive and received Planning Board approval in 2015 for a two-



phase 40,000 square foot building. HM Machine was unable to acquire adequate financing for the construction of the first phase and put the project up for sale early 2016. Collier's International currently has the lots for sale for \$166,000 and was still available all through FY 2019.

The TIF District was expanded by 47 acres on February 7, 2017. The land was acquired by the City of Rochester in FY2017 and is being marketed for industrial development. The 55 acre parcel which was released from their option in June 2017 is currently under agreement with an undisclosed business. Due diligence for the purchase are proceeding.

The finance committee supported the appropriation of the water loop at the October 9, 2018 meeting and recommended for approval to the full City Council. The City Council approved a \$1.6 million dollar appropriation which will go out to bid in the fall of 2019, with anticipated construction before the end of 2019.

*Advisory Committee Recommendations:*

1. Continue with surveying of 47 city owned acres plus any additional lands purchased by the city to encourage new development.
2. Continue working with the undisclosed business to develop the 55 acre parcel near the bridge and any new potential new developers looking to build in the park.
3. Work with Coast to continue conversation on extending the bus route into the GSBP and not just stopping on Rochester Hill Road.
4. Safety: Look into continuing sidewalks from Airport Drive to Rochester Hill Road, or extend shoulders. Add additional lights on Innovation Drive. Lights were added to the park but only on Airport Drive.

Prepared By:  
Jennifer Marsh, October 2019  
Economic Development Specialist, City of Rochester

**TIF 162-K - Granite State Business Park District**  
**Financial Report for Tax Year 2018 (as of June 30, 2019)**  
**Fund 7028 - TIF1**  
**Unaudited Draft - Updated October 6, 2019**

<b>Assessment Information:</b>	
Date of Adoption/Modification (mm/dd/yy)	07/05/11
A Original Assessed Value	13,536,169
B - Unretained Captured Assessed Value	-
C = Amounts Used on P2 (for tax rate purposes)	13,536,169
D + Retained captured assessed value	3,183,276
E = Current Assessed Value	16,719,445

<b>Tax Rate Information:</b>	
2018 Tax Rate per 1000 assessed value	27.52

<b>Revenues <sup>1</sup></b>	
Tax Increment District (Retained captured assessed value / 1000 * tax rate)	87,603.76
Investment Interest	-
Other	87,102.37
<b>Total Revenues:</b>	<b>174,706.13</b>

<b>Expenditures <sup>2</sup></b>	
Long Term Dept Payments	
Principal	-
Interest	-
Outside Services	-
Other	-
<b>Total Expenditures</b>	<b>-</b>

<b>Long-Term Debt Payable <sup>3</sup></b>	
Principal (Water Main Extension CIP Project 19553 - In Progress)	99,557.41
Interest	-
<b>Total Long-Term Debt Payable</b>	<b>99,557.41</b>

<b>Beginning of Period - Fund Balance</b>	<b>84,731.46</b>
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<b>Excess (Deficiency) of Revenue</b>	<b>174,706.13</b>
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<b>End of Period - Fund Balance</b>	<b>259,437.59</b>
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<b>Fund Balance Reserved for Debt Service</b>	<b>99,557.41</b>
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<b>Deficit to be Raised by Tax Increment District</b>	<b>-</b>
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**Notes:**

<sup>1</sup> All properties with incremental value tax are paid in full

<sup>3</sup> CIP Fund 6096 Project 19553 Water Main Extension - In Progress ( 2 Sources of Funding Bond & Fund Balance)

## **Amendments to the City Ordinances**

*July 1, 2018 through June 30, 2019*

- Amendment 1 [ADOPTED] Amendment to Chapter 22 of the General Ordinances of the City of Rochester Regarding Fire Department Organization First reading held on 7/10/2018. Second reading and adoption held on 8/7/2018
- Amendment 2 [PENDING] Amendment to Chapter 23 of the General Ordinances of the City of Rochester Regarding Fire Safety Measures First reading occurred on 7/10/2018. Sent to Public Hearing held on 8/7/2018
- Amendment 3 [ADOPTED] Amendment to Chapter 17.31 of the General Ordinances of the City of Rochester Regarding Water Usage During an Emergency First reading, second reading, and Adoption held on 7/10/2018
- Amendment 4 [ADOPTED] Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding the Location and Boundaries of Zoning Districts and to Table 18-B, Permitted Uses First reading held on 7/10/2018. Sent to Public Hearing held on 8/7/2018. Adopted on 9/4/2018
- Amendment 5 [ADOPTED] Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Development and Construction Signs First reading held on 7/10/2018. Sent to Public Hearing held on 8/7/2018. Second reading and adoption held on 9/4/2018
- Amendment 6 [PENDING] Amendment to the Zoning Ordinances – David R. Witcher Builders Request to Amend on 10/2/2018
- Amendment 7 [ADOPTED] Amendment to Chapter 42.12 Conservation Overlay District First reading held on 11/13/2018. Sent to Public Hearing held on 2/5/2019. Second reading and adoption occurred on 3/5/2019
- Amendment 8 [ADOPTED] An Ordinance to Revise and Consolidate, Amend, Supplement, and Codify the Ordinance of the City of Rochester First reading held on 11/13/2018. Tabled on 12/18/2019. Public Hearing held on 2/19/2019. Adopted on 3/5/2019.
- Amendment 9 [FAILED] Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding the Location and Boundaries of Zoning Districts (petition submitted by landowners of two parcels) First reading held on 1/8/2019. Public Hearing held on 2/5/2019, tabled and sent to Planning Board. Planning Board held on 3/5/2019. Failed on 4/2/2019
- Amendment 10 [ADOPTED] An Ordinance of the City of Rochester City Council Adopting Amendments to Chapter 42 of the General Ordinances of the City of Rochester Regarding Zoning and Development Standards for the Development of Lands within the Downtown Commercial Zone District First reading held on 1/8/2019. Public Hearing held on 2/5/2019, tabled and sent to Planning. Planning Board held on 3/5/2019. Public Hearing held on 4/16/2019. Adopted on 5/7/2019
- Amendment 11 [ADOPTED] Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Historic Overlay District (HOD) First reading held on 1/8/2019. Public Hearing held on 2/5/2019. Second reading and adoption held on 3/5/2019

- Amendment 12 [ADOPTED] Amendment to Chapter 75 of the General Ordinances of the City of Rochester Regarding Knox-Box® Installation First reading, second reading and adoption held on 4/2/2019

## **Resolutions**

*July 1, 2018 Through June 30, 2019*

- Resolution 1: [APPROVED] Resolution Authorizing the Acceptance and Appropriation of a Victims of Crime Act (VOCA) Grant Award for FY 2018-2019 in the Amount of \$25,836.00 First reading, second reading, and adoption occurred on 7/10/2018.
- Resolution 2: [APPROVED] Resolution Authorizing Acceptance of Federal Forfeiture Funds and Appropriation in Connection Therewith in the Amount of \$2,150.00 First reading, second reading, and adoption occurred on 7/10/2018.
- Resolution 3: [APPROVED] Resolution Authorizing Acceptance and Appropriation of a Great Bay Resource Protection Program Grant for the Purpose of Funding a Land Appraisal in the Amount of \$3,300.00 First reading, second reading, and adoption occurred on 7/10/2018.
- Resolution 4: [APPROVED] Resolution Authorizing Acceptance of Donation of Cemetery Sign and Installation First reading, second reading, and adoption occurred on 7/10/2018.
- Resolution 5: [APPROVED] Resolution Authorizing City Manager to Extend Lease with the Department of Health and Human Services (DHHS) for Twenty (20) Months First reading, second reading, and adoption occurred on 7/10/2018.
- Resolution 6: [APPROVED] Resolution Authorizing the Department of Public Works (DPW) to Apply for a New Hampshire Department of Environmental Services (NHDES) Brownfields Cleanup Grant in the Amount of up to \$200,000.00 in Connection With 10 And 16 Wallace Street First reading and adoption occurred on 8/7/2018.
- Resolution 7: [APPROVED] Resolution Accepting a Law Enforcement Opioid Abuse Reduction Initiative (OARI) Grant in the Amount of \$20,000.00 and Supplemental Appropriation in Connection Therewith First reading, second reading, and adoption occurred on 8/7/2018.
- Resolution 8: [APPROVED] Resolution Accepting a Highway Safety Department Sustained Traffic Enforcement Patrol (STEP) Grant in the Amount of \$2,900.22 and Supplemental Appropriation in Connection Therewith First reading, second reading, and adoption occurred on 8/7/2018.
- Resolution 9: [APPROVED] Resolution Establishing Polling Places and Times for the September 11, 2018 State Primary Election First reading and adoption occurred on 8/7/2018.
- Resolution 10: [APPROVED] Resolution Authorizing a Grant to SOS Recovery in the Amount of \$25,000.00 First reading and second reading occurred on 8/7/2019. The resolution was sent to the Finance Committee. The final adoption occurred on 8/21/2018.
- Resolution 11: [APPROVED] Resolution Authorizing a Supplemental Appropriation to the City Clerk's Operating Budget in an Amount not to Exceed \$7,000.00 to

Purchase Dog Licensing Software First reading, second reading, and adoption occurred on 8/21/2018.

- Resolution 12: [APPROVED] Resolution Authorizing Supplemental Appropriation to the 2018-2019 Capital Improvements Plan (CIP) of the City of Rochester, Department of Public Works CIP Fund, Water CIP Fund, and Sewer CIP Fund in the Amount of \$180,000.00 for the Asset Management Software Project First reading, second reading, and adoption occurred on 9/4/2018.
- Resolution 13: [APPROVED] Resolution in Accordance with RSA 33:9 Deauthorizing \$180,000.00 in Bond Authority Related to the 2018-2019 Capital Improvements Plan (CIP) of the City of Rochester, Department of Public Works CIP Fund, Water CIP Fund, and Sewer CIP Fund for the Asset Management Software Project First reading, second reading, and adoption occurred on 9/4/2018.
- Resolution 14: [APPROVED] Resolution Authorizing the City Manager to Enter into a Lease Agreement with Fresh Vibes Café, LLC First reading and adoption occurred on 9/4/2018.
- Resolution 15: [APPROVED] Resolution Authorizing the Creation of a Riverwalk Account in order to Receive Donations up to \$5,000.00 and Supplemental Appropriation in Connection Therewith First reading, second reading, and adoption occurred on 9/4/2018.
- Resolution 16: [ADOPTED] Resolution Authorizing the Renumbering of Addresses on Eastern Avenue in Compliance with E911 Standards First reading and referred to a public hearing occurred on 9/4/2018. The Public Hearing was held on 9/18/2018. The final resolution was adopted on October 2, 2018.
- Resolution 17: [ADOPTED] Resolution in Authorizing the Renumbering of 31 Main Street to 33 Main Street in Compliance with E911 Standards First reading and referred to a public hearing occurred on 9/4/2018. A Public Hearing was held on 9/18/2018; however, it was determined on 10/2/2018 that a Public Hearing should be held in Gonic 12/11/2018 and a should be held in East Rochester 12/10/2018. Final adoption was held on 5/7/2019
- Resolution 18: [APPROVED] Resolution Deauthorizing \$1,038 in Funding Related to the 2017-2018 Victims of Crime Act Grant First reading, second reading, and adoption occurred on 9/4/2018.
- Resolution 19: [APPROVED] Resolution Authorizing Supplemental Appropriation to the 2018-2019 Rochester Police Department Operating Budget and Acceptance of a United States Department of Justice (USDOJ) Justice Assistance Grant (JAG) in the Amount of \$26,029.00 First reading, second reading, and adoption occurred on 9/4/2018.
- Resolution 20: [APPROVED] Resolution Authorizing the Department of Public Works to Submit a New Hampshire Department of Transportation (NHDOT) Transportation Alternatives (TAP) Grant Application in an Amount not to Exceed \$500,000.00 First reading and adoption occurred on 9/4/2018.
- Resolution 21: [APPROVED] Resolution Authorizing the City Manager to Place 95 Acres of City Property into a Conservation Easement with the Southeast Land Trust First reading and adoption occurred on 9/4/2018.
- Resolution 22: [APPROVED] Supplemental Appropriation to the 2018-2019 Department of Public Works, Water Capital Improvement Plan Fund in an Amount

not to Exceed \$122,000.00 for Water Reservoir Land Protection First reading, second reading, and adoption occurred on 9/4/2018.

- Resolution 23: [APPROVED] Resolution for Supplemental Appropriation to the Conservation Fund for Fiscal Year 2017-2018 Pursuant to the Provisions of Section 11.21(C) of the General Ordinances of the City of Rochester First reading, second reading, and adoption occurred on 9/4/2018.
- Resolution 24: [ADOPTED] Resolution Authorizing Acceptance and Appropriation of Victims of Crime Act (VOCA) Grant Supplemental Award for FY 2018-2019 First reading, second reading, and adoption occurred on 9/18/2018.
- Resolution 25: [ADOPTED] Resolution Authorizing Supplemental Appropriation to the Fiscal Year 2018-2019 Department of Public Buildings Capital Improvements Project Fund 1501 in the Amount of \$50,000.00 for the Community Center Alarm Panel & Sensors Project First reading, second reading, and adoption occurred on 10/2/2018.
- Resolution 26: [ADOPTED] Resolution Authorizing Supplemental Appropriation to the Fiscal Year 2018-2019 Department of Public Works Capital Improvements Project Fund in the Amount of \$135,000.00 for the Sidewalk Replacement Project First reading, second reading, and adoption occurred on 10/2/2018.
- Resolution 27: [ADOPTED] Resolution Authorizing Supplemental Appropriation to the Fiscal Year 2018-2019 Department of Public Works Operating Budget in the Amount of \$50,000.00 for the Demolition and Removal of 13 Magic Avenue First reading, second reading, and adoption occurred on 10/2/2018.
- Resolution 28: [ADOPTED] Resolution Deauthorizing Department of Public Works and Public Buildings Capital Improvement Fund 1501 Project Funding for Various Projects in the Amount of \$388,955.74 and Deauthorizations of Bond Authority First reading, second reading, and adoption occurred on 10/2/2018.
- Resolution 29: [ADOPTED] Resolution Accepting NH Department of Environmental Services (NHDES) Grant in Connection with the 2019 Household Hazardous Waste Day and Authorizing the City Manager to Enter into a Contract with NHDES not to Exceed \$14,000.00 First reading, second reading, and adoption occurred on 10/2/2018.
- Resolution 30: Resolution Authorizing the Acceptance of a \$5,500.00 Grant by the Rochester Police Department (RPD) Supplemental Appropriation in Connection Therewith, and Authority to Enter into a Contract with the New Hampshire Juvenile Court Diversion Network First reading, second reading, and adoption occurred on 10/2/2018.
- Resolution 31: [ADOPTED] Resolution Establishing Polling Places and Times for the November 6, 2018 State General Election First reading and adoption occurred on 10/2/2018.
- Resolution 32: [ADOPTED] Resolution Authorizing Acceptance and Appropriation of the New Hampshire Recreational Trails Program Grant Funds First reading, second reading, and adoption occurred on 10/16/2018.
- Resolution 33: [ADOPTED] Resolution Authorizing Increase in the Disabled Tax Exemption Asset Limitation from \$50,000 to \$100,000 and Increase in the Income Limitations, and Authorizing Increase in the Blind and Disabled Tax Exemption

Amounts Taken Off Assessments First reading, second reading, and adoption occurred on 10/16/2018.

- Resolution 34: [ADOPTED] Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Department of Public Works (DPW) Capital Improvements Plan (CIP) Fund for Granite Ridge Phase II in an Amount not to Exceed \$2,430,000.00 First reading and referred to a Public Hearing occurred on 11/13/2018. A Public Hearing occurred on December 18, 2018. Adoption occurred on 1/08/2019.
- Resolution 35: [ADOPTED] Resolution For Supplemental Appropriation And Authorizing Borrowing Authority Pursuant To RSA 33:9 To The Granite State Business Park (GSBP) Tax Increment Financing (TIF) District Capital Improvements Plan (CIP) Fund For The Water Main Extension Project In An Amount Not To Exceed \$1,400,000.00 First reading and referred to a Public Hearing occurred on 11/13/2018. A Public Hearing occurred on December 18, 2018. Adoption occurred on 1/08/2019.
- Resolution 36: [ADOPTED] Resolution Authorizing a Supplemental Appropriation in the Amount of \$7,800 to Fund the Work Associated with the City Hall Atrium Glass Replacement Project First reading, second reading, and adoption occurred on 11/13/2018.
- Resolution 37: [ADOPTED] Resolution Deauthorizing the Water CIP Fund 5501 and the Sewer CIP Fund 5502 Project Funding for Various Projects in the Amount of \$422,018.56 and Deauthorization of Bond Authority First reading, second reading, and adoption occurred on 11/13/2018.
- Resolution 38: [ADOPTED] Resolution Authorizing the Rochester Police Department (RPD) to Accept a \$26,851.00 United States Department of Justice (USDOJ) Justice Assistant Grant (JAG) First reading, second reading, and adoption occurred on 11/13/2018.
- Resolution 39: [ADOPTED] Resolution Authorizing Acceptance of an United States Department of Justice (USDOJ) Ballistic Vest Grant in the Amount of \$12,214.00 First reading, second reading, and adoption occurred on 11/13/2018.
- Resolution 40: [ADOPTED] Resolution Authorizing the Application for and Acceptance of a State of New Hampshire Department of Environmental Services (NHDES) Clean Water State Revolving Fund (CWSRF) Loan for the Colonial Pines Sewer Extension Project – Phase 2 in the Amount of up to \$3,598,000.00 First reading, second reading, and adoption occurred on 11/13/2018.
- Resolution 41: [ADOPTED] Resolution Approving Cost Items Associated with Proposed City of Rochester Multi-Year Collective Bargaining Agreement with Rochester Middle Managers Group First reading, second reading, and adoption occurred on 11/13/2018.
- Resolution 42: [ADOPTED] Resolution Approving Cost Items Associated with Proposed City of Rochester Multi-Year Collective Bargaining Agreement with Rochester Municipal Managers Group First reading, second reading, and adoption occurred on 11/13/2018.
- Resolution 43: [ADOPTED] Resolution Appropriation to the 2018-2019 Department of Public Works Capital Improvements Plan Fund and Acceptance of a New Hampshire Department of Environmental Services (NHDES) Brownsfields Cleanup

Grant in the Amount of up to \$200,000.00 First reading, second reading, and adoption occurred on 12/4/2018.

- Resolution 44: [ADOPTED] Resolution Deauthorizing \$3,150.00 in Funding From the 2016-2017 Economic Development Capital Improvement Plan Fund Related to the ERZ Signs Project First reading, second reading, and adoption occurred on 12/4/2018.
- Resolution 45: [ADOPTED] Resolution Authorizing Supplemental Appropriation To The Fiscal Year 2018-2019 Police Department Capital Improvement Project (CIP) Fund In The Amount Of \$33,906 For The Replacement Of A Police Interceptor SUV First Reading, second reading, and adoption occurred on 12/18/2018.
- Resolution 46: [ADOPTED] Resolution Deauthorizing \$4.76 In Funding Relative To A Certified Local Government Travel Grant First Reading, second reading, and adoption occurred on 1/8/2019.
- Resolution 47: [ADOPTED] Resolution Deauthorizing \$873.30 In Funding From The Library's Capital Improvement Plan Fund Related To The Library Book Drop First reading, second reading, and adoption occurred on 1/8/2019.
- Resolution 48: [ADOPTED] Resolution Accepting Donation From The St. Anslem's College To The Recreation And Arena Department And Supplemental Appropriation In The Amount Of \$2,750 First reading, second reading, and adoption occurred on 1/8/2019.
- Resolution 49: [ADOPTED] Resolution Authorizing The Application For And Acceptance Of A State Of New Hampshire Services (NHDES) Clean Water State Revolving Fund (CWSRF) Loan In The Amount Of \$6,300,000 First reading, second reading, and adoption occurred on 1/8/2019.
- Resolution 50: [ADOPTED] Resolution Granting Discretionary Preservation Easement To The Property Located At 60 Leonard Street Under The Provisions Of RSA 79-D In Connection With Its Proposed Preservation Project First reading, second reading, and adoption occurred on 2/5/2019.
- Resolution 51: [ADOPTED] Resolution Granting Discretionary Preservation Easement To The Property Located At 15 Evans Road Under The Provisions Of RSA 79-D In Connection With Its Proposed Preservation Project First reading, second reading, and adoption occurred on 2/5/2019.
- Resolution 52: [ADOPTED] Resolution Granting Discretionary Preservation Easement To The Property Located At 83 Meaderboro Road Under The Provisions Of RSA 79-D In Connection With Its Proposed Preservation Project First reading, second reading, and adoption occurred on 2/5/2019.
- Resolution 53: [ADOPTED] Resolution Authorizing The Rochester Legal Department To Apply For A Victims Of Crime Act (VOCA) Continuing Grant For Fiscal Year 2019-2020 In The Amount Of \$25,836.00 First reading, second reading, and adoption occurred on 2/19/2019.
- Resolution 54: [ADOPTED] Supplemental Appropriation To The 2018-2019 Water Capital Improvements Plan Fund In An Amount Of \$8,766,000.00 For Route 202A Water Main Extension Project And Bonding Authority Pursuant To RSA 33:9 First reading and referred to Public Hearing occurred on 3/5/2019. A Public Hearing occurred on 4/2/2019. A Second reading and adoption occurred on 4/16/2019.



- Resolution 55: [ADOPTED] Resolution Deauthorizing \$59,050.07 From The Arena Department Capital Improvements Plan Fund First reading, second reading, and adoption occurred on 3/5/2019.
- Resolution 56: [ADOPTED] Resolution Deauthorizing \$39,058.00 Of A Previous Supplemental Appropriation For The Replacement Of A Fire Department SUV And Changing The Source Of Funds Of \$1,000.00 Of The Remaining Amount First reading, second reading, and adoption occurred on 3/5/2019.
- Resolution 57: [ADOPTED] Resolution Authorizing Transfer From The General Fund Unassigned Fund Balance To The School Building Capital Reserve Fund In The Amount Of \$824,762.00 First reading and referred to Public Hearing on 3/5/2019. A Public Hearing, second reading, and adoption occurred on 4/2/2019.
- Resolution 58: [ADOPTED] Resolution Authorizing Acceptance and Appropriation of Victims of Crime Act (VOCA) Grant Award for FY 2020 First reading, second reading, and adoption occurred on 3/19/2019.
- Resolution 59: [ADOPTED] Resolution Adopting A 2019-2020 Rochester CDBG "Action Plan For The City Of Rochester, NH" And Approving And Appropriating The 2019-2020 Community Development Budget For The City Of Rochester First reading and referred to a Public Hearing on 4/2/2019. A Public Hearing occurred on 4/16/2019. A second reading and adoption occurred on 5/7/2019.
- Resolution 60: [ADOPTED] Resolution Deauthorizing \$123,587.62 From The School Department Capital Improvements Plan (CIP) Fund First reading, second reading, and adoption occurred on 4/2/2019.
- Resolution 61: [ADOPTED] Resolution Authorizing Acceptance Of An Emergency Management Performance Grant And Supplemental Appropriation To The 2018-2019 Fire Department Capital Improvement Plan Fund In The Amount Of \$50,806 First reading, second reading, and adoption occurred on 4/2/2019.
- Resolution 62: [ADOPTED] Resolution Approving The 2019-2020 Operating Budget For The City Of Rochester First reading and referred to Public Hearing on 4/30/2019. A Public Hearing occurred on 5/21/2019. Second reading and adoption as amended occurred on 6/4/2019.
- Resolution 63: [ADOPTED] Resolution Authorizing And Approving The 2019-2020 Capital Improvements Budget For The City Of Rochester And Authorizing Borrowing In Connection Therewith First reading and referred to Public Hearing occurred on 4/30/2019. A Public Hearing occurred on 5/21/2019. Second reading and adoption as amended occurred on 6/4/19.
- Resolution 64: [ADOPTED] Supplemental Appropriation To The Department Of Public Works CIP In An Amount Of \$89,000.00 For The Community Center LED Lighting Project And Change Of Funding Source For Previously Appropriated Fund For The Community Center LED Lighting Project First reading, second reading, and adoption occurred on 5/7/2019.
- Resolution 65: [ADOPTED] Resolution Deauthorizing \$530.64 From The Rochester Police Department Highway Safety STEP Grant First reading, second reading, and adoption occurred on 5/7/2019.
- Resolution 66: [ADOPTED] Resolution Deauthorizing \$2,419.85 From The Rochester Police Department OARI Grant First reading, second reading, and adoption occurred on 5/7/2019.

- Resolution 67: [ADOPTED] Resolution Deauthorizing \$1,499.90 From The Rochester Police Department Highway Safety E-Ticketing Equipment Grant First reading, second reading, and adoption occurred on 5/7/2019.
- Resolution 68: [ADOPTED] Resolution Authorizing The Department Of Public Works To Accept A Donation From Lowe's Of Composite Decking With An Estimated Value Of \$8,189.00 First reading, second reading, and adoption occurred on 5/7/2019.
- Resolution 69: [ADOPTED] Resolution Authorizing The Expenditure Of Funds From The Riverwalk Special Revenue Fund First reading, second reading, and adoption occurred on 5/7/2019.
- Resolution 70: [ADOPTED] Resolution Approving Cost Items Associated With Proposed City Of Rochester Multi-Year Collective Bargaining Agreement International Brotherhood Of Teamsters Local 633 (Library Personnel) First reading, second reading, and adoption occurred on 5/7/2019.
- Resolution 71: [ADOPTED] Resolution Approving Cost Items Associated With Proposed City Of Rochester Multi-Year Collective Bargaining Agreement With The American Federation Of State, County And Municipal Employees (AFSCME) Local 93 (Municipal – Public Works, Custodial, Grounds, And Skilled Employees) First reading, second reading, and adoption occurred on 5/7/2019.
- Resolution 72: [ADOPTED] Resolution Deauthorizing Fiscal Year 2018-2019 Funding Related To The Conservation License Plate Grant [Moose Plate Grant] In The Amount Of \$25 First reading, second reading, and adoption occurred on 6/4/2019.
- Resolution 73: [ADOPTED] Resolution Approving Cost Items Associated With Proposed City Of Rochester School Department's Bargaining Agreement (Teachers) First reading, second reading, and adoption occurred on 6/4/2019.
- Resolution 74: [ADOPTED] Resolution Ordering The Elimination Of A Hazardous Building At 14 Liberty Street In Rochester, New Hampshire First reading, second reading, and adoption occurred on 6/4/2019.
- Resolution 75: [ADOPTED] City Of Rochester Dog Warrant (April 20, 2018 To April 30, 2019) First reading and adoption occurred on 6/4/2019.